

CCLS Processing Dept. services, 2020

Ordering materials

We mainly order **books** through the Baker & Taylor Title Source 3 and Brodart Bibz II websites. Accounts for both vendors have been set up for each member library. 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).

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

Baker & Taylor has a standing order service in development.

We do not order **audio books** through Brodart (processing is \$3.85 per title, even without a library case!), but they are available through Baker & Taylor, with no processing. We can also order them from Blackstone, Books on Tape, Brilliance, Midwest Tape, or Recorded Books. Please use order slips (or a spreadsheet) for all vendors but B&T and Midwest. Audio books are not processed, but we will provide catalog records.

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

Brilliance: 45% discount, free replacements for library editions

Recorded Books: 10% discount

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 are available through Midwest Tape. A Baker & Taylor Entertainment account can be set up for you as well. Contact Chris to get started.

We can order **large print books** from Center Point, Thorndike, Baker & Taylor, and Brodart. You are welcome to use order slips, or create B&T carts or Bibz II lists labeled as "Center Point" or "Thorndike".

Center Point: 40% discount; sales promotions with prices as low as \$10.00

Thorndike: 20% discount, sales promotions 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).

Standing orders are also available for large print books through Center Point and Thorndike. For more information, contact Chris.

Please do not order Thorndike LP through Brodart. Not only will you pay full price; Brodart will add a \$5.00 surcharge. Center Point prices vary with Brodart.

Continuation orders are recurring nonfiction standing orders, chosen by title, and ordered through CCLS. (They are often reference titles, like almanacs, price guides, tax guides, test guides, world records, etc.) Contact Chris for more information.

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.

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 are shipped via the processing dept. for binding. Include two bindery slips for each volume to be bound. Price is around \$11.00 per volume for library books.

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

10/27/2020