

Barcode Compliance Agreement for Participation in INFOhio Library Automation

As per INFOhio Library Automation guidelines established in 1993 by the INFOhio Advisory Committee, libraries participating in the INFOhio network will need to comply with INFOhio's standards for item and patron barcodes.

INFOhio requires 14-digit barcodes, which use either Codabar or Code 39 Mod 10 barcode symbologies. The first digit of patron barcodes is a **2**, and the first digit of item barcodes is a **3**. Barcode positions 2 through 5 must contain a unique four-digit institution code assigned by either the ITC or INFOhio. Positions 6 through 13 must contain a unique, non-duplicate number assigned to each patron/item. Digit 14 is a calculated numeric check digit based on the Mod 10 algorithm.

Libraries automating with INFOhio will need to have INFOhio compliant barcodes attached to library materials *before circulating or at maximum within one (1) year of the date data having been loaded* into the INFOhio automation system. Upon the 1-year anniversary of the data load, the barcode validation feature will be fully activated by the ITC/INFOhio, and non-compliant barcodes will no longer function.

The ability for a library to load barcodes from another automation system into INFOhio and to use them for a maximum of one (1) year requires that no duplication exists within the old system's barcodes.

With knowledge of the above requirement for participation in the INFOhio network, it is hereby

agreed between _____ and _____
(name of district/library) (name of ITC)

that within one (1) year of the final data load completed on _____,
(date of final data load)

library barcodes will be compliant with INFOhio standards and barcode validation will be activated.

District/Library Representative

ITC Director/Representative

Name

Name

Title

Title

School/Library

ITC

Signature

Signature

Date

Date

Please complete in triplicate.
Copies are to be kept on file at the district, the ITC and INFOhio Central.