

CCLS Processing Dept. services, 2017

Ordering materials

Books are mainly ordered via the Baker & Taylor Title Source 3 and Brodart Bibz II websites. Amazon.com and The Book House may be used when your item can't be located through the two prime vendors. Ask Chris for more information regarding The Book House.

To order regular-type books not found through B&T or Brodart, please use order slips, and send them by delivery envelope (or create a spreadsheet). Blank forms can be found at www.cclslib.org.

A standing order account for adult fiction books is available through Brodart. The program, called FASTips, allows Brodart to automatically order new adult hardcover fiction automatically, usually 3 months prior to the publication date, for authors selected by participating libraries.

Audio-books will *not* be ordered through Brodart (processing is \$3.85 per title, and without a library case!), but are available through Baker & Taylor, with no processing. They can also be ordered from Blackstone, Books on Tape, Brilliance, Recorded Books, TEI Landmark, or Midwest Tape. Please use order slips (or a spreadsheet) for all vendors but B&T and Midwest. Audio books will not be processed, but MARC records will be provided.

Blackstone: 20% discount, library editions (vinyl cases)

Brilliance: 45% discount, free replacements for library editions

Recorded Books: 10% discount

TEI Landmark: Library editions (vinyl cases), discount varies

We no longer order audio books from Amazon.com. They began arriving with "Not for library use" labels on them, and member libraries refused to accept them.

Blu-Ray and DVD movies can be ordered currently through Midwest Tape. Online shared carts are prepared each month by MWT, and you can add orders to these shared carts, or create your own.

The URL is: www.midwesttapes.com; your account name is the delivery code for your library, and your password is "library".

Large print books can be ordered from Center Point, Thorndike, Baker & Taylor, and Brodart. You are welcome to use order slips, or create B&T carts or Bibz II lists.

Center Point: 40% discount

Thorndike: 20% discount, sale catalogs with up to 75% discount

For any other LP publisher, please use Bibz or Title Source 3 to order.

For Center Point or Thorndike orders submitted as B&T carts or Bibz lists, please use a separate cart/list for each publisher, and make their contents clear by your list name (ex. Center Point LP-Jan. 2013; Thorndike LP-Jan. 2013).

Please don't order Thorndike LP through Brodart. Not only will you pay full price, but a \$5.00 surcharge will be added by Brodart. Center Point prices vary with Brodart.

Direct orders placed with sales representatives (Children's Plus, Penworthy, etc.) will be received by CCLS processing, but will now be billed as a unit. ***We cannot list each title as an individual order on your packing lists any longer.*** We will upload any MARC records prior to shipping your materials. Member libraries must provide CCLS with a copy of your direct order at the time it is placed if it is to be shipped and billed here.

Cataloging materials

We will provide cataloging for donated and direct-ordered materials. See "Requesting cataloging for donations and direct orders" for details.

Processing materials

Materials purchased through CCLS will come to you processed. ***We regret that we can no longer process donated or direct-ordered materials for you.***

Binding

Books can be sent via the processing dept. for binding. Include 2 bindery slips for each volume to be bound. Price is around \$11.00 per volume.

Call Chris for the latest instructions for how to send patrons' books for binding.