

ALBUQUERQUE PUBLIC SCHOOLS - PROCUREMENT DIVISION
PO BOX 25704
ALBUQUERQUE, NEW MEXICO 87125
PHONE (505) 881-8415
FAX (505) 830-1161

**V
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Follett School Solutions, Inc.
 1340 Ridgeview Dr.
 McHenry, IL 60050

SHIP TO

Please see PO
 Please see PO

**ATTENTION
OF**

DATE	VENDOR CODE
8/28/2017	40175

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

PLEASE SHOW PRICE AGREEMENT NUMBER ON ALL INVOICES, SHIPPING PAPERS, PACKAGES, CORRESPONDENCE, ETC. INVOICE IN DUPLICATE.

ITEMS, TERMS, & CONDITIONS

PRICE AGREEMENT

Books

Contract Term: August 28, 2017 - August 27, 2021

Per terms and conditions of: BID 17-003KN

Board Approved: 8/28/2017

Pricing Attached

SERVICES AND/OR GOODS TO BE PROVIDED: The Contractor shall provide the good(s) and/or service(s), as defined in this agreement, on an "as ordered" basis. This is not an order and no funds are obligated under this Pricing Agreement. Funds are obligated by approved purchase orders on an "as needed" basis. Contractor shall receive separate individual Purchase Orders for each individual requests.

MINIMUM AMOUNT: Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with this pricing agreement.

QUOTES AND PAYMENT: The Contractor shall include the APS Pricing Agreement Number on each quote and reflect the price as awarded. If a quote is based on a percentage discount, the quote should document the list price, discount percent, and final price. The invoice submitted for payment shall match the quote and shall note the purchase order number.

Amendments: This Pricing Agreement shall not be altered, changed, or amended except by written agreement signed by both parties.

Reason for Amendment:

Contact: Heather Dahl

Phone: 877/899-8550 x46435

Email: hdahl@follett.com

PROCUREMENT DIVISION AUTHORIZED SIGNATURE

Krista Nicole Marquez 8/29/17
Date

VENDOR AUTHORIZED SIGNATURE

Date

ALBUQUERQUE PUBLIC SCHOOLS (APS) GENERAL TERMS AND CONDITIONS

1. INSPECTION. The materials, supplies or services furnished shall be exactly as specified in this order, free from defects in Seller's design, workmanship and materials, and, except as otherwise provided in this order, shall be subject to inspection and test by APS at all times and places. If, prior to final acceptance, any materials, supplies or services are found to be defective or not as specified, APS may reject them, require Seller to correct them without charge, or require delivery of such materials, supplies, or services at a reduction in price which is equitable under the circumstances. If Seller is unable or refuses to correct such defects within a time deemed reasonable by APS, APS may terminate the order in whole or in part. Seller shall bear all risks as to rejected materials, supplies and services and, in addition to any other costs for which Seller may become liable to APS under other provisions of this order, shall reimburse APS for all transportation costs, other related costs incurred, or payments to Seller in accordance with the terms of this order for unaccepted materials, supplies and services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud or such gross mistakes as amount to fraud. Any test programs and procedures required by the specifications are in addition to, and do not limit, APS's rights provided in this Paragraph.

2. WARRANTIES. Seller warrants the materials, supplies or services furnished to be exactly as specified in this order, free from defects in Seller's design, labor, materials and manufacture, and to be in compliance with any drawings or specifications incorporated herein and with any samples furnished by Seller. All applicable UCC warranties, express or implied are incorporated herein.

3. ASSIGNMENT. Neither the order nor any interest therein, nor claim thereunder shall be assigned or transferred by the Seller except as authorized in writing by APS. No assignment or transfer shall relieve the Seller from its obligations and liabilities.

4. CHANGES. APS may make changes within the general scope of this order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of this order, an appropriate equitable adjustment shall be made. No change by Seller shall be recognized without written approval of APS. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change unless APS waives this condition. Nothing in this Paragraph shall excuse Seller from proceeding with performance of the order as changed hereunder.

5. LABOR DISPUTES. Seller shall give prompt notice to APS of any actual or potential labor dispute which delays or may delay timely performance of this order.

6. TERMINATION AND DELAYS. APS may by written notice stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. APS shall pay Seller as full compensation for performance until such termination: (1) the unit or pro rata order price for the delivered and accepted portion; and (2) a reasonable amount, not otherwise recoverable from other sources by Seller as approved by APS with respect to the undelivered or unaccepted portion of this order; provided compensation hereunder shall in no event exceed the total order price. Such amount will be limited to the Seller's actual cost and shall not include anticipated profits.

APS may by written notice terminate this order for Seller's default, in whole or in part, at any time, if Seller refuses or fails to comply with the provisions of this order, or so fails to make progress as to endanger performance and does not cure such failure within a reasonable period of time, or fails to make deliveries of the items or services or to perform the services within the time specified or any written extension thereof. In such event, APS may purchase or otherwise secure items or services and, except as otherwise provided herein, Seller shall be liable to APS for any excess costs occasioned APS thereby, including incidental and consequential damages.

If, after notice of termination for default, APS determines that the Seller was not in default or that the failure to perform this order is due to causes beyond the control and without the fault or negligence of Seller (including, but not restricted to, acts of God or of the public enemy, acts of APS, acts of Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor or supplier due to such causes and without the fault or negligence of the subcontractor or supplier), termination shall be deemed for the convenience of APS, unless it shall be determined that the items or services covered by this order were obtainable from other sources in sufficient time to meet the required delivery schedule.

If APS determines that Seller has been delayed in the work due to causes beyond the control and without the fault and negligence of the Seller, APS may extend the time for completion of the work called for by this order, when promptly applied for in writing by the Seller; and if such delay is due to failure of APS, not caused or contributed by Seller, to perform services or deliver property in accordance with the terms of the order, the time and price of the order shall be subject to change under the Changes Paragraph. Sole remedy of Seller in event of delay by failure of APS to perform shall, however, be limited to any money actually and necessarily expended in the work during the period of delay, solely by reason of delay. No allowance will be made for anticipated profits.

The rights and remedies of APS provided in this Paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this order. As used in this Paragraph, the word "Seller" includes Seller and its sub suppliers at any tier.

7. AFFIRMATIVE ACTION. Seller shall not maintain or provide racially segregated facilities for employees at any establishment under his control. Seller agrees to adhere to the principle set forth in Executive Order 11246 and 11375, and to undertake specifically to maintain employment policies and practices that affirmatively promote equality of opportunity for minority group persons and women; to take affirmative steps to hire and promote women and minority group persons at all job levels and in all aspects of employment; to communicate this policy effectively to all persons concerned within Seller's company, with outside recruiting services and the minority community at large; to provide APS on request a breakdown of its labor force by ethnic group, sex, and job category; and to discuss with APS its policies and practices relating to its affirmative action program.

8. INDEMNIFICATION AND INSURANCE. Seller assumes the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any actual or alleged personal injury (including death) and/or damage or destruction to property sustained or alleged to have been sustained in connection with or arising out of the performances of the work by Seller, its agents, employees, subcontractors or consultants, except to the extent of liability arising out of the negligent performance of the work by or willful misconduct of APS. Seller shall indemnify and hold harmless APS, its officers, agents, and employees from any and all liability for such losses, expenses, damages, demands, and claims and shall defend any suit or action brought against any or all of them based on any actual or alleged personal injury or damage and shall pay any damage costs and expenses including attorneys' fees, in connection with or resulting from such suit or action. Seller agrees that it and its subcontractors will maintain public liability and property damage insurance in reasonable amounts covering the above obligation and will maintain workers' compensation coverage covering all employees performing this order on premises occupied by or under the control of APS.

9. PATENT AND COPYRIGHT INDEMNITY. Seller shall pay all royalty and license fees relating to deliverables and other items covered hereby. In the event any third party shall claim that the reproduction, manufacture, use or sale of goods or items covered hereby infringes any copyright, trademark, patent, or other intellectual property rights, Seller shall indemnify and hold APS harmless from any cost, expense, damage, or loss resulting therefrom.

10. DISCOUNTS. APS will take advantage of prompt payment discounts whenever possible; however these will not be used as a means to determine the low responsive and responsible bidder. Any discount period will not begin until the materials, supplies or services have been received and accepted and a correct invoice submitted for payment. If testing is required, discount period will not begin until such tests are satisfactorily completed.

11. CONTINGENCY FEES. Seller warrants that no person or selling agency has been employed or retained to solicit or secure this order upon an agreement or understanding for a commission, percentage, brokerage or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained or utilized by Seller for the purpose of securing business. For violation or breach of this warranty, APS shall have the right to annul this order without liability or, at its discretion, to deduct from this order, price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

12. PENALTIES. The New Mexico Procurement Code (NMSA 1978) imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose penalties for bribes, gratuities and kickbacks.

13. TITLE AND DELIVERY. Title to the materials and supplies passed hereunder shall pass to APS at the F.O.B. point specified subject to the right of APS to reject upon inspection. For any exception to the delivery date specified, Seller shall give prior notification and obtain approval thereto from APS's Purchasing Department. Order is subject to termination for failure to make timely delivery.

14. TAX STATUS. APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of tax on the purchase of tangible personal property. This certificate will be issued upon request. It is not valid for the purchase of services including construction, or materials that become part of a construction project or for the lease of property. Seller is responsible for payment of all applicable taxes, which will be added to invoice as a separate item at the current rate.


15. APPLICABLE LAWS. If this order is a subcontract under a U.S. Government Prime Contract, applicable clauses of the Federal Acquisition Regulations are incorporated herein by reference. Any provision required to be included in a contract of this type by any applicable and valid Executive Order, federal, state or local law, ordinance, rule or regulation also shall be deemed to be incorporated herein. Any contract or litigation resulting from acceptance of this purchase order will be construed according to the laws of the State of New Mexico unless otherwise stated.

BID SUBMISSION COVER SHEET

(Submit with your bid.)

BIDDER ACKNOWLEDGEMENT: By responding to this Bid, the undersigned Bidder (1) acknowledges that he or she agrees to the terms and conditions set forth in this Bid; (2) certifies that the Bidder has not, either directly or indirectly, entered into action in restraint of full competition in connection with the bid submitted to the District; and (3) agrees to furnish the materials, supplies or services as required within the time specified under the conditions imposed at the price indicated.

Signature of Authorized Representative: _____



Contractor's License #: BID# 18-003KN-AM
(If Applicable)

Type or print

name of above: Thomas E. Luchinski

Address 1: 1340 Ridgeview Drive

Name of Firm: Follett School Solutions, Inc.

Address 2: McHenry, IL 60050

Telephone No.: 888-511-5114

E-Mail: fssbidadmin@follett.com

Resident/Veterans Preference Certification No. (If applicable): N/A

Contact information for Sales Department:

Contact information for POs/Invoicing/Etc.:

Name of Contact: Heather Dahl, Sales Consultant

Name of Contact: Katie Simkulet, Customer Service Rep

Telephone No.: 877-899-8550, X46435

Telephone No.: 888-511-5114, X48043

Email Address: hdahl@follett.com

Email Address: ksimkulet@follett.com

***** IF ANY OF THIS CONTACT INFORMATION CHANGES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY APS PROCUREMENT. *****

BID SUBMITTAL REQUIREMENTS AND CHECKLIST

Please submit your completed bid, including the following items. Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified**. Submittals must be in the following order and all items must be included in your response to this bid.

PRINTED SUBMITTALS:

- Submission Cover Sheet **SIGNED**
- Bid Pricing List – **DO NOT SUBMIT ANY PRINTED CATALOGS.**
- Specification Exception Form **SIGNED**
- Completed Conflict of Interest and Debarment/Suspension Form (see Compliance section) **SIGNED**
- Campaign Contributions Disclosure Form (see Compliance section) **SIGNED**
- Resident Contractor (or Veteran Resident Contractor) Preference Certificate **SIGNED**
- Addendums (if applicable) – **before** submitting your bid, please check for addendums here:
<http://www.aps.edu/procurement/current-bids-and-rfps>

ELECTRONIC SUBMITTALS:

- Electronic Price List/Catalog (either include a web-link where your pricing lists/catalogs can be found (in the space provided on the Bid Pricing List) **or** include a CD with your pricing list/catalogs)
- Electronic Version of Bid Pricing List – please find an excel spreadsheet on the APS Procurement website here: <https://www.aps.edu/procurement/current-bids-and-rfps> Fill in all highlighted fields in the spreadsheet.

SIGN
HERE

Bid Pricing List

(Submit with your bid.)

Description	% off of publishers' price
Paperback Books – English	Up to 45% *
Paperback Books – Spanish	Up to 45% *
Paperback Books – Other Languages	Up to 45% *
Hardcover Books – English	Up to 45% *
Hardcover Books – English – Trade Books	Up to 45% *
Hardcover Books – English – Publishers Reinforced Library Binding	Up to 30% *
Hardcover Books – English – Pre-Bound	Up to 45% *
Hardcover Books – Spanish	Up to 45% *
Hardcover Books – Spanish – Publishers Reinforced Library Binding	Up to 30% *
Hardcover Books – Other Languages*	Up to 45% *
Hardcover Books – Other Languages* – Publishers Reinforced Library Binding	Up to 30% *
Other: Binding Service - Follett offers over 58,000+ FollettBound titles at no additional charge.	% discount

*Other Languages: Vietnamese, Navajo, Zuni, Chinese (Mandarin or Cantonese), Farsi, Arabic, Swahili, and others as needs are identified.

* Please see the Discount Summary and Quantity Discounts immediately following for complete details.

A. Exclusions (if any): N/A

B. Turn-around time after receipt of order: Follett provides a 97-100% fill rate 15-20 days after receipt of order.

C. Please specify library processing capabilities (if any) to include labeling, barcodes, electronic files (MARC records, etc.), tattle-tape strips, genre stickers, etc. Please also list the cost for these items if available: Follett will provide Albuquerque Public Schools, as we have in the past, the \$0.80 built into Titlewave for net Cataloging & Processing purchase convenience. Book Cataloging & Processing may include: electronic catalog record, barcode label with protector, spine label, mylar choice, 2nd barcode, reading label, genre label, and theft detection (all materials attached). \$0.80 also applies to Audiovisual cataloging and processing (all materials unattached). Please see our Book and Audiovisual Cataloging and Processing Specifications included with this bid response for complete details.

D. Please specify replacement policies: Follett will replace or issue credit for any books, audiovisual materials, or other products that are defective, damaged, or incorrectly processed. Our FollettBound book bindings are unconditionally guaranteed. If these titles fail as a result of normal wear and tear, we will replace and deliver them to you at no charge, provided the title is still in print.

E. Please specify shipping costs & policies: Follett School Solutions offers FREE shipping and handling on all books, textbooks, classroom and audiovisual orders.

DISCOUNT SUMMARY

Below are the discounts offered by category:

Item	Includes	Additional Discount
Library, Classroom, Instructional, and eBooks	Titlewave prices reflect discounts off publisher list price up to 45% for trade, paperback, eBooks, and FollettBound SM books, up to 30% for library binding, and up to 40% for general reference	0% additional
Audiovisual Materials	Playaway [®] Digital Audiobooks, Catalyst [™] digital downloadable audiobooks, Playaway View pre-loaded video players, MP3-CDs, DVDs, Blu-Ray Disc [™] DVDs, CDs, Read-Along Kits, and Audiocassette titles	0% additional
Early Childhood & Special Education Materials	Titlewave prices reflect discounts off publisher list price up to 45%, which may include AV Materials, Books, Bilingual Materials, Teacher Resources, Educational Games and Manipulatives, including LeapFrog [®] TAG [™] School Reader, Home-to-School Professional Resources, Language Arts, Class Sets and Dictionaries	0% additional
Online Databases	For ABC-Clio [®] , Capstone [™] Digital, Rosen [®] , Rourke [®] , and Tumbleweed [®] Press databases, discounts may be available for multi-database or multi-site purchases	0% additional
Pre-Owned Textbooks	We offer up to 75% off publisher net prices on pre-owned. Visit our online catalog at fes.follett.com .	0% additional
HMH Consumable Workbooks	For more information email HMH@follett.com or visit our website at fes.follett.com/hmh.cfm	0% additional

QUANTITY DISCOUNTS

Additional discounts are available on quantity purchases of the same FollettBoundSM title. These additional quantity discounts are:

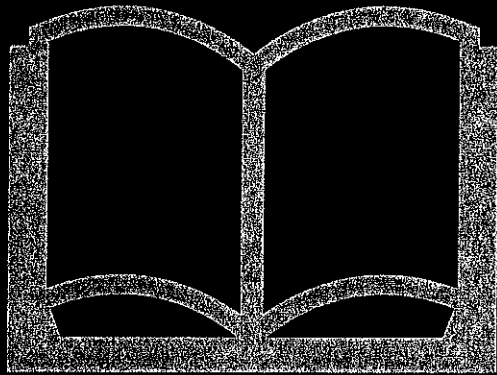
- 1% off the sell price for 1-49 copies
- 2% off the sell price for 50-99 copies
- 3% off the sell price for 100-249 copies
- 4% off the sell price for 250-499 copies
- 5% off the sell price for 500+ copies

Special quantity pricing is available on select dictionaries and thesauri. These additional quantity discounts are:

Merriam-Webster	Follett	1-24	25-49	50+
MW Elementary Dictionary, 2014 Ed.	0819UH7	\$ 12.89	\$ 12.64	\$ 12.31
MW School Dictionary 2015 Ed.	0618ZV2	\$ 13.57	\$ 13.30	\$ 12.97
MW Intermediate Thesaurus 2012 Ed.	0463YWX	\$ 12.89	\$ 12.64	\$ 12.31
MW Collegiate Dictionary 11th Ed. Ind.	12840N0	\$ 19.02	\$ 18.64	\$ 18.16
MW Collegiate Dictionary 11th Ed. Lam.	16714PX	\$ 15.61	\$ 15.31	\$ 14.92
MW Collegiate Dictionary 11th Ed. Unin/Leath	01377R8	\$ 19.77	\$ 19.65	\$ 19.47
MW Collegiate Thesaurus 2nd Ed.	08135S7	\$ 14.95	\$ 14.64	\$ 14.27
MW Dictionary for Children (Pbk.) 2010 Ed.	08134SX	\$ 9.50	\$ 9.30	\$ 9.07
MW School Thesaurus 2017 Ed.	1235ZD2	\$ 13.57	\$ 13.30	\$ 12.97

American Heritage	Follett	1-24	25-49	50+
AH Picture Dictionary 2016 Ed.	0595HT5	\$ 11.52	\$ 11.30	\$ 11.00
AH First Dictionary 2016 Ed.	0595GT8	\$ 12.21	\$ 11.97	\$ 11.66
AH Children's Dictionary 2016 Ed.	0595CT9	\$ 13.89	\$ 13.64	\$ 13.31
AH Student Dictionary 2016 Ed.	0595JTX	\$ 13.57	\$ 13.30	\$ 12.97
AH Student Thesaurus 2016 Ed.	0595KT7	\$ 12.89	\$ 12.64	\$ 12.31
AH Children's Thesaurus 2016 Ed.	0595FT0	\$ 12.89	\$ 12.64	\$ 12.31

*Prices and availability are subject to change.



Book Processing & Cataloging Specifications

titlewave.com | 877.899.8550

 **Follett**

Contact Name _____ I am a new Follett customer
 Title _____ Date _____
 Phone _____ Purchase Order Number _____
 Home Phone (optional) _____ Funding Source _____
 Fax Number _____ Do Not Exceed \$ _____
 email (school) _____ Need-By Date (if applicable) _____
 email (home-optional) _____ This order is for:
 Library/Media Center Use Classroom Use

What school is this order for? _____
Bill To:
 ATTN: _____ **Ship To: (if different from "Bill To")**
 School/District _____ ATTN: _____
 Address _____ School/District _____
 City/State/Zip _____ Address _____
 City/State/Zip _____
 Additional Information For International Orders: Province/Country _____
 Postal Code _____ Additional Information For International Orders:
 Province/Country _____
 Postal Code _____

Book Processing & Cataloging Information (Please choose 1, 2 or 3.)

1. No processing & cataloging needed.
2. Use processing & cataloging options on file at Follett
 (Complete A-E as appropriate & send in your order).
 - A. Use next bar code number on file.
 - B. My starting bar code number for this order is _____
 - C. I do not require bar codes.
 - D. I want Accelerated Reader® processing on all Accelerated Reader books. (See page 4 for details.)
 - E. I want Reading Counts™ processing on all Reading Counts books. (See page 4 for details.)
3. Use processing & cataloging options indicated on pages 3-7 of this order form.
 - These are permanent changes to my book processing & cataloging specifications.
 - These are one-time changes to my book processing & cataloging specifications.

Set up, review, change your processing & cataloging specifications at titlewave.com!

Credit/Procurement Cards

Visa MasterCard Discover American Express
 Please do not disclose your credit card number. We will contact you by telephone for this information.
 Contact name _____ Phone _____

Invoice Information

Sequence (check one): Title Author Same sequence as my order list

Special Instructions/Information:

Standard Book Processing Packages

- 1. **Book Automation Processing (all materials attached)** 69¢ per book
 (Electronic catalog record, bar code label with protector, spine label* and mylar choice)
 Free mylar on books with dust jackets No mylar
- 2. **Book Automation Processing Plus Cards (all materials attached)** 99¢ per book
 (Catalog card set, electronic catalog record, bar code label with protector, spine label* and mylar choice)
 Free mylar on books with dust jackets No mylar
- 3. **Book Nonautomated Processing (all materials attached)** \$1.09 per book
 (Catalog card set, pocket, borrower's card, spine label* and mylar choice)
 Free mylar on books with dust jackets No mylar
- 4. **Book Do-It-Yourself Kits (materials not attached)**89¢ per book
 (Catalog card set, self-adhesive pocket, borrower's card and spine label*)
 Free mylar on books with dust jackets No mylar

* Please Note: If books do not have mylar, spine label will have protector.

Standard Individual Items

- 5. **Electronic catalog record** 11¢ per book
- 6. **Bar code label with protector** 11¢ per book
 Attached* Not attached
- 7. **Spine label (with protector if no mylar)** 11¢ per book
 Attached* Not attached
- 8. **Lexile label (with protector if no mylar)** 11¢ per book
 (Includes Lexile Measure in MARC Record)
 Attached* Not attached
- 9. **Shelflist card** 11¢ per book
 (Note: Shelflist card is included in options 2, 3, 4, 15 and 18.)
- 10. **Date due slip** 11¢ per book
 Attached* Not attached
- 11. **Borrower's card** 11¢ per book
- 12. **Pocket (self-adhesive)** 34¢ per book
 Attached* Not attached
- 13. **Mylar on books with dust jackets (only available attached)** 59¢ per book
- 14. **Theft detection (only available attached)*** 59¢ per book
- 15. **Catalog card set** 79¢ per book
- 16. **Laminated covers on paperbacks (only available attached)** \$2.49 per book

* Please Note: If you choose "Attached" on any one or more of 6, 7, 8, 10 or 12 or if you choose 14 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17, or 18.

Fountas & Pinnell Guided Reading Level Labels

- Unattached 11¢ per book
- Attached 59¢ per book



Always Free Shipping
Visit titlewave.com today!

Reading Program Processing Packages

(Only applies to books with Accelerated Reader® or Reading Counts™ information.)

17. Reading Program Automation Processing (all materials attached) 79¢ per book

Choose Reading Program: Accelerated Reader Reading Counts

[Electronic catalog record including reading program tag, your choice of the small book information label or the large book information label, bar code label with protector (attached), spine label* (attached) and mylar choice (attached)]

- Small book info label
 ___attached (above spine label) OR ___unattached
- Free mylar on books with dust jackets
- OR* Large book info label
 ___attached (front flyleaf) OR ___unattached
- No mylar

18. Reading Program Automation Processing Plus Cards (all materials attached) \$1.09 per book

Choose Reading Program: Accelerated Reader Reading Counts

[Catalog card set, electronic catalog record including reading program tag; your choice of the small book information label or the large book information label, bar code label with protector (attached), spine label* (attached), and mylar choice (attached)]

- Small book info label
 ___attached (above spine label) OR ___unattached
- Free mylar on books with dust jackets
- OR* Large book info label
 ___attached (front flyleaf) OR ___unattached
- No mylar

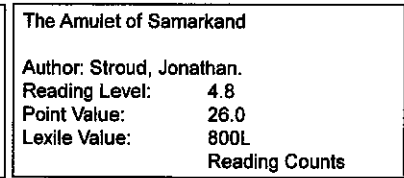
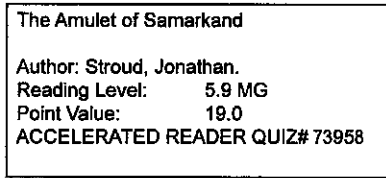
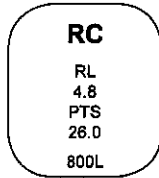
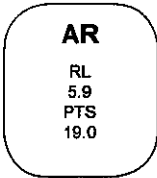
** Please Note: If books do not have mylar, spine label will have protector.*

Small Label*

Includes reading level & point value.
 Reading Counts automatically includes Lexile measure, if available.

Large Label*

Includes title, author, reading level, point value, reading program name.
 Accelerated Reader includes interest level and quiz number.
 Reading Counts automatically includes Lexile measure, if available.
 Include Lexile measure on my Reading Program labels.



Individual Items for Reading Program Cataloging & Processing

(Only applies to books with Accelerated Reader or Reading Counts information.)

19. 526 tag in catalog record No Charge

Choose Reading Program: Accelerated Reader Reading Counts

[Includes reading program name, interest level (AR only), reading level, point value, quiz number (AR only) and holding code (if any).]

20. Book information label (small or large) 11¢ per book

Choose Reading Program: Accelerated Reader Reading Counts

[Small label includes reading level and point value. Large label includes title, author, reading level, interest level (AR only), point value, reading program name and quiz number (AR only).]

- Small book info label
 ___attached (above spine label)* OR ___not attached
- OR* Large book info label
 ___attached (front flyleaf)* OR ___not attached

21. Orange Accelerated Reader identification sticker 11¢ per book



Provides easy visual identification of Accelerated Reader titles on library shelves.
 (Sample not to size.)

- Attached (above spine label)* Not attached

** Please Note: If you choose "Attached" on 20 and/or 21 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17 or 18.*

Book Cataloging Specifications

- Use my cataloging options on file at Follett School Solutions Inc.
- Use cataloging options checked below. The default specification (⇨) under each classification is used unless another specification is checked.
 - These are permanent changes to my book cataloging specifications.
 - These are one-time changes to my book cataloging specifications.

1. Subject Headings

- ⇨ Library of Congress
- Sears (1)

2. Fiction

- ⇨ F with first three letters of author's surname
- FIC with first three letters of author's surname (1)
- First three letters of author's surname (2)
- F with first two letters of author's surname (5)
- F with first letter of author's surname (8)

3. Nonfiction

- ⇨ Classification number with first letter of author's surname
- Classification number with first three letters of author's surname (1)
- Classification number with first two letters of author's surname (2)
- Classification number only (4)
- Classification number with author's surname (5)

4. Individual Biography

- ⇨ 92 with first three letters of biographee's surname
- B with first three letters of biographee's surname (1)
- 921 with first three letters of biographee's surname (2)
- B with biographee's surname (A)
- 921 with biographee's surname (E)

5. Collective Biography

- ⇨ 920 with first letter of author's surname
- 920 with first three letters of author's surname (1)
- 920 with first two letters of author's surname (2)
- BC with first three letters of author's surname (3)
- 920 with author's surname (5)

6. Easy Fiction

- ⇨ E with first letter of author's surname
- E with first three letters of author's surname (2)
- First three letters of author's surname (4)
- E with first two letters of author's surname (5)
- Follow fiction options (8)

We offer a number of additional cataloging options. Please call for details.

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7. Special Classification Options

- ⇨ No special classification option
- J above classification number for all K-8 books (2)
- J above classification number for all K-3 books except Easy Fiction (3)
- J above classification number for all K-8 books except Easy Fiction (4)
- E above classification number for all Easy Nonfiction (5)

8. Short Story Collections

- ⇨ 808.8 with first three letters of author's surname
- SC with first letter of author's surname (1)
- SC with first three letters of author's surname (2)
- SC with first two letters of author's surname (4)
- Follow fiction options (6)

9. Foreign Language Options

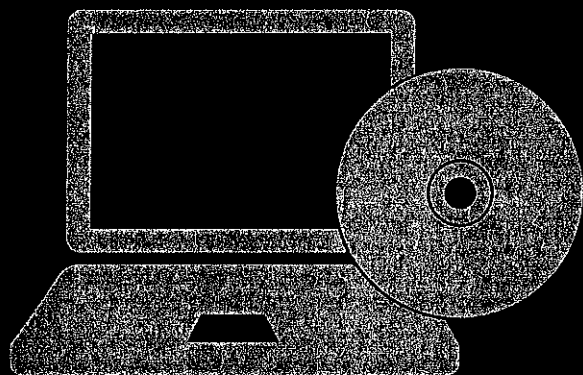
- ⇨ Classification number assigned by subject
- Language code with first three letters of author's surname (3)
- Language classification number with first letter of author's surname (6)
- Language classification number with first three letters of author's surname (8)
- Language code with classification number assigned by subject (9)

10. Reference

- ⇨ Classification number assigned by subject
- R above assigned classification number (1)
- REF above assigned classification number (2)
- REF above assigned classification number with first three letters of author's surname (4)
- R above assigned classification number with first three letters of author's surname (9)

11. Professional

- ⇨ No special marking
- P above classification number of professional books (P)
- PRO above classification number of professional books (Q)
- PRF above classification number of professional books (R)
- PROF above classification number of professional books (Z)



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What school is this order for? _____

Bill To:	Ship To: (if different from "Bill To")
ATTN: _____	ATTN: _____
School/District _____	School/District _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Additional Information For International Orders:	Additional Information For International Orders:
Province/Country _____	Province/Country _____
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A/V Processing & Cataloging Information (Please choose 1, 2 or 3.)

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2. Use A/V processing & cataloging options on file at Follett
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 - B. My starting bar code number for this order is _____.
 - C. I do not require bar codes.

3. Use A/V processing & cataloging options indicated on pages 3-6 of this order form.
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1. **Do-It-Yourself A/V Automation Package (materials not attached) . . . 69¢ per A/V item**
 Electronic catalog record, unattached spine and cover labels, unattached bar code label and protector.
If you choose this option, please complete all pertinent automation & processing specifications on pages 4 and 5 and cataloging specifications on page 6.
2. **Do-It-Yourself A/V Catalog Card Kit (materials not attached). 69¢ per A/V item**
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If you choose this option, please complete cataloging specifications on page 205.
3. **Full A/V Automation Cataloging & Processing (materials attached)\$2.19 per A/V item**
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Compact discs (CDs) – crystal jewel case	Read-alongs – vinyl plastic hanging bag
Digital video discs (DVDs) – crystal jewel case	Cassette titles – Norelco plastic case
VHS cassette titles – durable hard plastic case	

Standard Individual Items

4. **Bar code label with protector (not attached) 11¢ per A/V item**
5. **Spine & cover labels (not attached) 11¢ per A/V item**
6. **Shelflist card 11¢ per A/V item**
7. **Date due slip (not attached) 11¢ per A/V item**
 Date due slip (attached – only available with package #3) 11¢ per A/V item
8. **Borrower's card 11¢ per A/V item**
9. **Pocket (self-adhesive) (not attached) 34¢ per A/V item**
 Pocket (self-adhesive) (attached – only available with package #3). 34¢ per A/V item
10. **Theft detection (only available attached)* 59¢ per A/V item**
11. **Electronic catalog record 69¢ per A/V item**
12. **Catalog card set 79¢ per A/V item**
13. **Lamination on paperbacks as applicable (attached – only available with package #3) \$2.49 per A/V item**

* Please Note: If you choose "Attached" on any one or more of 6, 7, 8, 10 or 12 or if you choose 14 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17, or 18.

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 - These are permanent changes to my A/V cataloging specifications.
 - These are one-time changes to my A/V cataloging specifications.

Classification Prefix

- ↔ Do not use a classification prefix
- CD or _____ for compact discs
- CASS or _____ for cassettes
- RAL or _____ for read alongs
- DVD or _____ for digital video discs
- VHS or _____ for videocassettes
- VIEW or _____ for Playaway View
- PLAY or _____ for Playaway audiobooks
- CD-ROM or _____ for CD-ROMs

1. Subject Headings

- ↔ Library of Congress
- Sears (1)

2. Fiction

- ↔ F with first three letters of Main Entry
- FIC with first three letters of Main Entry (1)
- First three letters of Main Entry (2)

3. Nonfiction

- ↔ Classification number with first letter of Main Entry
- Classification number with first three letters of Main Entry (1)
- Classification number with first two letters of Main Entry (2)

4. Individual Biography

- ↔ 92 with first three letters of biographee's surname
- B with first three letters of biographee's surname (1)
- 921 with first three letters of biographee's surname (2)

5. Collective Biography

- ↔ 920 with first letter of Main Entry
- 920 with first three letters of Main Entry (1)
- 920 with first two letters of Main Entry (2)

6. Easy Fiction

- ↔ E with first letter of Main Entry
- E with first three letters of Main Entry (2)
- Follow fiction options (8)

7. Special Classification Options

- ↔ No special classification option
- J above classification number for all K-8 titles except Easy Fiction (4)
- E above classification number for all Easy Nonfiction (5)

8. Short Story Collections

- ↔ 808.8 with first three letters of Main Entry
- SC with first three letters of Main Entry (2)
- Follow fiction options (6)

9. Foreign Language Options

- ↔ Classification number assigned by subject
- Language code with first three letters of Main Entry (3)
- Language classification number with first three letters of Main Entry (8)

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