

TSD BOOK ORDERING SPECIFICATIONS

Purchasing Department
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5. SPECIFICATIONS FOR SUPPLYING LIBRARY BOOKS

- 5.1.** The supplier shall send invoices and credit memoranda to the Thompson School District, Accounts Payable, 800 S. Taft Avenue, Loveland, CO 80537.
- 5.2.** The supplier shall send the original and two copies of invoices and any credit memoranda to Accounts Payable, Thompson School District.
- 5.3.** The supplier shall enclose a copy of the invoice and packing slip with each book delivery made to the individual campus.
- 5.4.** Each purchase order number shall be invoiced separately.
- 5.5.** The shipping label, all invoices and correspondence shall include the purchase order number assigned by Thompson School District.
- 5.6.** The supplier shall invoice all books alphabetically by Title.
- 5.7.** The vendor's invoice is to indicate author's name, title, publisher/producer, list price less applicable discount, net price, and extension of each title. In case there is a question about the correctness of any discount, the vendor shall be required to verify the discount.
- 5.8.** An initial shipment shall be made from the books in stock following receipt of the order. The invoice for this shipment shall indicate the date when the next (the second and last) shipment will be made. Unfilled items such as non-stock, out-of-stock, or not-yet-published are to be promptly back-ordered from the respective publishers. These unfilled items may be accumulated over a period of 60 days following the date of original shipment, at which time a second shipment is to be made and all unfilled items canceled. The invoice covering this shipment shall report on items that are unavailable and indicate that the order has been completed.
- 5.9.** Boxes will be numbered to indicate sequence (Box 1 of 4, 2 of 4, etc.)
- 5.10.** DO NOT SUBSTITUTE TITLES NOR BINDING NOR FORMAT!

- 5.11. Vendors are responsible for orders which EXCEED the DO NOT EXCEED AMOUNT.
- 5.12. The supplier shall furnish books in the publisher's best library binding when available from the publisher.
- 5.13. The supplier shall make an earnest effort to supply all books in an order, including imports.
- 5.14. The supplier shall give immediate written notice to the ordering Librarian of any title on an order, which must be secured directly from the publisher and therefore not available from supplier.
- 5.15. The supplier shall promptly adjust any error of quantity, quality, or price of books delivered on this contract and shall provide credit memoranda as specified in 5.1.
- 5.16. The supplier shall pay all standard freight and/or shipping costs with inside delivery. The freight waybill shall indicate inside delivery, prepaid.
- 5.17. The supplier shall provide an electronic ordering service, which will run on Apple and Windows personal computers. Order transmission shall be toll-free.
- 5.18. Electronic orders shall be placed by International Standard Book Number (ISBN) and/or title/author.
- 5.19. The supplier shall send to the ordering Librarian within twenty-four hours of receipt of an order, a confirmation print-out in alphabetical order by title indicating the titles to be shipped, back-ordered and canceled.
- 5.20. The supplier shall send to the ordering Librarian copies of the packing slips in alphabetical order by title. The packing slips shall show school name and/or number, purchase order number, author, title, publisher, quantity, ISBN and list price. This can be sent in the box with the books, or sent separately.
- 5.21. All eBooks should be sent electronically. All MARC records for eBooks should be sent electronically.
- 5.22. Apply these specifications to all Library Learning Commons in the Thompson School District. No changes may be made to these specifications without the permission of the Digital Media Literacies Coordinator, Jo Conlon.

6. SPECIFICATIONS FOR CATALOGING DATA

- 6.1. For secondary school library books, the vendor shall supply: Dewey Decimal Classification, Unabridged, Edition 220 (or latest ed.), with the classification number cut off at the second mark or the third digit beyond the decimal, whichever comes first.
- 6.2. For elementary school library books, the vendor shall supply: Dewey Decimal Classification, Unabridged, Edition 220 (or latest ed.), with the classification number cut off at the first mark.
- 6.3. **Nonfiction**
 - 6.3.1. Cutter by the first three letters of the main entry in CAPITALS.
Example: 398.21
 ABC
 - 6.3.2. Classify Individual Biography as 92 with the first three letters of the Biographies last name in

CAPITALS as the cutter.

Example: 92
ABC

6.3.3. Classify Collected Biography as 920 with the first three letters of the main entry in CAPITALS as the cutter.

Example: 920
ABC

6.3.4. Label Graphic Novel material GN above the classification number.

Example: GN
741.5
ABC

6.3.5. Label Professional materials PRO above the classification number.

Example: PRO
372.8
ABC

6.3.6. Spanish Language materials: Provide SP letter designation above classification number. Do not catalog in origin of language (i.e., 468 for Spanish). Librarians will provide a separate list. When a work is a translation from another language into Spanish, use Dewey of the original Language with the SP prefix.

Example: SP
616.15
ABC

6.3.7. Foreign Language materials (other than Spanish): Use Dewey Decimal class number assigned cuttered with the first three letters of main entry in CAPITALS.

Example: 495.1
ABC

6.4. Fiction

6.4.1. Fiction classification is FIC cutter with the first three letters of the main entry in CAPITALS.

Example: FIC
ABC

6.4.2. Everybody fiction is E cutter with the first three letters of the main entry in CAPITALS.

Example: E
ABC

6.4.3. Spanish is SP before the Fiction (FIC) or E designation cutter with the first three letters of the main entry in CAPITALS.

Example: SP or SP
FIC E
ABC ABC

6.5. Non-Print & E-Resources

6.5.1. Digital (electronic) Audio Books: SR followed by either the Dewey Decimal classification or the Fiction (FIC) designation cutter with the first three letters of the main entry in CAPITALS.

Example: SR or SR
FIC 398.24
ABC ABC

7. SPECIFICATIONS FOR ELECTRONIC DATA

7.1. USMARC Records

- 7.1.1. Our system interface is Follett Destiny Corporation, Library Management System, release 16.5.
- 7.1.2. Provide one record per title using USMARC (not one record per copy or volume).
- 7.1.3. Records must be formatted to current USMARC bibliographic standards.
- 7.1.4. Complete MARC records for each order should be sent electronically to the district cataloger.

7.2. Data on Electronic Records

- 7.2.1. Besides the basic USMARC records please include these components if they are **available**:
 - Readability (521 tag)
 - List price (020 tag)
 - Review Source (510 tag)
 - As well as, all notes (5xx's) and bibliography, contents, and annotation and index, and any other added entries mandated by LC.

7.2.2. Holdings:

- 7.2.2.1. When submitting vendor records to be loaded, the 852 holdings is the information that needs to be carefully checked. The following should be added when possible:
 - 852 a - school location (three to five digit letter) Campus codes are attached
 - 852 e - vendor (words)
 - 852 f - fund code (Default: Lib Budget)
 - 852 h - Call # Dewey Classification – can be altered to fit your collection
 - 852 i - Call # Cutter – 3 letter of author's last name, written in CAP's
 - 852 k - Call # prefix – not always applicable
 - 852 m - Call # suffix – rarely applicable
 - 852 p – Barcode
 - 852 q - Price – no \$ required, decimal point is essential

- 7.2.3. If MARC records are not available, vendor will provide original cataloging conforming to current **RDA standards** and holdings tag format.

7.3. Subject Headings

- 7.3.1. 650_0 Subject Headings: Library of Congress (LCSH), current edition
650_1 Subject Headings for Children
We would like to have both on our records, when they are different headings. If they are the same heading, just leave one or the other.
- 7.3.2. **Remove the words “Juvenile” from ALL headings. Use no special identification for either juvenile fiction or nonfiction.**
- 7.3.3. Remove all sears subject headings.
- 7.3.4. May leave BISAC subject headings.

8. SPECIFICATIONS FOR PROCESSING

- 8.1. Attach Mylar jackets to all hardcover books with dustcovers.
- 8.2. Affix 2.5 mil thick label protectors over exposed spine labels and barcode labels.
- 8.3. Provide one 1” spine label per book attached with the top of the label 2 inches from bottom of the book.

8.4. Specifications for barcode labels:

8.4.1. The labels shall be no larger than 3 x 1 inches and shall display:

Line 1 – Campus Name

Line 2 – Call Number

Line 3 – Author and Title of book

Line 4 – Eye-readable barcode number

8.4.2. The labels shall be placed in the upper right corner on the back of the book, aligned vertically.

Please lower barcode (keep it vertical if placement covers portions of the title.

8.4.3. Barcode number symbology is 13 digit CODABAR (Mod 10) with check digit.