

# Follett Barcode Order Form Instructions

## 1) Barcode Style Options

Select the type of barcodes you would like to purchase

## 2) Barcode Inscription

Enter the inscription to be printed on each barcode. Limit of 30 characters.

## 3) Barcode Symbology

Various symbology standards exist for barcodes. The proper symbology is required in order to work with your scanners and software system.

### Best Practices:

Library Manager: Code 3/9 and Follett Classic

Textbook Manager: Code 3/9

Resource Manager: Code 3/9 is the only symbology available (No Follett Classic) (minimum of 8 digits required)

To see what symbology your Follett Destiny® system prefers, check:

Back Office / Site Configuration / Circulation tab and then review Preferred Barcode Symbologies.

## 4) Barcode Check Digit

This is the last character in a 14-digit barcode (if check digit is selected).

The check digit (Mod 10 or Mod 43) is used by the scanner to determine the accuracy of the scan.

Generic Code 39 and Follett Classic barcodes do not use a check digit (please select "No Check Digit").

For Mod 10 this character is numeric (digits 0-9).

For Mod 43 this character is alphanumeric (characters A-Z plus the symbols -, ., blank space, \$, /, +, %, 0-9).

## 5) Barcode Type Indicator

A single character that distinguishes the item type such as a textbook or library book from a patron.

Often, schools choose to use 2 = patrons, 3 = library books, 4 = textbooks, 5 = resource and 6 = home location.

For Code 39 Mod 10, this character is numeric.

For Code 39 Mod 43 this character is alphanumeric.

For Follett Classic, the type identifier defaults to T = library books and P = patrons.

**\*Follett classic is NOT recommended for Follett Destiny® Textbook Manager™ and CANNOT be used in Follett Destiny Resource Manager™.**

## 6) Barcode Location Code

An **optional** 4-5 digit code that represents the school or district number for identification purposes.

Example, a school may choose 0114 as their location code since their school number within the district is #114.

If using Mod 10 check digit these characters are numeric.

If using Mod 43 check digit these characters are alphanumeric.

## 7) Barcode Starting Number Required

Please provide the starting barcode Item Number.

All barcodes for this order will be printed sequentially beginning with this number.

## 8) Quantity

Sheets are sold in lots of 1,000 with a minimum order of 1,000

Rolls are sold in lots of 5,000 with a minimum quantity of 5,000 (Quantity should read 5,000 or 10,000 or 15,000 etc.)

## 9) Barcode Length

Barcodes lengths are usually of two types:

7 characters or less that only contains the Type Indicator and an Item Number

8 characters or more (14 Maximum - recommended) that contains the Type Indicator, Location Code, Item Number

