

**NOTICE – NOVI PUBLIC LIBRARY
REQUEST FOR PROPOSALS**

OPENING DAY COLLECTION SERVICES

The Novi Public Library will receive sealed proposals for **RFP Opening Day Collection Services** according to the specifications of the Novi Public Library.

Sealed proposals will be received until **1:00 P.M.** prevailing Eastern Time, **Friday, June 12, 2009** at which time proposals will be opened and read. Proposals shall be addressed as follows:

**Novi Public Library
45245 W. Ten Mile Rd.
Novi, MI 48375
Attn: Betty Lang, Collection Specialist**

All proposals must be signed by a legally authorized agent of the proposing firm.

OUTSIDE OF ENVELOPES MUST BE PLAINLY MARKED

“RFP Opening Day Collection Services”

AND MUST BEAR THE NAME OF THE PROPOSING FIRM.

The Novi Public Library reserves the right to accept any or all alternative proposals and award a contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the Library, in its sole discretion, to be in the best interest of the Novi Public Library.

Sue Morianti
Purchasing Manager
City of Novi

Notice Dated: May 18, 2009

**NOVI PUBLIC LIBRARY
RFP OPENING DAY COLLECTION SERVICES**

General Provisions

1. Introduction

A. Summary Statement

The purpose of this solicitation is to request proposals from prospective firms to provide Opening Day Collection services for the Novi Public Library (NPL). The Library is requesting proposals from a vendor(s) to provide shelf-ready books. The award of the contract(s) will be based on ability to meet requirements, services provided, firm experience and capabilities, references and cost of services allowed for each collection.

B. Background Information

The Novi Public Library is building a new 55,000 square foot library, scheduled to open June 2010. The purpose of the Opening Day Collection is to enhance the circulating materials opportunities of the community of Novi and provide additional material selections for it's users.

The overall materials budget for NPL is approximately \$300,000 which includes all costs: the acquisition of materials, cataloging, processing, etc.

2. Scope of Work

The Scope of Work is detailed in Appendix A. The library plans to purchase shelf-ready materials. NPL expects the vendor to supply the following services:

- Providing aid in the selection of the collection
- Acquiring the items
- Processing and cataloging the items
- Providing viable methods of transmitting updates to the automated catalog database
- Complete fund accounting for all purchases
- Shipping items to the NPL; inside delivery is required.
- Project costs for all requested services and supplies that do not exceed stated budget

- Storage of materials until date determined for delivery

3. Proposal Responses

Vendor must fully respond to the requested services and specifications described in Appendix A. Vendor should clearly state whether or not the service or specification could be met. If the service or specification can be met, an explanation of the techniques employed to accomplish the service or specification is required. Where applicable, sample reports should be included. If the service or specification cannot be met, vendor should explain why it cannot or should not be met and what alternative, if any, is proposed. Any exception or alternative must be carefully detailed so as to allow full evaluation. Vendor shall submit five (5) copies of their proposal and one set of sample processed items.

Prices proposed are to include the cost of all materials and the provision of all supplies, labor and services necessary or proper to comply with all the specifications and requirements contained herein except as may be otherwise expressly provided in the contract documents. NPL will not be liable for any costs beyond those proposed herein and awarded. Total costs should include delivery.

Vendor shall provide at least five (5) references from public libraries for which they have supplied services similar to those specified in this RFP. Vendor should indicate the scope of services provided and how long they have provided them to that library.

The required number of copies of the cost proposal form and supporting information must be submitted as a sealed package by **1:00 pm** prevailing Eastern Time on **June 12, 2009** to:

Novi Public Library
45245 W. Ten Mile Road
Novi, MI 48375
Attention: Betty Lang, Collections Specialist
RFP Opening Day Collection Service

Any proposals received after the deadline will be returned to the respective vendor(s) unopened.

All questions concerning this RFP are to be emailed to elang@novilibrary.org, with the subject line ODC-RFP Question, no later than 3:00 pm June 3, 2009. No questions will be answered after this date and time.

4. Evaluation Criteria

Each proposal will be evaluated by staff from NPL using the following criteria:

- A. Ability to meet or exceed all requirements including timetable.
- B. Experience and capabilities including work plan and collection development services.
- C. Qualifications for this project, including inventory information concerning number of titles and units on hand.
- D. References from other library systems as supplied by vendor concerning other like projects.
- E. Cost of services (discounts, price proposal for value-added services, and payment options)

NPL is not required to accept the lowest cost proposal.

5. Exceptions to RFP

Vendor(s) taking exception to any part of this RFP should indicate their exception on the proposal checklist which is to be submitted with their proposal. Conditional or qualified proposals may be rejected in whole or in part.

6. Acceptance

Before submitting proposals, vendor(s) should acquaint themselves with all guidelines and general knowledge and otherwise thoroughly familiarize themselves with all matters that may affect the contract. The act of submitting a proposal shall be considered as meaning that the vendor(s) has so familiarized themselves: therefore, Library will grant no concession in response to any claim of misunderstanding or lack of information. In submitting a proposal, the vendor accepts the Scope of Services as compatible and sufficient in order to proceed with the complete service.

NPL reserves the right to accept or reject, in whole or in part, any and all proposals received in response to this RFP; to waive informalities, or to negotiate, in any manner necessary, with all responsible vendor(s) to serve the best interests of the Library. Also the Library reserves the right to award the contract to one or more vendors considering the evaluation/award criteria set forth in this RFP in order to obtain the best possible range of materials and services.

7. Addenda

Should it be necessary to revise this RFP, addenda will be posted on the MITN website at www.mitn.info. It is the vendor's responsibility to be sure they have received all addenda. **Acknowledgement of all addenda shall be noted on your proposal form.**

8. General Contractual Conditions

A. Standard of Performance: Vendor(s) agrees to perform the services specified with that standard of care, skill and diligence normally provided by a professional in the performance of such services.

B. Invoicing, Payment, and other Financial Considerations:

1. Payment options/requirements are to be included on the Cost Proposal Form.
2. Liens: Vendor(s) shall at all times keep NPL free and clear from all liens asserted by any person, firm, or corporation employed or engaged by them in the satisfaction of the requirements of this RFP.

C. Modifications:

1. Changes: This Contract shall not be modified, altered or changed except by mutual agreement in writing by an authorized representative of each party. No change, which increases rates or affects services, shall be made unless a signed Change Order is issued to the Vendor(s) by NPL incorporating such change and agreeing to the rate increment or revised service. No payment for extra or additional services shall be made unless such services have been authorized in advance in writing by NPL.
 - a. Notices: Any notice required shall be in writing and may either be given by personal delivery or sent by certified mail, addressed as follows: if to vendor(s), at the address set forth in the proposal; if to the Library, to the attention of the Collections Specialist at the address stated earlier in this RFP.
 - b. Entire agreement: The terms of this RFP and the accepted proposal resulting therefore constitute the entire agreement between the parties with respect to the matters covered and supersede all prior written or oral understandings or agreements. No variation or modification and no waiver of

provisions shall be valid unless done so in writing, sent by certified mail to either party, and signed by an officer of the Vendor(s) and a duly authorized representative of the Library. Failure by the Library to insist on strict compliance with any terms shall not result in a waiver or modification of such terms. The laws of the State of Michigan shall govern this proposal.

- c. Force majeure: Vendor(s) shall notify the Library promptly of any material delay in the performance of specified services and shall specify in writing to the Collections Specialist the proposed revised performance date as soon as practical after notice of delay. Vendor(s) shall not be liable for delays in performance due to causes beyond its reasonable control, but it will be liable for delays due to its fault or negligence. In event of any excusable delay the date of performance shall be extended for a period equal to the time lost by reason of such delay on written approval of the Director. An equitable financial adjustment may be negotiated between parties for any period of nonperformance.

D. Termination

1. For cause: In the event that either party shall fail to maintain or keep in force any of the terms and conditions of this RFP, the aggrieved party may notify the other party in writing via Certified Mail of such failure and demand that the same be remedied within ten (10) days. Should the defaulting party fail to remedy the same within said period, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days notice in writing of such termination.
2. For convenience: NPL may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Vendor. The Library shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Vendor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.

E. Assignment - The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the NPL.

F. Term of Contract

1. The term of the Contract entered into shall be from July 1, 2009 through June 15, 2010.
2. Prices and discounts must remain fixed for the duration of the term listed above.
3. Additional costs or expenses unrelated to an increase in the scope of the work will be borne by the vendor(s).

G. Insurance Requirements

The vendor will not commence work, nor will the NPL sign a contract, until vendor has obtained and delivered to NPL the certificate of insurance required under this contract. All insurance carriers must be acceptable to the NPL and licensed and admitted to do business in the State of Michigan.

A new certificate of insurance will be provided to the NPL at the time of policy renewal any time during the entire length of the contract.

1. Coverage: The Vendor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars)

each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.

2. Deductibles: The Vendor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
3. Insured: All policies shall name the Vendor as the insured.
4. Cancellation Notice: All policies shall include the following language: "Should any of the above policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder named on this certificate".
5. Additional Insured: All policies include the following language "The Novi Public Library, their officers, agents, employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof are added as additional insured." Certificates of Insurance evidencing such coverage shall be submitted to Betty Lang, Novi Public Library, 45245 W. Ten Mile Rd., Novi, MI 48375 prior to commencement of performance under this Contract and at least 15 days prior to the expiration dates of expiring policies.
6. If any work is sublet in connection with this Contract, the Vendor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Vendor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The NPL has the authority to vary from the specified limits as deemed necessary.
9. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the NPL render inadequate insurance limits, the Vendor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Vendor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

10. Hold harmless/Indemnity

- a. The Vendor agrees to save harmless and defend the NPL against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the NPL may suffer as a result of claims, demands, costs, or judgments against it arising from , out of or in consequence of the performance of this agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the NPL, it's officers, agents, or employees.
- b. The Vendor agrees that is it its responsibility and not the responsibility of the NPL to safeguard the property and materials used in performing this contract. Further, the Vendor agrees to hold the NPL harmless for any loss of such property and materials used pursuant to the Vendors performance under this contract.
- c. The Vendor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, martial status, national origin, place of birth or sexual preference. The Vendor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

9. **Submittal Requirements**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the services offered. NPL will not be responsible for any proposal or submittal costs incurred by the prospective vendor.

Vendor shall submit **five (5) copies** of their proposal and one set of sample processed items.

Prospective Vendor(s) will be expected to submit the following with their proposal:

- A. A fully completed Cost Proposal Form and checklist.
- B. Concise description of services offered, including proposed work plan.

- C. A brief description of your company's experience and expertise.
- D. A list of 5 references for similar services completed within the last three years. Information needed: contact person(s), library name, address, and telephone number.
- E. Description and samples of selection lists, reports and processed items.
- F. Identified names of Project Manager and support team assigned to the NPL project

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RFP OPENING DAY COLLECTION SERVICES**

Appendix A

SCOPE OF SERVICES

Respondents will be evaluated on their ability to supply the following services:

1. General Specifications

- a. This project is concerned with materials in all subject areas and readership levels, specifically:

- juvenile and adult nonfiction
- adult, young adult and juvenile fiction
- trade paperbacks
- picture, easy reader, and board books
- large print
- literacy materials

NPL's anticipated materials mix by percentage, subject to change is:

COLLECTION	% OF ODC BUDGET
Adult	57%
Youth	34%
Young Adult	6%
Reference	3%

- b. Vendor's fill rate must meet or exceed 90% of all items ordered.
- c. NPL reserves the right to determine if titles will be cancelled or reordered, should they become available.
- d. All materials purchased will be processed, cataloged, stored, shipped and invoiced by the vendor(s).
- e. Vendor(s) must be able to access the library's (ILS) automated system and perform work LIVE in the database. Vendor(s) should be able to provide viable methods for data transmission.
- f. Vendor(s) will price their proposal to include all staff support, office and warehouse space and the equipment and supplies necessary for the

purchasing, processing, cataloging, storing and shipment of items. (Exceptions include library provided barcodes, property stamp, special genre labels.) Vendor(s) will designate at least one individual by name to serve as its Project Manager to NPL during the contract period.

- g. Vendor(s) should have the capability to incorporate changes made by NPL during the course of providing the services.

2. Selection

- a. The vendor(s) will provide selection lists generated from major reviewing media and include titles currently in the NPL catalog. NPL will work with vendor to create selection list profiles after project is awarded. Selection lists should include newer editions of existing titles, and should be provided every two weeks.
- b. NPL will have the option to produce additional lists of top circulating, popular titles to be automatically included in the provided services.
- c. Out of print titles will not appear on selection lists.
- d. Selection lists will be generated according to a joint schedule agreed upon by NPL and the vendor(s), beginning within 30 to 45 days after receiving access to the library's bibliographic database.
- e. Vendor's lists will include the following information per title:
 - 1. Author/editor (last name, first name)
 - 2. Title
 - 3. Publisher
 - 4. Date of publication
 - 5. Edition
 - 6. List price
 - 7. Discount price
 - 8. ISBN or ISSN
 - 9. Availability of the item (direct from publisher identified)
 - 10. Dewey #
 - 11. Binding
 - 12. Full text review (if item is listed because it appeared in a review journal).
 - 13. Bibliography/source that determined why the item is included
 - 14. Number of copies NPL owns
 - 15. Space for adding appropriate genre label information
- f. Fiction selection lists will be arranged by author's last name, then first

- g. name. Multiple titles by the same author should then be alphabetical by title.
- h. Non-fiction titles in all categories will be arranged in Dewey order, then by author or title (if title main entry).
- i. Vendor(s) will supply lists electronically.
- j. Lists completed by NPL staff will be returned to Vendor electronically.
- k. Previously selected titles must not appear on forthcoming selection lists.
- l. Vendor(s) will provide option to receive alternate editions or formats.
- m. Vendor(s) must provide a list of the review journals and/or standard bibliographies referenced for creating selection lists.
- n. Vendor(s) will provide description and samples of selection lists with proposal.

3. Orders and Returns

- a. Vendor(s) will describe ordering options with proposal.
- b. Vendor(s) will identify duplicate orders for a title but allow for multiple and/or added copies when multiple copies are ordered.
- c. Vendor(s) will supply a separate confirmation report for each order placed which will include:
 - Selection List Number
 - NPL fund account number
 - Order date
 - Quantity
 - Author/editor
 - Title
 - Edition/binding
 - Publisher
 - ISBN/ISSN
 - List unit price
 - Discount price
 - Status
 - Total Quantity
 - Total price for all copies after discount

- Additional shelf-ready charges including processing, cataloging and linking
- d. Vendor(s) will cancel orders not supplied within 180 days except for Not Yet Published titles. Those titles will have a 180 day backorder. Vendor(s) will report cancellations to NPL monthly including reason for cancellation. NPL reserves the right to determine if titles will be reordered from vendor(s), should they become available. NPL reserves the right to cancel any backorders no later than May 15, 2010.
 - e. Vendor(s) will accept and pay for return of materials found to be defective or not as ordered, and will credit charges for incorrect processing.
 - f. Vendor(s) will pay for return shipping of duplicate ISBN's and refund fund account under which item was ordered.
 - g. Vendor(s) will impose no time limits for the return of damaged and incorrectly processed items.

4. Invoicing and Budgetary Reporting

- a. Vendor(s) will establish separate accounts for each category of materials as defined by NPL. Each fund account will have a cap determined by NPL, which may not be exceeded or adjusted unless authorized by NPL.
- b. Vendor(s) will report on the 1st and 15th of each month, the status of each account to include:
 - Total allocation by fund account
 - Total amount encumbered by fund account including cataloging, processing, storage and shipping.
 - % of total allocation encumbered by fund account
 - Total amount expended by fund account for :
 - a. purchase of items through firm
 - % of total allocation expended by fund account
 - Working balances by fund account (amount left to be encumbered)
 - % of total allocation with working balance by fund account
 - Subtotal and total of allocations, encumbrances, expenditures and working balances
 - Number of items selected and the number of items shelf ready by category

- c. Vendor(s) will issue one three-part invoice per shipment to storage. Each shipment will contain a packing slip. Packing slip will reference the invoice. Vendor(s) will supply separate invoices for each materials category. The three-part invoice will be mailed when the order is stored.
- d. 10 % of the total budget will be escrowed to be released upon fulfillment of contractual obligations..
- e. The invoice and packing slip will include title specific information alphabetical by title:
 - Selection List Number
 - Quantity
 - Call number range
 - Title
 - Author
 - Publisher
 - Total number of volumes
 - List unit price
 - Discount
 - Unit price after discount
 - Processing price
 - Cataloging price
 - Total price per title
 - Fund account number

5. Cataloging, Classification, and Processing:

- a. Vendor(s) should have the capability to interface with ILS name. Vendor(s) will not use NPL ILS database except to perform the work outlined in the RFP. Vendor(s) will be responsible for purchasing, installing and testing the functionality of all equipment and software necessary for interface with the ILS.
- b. Vendor(s) will describe in detail how the interface to work live within ILS will be accomplished. Vendor(s) will ensure that all bibliographic and item information is compatible with the requirements of the ILS system.
- c. NPL staff and vendor staff will work together to establish a “linking bible” that contains a list of all collection codes and each type of item record needed.
 - 1. Vendor-supplied processing with call numbers shall meet specifications as outlined in this and succeeding paragraphs and the related appendices. Should a bibliographic record for a

title being cataloged already exist in the NPL data base, that cataloging record should be used if the book in hand and the data in the record agree in the following areas: author; title, edition statement; publisher; and/or copyright date. If no acceptable record exists in the NPL database, a call number shall be supplied. If Library of Congress cataloging in MARC (Machine Readable Cataloging) format is available in the vendor's database, the applicable Dewey call number should be chosen and modified according to the following specifications.

2. NPL's authority for names is its own catalog and the OCLC/Library of Congress with one exception: should the author's name which appears on the title page differ from NPL's or LC's record (e.g., pseudonym rather than real name), the name on the title page should be chosen. Should the difference be only in fullness of name, full name should be used.
3. Classification shall be in accordance with the Dewey Decimal Classification, Latest Edition, as modified in accordance with local practice. Local classification policies are listed in Section N.
4. When a copy is added to an existing record in the NPL database, the call number in the record shall be duplicated if all copies have the same number. If the record has multiple call numbers, the number that matches the purchase order (adult vs. juvenile, or reference vs. circulating) shall be used. If the correct number cannot be determined, the number with the most locations shall be used.
5. If no matching record exists in the NPL database, the Dewey number in the LC cataloging record shall be used (or OCLC). Dewey numbers should not exceed 3 places beyond the decimal point (See Section N).

The new record shall be constructed in a manner consistent with NPL existing cataloging data and practices - using the Dewey Decimal classification scheme (21st edition), with some local call numbers. The bibliographic record shall be compatible in structure and content with records provided by OCLC from which NPL downloads its records.

- d. For an item exactly matching an existing NPL record, add the barcode to link the item using all specific bibliographic guidelines.

- e. NPL will provide specific bibliographic and item barcoding guidelines to vendor(s) upon award of contract. Examples of an NPL bibliographic record are included in Appendix B.

Cutter-Sanborn - On behalf of the NPL, the vendor must establish a cutter that belongs only to a specific person a book is about (biographies) or within a certain group of titles (Chicken Soup and some graphic novels). In being unique, there are no other people or titles that have the same cutter.

For biographies this is a multiple-step process:

1. Search the database by the biographee's name as a subject (last name, first Name) If there are books previously written about this person, the vendor is to follow the cutter established in the Sirsi database.

Other Considerations

Subject headings - Accepted OCLC-MARC records

Dewey - Vendor must follow Dewey 19 for short stories and books dealing with music.

Juv. and YA series in paperback format- If the series already exists in the database, follow how it is already classed. If it is a series that is new to the library database, email NPL to find out how the library wants it classed.

505's - We do enhanced 505s for the following categories: Short story collections, plays, songbooks, collective biographies and essays.

6. Processing and Preparation

Materials need to arrive shelf ready. NPL will provide the following: library property stamp (address), date stamp, barcodes, address "donut" label, and genre/classification labels.

For books this includes:

- 1) Placement of foil backed spine label and classification label(s)
- 2) Covering label(s) when book has no jacket.
- 3) Placement of barcode / security device on inside front cover, upper right corner

- 4) Library property stamp on inside of front cover, lower right corner
- 5) Clear polyester jacket (economy 1.5 mil, no paper lining) for books with jacket, taped
- 6) Library name stamped across, outside , top pages

7. Reports

- a. Vendor(s) will provide monthly reports organized by collection categories to include but not be limited to:
 - Status updates of back ordered titles
 - Cancelled items
 - Fund Report
- b. Vendor(s) will supply samples of reports.

8. Work Plan

- a. Vendor(s) will appoint a contact person to provide support and enhance communications with vendor staff during all phases of the ODC development and implementation. NPL will provide a list of contact staff for vendors. Specific process for communication will be outlined.

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PROPOSAL CHECKLIST

The following must be submitted as part of any proposal:

- ☐ A fully completed Cost Proposal Form
- ☐ Concise description of services offered, including work plan
- ☐ A brief description of your company's experience and expertise
- ☐ A list of 5 references that have done ODC's within the last three years including contact person(s), library name, address, and telephone number
- ☐ Description and samples of selection lists, reports and processed items
- ☐ Proposal checklist

Exceptions (if no exceptions, state "NONE")—Use additional sheets if necessary:

**NOVI PUBLIC LIBRARY
RFP OPENING DAY COLLECTION SERVICES**

COST PROPOSAL FORM

Firm name : _____

Address: _____

City, State, Zip code _____

Hereby agrees to provide the requested services as defined in "RFP Opening Day Collection Services" at a discount/cost of:

I. ADULT FICTION AND NONFICTION COLLECTION

A. DISCOUNT FROM LIST PRICE

- | | |
|---------------------------|---------|
| 1. Trade hardcover books | _____ % |
| 2. Trade paperback books | _____ % |
| 3. University Press books | _____ % |
| 4. Small Press | _____ % |

B. PROCESSING OF MATERIALS

- | | |
|---|----------|
| 1. Plastic or Mylar Jacket Cover, per item | \$ _____ |
| 2. Spine label, Barcode, Stamping, etc..., per item | \$ _____ |

C. CATALOGING/LINKING OF LIBRARY MATERIALS

- | | |
|---|----------|
| 1. Cataloging, per bibliographic record | \$ _____ |
| 2. Linking, per item | \$ _____ |

D. TOTAL PER UNIT PROCESSING COST

- | | |
|--------------------------|----------|
| 1. Trade hardcover books | \$ _____ |
| 2. Trade paperback books | \$ _____ |

E. OTHER COSTS, SPECIFY TYPE AND AMOUNT \$ _____

II. JUVENILE FICTION AND NONFICTION COLLECTION

A. DISCOUNT FROM LIST PRICE

- | | |
|--------------------------------|---------|
| 1. Trade hardcover books | _____ % |
| 2. Reinforced library bindings | _____ % |
| 3. Paperback books | _____ % |
| 4. Small press | _____ % |
| 5. University Press books | _____ % |

B. PROCESSING OF LIBRARY MATERIALS

- | | |
|--|----------|
| 1. Plastic or Mylar Jacket Cover, per book item | \$ _____ |
| 2. Spine label, Barcode, Stamping, etc., per book item | \$ _____ |

C. CATALOGING/LINKING OF LIBRARY MATERIALS

- | | |
|--|----------|
| 1. Cataloging per bibliographic record | \$ _____ |
| 2. Linking per item | \$ _____ |

D. TOTAL PER UNIT PROCESSING COST

- | | |
|--------------------------------|----------|
| 1. Trade hardcover books | \$ _____ |
| 2. Reinforced library bindings | \$ _____ |
| 3. Paperback books | \$ _____ |

E. OTHER COSTS, SPECIFY TYPE AND AMOUNT

	\$ _____
--	----------

III. STORAGE

- | | |
|---|----------|
| A. Cost to store materials until opening | \$ _____ |
| B. Cost to sort in exact shelf list order | \$ _____ |

IV. SELECTION LISTS, COST BY FORMAT

- | | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |

V. SHELVING OF MATERIALS, BY OPTION

_____ \$ _____
_____ \$ _____

VI. METHODS OF COMMUNICATING
i.e. online costs

_____ \$ _____
_____ \$ _____

VII. MISCELLANEOUS COSTS

VIII. PAYMENT OPTIONS

We acknowledge the following addendums (please list numbers): _____

The undersigned, duly authorized to bind the named firm agrees, upon receipt notice of acceptance of this proposal within thirty (30) calendar days, to proceed to execute the contract in accordance with the proposal as accepted.

Signature

Name of Firm

Type/Print Name

Street Address

Title

City, State, Zip

Date

Telephone

If a corporation, place corporate seal beside signature and state:

Name of President _____

Name of Secretary _____

Under laws of what state incorporated _____

Non-Collusion Statement

The undersigned swears (or affirms) under penalty of perjury that the proposer, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the proposer, or themselves, to obtain information that would give the proposer an unfair advantage over others, nor have they colluded with anyone for and on behalf of the proposer, or themselves, to gain any favoritism in the award of any contract resulting from this proposal.

Signature

Name of Firm

Typed/Printed Name

Street Address

Title

City, State, Zip

Date

Telephone

Novi Public Library
Local Classification Policies

SECTION N :

Adult Fiction- Genre (Fiction, Mystery, Science Fiction) is followed by *complete* last name of author

Adult nonfiction- Dewey is followed by *complete* last name of author

Adult Biography- Biographee's *complete* last name is used in main entry. We do not classify in Dewey but use "Biography + last name".

Young Adult Fiction- Genre (Fiction) is followed by *complete* last name of author

Young Adult nonfiction- Dewey is followed by *complete* last name of author

Young Adult Biography- Biographee's *complete* last name is used in main entry.

Juvenile Fiction- Genre (Fiction) is followed by *complete* last name of author

Juvenile nonfiction- Dewey is followed by *complete* last name of author

Juvenile Biography- Biographee's *complete* last name is used in main entry

Juvenile Picture Books- First two letters of the author's last name

The Library maintains many special collections using prefixes in addition to the Dewey, including, but not limited to: Literacy, Local History, Reference, Tax History, Oversize, Professional Reference and Career.

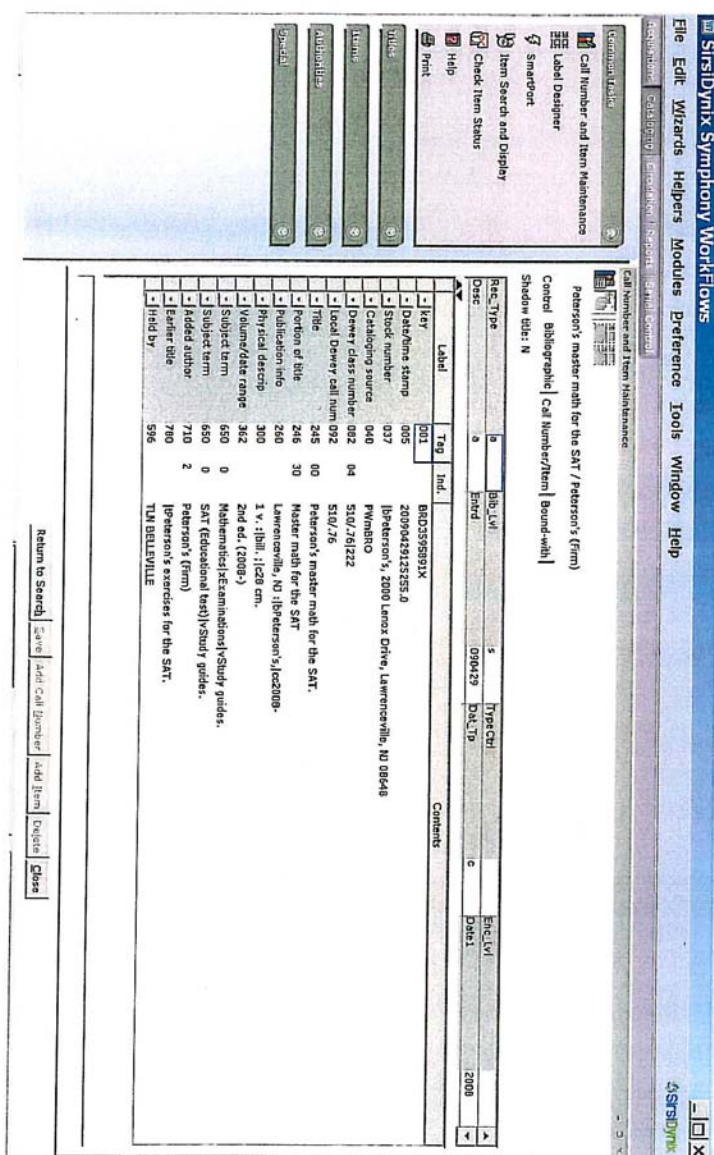
The Library uses no editors as main entries; will use first word of title (excluding articles) instead.

If more than 3 authors are credited, library uses first word of title (excluding articles) as main entry.

Other exceptions may be made/considered on an item by item basis.

MD 1

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SirsiDynix Symphony Workflows

File Edit Wizards Helpers Modules Preference Tools Window Help

Administration Catalogs and Item Maintenance

Call Number and Item Maintenance

SmartPart

Item Search and Display

Check Item Status

Help

Print

McGraw-Hill's 12 SAT practice tests and PSAT / Black, Christopher (Christopher F.)

Control Bibliographic | Call Number/Item | Bound-Web |

Shadow title: N

Rec. Type	0	Bib. Lvl	m	Type Cht	Enc. Lvl	K
Label	Tag	Ind.	Ind.	Contents		
- [Key]	001					
- [Data source]	002					
- [Date/time stamp]	005					
- [ISBN]	020					
- [ISBN]	020					
- [LAN]	024	3				
- [Local system #]	035					
- [Cataloging source]	040					
- [Local holdings]	049					
- [Local library call num.]	092					
- [Personal Author]	100	1				
- [Title]	245	10				
- [Portion of title]	246	30				
- [Variant title]	246	3				
- [Variant title]	246	3				
- [Publication info]	260					
- [Physical descip.]	300					
- [Held by]	596					

Return to Search | Save | Add Call Number | Add Item | Delete | Close

B
p4.2