

LOT 1 - IN-PRINT PUBLICATIONS

	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17 a.	Item 17 b.	Item 17 c.	Item 18
	Trade	Non-Trade	Scientific/ Medical	Technical	Law	Business/ Economics/ Financial	Social Science/ Humanities	Governmental	Text Books	Reference/ Encyclopedia	Braille	Handbooks	University Press Publications	Society or Association Publications	Foreign Publications	Out of Print Books	Other: Continuations	Other: Spanish language	Other: _____	Net Handling Charge
A. CLOTH BINDING																				
Discount per copy	45.00%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	N/A	N/A	40.00%	20.00%-40.00%		\$3.95
Volume Pricing-Price Breaks for Single Title:																				
1+ _____ copies	45.00%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	N/A	N/A	40.00%	20.00%-40.00%		\$3.95
_____ copies																				
B. LIBRARY BINDING																				
Discount per copy	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	N/A	N/A	N/A	20.00%		\$3.95
Volume Pricing-Price Breaks for Single Title:																				
1+ _____ copies	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	N/A	N/A	N/A	20.00%		\$3.95
_____ copies																				
C. PAPERBACKS, QUALITY																				
Discount per copy	40.00%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	N/A	N/A	40.00%	40.00%		\$3.95
Volume Pricing-Price Breaks for Single Title:																				
1+ _____ copies	40.00%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	N/A	N/A	40.00%	40.00%		\$3.95
_____ copies																				
D. PAPERBACKS, MASS MARKET																				
Discount per copy	40.00%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	N/A	N/A	40.00%	40.00%		\$3.95
Volume Pricing-Price Breaks for Single Title:																				
1+ _____ copies	40.00%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	12.50%	N/A	N/A	40.00%	40.00%		\$3.95
_____ copies																				
E. PREBOUND HARDBACKS																				
Discount per copy	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	N/A	N/A	N/A	N/A		\$3.95
Volume Pricing-Price Breaks for Single Title:																				
1+ _____ copies	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	21.00%	N/A	N/A	N/A	N/A		\$3.95
(BrodartBound**) _____ copies																				

Additional Information

*Hardcover and paperback titles on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the non-trade discount or invoiced at publishers list price, plus a service charge of \$3.95.

**See Attachment A for Brodart's Binding Definitions

Continuations Trade books receive 40% discount

(Continuations books on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the non-trade discount or invoiced at publisher list price, plus a service charge of \$3.95.)

Spanish books receive 40% Trade discount or 20% Non-Trade discount

BRODART'S CATEGORY/BINDING DEFINITIONS:

Trade Hardcover: Published with a glued binding and a hardcover. Trade discounted hardcover editions are usually fiction or current nonfiction and are generally published for the average consumer. Publishers promote and advertise these titles more aggressively and print runs are greater than the norm.

Juvenile Trade Hardcover: Published with a glued binding and a hardcover. Popular fiction or nonfiction books designed for children, usually with subject matter of broad appeal.

Publisher's Library Reinforced: Published with a high quality, usually fanned, sewn and glued binding. Sometimes known as a "School" or "Library" binding. This binding has the durability required in a high use library setting and is usually reserved for children's materials. All publisher library reinforced editions will receive the discount quoted in this category.

Single Reinforced: Published with a durable fanned and glued hardcover binding that may or may not be sewn. Also known as Hardcover Reinforced, "School" or "Library" binding. Subject matter may be directed at adults or juveniles (though they are usually reserved for children's materials) and may be fiction or nonfiction.

Non-Trade Hardcover: Published with a glued binding. Subject matter such as technical, reference, scientific, medical and/or is published by a small press for adult and juvenile readers. Titles on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the non-trade discount quoted in this category or invoiced at the publisher's list price.

University Press: Hardcover and paperback selections. This category includes materials for which Brodart receives minimal or no discount and/or the publisher requires prepayment.

Trade Paperback: Published with a paper cover. May also be known as a trade paper, quality paperback or mass market paperback. The quality of the paper and printing in trade and quality paperbacks is usually high. Mass market paperbacks are paperbacks sized to fit standard retail display racks; trade paperbacks have larger page sizes. Trade discounted paperback editions are generally published for the average consumer with subject matter of broad appeal.

Non-Trade Paperbacks: Published with a paper cover. Subject matter such as technical, reference, scientific, medical or small presses for adult and juvenile readers. Paperback titles on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the non trade discount quoted in this category or invoiced at the publisher's list price. Publishers whose titles have limited sales volume and those who are not in compliance with Brodart's purchasing requirements may be in this category.

BrodartBound: Turtleback's high-quality bindings significantly extend the life of a book by using the finest materials and processes in the industry. More durable double-fan adhesive or sewn binding replaces the publisher's original binding. The publisher's colorful, illustrated paperback cover is scanned, digitized, and reprinted to produce new cover sheets that are wrapped around heavy hardback board.

BrodartConvert: Originally published in paperback and converted to hardcover.

BrodartGuard: Paperback reinforced with a 10-mil (2-mil spine) laminated cover.

LOT 2 - NON-PRINT & OTHER

	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 17 a.	Item 17 b.	Item 17 c.	Item 18
	Trade	Non-Trade	Scientific/ Medical	Technical	Law	Business/ Economics/ Financial	Social Science/ Humanities	Governmental	Text Books	Reference/ Encyclopedia	Braille	Handbooks	University Press Publications	Society or Association Publications	Foreign Publications	Out of Print Books	Other: _____	Other: _____	Other: _____	Net Handling Charge
DISCOUNT FOR SINGLE UNIT																				
Audio Cassettes (music, educational, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Audio Visual Materials	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Audio Books Abridged - Tape/CD/DVD/MP3/MP4 Format	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Audio Books Unabridged - Tape/CD/DVD/MP3/MP4 Format	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Books on DVD (Digital Files)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CD-ROM (fixed price only -- no online services)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CDs (music, audio, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
eBooks (non-subscription based)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Encyclopedias (Digital Versions)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Laser Disc	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maps, Globes, Atlases Charts	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Microcomputer Software (educational)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Microform (microfiche and microfilm)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Slides	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Video Tapes (feature film, educational, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DVD's	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Video Games	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sheet Music	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Musical Scores	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other (please specify):	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Additional Information

OPTIONAL ANCILLARY SERVICES

Service	Amount Charged	Description
Catalog Kits	N/A	Catalog kits are not available
Cataloging & Processing (including shelf-ready books)	\$0.99	Starter Cataloging and Processing (automated) - includes an attached jacket, spine label, barcode label and English-language MARC record
Machine Readable Cataloging (MARC) Records	\$0.25	Starter full-level English-language MARC record (automated)
Rebinding of Paperbacks	\$4.50	BrodartConvert (paperback conversion to hardcover)
Customized Reports	\$0.00	Management Reports as described in Attachment A (Confirmation Report, Cancellation Report, On Order Title Status Report) are free of charge
Bibliographic Records	\$0.25	See MARC record description above
Security Tape	\$0.45	Standard 3M or Checkpoint theft detection
Barcode Label	\$0.10	Barcode label
Other:	\$2.00	BrodartGuard (paperback reinforced with laminate)
Other:	\$1.25	Spanish-language MARC record (automated)
Other:	\$0.60	Taped or glued jacket
Other:	\$3.05	Per book charge for Flex Cataloging and processing - see inclusions below
Other:	\$4.00	Per book charge for Compleat Cataloging and processing - see inclusions below

Additional Information

A full description of the three levels of cataloging services has been provided in Brodart's Attachment A.

\$3.05/book: Flex services is a bundled price and includes: A full level English-language bibliographic record, item record, Mylar jacket (or label protector), Spine label, Standard 3M or Checkpoint theft detection, Genre/classification labels (one standard Brodart label per book), Application of property stamp or label and barcode. Pricing provided is an estimate and will be finalized after we profile and review all cataloging, classification and processing specifications.

\$4.00/book: Compleat services is a bundled price and includes: a customized full level English-language bibliographic record, item record, barcode (customer supplied), application of one genre/classification label per book, Mylar jacket (or protective label over spine label not covered by jacket), property stamp and spine label. Pricing provided is an estimate and will be finalized after we profile and review all cataloging, classification and processing specifications.

ADDITIONAL DISCOUNTS

Volume Price Breaks	Percentage Discount
\$5,000.00 - \$9,999.99	*
\$10,000.00 - \$14,999.99	*
\$15,000.00 - \$22,499.99	*
\$23,500.00 - \$29,999.99	*
\$30,000.00 - \$39,999.99	*
\$40,000.00 - \$49,999.99	*
\$50,000.00 - \$62,499.99	*
\$62,500.00 - \$75,999.99	*
\$76,000.00 - and above	*

Other Discounts	Percentage Discount
Electronic Access Ordering	\$0**
Prepayment Plan Discount	N/A
Deposit Account Discount	N/A
Approval Plan Discount	N/A
Please Explain:	
**Ordering through Brodart's online tool, Bibz.com or via EDI is free of charge. Discounts will be based on the bind of each book as outlined in Attachment 1 - Price Pages	

Additional Information

* Brodart reserves the right to negotiate pricing and discounts with individual agencies based on the volume of purchases and competitive conditions.



We are pleased to provide the following information as clarification of service, service enhancements and/or additional details to some of the specifications mentioned in the State of New York's invitation to bid for books and non-print library materials and related ancillary services.

Orders & Internet Websites

ORDERS

Brodart will set up accounts for your library based on your specifications and provide as many accounts as required. You may add new accounts, delete old accounts, or change the name and address information. Multiple ship-to accounts will be linked to the appropriate bill-to account. Each ship-to account will include a five-line address and account number. The information will link to related cataloging and processing specifications.

Brodart offers a number of methods for submitting orders:

- Submit your order directly to Brodart through Bibz.com, Brodart's online collection development and ordering tool (details on Bibz have been provided below).
- Import on-order records from Bibz in a format developed especially for your integrated library system (ILS). You can import on-order records directly into your system with or without the distribution information. On-order records are typically used to create a purchase order in the ILS.
- Submit orders directly to Brodart from your ILS. Brodart fully supports X12 or EDIFACT formatted electronic business transactions including purchase orders, order acknowledgements, and invoices.
- Fax orders to 800.999.6799.
- Telephone orders by calling 800.474.9802.
- E-mail orders to bookscs@brodart.com.
- Mail orders to Brodart Co. Books & Library Services
Order Department
500 Arch Street
Williamsport, PA 17701

There is no minimum order requirement. Upon request, written quotes can be provided to authorized users before an order is placed.

Bibz®

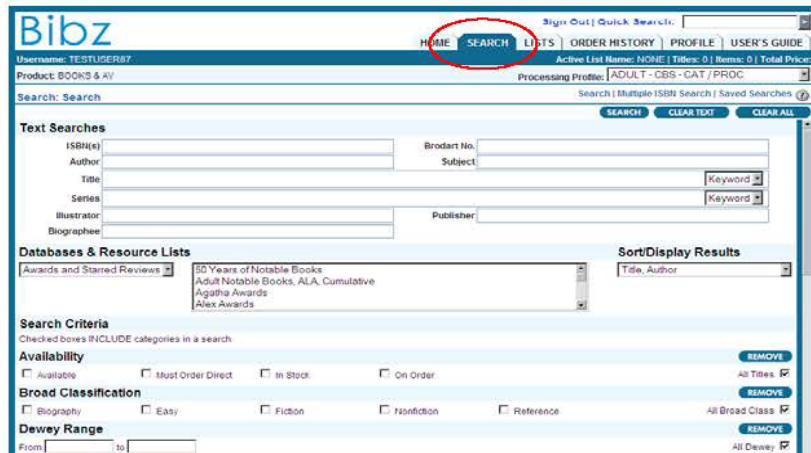
Bibz is Brodart's online collection development and ordering tool. Using Bibz's flexible features, you can search and access relevant titles, build your own lists, select the best items for your collections, and place orders online or through your acquisitions system. Our enhanced features allow you to customize your display and manage user access and grid ordering. You can conduct simple or advanced searches quickly and easily within Brodart's title database of more than four million records. Bibz allows you to:

Item Search:

- By keyword or exact search for title or series
- Within a large number of databases and resource lists
- Access one or many of the following fields as needed
 - Title
 - Author
 - ISBN/EAN
 - Series
 - Illustrator
 - Biographee

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- Subject
- Publisher
- Availability (print and stock status)
- Broad classification
- Dewey or Library of Congress classification
- Format
- Descriptors (board book, large type, picture book)
- Language
- Age or grade range
- Reading program and level
- Publication date
- Review journals, including number of reviews and issue date
- Demand level
- Price range



Access:

- Basic bibliographic information and enhanced selection data
 - Title
 - Author, illustrator, editor
 - Publisher
 - Publication date
 - ISBN-10 and ISBN-13
 - Format
 - Availability (print and inventory status)
 - Cover image
 - Physical description
 - Other descriptors (e.g. large type)
 - Age and grade range
 - Dewey and Library of Congress classification
 - Language
 - Series
 - Library of Congress card number
 - Demand level
 - Print run
 - Source citations for bibliographies, starred reviews, and awards
 - Subject headings
 - Reading programs with reading level
 - Discounted Price
- Annotations plus full-text reviews from eleven journals
- Custom lists provided through the TIPS, FASTips and Collection Builder services
- Specialty lists built for public libraries
- Your library's holdings by ISBN
- MARC records
- Order History to view item status

Build:

- Your own selection lists and orders
- Selection lists to be shared with others in your library
- Local notes for others in your library to see

Manage:

- All selection lists, including shared and special
- User access, determined by your administrators
- Prevention of duplicates according to your preferences
- Grids—create templates and revise at your convenience

Order:

- With grids reflecting your branch/location codes, collection codes, item types, and funds

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- Directly via the Web
- Import records into your ILS for EDI ordering
- Access the order history for all of your accounts

Additional Functionality

Sort sequence: Titles in search results and lists default to Title/Author sequence and can be resorted according to your preference.

Duplicate checking: Bibz provides automatic duplicate checking against all your lists and orders. Icons indicate whether the title is in another list or on a submitted order. In addition, these icons link directly to Duplicate Detail screens. Duplicate check options are also available when adding a title to a list. The user can set the preference for the level of duplicate checking (e.g. do not alert on duplication, check for duplicates in the target list by ISBN, check for duplicates in all lists by ISBN, etc.). In addition to these features, it is also possible to check duplicates for an entire list.

Administrative functions: Users can be designated as administrative or non-administrative. Administrative users are empowered to:

- Create and remove users and assign new passwords
- Grant user access privileges for assignment of accounts/processing profiles, branches, and funds, as well as order submission
- Create families and assign membership in those families
- Set grid values and create grid templates, assigning them to specific users

MARC record options: Records may be downloaded for orders according to your needs. Save them to your local computer or deliver to your ILS FTP site. Our flexible MARC mapping tool enables us to customize your on-order bibliographic records and item records.

Order History: Access all of your orders submitted to Brodart, regardless of the order source. A summary is provided indicating item status. Orders may be searched and sorted to provide quick reference of specific details. Each order can be opened to show title level detail with current status information such as shipped, in process, back ordered, cancelled, etc.

The screenshot shows the Bibz web application interface. At the top, there are navigation tabs: HOME, SEARCH, LISTS, ORDER HISTORY (selected), PROFILE, and USER'S GUIDE. Below the tabs, there are search filters for Product (BOOKS & AV), Search For (Select), and Date (Display Past 120 Days). A search button and a CLEAR button are also visible. On the right side, there is a 'Search Totals' table with the following data:

Titles:	176	Cancel:	7
Quantity:	196	Shipped:	189
Open:	0	Item List:	\$3,801.65
In Process:	0	Item Net:	\$2,928.55
Reserved:	0	VAS:	\$0.00
On Order:	0	S&H:	\$0.00
NYP:	0	Total:	\$2,928.55
On Hold:	0		

Below the search filters, it says "[2] Matching Items Were Found". There is an action bar with "Generate Print Friendly PDF" and "APPLY" buttons. The main part of the screenshot is a table of order history:

Order Name ▲	Order Date Order No.	Order End Status	Owner ▲ PONumber ▲	Product ▲ Order Type ▲	Service ▲ Order Source ▲	Titles/ Qty	Shipped/ Processing	NYP/ On Order	Cancel/ Reserved	On Hold/ TotalPrice
FEB28 ORDER FOR 0240	02/28/2012 651832	03/01/2012 CLOSED	TESTUSER 0240-Emily-Anne Schulte	BOOKS	Items Only Online	175 175	168 0	0	7 0	0 \$2,645.05
	02/09/2012 643746	06/07/2012 CLOSED	0240-Emily-Anne	BOOKS	Items Only E-mail	1 21	21 0	0	0 0	0 \$283.50

Access to Bibz.com with unlimited users and full-text reviews is offered free of charge to the State of New York for the term of this contract.

Purchase Orders and Invoicing

Invoices

Brodart's invoices are available in duplicate and include the title, author, ISBN, publisher, published date, quantity, list price, discount, unit price, and extended price, purchase order number, as well as contract number or other identification number. Cataloging and processing charges can be either billed on a

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separate invoice or listed on an item invoice as a separate line item. Invoices are available in paper or electronically via e-mail or FTP. EDI formatted invoices are available for orders sent to Brodart in an EDI formatted purchase order transaction.

Brodart will comply with the following for payment:

The required payment date shall be thirty (30) calendar days, excluding legal holidays, from the receipt of a proper invoice, as determined in accordance with State Finance Law §179-f(2) and 2 NYCRR Part 18.

Delivery

When ordering adult popular and bestseller titles, you can expect approximately 85 to 95 percent of your order in your initial shipment (which consists of in-stock items at the time of order). Juvenile fiction and nonfiction first shipment percentages should reach 70 to 80 percent. Initial shipment percentages for general adult material should range from 60 to 70 percent.

Brodart will make the initial shipment of material from inventory, for each purchase order, within two to three days from order release date for items requiring automated cataloging and/or processing and one to two days for items without cataloging and/or processing. Backorders can be picked frequently—even weekly.

Method of shipment

Brodart's single inventory location in Williamsport, Pa. enables us to fill orders quickly and efficiently.

Brodart's shipments are sent via best method (common carrier, USPS, or UPS Ground). Pricing includes all customs duties and charges and shall be net, F.O.B. destination, any point in New York State and shall include inside delivery inside doors of Authorized User's receiving platform. There will be no additional shipping charges, EXCEPT for foreign publications shipped directly to the Authorized User from an address outside the continent of North America.

Backordering

Items are stocked according to library needs. In the case that an item is not in Brodart's inventory, it can be identified when utilizing Bibz[®], our online collection development and ordering tool. This material will be ordered immediately from the appropriate publisher and will receive the same discounts and pricing as in-stock material. Our order fulfillment system places orders with all publishers on a daily basis via FTP or fax. In order to provide the fastest possible service to our libraries, we do not require minimum order quantities and we do not accumulate customer orders to meet a minimum order quantity. This policy allows us to fill 85% of all customer backorders in 3 weeks, with overall fill rates of greater than 98% of available titles. We suggest that you allow your orders to remain open for a period of 60-90 days to facilitate receipt of these items. Any items not received during this time period will be cancelled and reported on monthly cancellation notices.

Packing Slips

Brodart's packing slip, which includes the title, author, ISBN, quantity shipped, customer purchase order, and list price of each item, is packed in the last carton of every shipment. The carton indicates that a packing slip is enclosed. This packing document shows a control number, which can be matched with a corresponding invoice.

Labeling

Packaging and marking of shipments

Brodart's boxes are made of heavy corrugated cardboard and are extremely durable. We take special care when packing your order. Larger items are packed first, then smaller ones, packed spine-to-spine to prevent damage. The number of items, their thickness, and weight determine the size of the box used for packaging. Boxes are filled with thin newspaper-type brown paper. Shipping labels are covered with clear plastic tape and are applied to the top of every box. Boxes are sealed with tape that is constructed

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of paper, string, and glue. Boxes within a shipment are numbered (i.e. 1 of 6, 2 of 6, etc.) and indicated on the top of each box.

Substitutions

Brodart will ensure substitutions and/or additions of titles or editions are not permitted unless written authorization is received from the authorized user.

Brodart's order management system allows the Library to choose whether they would like to receive partial shipments for a title. If partial shipments are not acceptable, copies for a title will be held until they are all available and can be shipped at the same time.

Product Returns Because of Quality Problems & Product Returns Due to Authorized User Error

Any item received damaged, defective, or not as ordered (wrong title supplied, short shipment, etc.) will be replaced or a credit will be issued. When required, freight costs for these returns will be covered by Brodart. All vendor errors will be handled in this manner. Requests to return items for any other reason will be handled on an individual basis. While we make every attempt to satisfy our customers regarding defective items, we ask that items showing normal wear and tear not be returned. Authorization from your Customer Care Associate is necessary prior to returning any item(s).

Cancellation of Purchase Orders

Brodart's order management system allows the Library to choose whether they would like unavailable materials to be automatically cancelled and when. If material has been cancelled, it will not be shipped if it becomes available, except on the basis of a new order.

Status Report

Brodart will provide a statement in each shipment which includes a listing of unavailable products and/or a listing of titles out of print (OP), titles out of stock indefinitely (OI), titles out of stock temporarily (OS) and titles not to be supplied for other reasons.

Brodart also offers a paperless alternative to find out status information at the time of shipment. Brodart's On-Order Title Status Report identifies by account number, the status of all titles on order and includes the ISBN, quantity ordered, author, title, customer purchase order number, list price and order date. The On-Order Title Status Report can be received quickly upon request via e-mail or FTP or can be sent automatically on a weekly or monthly basis.

Status through Bibz.com

Another option to find out title status is the Order History tab in Bibz. It allows access not only orders that have been submitted through Bibz, but also orders submitted to Brodart via EDI, telephone, or any other order method. A summary is provided indicating current status (entered, booked or closed). Orders may be searched and sorted to provide quick reference of specific details. Each order can be opened to show title level detail with current status information such as shipped, in process, back ordered, cancelled, etc. This can be used in place of or in conjunction with confirmation, status and cancellation reports.

Brodart Co., Books & Library Services

ADDITIONAL INFORMATION ON PRODUCTS AND SERVICES AVAILABLE FROM BRODART

VENDOR SUPPORT

At Brodart, the sale does not end with delivery of the product. We value an ongoing, supportive relationship and pride ourselves on our 24-hour response time. Your Customer Care Associate, Debbie Schall is your main contact and will answer any day-to-day questions you may have concerning your account. Debbie is available by calling Brodart's toll-free number 800.474.9802 or e-mailing Debbie.Schall@brodart.com.

MANAGEMENT DOCUMENTS AND REPORTS

Throughout your relationship with Brodart, you will find that we provide exemplary service and a commitment to assisting your library achieve *and* maintain its success. We offer a variety of documents to keep you informed and on track, to provide care in shipping your orders and to keep lines of communication open with our dedicated Customer Care Associates.

Statements

Brodart customers receive monthly statements only when there is a balance due on their account. This statement includes the account's billing address and Brodart bill-to account number. It also includes the invoice number, item date, purchase order number, item amount, and balance owed.

The New York State contract number will be included on statements.

Confirmation Report

Confirmation of titles ordered can be supplied to the library when orders are entered. The Confirmation Report will include the author/editor, title, ISBN, list price, discount, extended price, and status (not yet published, out of print, must order direct) and is available via e-mail or FTP. The confirmation reports are generated by account number, and titles will be arranged alpha by author or by title. Orders transmitted via EDI will receive an EDI acknowledgment within 24 hours stating the status of each item ordered. Web site orders transmitted through Bibz, Brodart's online collection development and ordering tool, will receive same-day order status information.

On-Order Title Status Report

Brodart offers a number of options for receiving order status information. The Order History tab in Bibz allows the library to access not only orders that have been submitted through Bibz, but also orders submitted to Brodart via EDI, telephone, or any other order method. A summary is provided indicating current status (entered, booked or closed). Orders may be searched and sorted to provide quick reference of specific details. Each order can be opened to show title level detail with current status information such as shipped, in process, back ordered, cancelled, etc. This can be used in place of or in conjunction with confirmation, status and cancellation reports.

If preferred, the library can receive order status information via Brodart's On-Order Title Status Report. This report will identify, by account number, the status of all titles on order. This report includes the ISBN, quantity ordered, author, title, customer purchase order number, list price and order date. The On-Order Title Status Report is available weekly, monthly, or upon request via e-mail or FTP.

Cancellation Report

Brodart will notify all libraries of cancellations on a title-by-title basis. The Cancellation Report will include the ISBN, quantity ordered, author, title, list price, purchase order number, and the reason the title was cancelled. Cancellation reports are available weekly or monthly via e-mail or FTP.

Brodart Co., Books & Library Services

CATALOGING & PROCESSING SERVICES

Choose any combination of Brodart's professional cataloging and processing options to ensure you receive shelf-ready materials designed to meet your library's specific needs. Pricing for these options is available upon request.

Option 1 Starter Cataloging and Processing

Brodart's Starter services will provide your library with full-level MARC records via FTP to be downloaded into your integrated library system. In addition, basic item records with accompanying barcodes can be supplied to assist you in getting materials to your patrons more quickly.

Item records can be mapped to the tag required by your ILS and can include:

- a call number
- a barcode number
- list price
- location code or collection code (constant data)

Processing options include:

- Mylar jacket (attached or loose) for your books with dust jackets
- spine label
- barcode
- customized book pocket
- property identification stamp and/or label
- theft detection
- RFID tag
- genre/classification label
- label protector

Cataloging and processing through Starter services is a cost-effective and efficient way to expedite item level processing.

Option 2 Flex Cataloging and Processing

Brodart's Flex service builds upon Starter services by adding advanced mapping and formatting capabilities. Flex combines the benefits of item-in-hand cataloging and processing while maintaining the simplicity and speed of an automated process.

Flex service offers the following benefits to help streamline your acquisitions, cataloging and receiving processes.

- eliminate the need to separate orders by specific areas of your collection
- maximize the value of your local call numbers, collection codes, and other acquisitions data
- map more content and format options into your MARC record and holdings tag
- custom options for formatting and stacking data on spine labels
- 100% cataloging to ensure full-level MARC records for every title received
- update your holdings with OCLC
- handle fewer packages, packing lists, and invoices

These cataloging and processing includes:

- A full level bibliographic record, as defined by the library which could include the following: 505 content notes, 520 summary notes, 510 reviews, 521 interest level and age range, 7XX added entries, Bilindex subject headings, Lexile data, 526 reading program data
- Updating your holdings with OCLC
- Use of information received in the order record to create the holdings tag

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- The holdings tag content as defined by the library (such as: call number, branch, holding code, barcode number, list price)
- Delivery of MARC records via FTP
- Mylar jacket or label protector
- Spine label
- Standard 3M or Checkpoint theft detection
- Genre/classification labels (one standard Brodart label per book)
- Application of property stamp or label
- Barcode

Option 3

Compleat Cataloging and Processing

For customization beyond our automated Flex services, Brodart's premier Compleat service provides material-in-hand cataloging and processing. Our professional team provides expert service to ensure your library's specifications are followed down to the smallest detail.

This personalized service offers onsite profiling with an experienced installation team to work with your Technical Services Department to set up your local cataloging, classification, processing and account requirements. Your installation team will include a project manager, cataloging services librarian, and collection development librarian.

Our catalogers will work live in your database to create MARC and item records which are immediately available to library staff. This service allows Brodart to provide your library with customized MARC records aligned with your local practices and specifications. Using the matchpoints specified by the library, the catalogers will determine if an item can be processed as an added copy or if new cataloging is required.

When new cataloging is required, Compleat service catalogers will review, modify, and upgrade existing cataloging records or provide original cataloging. Compleat service can catalog new titles using the library's existing cataloging utility including OCLC[®]. Using the OCLC Connexion[®] Client we can access your OCLC account via a third-party agreement to identify matching records and update your holdings. Pricing in Attachment 1 reflects cataloging using your OCLC account.

Once the cataloging records are created to your specifications the item records will be added, spine labels will be printed and physical processing will be completed.

Pricing for Flex and Compleat service is dependent upon specifications. Utilization of Compleat service is based on an annual minimum commitment of \$200,000.

Flex and Compleat pricing provided in Attachment 1 is an estimate and will be finalized after we profile and review all cataloging, classification and processing specifications.

Brodart Cataloging Standards

Regardless of the cataloging option you choose, you can be assured that you will always receive full-level, high quality cataloging records for your material. We base our descriptive cataloging on Anglo-American Cataloging Rules, 2nd edition revised (latest update) and accompanying Library of Congress Rule Interpretations, and RDA and the accompanying Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PSs). In addition, we use Library of Congress Subject Headings, latest edition, Dewey Decimal Classification, 23rd edition, MARC 21 specifications and Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc, (GSAFD, 2nd Edition). We adhere to the Library of Congress rules for both MARC format and authority control.

Reinforcement Services

Brodart's BrodartGuard and BrodartConvert reinforcement processes give you guaranteed paperback protection that is fast, easy, and affordable. Paperbacks ordered through Brodart can easily be reinforced

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or converted to hard covers using either of our affordable techniques. Brodart's in-house service protects your paperbacks without delaying your initial order. Your paperbacks are processed quickly and shipped with the rest of your items, saving you the time and expense of preparing separate purchase orders or receiving separate shipments.

Brodart's BrodartConvert service will stretch your book budget dollars by prolonging the life of your paperback books. The process uses the original paper cover of books at least 1/4" thick, laminated onto heavy binder board and rebound with strong, permanently flexible glue. The result is a book with hardcover durability for a little more than the cost of a paperback. BrodartConvert is guaranteed to your satisfaction.

BrodartGuard reinforces a paperback book using a 10-mil laminate to increase circulation durability. The one-piece process includes a 2-mil spine section to allow flexibility in movement and prevention of bubbling as seen in similar processes. The crystal clear, 100% optical clarity material and non-yellowing adhesive keeps the cover art attractive and bright. BrodartGuard is guaranteed to your satisfaction.

Both BrodartGuard and BrodartConvert processes

- are available for paperbacks ordered with or without additional cataloging and processing options.
- have been perfected over 30 years of successful use.
- are easy to order—simply indicate on your order the paperbacks you would like to have reinforced.
- have no minimum order requirements.
- feature bindings that are individually handcrafted to ensure quality workmanship.
- are guaranteed to your satisfaction. If you receive a book and the bind quality is unacceptable, you may return the book for replacement as long as the book is available from the publisher.

BRODARTBOUND BOOKS

Turtleback's high-quality bindings significantly extend the life of a book by using the finest materials and processes in the industry. More durable double-fan adhesive or sewn binding replaces the publisher's original binding. The publisher's colorful, illustrated paperback cover is scanned, digitized, and reprinted to produce new cover sheets that are wrapped around heavy hardback board.

A lifetime guarantee on workmanship and materials accompanies the binding of every Turtleback book.

Turtleback's growing collection of titles contains over 8,000 of the most popular titles for children and adults including Picture Books, Beginning Readers, Chapter Books, Middle Grade, Young Adult, Graphic Novels, Juvenile Nonfiction, Literature, Adult Fiction, Adult Nonfiction, Reference, Spanish. Easily access Turtleback's title collection through Bibz.

CONTINUATIONS

Brodart's Continuations Service is designed to meet your complete reference and serial titles needs. You receive prompt, accurate fulfillment and because of our extensive coverage, your need to research hundreds of titles each year is eliminated.

- Brodart maintains constant communication with over 45 thousand publishers and distributors. Our title file is updated daily, ensuring that the title status information you receive from Brodart's Continuations Department is the most up-to-date available.
- Serial maintenance is made easier when you use our free monthly status reports and skilled personal assistance. And to simplify establishing a standing order account, we offer you a full range of transition services.
- The Continuations Department personnel are dedicated professionals who are knowledgeable about all aspects of the Continuations Service. They take pride in providing prompt and accurate responses to any questions. Each library is assigned their own Continuations Consultant. That individual will stay in close contact with the responsible person at the library to ensure optimum service.

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- Brodart's Continuations Service offers an Alternate Year Program, which can be tailored to meet your library's needs. You may receive books as frequently or infrequently as desired.
- You may add new titles to your standing order or adjust existing orders at any time. Our files are updated daily in order to provide you with prompt, accurate service. All cancellations are effective immediately upon receipt by the Continuations Department.

A monthly status report is supplied to you at no extra cost so you may quickly and effectively monitor your standing orders. This report lists every series and serial on your standing order. Editions or volumes on order or recently shipped titles are listed accordingly. Publications which are delayed by the publisher show a status of "on order." Brodart's Continuations Department automatically contacts the publisher in the case of "on order" materials to assure timely delivery of these items.

As a Continuations customer, each month you will receive an electronic newsletter reporting the latest updates in title/bind changes, series discontinued, series completed and items to be ordered directly from the publisher. The newsletter keeps you informed about any changes that would affect your standing order.

TitleQueue.com, Brodart's online Continuations tool, gives access to account details regarding subscriptions to serials and series. You can search for titles and update subscription information to add standing order titles or change current settings. You can also access order confirmations, report claims and request additional copies of invoices. There are many search options, including ISBN, title, series title and publisher.

Taking advantage of Brodart's Continuations Service is easy. Simply list the titles to be ordered with starting volumes, years or editions and the desired quantities. Once Brodart receives the comprehensive title listing which contains your standing order titles, we will immediately begin establishing your account while simultaneously ordering the titles from the various publishers.

To make it easy to transfer to Brodart's Continuations Service, we will also send a cancellation notice to your former supplier. You need only indicate in writing which titles are to be cancelled, your account or purchase order number and the name of the supplier. The Continuations staff works with your library during this transition period to assure a smooth transfer of all standing orders. Furthermore, if there is some duplication of titles, Brodart will assume responsibility and accept any such returns. Once all of the titles have been entered into our database, we can determine any must-order-direct titles and will notify the library of such titles.

Brodart's Continuations Services are free of charge. If interested, please contact your Customer Care Representative, Debbie Schall, to set-up a Continuations account.

Brodart requires 30 days notification for termination of service.

BRODART'S CATEGORY/BINDING DEFINITIONS

Trade Hardcover: Published with a glued binding and a hardcover. Trade discounted hardcover editions are usually fiction or current nonfiction and are generally published for the average consumer. Publishers promote and advertise these titles more aggressively and print runs are greater than the norm.

Juvenile Trade Hardcover: Published with a glued binding and a hardcover. Popular fiction or nonfiction books designed for children, usually with subject matter of broad appeal.

Publisher's Library Reinforced: Published with a high quality, usually fanned, sewn and glued binding. Sometimes known as a "School" or "Library" binding. This binding has the durability required in a high use library setting and is usually reserved for children's materials. All publisher library reinforced editions will receive the discount quoted in this category.

Brodart Co., Books & Library Services

Single Reinforced: Published with a durable fanned and glued hardcover binding that may or may not be sewn. Also known as Hardcover Reinforced, "School" or "Library" binding. Subject matter may be directed at adults or juveniles (though they are usually reserved for children's materials) and may be fiction or nonfiction.

Non-Trade Hardcover: Published with a glued binding. Subject matter such as technical, reference, scientific, medical and/or is published by a small press for adult and juvenile readers. Titles on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the non-trade discount quoted in this category or invoiced at the publisher's list price.

University Press: Hardcover and paperback selections. This category includes materials for which Brodart receives minimal or no discount and/or the publisher requires prepayment.

Trade Paperback: Published with a paper cover. May also be known as a trade paper, quality paperback or mass market paperback. The quality of the paper and printing in trade and quality paperbacks is usually high. Mass market paperbacks are paperbacks sized to fit standard retail display racks; trade paperbacks have larger page sizes. Trade discounted paperback editions are generally published for the average consumer with subject matter of broad appeal.

Non-Trade Paperbacks: Published with a paper cover. Subject matter such as technical, reference, scientific, medical or small presses for adult and juvenile readers. Paperback titles on which Brodart receives minimal or no discount and/or the publisher requires prepayment may be discounted at the non trade discount quoted in this category or invoiced at the publisher's list price. Publishers whose titles have limited sales volume and those who are not in compliance with Brodart's purchasing requirements may be in this category.

BrodartBound: Turtleback's high-quality bindings significantly extend the life of a book by using the finest materials and processes in the industry. More durable double-fan adhesive or sewn binding replaces the publisher's original binding. The publisher's colorful, illustrated paperback cover is scanned, digitized, and reprinted to produce new cover sheets that are wrapped around heavy hardback board.

BrodartConvert: Originally published in paperback and converted to hardcover.

BrodartGuard: Paperback reinforced with a 10-mil (2-mil spine) laminated cover.