

CCLS Processing Dept. services, 2025

Ordering materials

We will make every effort to see that catalog records are provided for items ordered through CCLS accounts.

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

To order regular-type books not found through B&T or Brodart, please send the following information to Chris via email or delivery envelope: author, title, ISBN and list price. Spreadsheets detailing this information are especially welcome.

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.

We can order books without processing (for book clubs, gifts, prizes, etc.) through a special CCLS account. Contact Chris for more information.

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 without processing. We can also order them from Blackstone, Books on Tape or Midwest Tape. 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: discounts vary; vinyl cases added to consumer editions for \$4.00

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. 2025; Thorndike LP-Jan. 2025).

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 list price, but 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. These are often reference titles, like almanacs, price guides, tax guides, test preparation books, travel guides, world records, etc. Contact Chris for more information.

If assistance is needed with cataloging spec sheets for **direct orders placed with sales representatives**, please contact Chris.

Cancellations

Outstanding orders to B&T, Brodart and Midwest will be automatically cancelled after 6 months, per CCLS contracts with those vendors. Cancellation notices will be forwarded to member libraries as they arrive, and order records removed from Koha.

Vendors will continue to search for out-of-stock titles from publishers and other vendors for up to 6 months, or until they run out of sources.

Standing order titles can only be cancelled by the vendor, per CCLS contract agreements.

Other orders can be cancelled until they are being packed for shipment. ***Please check your on-order records to avoid duplications.*** Contact Chris to cancel an order, and provide at least the author, title and ISBN.

Cataloging materials

We will provide the most complete cataloging possible for donated and direct-ordered materials. Existing records are more difficult to find when titles are from foreign and small presses or self-published.

Processing materials

Materials purchased from through CCLS will come to you already processed.

Book repair

We are not able to make repairs to damaged books.

Binding

We are no longer able to offer binding services. Call Chris for the latest instructions for how to send library or patrons' books for binding.

Problems & questions

Contact Chris (cspink@cclsny.org, 716-664-6675 x248) for order-related issues or questions.

1/06/2025