

Workflow Solutions

This no obligation questionnaire is the first step in your setup.

Processing

Consistent label placement every time

Customized covers

Deters theft

Versatile

Cataloging

MARC Records tailored to your specific needs

Saves time and money

Opening Day Collections

Knowledgeable & experienced collection development

Worry-free project management

Punctual delivery

Your Library's Information

Please fill out the following information so we can learn more about your library. If you need assistance with this questionnaire, please give us a call at 1-800-875-2785 or fax completed questionnaire to 1-800-444-6645.

Library Name		Current Account #	
Address			
City		State	Zip
Contact #1 Name		Position	
Email	Phone	Fo	IX
Contact #2 Name		Position	
Email	Phone	Fo	IX
How did you hear about Midwest Tape?			
Budget Year: Special Fund or I	Budget requirement	s: □ Yes □ No	
Do you have multiple branches? Yes	□ No. If yes, how	many branches do yo	ou have?
Do you have a floating collection for AV	materials? 🗌 Yes	🗌 No	
ILS System: Horizon Dynix Sy Other	ymphony 🗌 Unico	rn 🗌 Innovative 🗌 I	Polaris 🗌 CARL
Order Type: □ Submit cart on web □ □ Automatic order	Mail 🗌 Fax 🗌 Pł	none 🗌 EDI (🗌 Edif	act 🗌 X12 🔲 Bisac)
Describe your ordering process:			
Do you place bump orders (i.e. Order sp □ Yes □ No If yes, explain how you			-

Do you purchase under a state contract? Yes No	Contract Name	
Do your purchases fall under: 🗌 Bid 🔲 RFP 🔲 Neither		
Related to library network or consortium? — Yes — No	Name	
What format(s) are you currently purchasing from Midwest Tape? 🗌 DVD 🗌 CD 🗌 Audiobook 🗌 Playaway		
Rank the following formats based on popularity in your library.		
(Other than books):DVDCDAudiobookPlayaway		
Do you have special restrictions or interests in your collection development (i.e. Widescreen only, no Parental Advisory CDs, Rental/Retail, etc)?	ŧ	

Please indicate if you are currently using or have interest in our services:

Services available	Currently using	Interested in
Customized Standing Orders	DVD Blu-ray CD AB Playaway	DVD Blu-ray CD AB Playaway
Opening Day Collections		
Collection development		
Vendor records		
9xx order record tags (imported into ILS)		
EDI ordering (Edifact/ X-12)		
EDI invoicing		
Processing	DVD Blu-ray CD AB Playaway	DVD Blu-ray CD AB Playaway
Cataloging	DVD 🛛 Blu-ray 🗌 CD 🗌 AB 🗌 Playaway	DVD Blu-ray CD AB Playaway

Do you have an established timeframe for setting up your NEW services?

Are there any known/planned events at your library that may impact this setup process?

How can we help your library more? _____

Your Library's Physical Processing Information

Please fill out the following information so we can learn more about your library's physical processing. If you need assistance with this questionnaire, please give us a call at 1-800-875-2785 or fax completed questionnaire to 1-800-444-6645. Refer to samples provided on page 4.

Do you currently outsource any processing? If so, what format(s)?		
What format(s) are you looking to have Midwest Tape process for you?		
Please photocopy the outside cover of your materials (DVD, Blu-ray, CD, Audiobook, Playaway) so we can see how they are currently labeled and include photocopies when returning this brochure.		
What case do you use to house your material? Please list per format.		
DVD		
CD		
Audiobook		
Playaway		
Do you RFID your audio-visual material? Yes No		
What are you most interested in gaining from Midwest Tape processing your material?		



Here are some samples of popular processing services provided by Midwest Tape.

DVD Bottom Band



Help us find the best possible way to process your product by including an example of your processed DVD, Blu-ray, CD, Audiobook, or Playaway.

Your Library's Cataloging Information

Please fill out the following information so we can learn more about your library's cataloging. If you need assistance with this questionnaire, please give us a call at 1-800-875-2785 or fax completed questionnaire to 1-800-444-6645. Refer to samples provided on pages 6-8.

Do you currently outsource any cataloging? If so, what format(s)?		
Do you have a cataloging subscription with OCLC? Yes No		
Type of Records interested in setting up: 🗌 Vendor 📄 Full 🔲 Customized		
Formats needing cataloging: 🗌 DVD 🔲 Blu-ray 🗌 CD 🔲 Audiobook 🗌 Playaway		
Record delivery: Email FTP		
Match point tag for overlay:		
Do you allow your patrons to place holds on material? Yes No		
Are you looking to have barcode numbers linked to your MARC records? □ Yes □ No (Your library will need to utilize Midwest Tape processing services.)		
What are you most interested in gaining from Midwest Tape cataloging your material?		



Vendor Record Samples

Free DVD Vendor Record Sample

- =LDR 01134ngm 22002652a 45x0 =001 ocn429531015 =003 MWT =005 20090930090937.1 =007 vd\cvaizs =008 090930s2009\\\\xxu096\e\\\\\\\\\vaeng\d =010 \\|a429531015 =040 \\|aMidwest
- =020 \\|a|c{dollar}22.49
- =024 1\|a786936786675
- =028 42|aDIS100412D
- =245 00|aUp |h[videorecording].
- =250 \\|aWidescreen ed.
- =260 \\|a[United States] :|bDisney,|c 2009.
- =300 \\|a1 videodisc (ca. 96 min.) :|bsd., col. ;|c4 3/4 in.
- =511 1\|aChristopher Plummer, Delroy Lindo, Ed Asner, John Ratzenberger
- =538 \\|aDVD.
- =546 \\|aEnglish audio
- =521 8\|aMPAA rating: PG.

=520 \\|aSeventy-eight-year-old balloon salesman Carl Fredricksen finally fulfills his lifelong dream of a great adventu ties thousands of balloons to his house and flies away to the wilds of South America. He discovers too late that an 8-yea Wilderness Explorer named Russell has stowed away. Includes an exclusive animated short film, Dug's Special Mission. =856 7\3View cover art/uhttp://midwesttapes.com/images/movies/dis100412d.gif/2http

=9xx \\|aOn Order|fDVDF|bMN|p\$29.99 (OPTIONAL Order tags)

Free Audiobook Vendor Record Sample

- =LDR 01226nim 22002532a 45x0
- =001 ocn416543395
- =003 MWT
- =005 20090930090911.1
- =007 sd\fungnnmmned
- =008 090930suuuu\\\\xxu\\n\e\\\\\\\\\\\eng\d
- =010 \\|a416543395
- =040 \\|aMidwest
- =020 \\|a9780739319178 :|c{dollar}49.99
- =024 1\|a9780739319178
- =028 42|aRDH73931917A
- =100 1\laBrown, Dan.
- =245 14|aThe lost symbol (CD)|h[sound recording] /|cDan Brown
- =250 $\$ aUnabridged.
- =260 \\|a[United States] :|bRandom House, Inc.,|c 2009
- =300 \\|a14 sound discs :|bdigital ;|c4 3/4 in.
- =306 \\|105000
- =511 1\|aRead by Paul Michael.

=520 \\|aHe saved the Church from a fundamentalist radical in Angels & Demons and exposed the w cover-up in The Da Vinci Code. Now, symbologist and Harvard professor Robert Langdon returns to unco Scheduled to deliver a speech at the Capitol Building, Langdon is soon pulled into a deadly game of cat Solomon, a prominent Mason and Langdon's mentor, is kidnapped, and Langdon's only chance of saving series of cryptic clues.

=856 7\|3View cover art|uhttp://midwesttapes.com/images/movies/rdh73931917a.gif|2http

=9xx \\|aOn Order|fAUDIO|bMN|p\$49.99 (**OPTIONAL Order tags**)



Most libraries use these records to create an order in their Integrated Library System.

Free CD Vendor Record Sample

- =LDR 01409njm 22002412a 45x0
- =001 ocn430101528
- =003 MWT
- =005 20090930090937.1
- =007 sd\fungnnmmned
- =008 090930suuuu\\\\xxuppn\e\\\\\\\\\\\eng\d =010 \\|a430101528
- =040 \\|aMidwest
- =020 \\|a|c{dollar}12.59
- =024 1\|a602527147833
- =028 42|aUMM147833C
- =100 1\|aJackson, Michael
- =245 10 The definitive collection I h [sound recording] / CMichael Jackson.
- =260 \\|a[United States] :|bUniversal Motown Records, |c 2009.
- =300 \\|a1 sound disc :|bdigital ;|c4 3/4 in

=505 00 | tI want you back | tABC | tThe love you save | tI'll be there | tNever can say goodbye | tMaybe tomorrow | tAin't no sunshine |tGot to be there | tRockin' robin | tI wanna be where you are | tBen | tWith a child's heart | tOne day in your life | tDancing machine | tWe're almost there | tJust a little bit of you | tFarewell my summer love | tWho's lovin' you | tI'll be there (minus mix).

=520 \\|aAs a phenomenon from the start, Michael Jackson was a pure singer with a remarkable voice that soared with eagerness and confidence. Even though the famous icon is gone, his ability to live on comes in this collection that features classic Jackson 5 and solo tracks, ten No. 1 hits, and a much talked-about B-side, Who's Loving You.

- =856 7\|3View cover art|uhttp://midwesttapes.com/images/movies/umm147833c.gif|2http
- =9xx \\|aOn Order|fCD|bMN|p\$13.99 (OPTIONAL Order tags)



IIAN BROW =511 1\|aMichael Jackson.

Full MARC Record Samples



Full OCLC MARCs are by far our most popular option.

Full CD MARC Record Sample

- =028 02|aB0013297-02|bUniversal Motown Records

- =100 1\|alackson, Michael, |d1958-2009,
- =245 14 aThe definitive collection h[sound recording] / cMichael Jackson.

 - =511 0\|aPerformed by Michael Jackson ; tracks 1-5, 15, and 18-19 with the Jackson 5.
 - =518 \\|aRecorded 1969-1975, 1981 and 1984.
 - =500 \\|aCompilation of selections previously released from 1969-1984.

=505 00 | tI want you back ; | tABC ; | tThe love you save ; | tI'll be there ; | tNever can say goodbye | r(Jackson 5) - | tMaybe

tomorrow -|tAin't no sunshine -|tGot to be there -|tRockin' robin -|tI wanna be where you are -|tBen -|tWith a child's heart -- | tOne day in your life - | tDancing machine | r(Jackson 5) - | tWe're almost there - | tJust a little bit of you - | tFarewell my summer love - | tWho's lovin' you ; | tl'll be there (Minus mix) | r(Jackson 5).

- =949 \\|b12345678901256|cCD JACKSON||MN|p\$13.99 (OPTIONAL item linking)



Michael Jackso

Customized MARC Record Samples

Customized DVD MARC Record Sample

- aRivera, Jonas. aDocter, Pete. aMcCarthy, Tom, |d1966-

Customized Audiobook MARC Record Sample

- =LDR 01701cim 2200421Kg 4500 =001 ocn416543395
- =650 =650 =650 =655 =655 =655 =655 =655 =655 =700
- =005 20090901022158.0 =007 sd\fungnnmmneu
- =008 090626s2009\\\\nyunnn\\\\\\\f\\\eng\d
- =040 \\|aTEFMT|cTEFMT|dWIM|dTEFMT|dTEF
- =020 \\\a9780739319178 =020 \\|a0739319175
- =029 1\|aNZ1|b13047575
- =035 \\|a(OCoLC)416543395
- =037 \\|bMidwest Tape|nhttp://www.midwesttapes.com
- =043 \\|an-us-dc

=003 OCoLC

- =050 14|aPS3552.R685434|bL67 2009ab
- =082 04|a813/.54|222
- =092 \\|aFIC LOST
- =049 \\|aTEFMT
- =100 1\|aBrown, Dan,|d1964-
- =245 14|aThe lost symbol|h[sound recording]:|b[a novel]/|cDan Brown
- =260 \\|a[New York] :|bRandom House Audio,|cp2009.
- =300 \\|a14 sound discs (ca. 1050 min.) :|bdigital ;|c4 3/4 in.
- =500 \\|aTitle from web page
- =511 0\|aRead by Paul Michael.
- =500 \\|aUnabridged.
- =500 \\|aCompact discs.
- =500 \\laDuration: 16:00:00.

=520 \\\aHe saved the Catholic Church from a fundamentalist radical in Anaels & Demons and expose cover-up in The Da Vinci Code. Now, symbologist and Harvard professor Robert Langdon returns to unco Called to Washington D.C., Langdon must investigate the centuries-old secrets of the Freemasons. However, around every corner, will Langdon's eidetic memory and insurmountable knowledge of history be able to g another adventure?

- =610 201 aFreemasons | vFiction.
- =650 \0 aSecret societies vFiction
- =651 \0|aWashington (D.C.)|vFiction.
- =655 \0|aAudiobooks
- =700 1\|aMichael, Paul.|4nrt
- =910 \\|acpp3253
- =949 \\|b12345678901256|cFIC LOST|IMN|p\$49.99 (OPTIONAL item linking) =994 \\|aC0|bFMO



DAN BROWN

LOST SYMBO

Customized CD MARC Record Sample

- =IDR 01692cim 2200385lg 4500
- =001 ocn430101528 =003 OColC
- =005 20090908030421.0
- =007 sd\fungnn|||ed
- =008 090811p20091969nyuppn\\\fi\\\\\\\eng\d
- =040 \\|aTEFMT|cTEFMT|dVRC|dTEF|dNPC
- =024 1\|a602527147833
- =028 02 aB0013297-02 bUniversal Motown Records
- =033 20|a1969-a1975-
- =033 10|a1981--|a1984---
- =035 \\|a(OCoLC)430101528
- =050 14 aM1630.18.J33 bD44 2009
- =099 \\|aCD|aJACKSON
- =049 \\|aTEFMT
- =100 1\|aJackson, Michael,|d1958-2009.
- =245 14 aThe definitive collection [h[sound recordina] / [cMichael Jackson
- =260 \\|aNew York :|bUniversal Motown Records,|cp2009
- =300 \\|a1 sound disc :|bdigital ;|c4 3/4 in.
- =511 0\|aPerformed by Michael Jackson ; tracks 1-5, 15, and 18-19 with the Jackson 5.
- =518 \\|aRecorded 1969-1975, 1981 and 1984.
- =500 \\|aProgram notes by David Ritz in booklet
- =505 00|tl want you back ; |tABC ; |tThe love you save ; |tl'll be there ; |tNever can say goodbye|r(Jackson 5) |tMaybe tomorrow -|tGot to be there -|tRockin' robin -|tl wanna be where you are -|tAin't no sunshine -|tBen -|tWith a child's heart -| 10ne day in your life -| 1We're almost there -| 1Dancing machine | r(Jackson 5) -| tJust a little bit of you -| 1Farewell my summer love - | tWho's lovin' you ; | tl'll be there (Minus mix) | r(Jackson 5).

Some libraries may require this level of customization.

- =538 \\|aCompact disc.
- =650 \0|aRhythm and blues music.
- =650 \0|aPopular music|y1961-1970.
- =650 \0|aPopular music|y1971-1980.
- =650 \0|aPopular music|y1981-1990.
- =710 2\|aJackson 5 (Musical group)|4prf
- =910 \\|acpp2442
- =949 \\1b123456789012561cCD IACKSON1/MN1p\$13.99 (OPTIONAL item linking)
- =994 \\|aC0|bPNX



Your Library's Opening Day Collection Information

Please fill out the following information so we can learn more about your library's opening day collection. If you need assistance with this questionnaire, please give us a call at 1-800-875-2785 or fax completed questionnaire to 1-800-444-6645.

Is this project a: 🗌 New Branch 🔲 Expansion/Renovation
🗌 Existing Branch adding a New Format 🔲 Other
If a new branch, how many branches will be opening? □ 1 □ 2 □ 3 □

Estimated date of opening(s)? _____

What services are you looking to use for this project? (Please check boxes below)

Collection development	
Vendor Records	
9xx order record tags (imported into ILS)	
EDI ordering (Edifact/ X-12)	
EDI invoicing	
Processing:	🗌 DVD 🔲 Blu-ray 🗌 CD 🔲 AB 🗌 Playaway
Cataloging:	🗆 DVD 🗌 Blu-ray 🗌 CD 🔲 AB 🗌 Playaway

What is the projected budget and/or item count?

DVD	Audiobooks
Blu-ray	Playaways
CD	

If the above budget does not include	processing cost, please list processing	budget:
•		•

If the above budget does not include cataloging cost, please list cataloging budget: _____

Partnered with ILS Vendors

INNOVATISE.

Online Selection & Acquisitions™ Acquire the Power. Eliminate the Paper.



SirsiDynix



Streamline your workflow!

Integrated Library Systems manage the processes that move material quickly and efficiently

9XX Order Creation

Import high-quality MARC records into the ILS database to create the purchase order, complete with distribution and fund information

Questions? Contact Marin Lindsay, mlindsay@midwesttapes.com

Z39.50 Interface

Search Midwest Tape's product catalog without leaving your ILS system Questions? Contact Randy Selhorst, rselhorst@midwesttapes.com

Open URL

View your library patron website through Midwest Tape's website while shopping

Check status of your library's collection through ISBN, UPC, or OCLC search criteria

Allows holding questions and duplicate ordering questions to be answered quickly

Questions? Contact Randy Selhorst, rselhorst@midwesttapes.com

EDI Ordering/Acknowledgement/Invoicing

Orders are submitted to Midwest Tape electronically, allowing us to send acknowledgements and an electronic invoice when the product ships

Questions? Contact Randy Selhorst, rselhorst@midwesttapes.com

Other Midwest Tape Services & Contacts

Collection Development Chris Shope	cshope@midwesttapes.com
Customized Standing Orders	
Amanda Adkins (DVD & Blu-ray)	aadkins@midwesttapes.com
Karan Davey (CD)	kdavey@midwesttapes.com
Erica Messinger (Audiobooks and Play	away)emessinger@midwesttapes.com
EDI Ordering (Edifact/x12)	
Randy Selhorst	rselhorst@midwesttapes.com

9xx Order tags

Marin Lindsaymlindsay@midwesttapes.com

Visit our home page at www.midwesttapes.com for links to:

- View web site demos and video tutorials
- Review white papers on 9xx ordering and EDI ordering and invoicing
- Learn more about our Replacement programs
- Browse the bestselling titles you haven't ordered
- Read the News & Views Blog
- Download open orders and canceled order reports
- Request a replacement invoice
- Purchase Security Cases and other supplies
- Set up open URL search tools
- And much more...



Ph: 1.800.875.2785 Fax: 1.800.444.6645 www.midwesttapes.com