

## Electronic & Printed Annotations Request Form

Date Requested: \_\_\_\_\_  New Request  Update  
 Library/School Name: \_\_\_\_\_  
 Account Number (if known): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Annotations will be directed to the attention of this person.  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Available Formats (select at least one):



**Electronic annotations emailed** in Excel format to my email address listed above on a monthly basis.

**FTP**

**Electronic annotations posted via FTP** in Excel format to an FTP site set up specifically for me on a monthly basis. An FTP address, User Name and Password will be assigned by QBI and provided to me via email at the email listed above.



**Electronic annotations on CD-Rom** in Excel format mailed to the address listed above on a monthly basis.

**Electronic annotations on 3.5" floppy diskette** in Excel format mailed to the address listed above on a monthly basis.



Printed cards mailed to the address listed above.

Number of annotation card sets required: \_\_\_\_\_.

Please send my annotation cards (circle one): Weekly    Biweekly    Monthly

Printed lists mailed to the address listed above.

Number of annotation lists required: \_\_\_\_\_.

Please send my annotation lists (circle one): Weekly Biweekly    Monthly

#### Primary Sort Method

First, sort by (check one):

- Title
- Dewey Number
- Series Title
- Author Name
- Intellect
- Publisher Name

#### Secondary Sort Method

And then, sort by (check one, if needed):

- Title
- Dewey Number
- Series Title
- Author Name
- Intellect
- Publisher Name

If you wish to exclude certain types of material from your annotations, please complete pages 2 and 3 of this form. If you have no exclusions, please keep a copy of your annotations request for your files, and fax the first page of this form to the Quality Books Inc. Customer Service Department at 1-815-732-4499, or mail the form to Quality Books Inc., Attn: Customer Service, 1003 W. Pines Road, Oregon, IL 61061.

## Quality Books Inc. Annotations Request Form

### Exclusions

Mark all of the items from the list below that you wish to exclude from your annotations.

\_\_\_ Binding – Please circle all bindings listed below that you wish to exclude:

Board Book	Enclosed Spiral Folder	
Hardcover/Cloth	Paperback	Reinforced/Library
Spiral	Staple Stitch	

\_\_\_ Book Dimensions Over: \_\_\_ Inches, or \_\_\_ Centimeters High

\_\_\_ Book Dimensions Under: \_\_\_ Inches, or \_\_\_ Centimeters High

\_\_\_ Copyright – List all copyright years you wish to exclude: \_\_\_\_\_.

\_\_\_ Dewey Numbers Greater Than = \_\_\_ \_\_\_ \_\_\_ (3 digits only)

\_\_\_ Dewey Numbers Less Than = \_\_\_ \_\_\_ \_\_\_ (3 digits only)

\_\_\_ Dewey Numbers Equal To = \_\_\_ \_\_\_ \_\_\_ (3 digits only)

\_\_\_ Graphic Novels

\_\_\_ Homosexual Content

\_\_\_ Intellect – Circle the intellect level(s) you wish to exclude:

Adult	Children’s	General Audience
Young Adult	Teaching Material	

\_\_\_ Language – Please circle all the languages listed below that you wish to exclude:

English	Spanish	Spanish/English
Chinese	Chinese/English	French
French/English	German	German/English
Russian	Russian/English	Other: _____ (please specify)

\_\_\_ Nudity

\_\_\_ Page Count Over # \_\_\_ Pages

\_\_\_ Page Count Under # \_\_\_ Pages

## Quality Books Inc. Annotations Request Form Exclusions

\_\_\_ Price Over \$ \_\_\_\_\_ Per Item

\_\_\_ Price Under \$ \_\_\_\_\_ Per Item

\_\_\_Product Description – Please circle all the product descriptions you wish to exclude:

Audiocassette	Book	Book/DVD	Book/Software
Book/Audio	Book/Video	Book/CD/Audio	Book/CD/Software
CD	CD/Video	DVD	Magazine
Software	Video	Video/Audio	Video Book
Video/CD	Video/Software		

\_\_\_Publishers – Please list any publishers you wish to exclude from your profile:

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\_\_\_Sexual Content

\_\_\_Standing Order (excludes any titles you currently have on standing order with us).

\_\_\_Strong Language

\_\_\_Write Ins/Fill-In-The Blanks

\_\_\_Other – If you have other things you wish to exclude from your annotations, please list them here: \_\_\_\_\_

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If you have any exclusions, please keep a copy of your annotations request for your files, and fax all three pages of this form to the Quality Books Inc. Customer Service Department at 1-815-732-4499, or mail the form to Quality Books Inc.,  
Attn: Customer Service, 1003 W. Pines Road, Oregon, IL 61061.