



PIMA COUNTY NOTICE OF INVITATION FOR BIDS (IFB)

Solicitation Number: 212244 **Title:** Library Materials & Related Services

DUE IN AND OPENS: APRIL 22, 2016 AT OR BEFORE 1:00 P.M. LOCAL ARIZONA TIME

Submit Bid to:

Pima County Procurement Department
130 West Congress, 3rd Floor, Receptionist
Tucson, Arizona 85701

Pre-Bid Conference: APRIL 8, 2016 AT 1:00 P.M. LOCAL ARIZONA TIME (MST)

Pima County Procurement Department
130 West Congress, 3rd Floor
Tucson, Arizona 85701

SOLICITATION: Pima County is soliciting bids from Respondents qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

GENERAL DESCRIPTION: To provide Pima County Public Library District with Library Materials & Related Services per specifications and requirements defined herein. The department has estimated the annual award amount at approximately \$4,000,000.00.

You may download a full copy of this solicitation at www.pima.gov/procure/ifbrfp.htm by selecting the solicitation number. Respondents are required to check this website for addenda prior to the Due In and Opens date to assure that the bid incorporates all addenda. Prospective Respondents may also pick up a copy, Monday through Friday excluding legal holidays, 8 am to 5 pm LOCAL ARIZONA TIME (MST), at the address listed above.

A Pre-Bid Conference will be held for the purpose of clarifying requirements and answering prospective respondent questions. It is the responsibility of Prospective Respondents to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional and encouraged.

Bids shall be submitted as defined in the Instructions to Bidders, in accordance with the Standard Terms and Conditions, and all solicitation documents either referenced or included herein. Failure to do so may be cause for rejection as *non-responsive*.

Bidders must complete and return those documents identified in the Instruction to Bidders Submission of Bids instruction.

Bids may not be withdrawn for 60 days after opening except as allowed by Pima County Procurement Code.

Bonds are not required

RESPONDENTS ARE REQUIRED TO READ THE ENTIRE SOLICITATION, INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THAT THEY CAN AND ARE WILLING TO COMPLY, AND TO INCORPORATE ALL ASSOCIATED COSTS IN THEIR BID.

Questions and Deviation requests shall be submitted in writing to Procurement Department, Attention: John Nanosky. All submittals shall reference the Solicitation Number and Title; Questions or Deviation Requests submitted within 8 days of the solicitation *Due in and Opens Date* may not be answered.

Fax: (520) 791-6513 email: john.nanosky@pima.gov Tel: (520) 724-8165

USPO Mail to the following address:

Pima County Procurement Department, 130 W. Congress, 3rd Floor, Mailstop # DT-AB3-126; Tucson, AZ 85701

VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL NOT BE ACCEPTED.

John Nanosky
Commodity/Contracts Officer

Publish: The Territorial: **APRIL 1, 4, 5, AND 6, 2016**

INSTRUCTIONS TO BIDDERS

FAILURE TO COMPLY MAY CAUSE THE BID TO BE IMPROPERLY EVALUATED OR DEEMED NON-RESPONSIVE

1. PREPARATION OF RESPONSES

All bids shall be made using the forms provided in this package. All prices and notations must be printed in ink or typewritten. **No erasures are permitted.** Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and shall be initialed in ink by person signing the bid. Typewritten responses are **preferred**.

All bids shall as appropriate indicate the registered trade name, stock number, and packaging of the items included in the bid. Surety, if required by this solicitation, may be in the form of a bond, cashier's check or certificate of deposit made payable to *Pima County*. Personal or company checks are not acceptable.

2. OFFER AGREEMENT (Contract) Form Library Materials & Related Services (15 pages)

The attached or referenced Offer Agreement when completed, signed and submitted by the Offeror is a binding offer that results in a legal contract when accepted and executed by Pima County as defined by this solicitation. The Offer Agreement document must be completed and signed by an authorized representative certifying that the firm can and is willing to meet all requirements of the solicitation.

Contractor Minimum Qualifications:

Contractor Minimum Qualifications are intended to establish the respondent's capacity and responsibility for providing the services or products solicited. To be evaluated and considered for award of contract the Offeror shall submit with the Offer Agreement all documents specified in article 3. *Contractor Minimum Qualifications* of the Offer Agreement. If requested by article 3, the Offeror shall denote in article 3 of the Offer Agreement the license numbers/descriptions and other information requested.

Unit Prices & Bid Certification:

Respondents shall fully complete and sign article 7. *Compensation & Payment* and article 14. *Bid/Offer Certification* sections of the Offer Agreement utilizing the forms provided by this solicitation.

Unless otherwise stated, a Unit Price shall be given for all items defined by the Offer Agreement Unit Prices schedule. Requested information and data shall be provided in the precise manner requested. Product descriptions shall provide sufficient information to precisely document the product being offered. All unit prices shall remain firm for the initial term of the executed agreement, with the exception that should seller during the term of the agreement offer to another buyer pricing for like or similar quantity, products or services at price more favorable than those given to Pima County ("COUNTY"), that seller shall offer same pricing to County effective on the date offered to other buyer. Unit prices given by respondent shall include all costs required to implement and actively conduct and document cost control and reduction activities. Taxes applied to the unit price and legally applicable to Pima County purchase transactions shall be separately invoiced and not included in the item unit price. Unit Prices shall include all costs incidental to the provision of the requirements defined by the solicitation and Offer Agreement and unless otherwise specified by the Delivery Article shall be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination"), no additional payments will be invoiced or paid. Unit prices shall prevail in the event of an extension error. Price each item separately. Delivery time if stated as a number of days shall mean "calendar" days.

COUNTY reserves the right to question, clarify and correct obvious errors.

3. SPECIFICATIONS & DEVIATIONS

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive bids, evaluation of bids and to efficiently support the subsequent ordering, invoicing and payment processes.

Items included in the bid shall satisfy all specifications and requirements set forth by the County's Offer Agreement. Equipment brand names, models and numbers, when given are intended to identify a level of quality, equivalent performance and dimensional specifications, and are for reference only, unless otherwise specified by the County's Offer Agreement. Failure to perform appropriate research, discovery, examine any drawings, specifications, and instructions will be at the respondent's sole risk.

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INSTRUCTIONS TO BIDDERS (continued)

Deviation requests shall specifically document and clearly illustrate the deviation to the specification, or the requirement, set forth by this solicitation and fully explain the requested deviation's impact on the end performance of the item. Deviation requests shall be submitted prior to the initial solicitation due date. Requests shall be submitted as soon as is possible and not less than 8 days prior to the solicitation due date else they may not be answered or addressed

Acceptance or rejection of any deviation request shall be at the sole discretion of the County and will be made in writing by the County via specific addendum of the solicitation and Offer Agreement as applicable. Respondents shall complete article 13. *Acknowledgement of Solicitation Addenda* of the Offer Agreement prior to submission.

Bidders are advised that conditional offers or notations on the documents submitted that do not conform to or that request exceptions to the published solicitation and addenda may be considered non-responsive and not evaluated.

All equipment shall be models of current production, latest design and technology, new and unused unless otherwise specified.

Manufacturer and Contractor documentation, including and not limited to the following shall be provided by the successful respondent not later than 14 days after request by the County and at no additional cost; warranty; caution-informational warnings; recommended maintenance schedule and process; recommended spare parts list; operating, technical and maintenance manuals including drawings, if appropriate; product brochures; and material safety data sheets (MSDS).

4. SUBMISSION OF BIDS

Submissions are binding offers and will result in a binding contract upon acceptance by Pima County by issue of a properly executed contract document referencing said offer.

The submittal shall include all information requested by the solicitation, and utilize without modification the forms provided by the solicitation. Respondents are to complete, execute and **submit one original and one copy** of the following bid documents:

SIGNED OFFER AGREEMENT (including Pima County Standard Terms and Conditions) and the completed information of the following sections:

- **Section 3 Contractor Minimum Qualifications**
- **Section 7 Compensation & Payment:**
 - **Optional Early Payment Discount Terms**
- **Section 12 Acknowledgement of Solicitation Addenda** (if applicable)
- **Section 13 Small Business Enterprise (SBE) Certification** (not applicable)
- **Section 14 Signed Bid/Offer Certification**
- **Exhibit A: Unit Prices**

Section 11 Insurance - Contractor will provide COUNTY with current executed certificates of insurance within two (2) weeks from when the Notice of Award is issued by County. All certificates of insurance will guarantee the provision of thirty (30) days' prior written notice to COUNTY of cancellation, non-renewal or material change. The additional insured shall be endorsed by the underwriter.

Bids must be received and time stamped at the specified location at or before the Bid Due Date/Time as defined by the *Invitation for Bid*. The "time-stamp" provided by the County shall be the official time used to determine the timeliness of the submittal. Bids and modifications received after the Bid Due Date/Time will not be accepted, or will be returned unopened. Timely submittals will be opened and recorded promptly after the Bid Due Date/Time.

Bids must be signed by an authorized agent of the respondent and submitted in a sealed envelope marked or labeled with the respondent firm name, solicitation number, title, solicitation due date and time, to the location and not later than the Bid Due Date/Time specified by the *Invitation for Bid*.

Bids and modifications received after the *Due In & Opens* date and time will not be accepted. Facsimiles of bids will not be accepted.

Failure to comply with the solicitation requirements, including submittals that modify the solicitation requirements, may cause for the respondent's bid to be rejected as *non-responsive* and not evaluated.

5. COMPLIANCE WITH AGREEMENT

County will execute an agreement with the successful respondent by issue of a Master Agreement (MA) or Purchase Order or contract. The respondent agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the respondent agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the County. Any items provided in excess of the quantity stated in the agreement shall be at the Respondent's own risk. Respondents shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Pima County Procurement Department within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

INSTRUCTIONS TO BIDDERS (continued)

6. INQUIRIES & NOTICE OF RECOMMENDATION FOR AWARD (NORFA)

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at the Procurement Department. No oral interpretations or clarifications made to any respondent as to the meaning of any of the solicitation documents will be binding on Pima County. If a prospective respondent believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the respondent shall notify the Pima County Procurement department in writing identifying the solicitation number, page and paragraph number and clearly stating the issue and suggested solution prior to the *Due In and Opens* date set for receipt of the bid or proposal. Responses from COUNTY will be made by written addendum and sent to all known potential respondents. Issues identified less than 8 days prior to the *Due In and Opens* date may not be answered.

Interested parties are invited to attend the public opening of submissions at the time and date stated in this solicitation.

Pima County protest procedures are defined by Chapter 11.20 of the Pima County Procurement Code, available through <http://www.pima.gov/cob/code/>. The five-day period to file a protest of the award will be measured from the date the Notice of Recommendation for Award is posted on the Pima County Procurement website at <http://www.pima.gov/procure/awards/> **without regard to whether individual notices were issued**. It is the responsibility of bidders, proposers and offerors to check the website.

7. ORDER OF PRECEDENCE-CONFLICTING DOCUMENTS

In the event there are variations or conflicts between these instructions and the standard terms and conditions or the offer agreement document, the standard terms & conditions and offer agreement shall govern.

8. VENDOR RECORD MAINTENANCE

By submitting a response to this solicitation, the submittor agrees to establish and maintain a complete Pima County Vendor record, including the provision of a properly completed and executed "Request for Taxpayer Identification Number and Certification" document (Form W-9), within ten calendar days of the solicitation due date. The Vendor also agrees to update the information within ten calendar days of any change in that information and prior to the submission of any invoice or request for payment. The preferred method for creating or updating this record is via the Internet utilizing the Pima County Vendor Self Service (VSS). The registration requires that the Vendor establish and maintain email functionality. In addition to providing the means for a Vendor to create and maintain their Vendor record, VSS also provides for email notice to the vendor regarding solicitations published by Pima County for commodities of interest as defined by the Vendor record. Internet links for Vendor Registration are located at the Procurement Internet page: <http://www.pima.gov/procure/venreg.htm>.

9. SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE

Any contract funded in any amount with federal funds is not eligible for this preference.

For those bids that do not exceed \$500,000 per contract year, a 5% bid preference will be given to firms submitting SBE Certificates issued by the City of Tucson WITH THEIR BID; said certification is subject to verification and acceptance by Pima County. If the certification is accepted by Pima County, the bid will be evaluated at 95% of the bid amount to determine the low and responsive bid. If an award of contract is made, the contract will be formed utilizing the Unit Prices, or Lump Sum, as bid.

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To be eligible for the price preference, SBE firms must include with their bid documents a copy of their current certification certificate which may be acquired from the City of Tucson; Department of Procurement, (520) 837-4000, 225 W Alameda, 6th Floor, Tucson, AZ 85726-7210. Their SBE website, which typically includes an SBE Application Form and a Directory listing firms holding SBE Certification, is located at:
http://www.tucsonprocurement.com/bidders_SBE.aspx

The process of acquiring SBE Certification may take several weeks. Please contact the Pima County Vendor Relations Division at **(520) 724-8465** for assistance or further information.

END OF INSTRUCTIONS TO BIDDERS
(Revised April 29, 2015)

OFFER AGREEMENT

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1. INTENT:

This document is intended to establish an "As Required" indefinite delivery/indefinite quantity (IDIQ) "Master" agreement contract to provide Pima County ("County") with such quantities of Library Materials & Related Services as the County may order from time to time by issue of Delivery Order (DO) pursuant to a resulting contract. As defined by the attached Pima County Standard terms and Conditions (STC) this contract is non-exclusive and may be terminated for any reason without penalty or cost to County.

Although particular County Departments may be identified in the solicitation, unless otherwise documented by the executed contract, all County Departments may utilize the resulting agreement.

All Goods and Services offered or provided pursuant to the contract will conform to the requirements defined by or referred to by the solicitation documents including *Solicitation Addenda, Instructions to Bidders, Standard Terms and Conditions* and this *Offer Agreement*, all of which are incorporated herein.

This document, including all attachments and documents incorporated by reference, constitutes the entire contract between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

2. CONTRACT TERM EXTENSIONS-RENEWALS & REVISIONS:

The initial term of the contract will be for a one year period and include four (4) one-year renewals that may be exercised upon the written agreement of the parties as follows:

Proposed extension or renewals of the contract if included in the contract and revisions to the contract shall be made through the issuance by County to Contractor of a revised Master Agreement (MA), document setting forth the requested changes. Failure by Contractor to object in writing to the proposed revisions, terms, conditions and/or specifications within ten (10) calendar days of issuance by County will signify acceptance of all such changes by Contractor and the amendment will be binding upon the parties, effective on the date of issuance.

3. CONTRACTOR MINIMUM QUALIFICATIONS:

The Contractor certifies that it is competent, willing and responsible for performing the services or providing the products in accordance with all requirements of the solicitation and this contract. Contractor certifies that it possesses all licenses required by applicable Agencies to satisfy the requirements of this contract.

- Contractor shall have a minimum of ten (10) or more years of experience in working with a large, multiple branch, public library system with urban, suburban and rural locations. (*Contractor shall provide the names of a minimum of three (3) of the libraries with which they have contracts, the number of years working with these libraries, the addresses of the libraries, the names of their contacts with their telephone numbers, fax numbers, and e-mail addresses with their bid submission for this solicitation*).

4. PRODUCT OR SERVICE SPECIFICATIONS & SCOPE:

The Contractor shall provide the County with Library Materials & Related Services as defined by specifications provided below and by the attachments: Exhibit A: Unit Prices, Attachment A: Cataloging Procedures, Attachment B: Processing Manual, and Attachment C: Delivery Interval/locations.

- Contractor shall provide Pima County Public Library's (PCPL's) Collection Development Office (CDO) with a list of materials in a template with grid capabilities (for designating: quantity, fund, and destination library) based on material profiles created by the librarians in CDO.
- Contractor shall provide advanced ordering for popular material in multiple formats and all age levels.
- Contractor shall provide MARC records and use FTP and EDIFACT for ordering and invoicing and interfacing with the PCPL ILS.
- Contractor shall provide shelf ready materials fully cataloged and processed according to the PCPL's standards.
- Contractor shall be able to supply process, catalog, and deliver library materials to locations that make up the Pima County Library System.
- Contractor shall be able to supply and deliver book materials to the Technical Services Department of the Pima County Library System.

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- Contractor shall be able to supply Pima County Public Library Collection Development Office with selection lists of materials in formats used by the library to meet the needs of all age groups and interests within the criteria established in the library's Collection Development Policy.
- Contractor shall be able to demonstrate sustainability processes, that limit waste, allow for reclamation or recycling or utilize recycled materials in the packing of items for shipment such as packing materials, media cases and digitation of media inserts.
- Contractor shall provide by line item in the Unit Price Chart their discount off the manufacturer's list price and apply this discount to the mfg. list price to provide their adjusted unit price x the estimated annual volume to extend their annual cost.
- Contractor shall be able to interface with the Pima County Library's Integrated Library System (ILS).
- Contractor shall have Technical support/customer service contacts.
- Contractor shall be able to provide titles in all formats of print and media materials, including but not limited to DVDs, Audio Books, Music CDs, Hardback and Paperback Books, Large Type Books, and Print on Demand Books.
- Contractor shall be able to provide a fill-rate of 80% within 21 calendar days of receiving orders for non-pre-published titles in English, and within 21 calendar days of the receipt of pre-published copies by the vendor.
- Contractor shall be able to provide online website for ordering.
- Contractor shall be able to provide automatic order/standing order plans.
- Contractor shall be able to fill complete orders (no partial orders accepted) in a time frame established by the Pima County Library and agreed upon by the Contractor.
- Contractor shall have the capability of fully processed or unprocessed materials depending on the needs of the Pima County Library.
- Contractor shall provide supply review sources connected to online material records.
- Contractor shall be able to accept credit card payments.
- Contractor shall be able to provide MARC records and update library holdings through an interface with OCLC.
- Contractor shall be able to drop ship orders to branch libraries at no additional charge to the County
- Contractor shall have Collection Development Specialists.
- Contractor shall provide at least a 40% discount on majority of materials.
- Contractor shall offer materials in multiple languages, especially Spanish, in all formats.
- Contractor shall have online ordering processes and FTP and EDIFACT ordering capabilities.
- Contractor shall be able to supply materials that are up-dated annually, i.e., Travel and Legal guides, GED, ASVAB test, and Merk manual
- Contractor shall provide training for online ordering system.

General Product and Service Specifications by Line Item and Services

Line Items #1a-1f - Hardback books/softcover books adult with cataloging and processing

Line Items #2a-2d - Hardcover/softcover child & teen books with cataloging and processing

Line Items #3a-3e - Mass market Paperback adult books with cataloging and processing

Line Items #4a-4f - Paperback child & teen books with cataloging and processing

Line Items #5a-5f - Audio visual materials with cataloging and processing

Invoices:

- Contractor shall have invoices available on line and/or mailed to Pima County Public Library, Technical Services Department, 4th Floor, 101 N. Stone Avenue, Tucson, AZ 85701

Contractor should include what "green" programs they have implemented per *BOS Resolution 2007-84* below. (Choose one or more of the following examples or submit one that your company is currently doing)

The following are **examples** from Specifications for *BOS Resolution 2007-84* and Contractor should include with submission of paperwork a statement outlining what 'green' programs, if any, have been implemented that may include, but not be

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limited to: recycling of paper, glass and cans; efforts to conserve energy in offices and work areas; utilization of alternative fuels for vehicles and production equipment.

All cleaning and disinfecting products should be green products; such as biodegradable and containing the lowest toxicity and VOC (volatile organic compound) contents necessary.

Other areas of conservation should include:

- Contractor shall recycle as many items as possible including office paper, corrugated paperboard (aka cardboard) boxes and sheet, chip board boxes and sheet, plastics, aluminum and steel cans/containers, etc.
- Contractor should use as many environmentally preferable items as possible, i.e. Items that do not impact the environment such as 30-100% post-consumer recycled content, processed chlorine free (PCF) paper; Energy Star equipment and appliances; remanufactured, low air emission paint; low volatile organic compound (VOC) water based adhesives and paint; zero formaldehyde emitting composite wood products; odorless and non-toxic water based markers, etc. the company's daily operations.
- Contractor should provide to the consumer as many environmentally preferable products as possible.
- Contractor should modify business practices to decrease air, water and ground pollution.
- Contractor should modify business practices to conserve energy and water use,
- Contractor should purchase eco-friendly supplies whenever possible including office supplies.

5. OFFER ACCEPTANCE AND ORDER RELEASES:

County will accept offers and execute contracts by issue of a Master Agreement (MA) (Recurring requirements to be effective on the document's date of issue without further action by either party. Master Agreement (MA) and Contract documents will document the term of the agreement.

County will order products or services pursuant to an executed Master Agreement by issue of Delivery Order (DO) documents. Order documents will be furnished to Contractor via facsimile, e-mail or telephone. **If the order is given verbally, the County Department that issued the order will transmit a confirming order document to Contractor within five workdays of the date the verbal order is given.**

Contractor must not supply materials or services pursuant to the contract that are not documented or authorized by a Delivery Order (DO) at the time of provision. County accepts no responsibility for control of or payment for materials or services not documented by a COUNTY Delivery Order (DO).

Contractor will establish, monitor, and manage an effective contract administration process that assures compliance with all requirements of this contract. In particular, Contractor will not provide goods or services in excess of the executed contract items, item quantity, item amount, or contract amount without prior written authorization by contract revision properly executed and issued by County. Any items provided in excess of that stated in the contract are at Contractor's own risk. Contractor will decline verbal requests to deliver items in excess of the contract and will report all such requests in writing to the COUNTY Procurement Department within one (1) workday of the request. The report must include the name of the requesting individual and the nature of the request.

6. ACCEPTANCE OF GOODS AND SERVICES:

The County Department designated on the issued Order will accept goods and services only in accordance with this contract. Such acceptance is required prior to commencement of Payment terms.

7. COMPENSATION & PAYMENT:

All pricing will conform to Pima County's Living Wage ordinance if applicable, including required annual adjustments of the wage.

Contractor will submit Request(s) for Payment or Invoices to the location and entity defined by County's Order document.

All Invoice documents will reference the County's Purchase Order (PO) Delivery Order (DO) or Contract number under which the services or products were ordered. **ALL** Invoice line items will utilize the item description, precise unit price and unit of measure defined by the County's Order or Contract document. Invoices that include line items or unit prices that do not match those documented by the County's order or contract may be returned to Contractor unprocessed for correction. **Contractor will not accept orders, or provide services or products that cumulatively exceed the contract amount.**

Standard payment terms are net thirty (30) days from the date of valid invoice document and do not commence until the later of receipt of goods into payment system by the receiving Department and Contractor's Invoice is received and verified by County Financial Operations.

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OPTIONAL EARLY PAYMENT DISCOUNT TERM: Pima County Administrative Procedure No. 22-35 section 2.2.4 defines County's practice regarding discounts for early payment. Contractor offers the following discounts to those prices to be used for all orders issued pursuant to this contract. County will utilize the existing payment code that best matches that offered and does not exceed the offered discount percentage. Payment days cannot be less than ten (10) calendar days. Contractor shall submit valid invoice document consistent with the associated Purchase Order (PO), Delivery Order (DO) or Delivery Order Maximo (DOM) to County Finance Department at least seven (7) calendar days prior to the date on which the discounted payment is due. If desired, for any order issued pursuant with this contract, Contractor may offer early payment discounts that exceed this Standard Early Payment Discount.

Standard Early Payment Discount Percent: _____% if payment tendered within _____ Days as above

The Master Agreement (MA) or Purchase Order (PO) issued to accept Contractor's offer will define the not to exceed amount of the contract.

The parties may negotiate and establish unit pricing in writing under the contract for items included in the scope of the contract for which unit pricing has not been previously defined.

Unless the parties otherwise agree in writing, all pricing will be *F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination")*, delivered to and unloaded at the destination(s) defined by the delivery article of this contract or accepted Order for services or products and all freight costs must be included in the offered Unit Price.

Although State and City sales tax may not be fully or accurately defined on an order, they will be paid when they are DIRECTLY applicable to Pima County and invoiced as a separate line item. Such taxes should not be included in the item unit price.

Price Warranty. Contractor will give Pima County the benefit of any price reduction before actual time of shipment.

Price Escalation. All unit prices include compensation for Contractor to implement and actively conduct cost and price control activities. Pricing will remain firm during the initial year of the contract term after which the parties may consider price increases no more frequently than once per year. Contractor will submit a written request to COUNTY that includes supporting documents justifying requested increases at least ninety (90) days prior to the desired implementation date. Contractor will provide evidence, cite sources, demonstrate specific conditions and document how those conditions affect the cost of its performance, and identify specific efforts Contractor has taken to control and reduce those and other costs to avoid the need to increase prices. COUNTY will review proposed pricing and determine if it is allowable, fair and reasonable, and in the best interest of COUNTY to accept the proposal. County reserves the right to continue, accept or reject the price proposal, or terminate and re-solicit the contract.

Quantities referred to are estimated quantities. COUNTY reserves the right to increase or decrease the quantities and amounts. **No guarantee is made regarding actual orders issued for items or quantities during the term of the agreement.** COUNTY is not responsible for Contractor inventory or order commitment.

Unit prices offered must include all incidentals and associated costs required to comply with and satisfy all requirements referred to or included in this solicitation, which includes the *Instructions to Bidders, Standard Terms and Conditions* and Offer Agreement. No payments will be made for items not included in the contract.

Contractor will provide detailed documentation in support of payment requests which will document, be consistent with and not exceed COUNTY's order. Contractor will bill COUNTY within one (1) month after the date on which Contractor's right to payment accrues ("Payment Accrual Date"), which, unless this contract specifically provides otherwise, is the date goods are delivered, services are performed, or costs are incurred. Invoices must assign each amount billed to an appropriate line item of COUNTY's order and document each Payment Accrual Date. COUNTY may refuse to pay any amount billed in an untimely manner or which is not conforming to COUNTY's order. County will refuse to pay any amount billed more than six (6) months after the Payment Accrual Date, pursuant to A.R.S. § 11-622(C).

UNIT PRICES (Net 30 day Payment Terms)

Contractors shall bid on 100% of the line items below or they will be deemed non-responsive

ITEM #	ITEM NAME- specifications Section #4 Specifications Attachments.	refers to under Product and	<u>Current</u> Mfg. List Unit Price	<u>EST</u> ANNUAL USAGE	UOM	% off Mfg. Unit List Price	REVISED UNIT PRICE \$ With % discounted	EXTENDED AMOUNT \$
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	REFER TO EXHIBIT A: Prices						
	FOB Destination/Unloaded; Cost of freight, handling & misc. charges shall be included in Unit Price					TOTAL BID	

For those items not specifically listed and priced above that may be provided within the defined scope of this contract, Contractor will submit Master Price List (MPL) documents, diskette or compact disc and file names or identify website address, identifying all other items offered pursuant to this contract to include Description and Discounted Unit Price, or Unit Price and Discount % (Unit Price x Discount % = Discounted Unit Price). The resulting Unit Prices shall be of similar discount off List Prices as given for those items specifically defined above. Item Unit Prices above will govern in case of conflict with the Master Price List.

List MPL Document by Title, MPL Media & Filenames or MPL Internet Address and Title(s)	Qty. of Pages	Dated	Percentage Discount (Unit Price x Discount % = Discounted Unit Price)

8. DELIVERY:

As defined by the Standard Terms, "On-Time" delivery is an essential part of the consideration to be given to COUNTY under the contract. Delivery will be made in accordance with the Instructions to Bidders, Standard Terms and Conditions and to the location(s) referenced on the Delivery Order (DO) or Contract.

Delivery Requirements: Deliver per the instructions on the Delivery Order from Pima County.

Contractor guarantees delivery of product in **less than 21 calendar days from the issue date of delivery order** unless a different time frame is mutually agreed upon by Contractor and Pima County in writing prior to performing the services required by this agreement. If required to satisfy the guaranteed delivery interval will utilize premium time and/or premium freight at no additional cost to the County.

9. TAXES, FEES, EXPENSES:

Articles sold to COUNTY are exempt from federal excise taxes. COUNTY is subject to State and City sales tax. COUNTY will pay no separate charges for delivery, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, surcharges, or bid preparation unless expressly included in the contract and itemized by the solicitation documents.

10. OTHER DOCUMENTS:

Contractor and COUNTY in entering into this contract have relied upon information provided or referenced by Pima County Solicitation No. 212244 including the Invitation For Bids, Instructions to Bidders, Standard Terms and Conditions, Solicitation Addenda, Contractor's Bid Offer, documents submitted by Contractor or References to satisfy Minimum Qualifications and on other information and documents submitted by Contractor's response to County's Solicitation. These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

11. INSURANCE:

The CONTRACTOR'S insurance shall be primary insurance and non-contributory with respect to all other available sources. Contractor shall obtain and maintain at a minimum at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance:

- a) **Commercial General Liability (CGL)** – Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include bodily injury, property damage, and broad form contractual liability coverage, and products – completed operations.

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b) **Business Automobile Liability** – Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract with a Combined Single Limit (CSL) of \$1,000,000.

c) **Workers' Compensation and Employers' Liability** - Statutory requirements and benefits. Coverage is compulsory for employers of one or more employees. Employer's Liability - \$500,000.

Note: The Workers' Compensation requirement shall not apply to a Contractor that is exempt under A.R.S. § 23-901, and when such Contractor executes the appropriate Pima County Sole Proprietor (Independent Contractor) Waiver form.

d) **Professional Liability (Errors and Omissions) Insurance** – This insurance is required when soliciting work from licensed professionals. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance policy shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

Contractor's insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII. Pima County in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

Contractor will provide COUNTY with current executed certificates of insurance within two weeks from when the Notice of Award is issued by County. All certificates of insurance will guarantee the provision of thirty (30) days' prior written notice to COUNTY of cancellation, non-renewal or material change.

12. ACKNOWLEDGEMENT of SOLICITATION ADDENDA:

Contractor acknowledges that the following solicitation addenda have been incorporated in its offer and this contract:

Addendum #	Date	Addendum #	Date	Addendum #	Date

13. SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION:

Is your firm SBE certified as defined by the solicitation's 'Instruction To Bidders'? Yes No (Select one)
If 'Yes', have you included your certification document? Yes No (Select one) NOTE: If the SBE Certification document is not submitted with your bid the SBE Preference cannot be applied

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14. BID/OFFER CERTIFICATION:

CONTRACTOR LEGAL NAME: _____

BUSINESS ALSO KNOWN AS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

REMIT TO ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON NAME/TITLE: _____

PHONE: _____ FAX: _____

CONTACT PERSON EMAIL ADDRESS: _____

EMAIL ADDRESS TO WHICH ORDERS & CONTRACTS SHALL BE TRANSMITTED:

CORPORATE HEADQUARTERS LOCATION:

STREET ADDRESS CITY, STATE, ZIP: _____

By signing and submitting these Offer Agreement documents, the undersigned certifies that they are legally authorized to represent and bind Contractor to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the Pima County Procurement website for solicitation addenda and has incorporated all such addenda to its offer, that Contractor is qualified and willing to provide the items requested, and that Contractor will comply with all requirements of the solicitation. The Unit Pricing includes all costs incidental to the provision of the items in compliance with the above documents; no additional payment will be made. Conditional offers that modify the solicitation requirements may be deemed not 'responsive' and may not be evaluated. Contractor's submission of a signed offer agreement shall constitute a firm offer and upon the issuance of a Master Agreement (MA) or Purchase Order (PO) document signed by the Pima County Procurement Director or authorized designate a binding contract is formed that will require Contractor to provide the services and materials described in this solicitation. The undersigned hereby offers to furnish the material or service in compliance with all terms, conditions, specifications, defined or referenced by the solicitation, which includes Pima County Standard Terms & Conditions, this Offer Agreement and other documents listed in this Offer Agreement's Other Documents article.

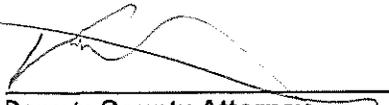
SIGNATURE: _____ DATE: _____

PRINTED NAME & TITLE OF AUTHORIZED CONTRACTOR REPRESENTATIVE EXECUTING OFFER

PHONE AND E-MAIL: _____

County Attorney Contract Approval "As to Form":

Approved as to form:


Deputy County Attorney
TOBIN ROSEN

3/28/16

Date

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PIMA COUNTY STANDARD TERMS AND CONDITIONS (03/18/15)

1. OPENING:

Responses will be publicly opened and each respondent's name, and if a Bid the amount, will be read on the date and at the location defined in the *Invitation for Bid (IFB)* or *Request For Proposals (RFP)*. Proposals shall be opened so as to avoid disclosure of the contents of any proposal to competing offerors during the process of negotiation. All interested parties are invited to attend.

2. EVALUATION:

Responses shall be evaluated to determine which are most advantageous to Pima County (COUNTY) considering evaluation criteria, conformity to the specifications and other factors.

If an award is made, COUNTY will enter into an agreement with the one or multiple respondent(s) that submitted the lowest responsive bid(s) that were determined responsible for supplying the required goods or services. Unless otherwise specified on the Bid/Offer document determination of the low/lowest bids will be made considering the total bid amount.

COUNTY, at its sole discretion, reserves the following rights: 1) to waive informalities in the bid or bid procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with COUNTY or who have engaged in conduct that constitutes a cause for debarment or suspension as set forth in COUNTY Code section 11.32; 3) to reject any and all responses; 4) to re-advertise for bids previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and bidder's ability to supply; 7) to increase or decrease the item quantity or eliminate any item of this solicitation prior to the award. Pricing evaluations will be based on pre-tax pricing offered by Contractor.

3. AWARD NOTICE:

A *Notice of Recommendation for Award* for IFB or RFP will be posted on the Procurement website and available for review by interested parties. A tabulation of responses will be maintained at the Procurement Department.

4. AWARD:

Awards will be made by either the Procurement Director or the Board of Supervisors in accordance with the Pima County Procurement Code. COUNTY reserves the right to reject any or all offers, bids or proposals or to waive irregularities and informalities if it is deemed in the best interest of COUNTY. Unless expressly agreed otherwise, resulting contracts are not exclusive, are for the sole convenience of COUNTY, and COUNTY reserves the right to obtain like goods or services from other sources.

5. WAIVER:

Each offeror, by submission of an offer, bid or proposal waives any and all claims for damages against COUNTY or its officers or employees when COUNTY exercises any of its reserved rights.

6. ACKNOWLEDGEMENT AND ACCEPTANCE:

If Contractor's terms of sale are inconsistent with the terms of the resultant contract, the terms herein shall govern, unless COUNTY accepts Contractor's terms in writing. No oral agreement or understanding shall in any way modify this contract or the terms and conditions herein. Contractor's acceptance, delivery or performance called for herein shall constitute unqualified acceptance of the terms and conditions of the resultant contract.

7. INTERPRETATION and APPLICABLE LAW:

The contract will be interpreted, construed and given effect in all respects according to the laws of the State of Arizona. If any of Contractor's terms or conditions is not in agreement with County's terms and conditions as set forth herein, COUNTY's shall govern. This contract incorporates the complete agreement of the parties with respect to the subject matter of this contract. No oral agreement or other understanding will in any way modify the terms and conditions of this contract.

8. WARRANTY:

Contractor warrants goods or services to be satisfactory and free from defects.

9. QUANTITY:

Contractor will not exceed or reduce the quantity of goods ordered without **written** permission from COUNTY in the form of a properly executed Master Agreement (MA), Purchase Order (PO) Delivery Order (DO) or Delivery Order Maximo (DOM) revision or amendment as required by COUNTY Procurement Code. All quantities are estimates and COUNTY provides no guarantee regarding actual usage.

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10. PACKING:

Contractor will make no extra charges for packaging or packing material. Contractor is responsible for safe packaging conforming to carrier's requirements.

11. DELIVERY:

On-time delivery of goods and services is an essential part of the consideration to be received by COUNTY.

A guaranteed delivery date, or interval period from order release date to delivery, must be given if requested by the Price offer document. Upon receipt of notification of delivery delay, COUNTY at its sole option and at no cost to COUNTY may cancel the order or extend delivery times. Such extension of delivery times will not be valid unless extended in writing by an authorized representative of COUNTY.

To mitigate or prevent damages caused by delayed delivery, COUNTY may require Contractor to deliver additional quantity utilizing express modes of transport, and or overtime, all costs to be Contractor's responsibility. COUNTY reserves the right to cancel any delinquent order, procure from alternate source, or refuse receipt of or return delayed deliveries, at no cost to COUNTY. COUNTY reserves the right to cancel any order or refuse delivery upon default by Contractor concerning time, cost, or manner of delivery.

Contractor will not be held responsible for unforeseen delays caused by fires, strikes, acts of God, or other causes beyond Contractor's control, provided that Contractor provides COUNTY immediate notice of delay.

12. SPECIFICATION CHANGES:

COUNTY has the right to make changes in the specifications, services, or terms and conditions of an order. If such changes cause an increase or decrease in the amount due under an order or in time required for performance, an acceptable adjustment will be made and the order modified in writing. Any agreement for adjustment must be made in writing.

Nothing in this clause reduces Contractor's responsibility to proceed without delay in the delivery or performance of an order.

13. INSPECTION:

All goods and services are subject to inspection and testing at place of manufacture, destination or both by COUNTY. Goods failing to meet specifications of the order or contract will be held at Contractor's risk and may be returned to Contractor with costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses to be the responsibility of Contractor. In lieu of return of nonconforming supplies, COUNTY, at its sole discretion and without prejudice to COUNTY's rights, may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but waiver of any condition will not be considered a waiver of that condition for subsequent shipments or deliveries.

14. SHIPPING TERMS:

Unless stated otherwise by the contract, delivery terms are to be F.O.B. Destination & Freight Prepaid Not Billed ("F.O.B. Destination") and are to be included in the Unit Price offered by Contractor and accepted by COUNTY.

15. PAYMENT TERMS:

Payment terms are net thirty (30) days, unless otherwise specified by the contract.

16. ACCEPTANCE OF MATERIALS AND SERVICES:

COUNTY will not execute an acceptance or authorize payment for any service, equipment or component prior to delivery and verification that all specification requirements have been met.

17. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

In the event any item furnished by Contractor in the performance of the contract should fail to conform to the specifications thereof, or to the sample submitted by Contractor, COUNTY may reject same, and it thereupon becomes the duty of Contractor to reclaim and remove the same, without expense to COUNTY, and immediately replace all such rejected items with others conforming to the specifications or samples. Should Contractor fail, neglect, or refuse immediately to do so, COUNTY has the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due or that may become due to Contractor the difference between the price named in the Master Agreement or Purchase Order and actual cost to COUNTY.

In the event Contractor fails to make prompt delivery as specified of any item, the same conditions as to the rights of COUNTY to purchase in the open market and invoke the reimbursement condition above apply, except when delivery is delayed by fire, strike, freight embargo, or acts of god or of the government. In the event of cancellation of the Master

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Agreement, Purchase Order or associated orders, either in whole or in part, by reason of the default or breach by Contractor, Contractor will bear and pay for any loss or damage sustained by COUNTY in procuring any items which the Contractor agreed to supply. The rights and remedies of COUNTY provided above are not exclusive and are in addition to any other rights and remedies provided by law or under the contract.

18. FRAUD AND COLLUSION:

Each Contractor, by submission of a bid, certifies that no officer or employee of COUNTY or of any subdivision thereof: 1) has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor; 2) has favored one Contractor over another by giving or withholding information or by willfully misleading the bidder in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) will knowingly accept materials or supplies of a quality inferior to those called for by any contract; 4) has any direct or indirect financial interest in the offer or resulting contract. Additionally, during the conduct of business with COUNTY, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If at any time it shall be found that Contractor has in presenting any offer(s) colluded with any other party or parties for the purpose of preventing any other offer being made, then any contract so awarded shall be terminated and that person or entity shall be liable for all damages sustained by COUNTY.

19. COOPERATIVE USE OF RESULTING CONTRACT:

As allowed by law, COUNTY has entered into cooperative procurement agreements that enable other Public Agencies to utilize procurement agreements developed by COUNTY. Contractor may be contacted by participating agencies and requested to provide services and products pursuant to the pricing, terms and conditions defined by the COUNTY Master Agreement, or Purchase Order. Minor adjustments are allowed subject to agreement by both Contractor and Requesting Party to accommodate additional cost or other factors not present in the COUNTY's agreement and required to satisfy particular Public Agency code or functional requirements and are within the intended scope of the solicitation and resulting contract. Any such usage shall be in accordance with State, COUNTY and other Public Agency procurement rules, regulations and requirements and shall be transacted between the requesting party and Contractor. Contractor shall hold harmless COUNTY, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with such use. A list of agencies that are authorized to use COUNTY contracts can be viewed at the Procurement Department Internet home page: <http://www.pima.gov/procure> by selecting the link titled *Authorized Use of COUNTY Contracts*.

20. PATENT INDEMNITY:

Contractor will indemnify, defend and hold COUNTY, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the Master Agreement, Purchase Order, and associated orders. Contractor may be required to furnish a bond or other indemnification to COUNTY against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

21. INDEMNIFICATION:

Contractor will indemnify, defend, and hold harmless COUNTY, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by Contractor, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of the Master Agreement, Purchase Order or associated orders. Contractor warrants that all products and services provided under this contract are non-infringing. Contractor will indemnify, defend and hold COUNTY harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

22. UNFAIR COMPETITION AND OTHER LAWS:

Responses must be in accordance with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable COUNTY, State, and Federal laws and regulations.

23. COMPLIANCE WITH LAWS:

Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation. In the event any services provided under this contract require a license issued by the Arizona Registrar of Contractors (ROC), Contractor certifies that those services will be provided by a contractor licensed by ROC to perform those services in Arizona. The laws and regulations of the State of Arizona govern the rights, performance and disputes of and between the parties. Any action relating to this Contract must be brought in a court of the State of Arizona in Pima County.

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Any changes in the governing laws, rules, and regulations during an agreement apply, but do not require an amendment or revisions.

24. ASSIGNMENT:

Contractor may not assign its rights to the contract, in whole or in part, without prior written approval of COUNTY. COUNTY may withhold approval at its sole discretion, provided that COUNTY will not unreasonably withhold such approval.

25. CONFLICT OF INTEREST:

This contract is subject to the provisions of A.R.S. § 38-511, the pertinent provisions of which are incorporated into and made part of all COUNTY Master Agreements or Purchase Orders as if set forth in full therein.

26. NON-DISCRIMINATION:

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into this contract as if set forth in full herein **including flow down of all provisions and requirements to any subcontractors.** During the performance of this contract, CONTRACTOR must not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

27. NON-APPROPRIATION OF FUNDS:

COUNTY may cancel this contract pursuant to A.R.S. § 11-251(42) if for any reason the COUNTY Board of Supervisors does not appropriate funds for the stated purpose of maintaining the contract. In the event of such cancellation, COUNTY has no further obligation, other than payment for services or goods that COUNTY has already received.

28. PUBLIC INFORMATION:

Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release or review by the general public including competitors.

Any records submitted in response to this solicitation that Contractor reasonably believes constitute proprietary, trade secret or otherwise confidential information must be appropriately and prominently marked as CONFIDENTIAL by Contractor **prior** to the close of the solicitation.

Notwithstanding the above provisions, in the event records marked CONFIDENTIAL are requested for public release pursuant to A.R.S. § 39-121 et seq., COUNTY will release records marked CONFIDENTIAL ten (10) business days after the date of notice to Contractor of the request for release, unless Contractor has, within the ten (10) day period, secured a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release is not counted in the time calculation. Contractor will be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.

COUNTY will not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records marked CONFIDENTIAL, nor is COUNTY in any way financially responsible for any costs associated with securing such an order.

29. CUSTOM TOOLING, DOCUMENTATION AND TRANSITIONAL SUPPORT:

Costs to develop all tooling and documentation, such as and not limited to dies, molds, jigs, fixtures, artwork, film, patterns, digital files, work instructions, drawings, etc. necessary to provide the contracted services or products and unique to the services or products supplied to COUNTY are included in the agreed upon Unit Price unless specifically stated otherwise in the contract. Such tools and documentation are the property of COUNTY and will be marked, as is practical, as the "Property of Pima County" and if requested by COUNTY a copy of the tooling and documentation will be delivered to COUNTY within twenty (20) days of acceptance by COUNTY of the first article sample, or not later than ten (10) days of termination of the contract associated with their development, without additional cost to COUNTY. Contractor also agrees to act in good faith to facilitate the transition of work to a subsequent Contractor if and as reasonably requested by COUNTY at no additional cost. Should exceptional circumstances be present that may justify an additional charge, Contractor may submit said justification and proposed cost and negotiate an agreement acceptable to both Contractor and COUNTY, but Contractor may not withhold any requested tooling, document or support as defined above that would delay the orderly, efficient and prompt transition of work. Should conduct by Contractor result in additional costs to COUNTY, Contractor will reimburse COUNTY for said actual and incremental costs provided that COUNTY had given Contractor reasonable time to respond to COUNTY's requests for support.

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30. AMERICANS WITH DISABILITIES ACT:

Contractor will comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

31. NON-EXCLUSIVE:

Contracts resulting from this solicitation are non-exclusive and are for the sole convenience of COUNTY, which reserves the right to obtain like goods and services from other sources for any reason.

32. PROTESTS:

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award. Protests must be filed in accordance with the Pima County Procurement Code, Section 11.20.010.

33. TERMINATION:

COUNTY reserves the right to terminate any Master Agreement, Purchase Order, Delivery Order, Delivery Order Maximo or award, in whole or in part, at any time, without penalty or recourse, when in the best interests of COUNTY. Upon receipt of written notice, Contractor will immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination and take appropriate actions to minimize further costs to COUNTY. In the event of termination under this paragraph, all documents, data, and reports prepared by Contractor under the contract become the property of and must be promptly delivered to COUNTY. Contractor is entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures defined by A.A.C. R2-7-701 apply.

34. ORDER OF PRECEDENCE-CONFLICTING DOCUMENTS:

In the event of inconsistencies between contract documents, the following is the order of precedence, superior to subordinate, that will apply to resolve the inconsistency: Master Agreement, Delivery Order or Delivery Order Maximo, Purchase Order, offer agreement or contract attached to a Master Agreement, Purchase Order, Delivery Order or Delivery Order Maximo; these standard terms and conditions; any other solicitation documents.

35. INDEPENDENT CONTRACTOR:

The status of Contractor is that of an independent Contractor. Contractor and Contractor officer's agents or employees are not considered employees of COUNTY and are not entitled to receive any employment-related fringe benefits under the COUNTY Merit System. Contractor is responsible for payment of all federal, state and local taxes associated with the compensation received pursuant to this Contract and will indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of Contractor's failure to pay such taxes. Contractor is solely responsible for its program development and operation.

36. BOOKS AND RECORDS:

Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of COUNTY. In addition, Contractor will retain all records relating to this contract at least five (5) years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

37. COUNTERPARTS:

The Master Agreement or Purchase Order awarded pursuant to this solicitation may be executed in any number of counterparts and each counterpart is considered an original, and together such counterparts constitute one and the same instrument. For the purposes of the Master Agreement and Purchase Order, the signed offer of Contractor and the signed acceptance of COUNTY are each considered an original and together constitute a binding Master Agreement, if all other requirements for execution have been met.

38. AUTHORITY TO CONTRACT:

Contractor warrants its right and power to enter into the Master Agreement or Purchase Order. If any court or administrative agency determines that COUNTY does not have authority to enter into the Master Agreement or Purchase Order, COUNTY is not liable to Contractor or any third party by reason of such determination or by reason of the Master Agreement or Purchase order.

39. FULL AND COMPLETE PERFORMANCE:

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the Master Agreement, Purchase Order, Delivery Order or Delivery Order Maximo to be performed on the part of the other, or to take any action permitted as a result thereof, is not a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future.

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The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.

40. SUBCONTRACTORS:

CONTRACTOR is fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts CONTRACTOR may be liable to the same extent that CONTRACTOR is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract creates any obligation on the part of COUNTY to pay or see to the payment of any money due any subcontractor, except as may be required by law.

41. SEVERABILITY:

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law is ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

42. LEGAL ARIZONA WORKERS ACT COMPLIANCE:

CONTRACTOR hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to CONTRACTOR's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). CONTRACTOR will further ensure that each subcontractor who performs any work for CONTRACTOR under this contract likewise complies with the State and Federal Immigration Laws.

COUNTY has the right at any time to inspect the books and records of CONTRACTOR and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of CONTRACTOR's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting CONTRACTOR to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, CONTRACTOR will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay project completion.

CONTRACTOR will advise each subcontractor of COUNTY's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.R.S. § 23-214 (A). SUBCONTRACTOR further agrees that COUNTY may inspect the SUBCONTRACTOR's books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR is a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article is the responsibility of CONTRACTOR. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of CONTRACTOR's approved construction or critical milestones schedule, such period of delay will be excusable delay for which CONTRACTOR is entitled to an extension of time, but not costs.

43. CONTROL OF DATA PROVIDED BY COUNTY:

For those projects and contracts where COUNTY has provided data to enable the Contractor to provide contracted services or products, unless otherwise specified and agreed to in writing by COUNTY, Contractor will treat, control and limit access to said information as confidential and will under no circumstances release any data provided by COUNTY during the term of this contract and thereafter, including but not limited to personal identifying information as defined by A.R.S. § 44-1373, and Contractor is further prohibited from selling such data directly or through a third party. Upon termination or completion of the contract, Contractor will either return all such data to COUNTY or will destroy such data and confirm destruction in writing in a timely manner not to exceed sixty (60) calendar days.

END OF PIMA COUNTY STANDARD TERMS AND CONDITIONS

OFFER AGREEMENT

EXHIBIT A: UNIT PRICES

UNIT PRICES (Net 30 day Payment Terms)

Contractors shall bid on 100% of the line items below or they will be deemed non-responsive

ITEM #	ITEM NAME- also refer to specifications under Section #4 Product Specifications and Exhibits	Current Mfg. List Unit Price	EST ANNUAL USAGE	UOM	% off Mfg. Unit List Price	REVISED UNIT PRICE \$ With % discounted	EXTENDED AMOUNT \$
1	Hardback books/softcover books adult with cataloging and processing						
1a	<i>Fool me once</i> by Harlan Coben		50,000	EA			
1b	<i>The nature of the beast</i> by Louise Penny		20,000	EA			
1c	<i>Lincoln: a foreigner's quest</i> by Jan Morris		17,500	EA			
1d	<i>All-American Paleo Table</i> by Caroline Potter		5,000	EA			
1e	<i>Against all grain</i> by Danielle Walker		5,000	EA			
1f	<i>What color is my parachute?</i> By Richard Bolles		2,500	EA			
2	Hardcover/softcover child & teen with cataloging and processing						
2a	<i>The Hunger games</i> by Suzanne Collins		7,000	EA			
2b	<i>Lizards of the world</i> by Chris Mattison		7,000	EA			
2c	<i>Harry Potter and the Chamber of Secrets</i>		8,000	EA			
2d	<i>Lizards</i> by Laura Marsh		8,000	EA			
3	Adult Mass market Paperback with cataloging and processing						
3a	<i>Hunger's mate</i> by A.C. Arthur		4,000	EA			
3b	<i>Stranger beside me</i> by Ann Rule		4,000	EA			
3c	<i>Braking for bodies</i> by Duffy Brown		4,000	EA			
3d	<i>Guilty pleasures</i> by Deborah Fletcher Mello		4,000	EA			
3e	<i>Buccaneer at heart</i> by Stephanie Laurens		4,000	EA			
4	Paperback child & teen with cataloging and processing						

OFFER AGREEMENT

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4a	<i>Eleanor the snow white fairy</i> by Daisy Meadows		1,000	EA			
4b	<i>Lego City Reader</i> by J.E. Bright		1,000	EA			
4c	<i>Lydia the Reading fairy</i> by Daisy Meadows		1,000	EA			
4d	<i>The Hunger games</i> by Suzanne Collins		1,000	EA			
4e	<i>Lies</i> by Michael Grant		750	EA			
4f	<i>One-Punch man</i>		250	EA			
5	Audio visual materials with cataloging and processing						
5a	<i>Fool me once</i> by Harlan Coben		250	EA			
5b	<i>Hunger games</i> by Suzanne Collins		200	EA			
5c	<i>Harry Potter and the deathly hallows</i> by J.K. Rowling		250	EA			
5d	<i>The Hobbit: the desolation of Smaug</i>		2000	EA			
5e	<i>The Hunger games: Mockinjay, part 1</i>		1500	EA			
5f	<i>Cinderella</i>		800	EA			
	FOB Destination/Unloaded; Cost of freight, handling & misc. charges shall be included in Unit Price					TOTAL BID	

END OF EXHIBIT A

**ATTACHMENT A:
PIMA COUNTY PUBLIC LIBRARY
CATALOGING PROCEDURES
(As of February 2, 2016)
(25 pages)**

**PREPARED BY:
Technical Services Manager**

About MARC Records:

All new MARC records provided to Pima County Public Library should be OCLC records and use RDA cataloging rules, unless none are available.
Holdings for the library shall be updated in OCLC weekly.

PRINT MATERIALS, AUDIOBOOKS, AND KITS:

1. Print Nonfiction:

- a. An 092 tag should be added for all call numbers starting with a Dewey number.
- b. Dewey numbers are currently carried out to five (5) places after the decimal point. Dewey number should not end in 0.
- c. OCLC Cutter Four-Figure Table, **not** the Cutter Sanborn Four-Figure Table, is currently being used for cutting.
 1. Cutter from the last name of the author or biographies cutter from the last name of the person the book is about, plus the first name, not just the last name.
- d. For nonfiction materials without a date in the title or printed prominently on the cover or title page, add the publication date or copyright date, whichever is most current, to the call number.
- e. For nonfiction materials with a date in the title or printed prominently on the cover or title page, add that date to the call number.

Example: Fodor's travel guide with a 2017 date in title, but 2016 as copyright date.
- f. Examples of call numbers:

Adult:
092 __ \$a123.12345 \$bF9476b 2005
Children's materials will be identified by adding \$f CHILD at end of call number.
092 __ \$a123.12345 \$b F6947b 2005 \$f CHILD
Teen materials will be identified by adding \$f TEEN at end of call number.
092 __ \$a123.12345 \$bF6048b 2005 \$f TEEN
Spanish materials will be identified by adding Espanol at the end of the call number, but before any age level.
092 __ \$a123.12345 \$b F6048b 2005 Espanol \$f TEEN
- g. Paperback nonfiction can be added to a hardback record already existing in the library's database.
 1. Paperback must be the same version, only in paperback format. Minor differences in pagination and size are acceptable. Paperback should have been published within three (3) years of the hardback.
 2. Add the paperback ISBN to the hardback record.

2. Nonfiction Exceptions:

a. BIOGRAPHIES AND AUTOBIOGRAPHIES

Definition: In general a biography or autobiography is a nonfiction work that deals with the general life history of a specific person. Also can include works about two or more

people under certain circumstances. In most cases the person or persons are well-known.

Cataloging Guidelines:

There are three main possible classifications: 92, 920, or a subject number.

92:

a) One person:

Use for biographies or autobiographies about a specific person's life. The work should describe life events, cover a span of years, and contain the person's reactions and thoughts, or describe the person's impact on the world.

Cuttering: For both biographies and autobiographies, cutter under the last name of the person who is the subject of the work.

Workmark:

Biography:	Add the first letter of the last name of the author.
Example:	Edward Abbey: a life / by James Cahalan. 92 Ab197c 1994
Autobiography:	Add the first letter of the first significant word in the title.
Example:	My life and times / by Edward Abbey 92 Ab197m 1994

b) Two related people with different last names:

Use 92 for a combined biography of two people. Usually one person is better known than the other. Their life stories are intertwined in some manner.

Cuttering: Cutter under the better-known person.

Workmark:

- 1) If the author is not one of the two people the work is about, use the first letter of the last name of the author as workmark.

Example: Shirley Jones and Marty Ingles / by
Frederick Barnes. (Shirley Jones was
better known.)
92 J725b 1970

- 2) If the author is one of the two people the work is about, and is the better-known person, use the first letter of the first significant word in the title as workmark. (This is like a single person autobiography.)

Example: Marty and Me / by Shirley Jones
92 J725m 1971

- 3) If the author is one of the two people the work is about, but is not the better-known person, use the first letter of the last name of the author as workmark. (This is like a single person biography.)

Example: Shirley Jones and Marty Ingles, a marriage / by
Marty Ingles
92 J725i 1979

c) Two related people with the same last names:

Cuttering: Use the same guidelines as for b) above.

Workmark: Use the same guidelines as for b) above.

Example: Britney and Jamie Lynn Spears / by Howard Taylor.
92 Sp312t 2009

Cutted under Britney as the better-known sister.
Workmark for author, who is not one of the sisters.

c) Two unrelated people:

Cuttering: Use the same guidelines as for b) above.
Workmark: Use the same guidelines as for b) above.
Example: Penny Marshall and Cindy Williams / by Franklin Jones.
92 M3575j 2000
Cutted under Penny Marshall as the better known person.
Workmark for author, who is not one of the subjects of the work.

d) Prominent person and his or her extended family:

May include spouse, children, siblings, parents, grandparents, cousins, aunts, and uncles. May refer to ancestors, but is not intended to be a genealogy. (Genealogical works are usually classed in 929.2 and cutted under the family name.)

Cuttering: Cutter under the name of the prominent person.
Workmark:
1) If the author is not the prominent person, then use the first letter of the author's last name as workmark.
2) If the author is the prominent person, use the first letter of the first significant word in the title as workmark.
Example: The Robert Kennedys, a family portrait / by Janice Kennedy
92 K386k 1995
Cutter is for Robert Kennedy, the most prominent person.
Workmark is for the author, not the most prominent person.

920s:

Use 920 for a work that is a collective biography of people with no specific relationship or related subject in common. Do not extend the number.

Example 1 (more than three authors):
Famous People of the World
920 F211 1999

Example 2 (three authors or less):
Random Biographies / by Carla Lucero and Bradford Bing
920 L9631r 2008

Subject Numbers:

If a work deals with only one aspect of a person's life (their work, art, writing, travels, etc.) or with one event in their life (illness, divorce, crime, etc.), it is classed with the subject, not in 92.

Many subject numbers will have -092 near or at the end of the Dewey number. Since we limit our Dewey numbers to 5 digits after the decimal point, it may not be possible to include the -092.

The bibliographic record should contain a 600 field with the correct form of the person's name.

The bibliographic record should also contain a 650 subject heading for the person's occupation or life event about which the work has been written.

Specific Categories and Examples:

1) Actors

Use 92, if about their lives and work.

Use appropriate 7xx number, if mostly about their work.

If in doubt, use 92.

Example of biography:

Tony Curtis, a biography / by Jim Green

92 C946g 2010

Example of autobiography:

My life in Hollywood / by Tony Curtis

92 C946m 2001

Example of 7xx number:

Cutter under author.

Workmark from title.

Acting, Tony Curtis style / by Borden Brook

792.028 B7901a 2003

2) Authors

Use 92, if about their lives and work.

Use 8xx, if about their writing.

If in doubt, use 92.

Example of Biography:

E. B. Browning / by Nancy Ford

92 B8213f 2002

Example of Autobiography:

On myself / by E.B. Browning

92 B8213o 2005

Example of 8xx Number:

Cutter under the person who is the subject of the work.

Workmark from person who wrote the work.

Elizabeth Barrett Browning / by Roman Strong

821.8 B8213s 2000

3) Business persons

Use 92, if about their lives and work.

Use appropriate business number, if mostly about their work.

If in doubt, use 92.

Example of Biography:

The Life and Times of Sargent Shriver / by Scott Stossel

92 Sh86s 2004

Example of Autobiography:

Route to Fame / by William Hunt

92 H915r 2006

Example of Subject Number:

Cutter under author.

Workmark from title.

Softwar: an Intimate Portrait of Larry Ellison and Oracle /

by Matthew Symonds

338.761 Sy674s 2003

4) Crime victims

Use crime number, not 92.

Cutter for author.

Workmark from title.

Example: The Manson Lady: Leslie Van Houton / by
Karla Farmer.
364.1523 F2297m 1999

5) Journalists

Use 92, if about their lives and work.

Use 070.92, if mostly about their work.

If in doubt, use 92.

Example of Biography:

Nellie Bly / by Stephen Krensky
92 B6292k 2003

Example of Autobiography:

My Life and Times / by Lynn Barber
92 B2335m 1994

Example of Subject Number:

Cutter under author.

Workmark from title.

My Work Around the World / by Stephanie Grist
070.92 G8892m 2002

6) Medical Condition, People With

Usually a number in the 3xxs is used.

It is usually made up of 362.19, plus numbers following 61 in the
616-618 schedules.

Cutter for author.

Workmark from title.

Example 1:

Blindsided: Coping with Multiple Sclerosis / by Rich Cohen
362.19683 C6607b 2004

Example 2:

Reflections on a Life with Diabetes / by Lisa Ronstadt
362.19646 R6698r 1999

7) Musicians

Use 92, if mostly about their lives.

Use appropriate music number, if mostly about their work.

If in doubt, use appropriate music number.

Example of Biography:

The Life of Mozart / by Janice Bell
92 M877b 2006

Example of Autobiography:

Mozart's Diary / by Wolfgang Amadeus Mozart
92 M877m 1976

Example of Subject Number:

Cutter under the person who is the subject of the work.

Workmark from author.

Mozart and His Operas / by Christy O'Dell
782.12 M877o 2000

8) Painters, Sculptors, Other Artists

Use 92, if mostly about the life of the artist.
Use appropriate art number, if about life and work of the artist, or only about the work of the artist.

If in doubt, use art number.

Example of Biography:

The Life of Henry Moore / by Oscar Dunn
92 H7837d 2006

Example of Autobiography:

Me / by Henry Moore
92 H7837m 2001

Example of Subject Number:

Cutter under the person who is the subject of the work.
Workmark from person who wrote the work.

Henry Moore: Life as Sculpture / by Brian Nichols
730.92 M7837n 1984

9) Physicians

Use 92, if about their lives and work.

Use appropriate medical number, if mostly about their work.

If in doubt, use 92.

Example of Biography:

Paul Broca, the Brain's Interpreter / by Fred Scholtz.
92 B781s 1984

Example of Autobiography:

Dr. Goodfellow, That's Me / by George Goodfellow
92 G616d 1996

Example of Subject Number:

Cutter under author.

Workmark from title.

Mountains Beyond Mountains / by Tracy Kidder
610.92 K538m 2003

10) Medical Personnel other than Physicians

Use 92, if about their lives and work.

Use appropriate medical number, if mostly about their work.

If in doubt, use 92.

Example of Biography:

Clara Barton, Brave Nurse / by Olsen Gordon.
92 B2854g 2010

Example of Autobiography:

A Healer's Journey / by Amanda Highsmith
92 H5379h 2007

Example of Subject Number:

Cutter under author.

Workmark from title.

My Life as a Physician's Assistant / by Needles Stricker
610.73709 N2898m 2011

11) Sports Persons

Use 92, if about their lives and the sport.

Use appropriate sports number, if mostly about the sport.

If in doubt, use 92.

Example of Biography:

Raising the Bar for Tiger Woods / by Hugh Montrose
92 W867m 2005

Example of Autobiography:

A Golfer's Life / by Arnold Palmer
92 P1821g 1999

Example of Subject Number:

Cutter under author.
Workmark from title.
Bobby Knight in Indiana / by Ian Thomas
796.32309 T3639b 1989

12) Suggested Dewey Number Is a Place

If the work is about a relatively unknown person, is rather general in nature, does not fit a category above, and is about growing up and/or living in a particular place, then frequently the suggested number on an OCLC bibliographic record will be for a place.

Use the suggested place number instead of 92.

Cutter under author.

Workmark from title.

Example 1: Growing Up in Tucson / by John Smith
979.1776 Sm614g 1983

Example 2: Hotel Kid: a Times Square Childhood / by Stephen Lewis
974.71 L5888h 2002

b. COMPUTER MATERIALS:

Computer and Internet Titles – USE General Guidelines

Computer and internet titles are an increasing number of titles in our collection, and their subject matter can sometimes be hard to categorize. Most often we're cataloging titles about programs and they can be very general, very specific and all levels in between, so there are titles and Dewey numbers for every level of complexity. To catalog these works, consider the subject matter, and catalog them from specific to general following the order of the tables below. **If you are looking in the catalog for previous examples of works on a particular program, don't use numbers from before 2007; many of those Dewey numbers are out of date.**

Titles on specific subjects

Computer and internet books on these subjects have specific areas that are more appropriate than the general use Dewey numbers for computer related material. Please check whether these Dewey areas would be more appropriate before using the numbers starting with "0".

Dewey	Description	Some examples	Cutter by ...
381.177	online auctions, incl. how to start an online auction business	eBay, uBid, GovDeals	author/main entry
650.13	Professional networking	LinkedIn	author/main entry
650.142	electronic/online resumes – just put them in the resume number		author/main entry
657.02855	accounting programs	Quicken, Quickbooks	author/main entry
657.74202	payroll programs	Peachtree	author/main entry

658.11028	managing or starting an online business, making money online, etc.	BusinessObjects	author/main entry
658.87202	online marketing, including works on search engine optimization.	AdWords, AdSense	author/main entry
771.46028	digital photo albums, organizing photo collections		author/main entry
775	digital photography		author/main entry
775.02855	programs for digital photography editing	PhotoShop, Paintshop Pro Photo	author/main entry
781.34536	musical composition using computers and the programs you can use to do this	Cubase, GarageBand	author/main entry
793.9	virtual pets		author/main entry
793.92028	computer war games	Close Combat, Warcraft	author/main entry
793.932	computer/video adventure, fantasy, and mystery games	Dungeons and Dragons, World of Warcraft	author/main entry
794.8	computer/video/electronic games in general, i.e. history		author/main entry
794.81	computer games in general; internet games that don't fit in war, adventure, and sport categories.		author/main entry
794.815	computer/video game (overall) design		author/main entry
794.8155	computer/video game programming		author/main entry
794.81669	computer/video game art		author/main entry
794.82	specific genres of computer/video games	SimCity, Civilization	author/main entry
794.822	arcade-style games	Pacman, Space Invaders	author/main entry
794.86 - 89	computer/video outdoor sports games		author/main entry
929.10285	online genealogy		author/main entry

Hardware only or Searching the Net only titles

Dewey	Description	Some examples	Notes
621.3916	computer engineering	"Build it, fix it, own it : a beginner's guide to building and upgrading a PC" by Paul McFedries	technical books on hardware, how to upgrade your computer, etc.
025.04	searching the internet, general works on information resources	"Find it online: the complete guide to online research" by Alan M.	only the net as an information source; please put other net

	available online	Schlein, "Careers creating search engines" by Judith N. Levin.	related titles in the appropriate 00- Dewey number.
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The Computer Science Dewey numbers

006 – Special Computer Methods

Dewey	Description	Some examples and notes	Cutter by ...
006.3	artificial intelligence		author/main entry
006.5	digital audio (music, etc)	MP3s, iPods	author/main entry
006.686	computer graphics programs	Adobe Illustrator Photo editing programs such as Photoshop use 775.02855 Presentation software such as PowerPoint use 005.58 For computer/video game art use 794.81669	author/main entry
006.7	multimedia systems; web page design in general, programs for web page design; multi-media web pages; blogs; internet videos; wikis; webcasting; comprehensive works on computer graphics and digital audio; interactive media; style sheet languages; web template programs.	Dreamweaver, FrontPage, Firefox, Cascading Style Sheets (CSS), etc.	author/main entry
006.8	virtual reality	Second Life	author/main entry
006.7019	web page usability		author/main entry
006.74	markup languages	HTML, WML, etc	author/main entry
006.754	online social networks	MySpace, Facebook	author/main entry
006.76	internet and web programming	CGI, Ruby on Rails, JavaScript, .NET framework , etc.	author/main entry

005 – Programming and General Use Programs

Dewey	Description	Some examples and notes	Cutter by ...
005.1	programming in general		author/main entry
005.133	specific general use programming languages	Java, C++, Perl, BASIC	author/main entry

005.2--	programming for specific systems, i.e. how to make a program only for a Mac, PC, supercomputer, etc.	DO NOT use this number; while the Dewey number isn't obsolete, the subject is, and there's always a better alternate number.	---
005.432	Systems programs – operating systems (not for a specific kind of computer)	Unix	author/main entry
005.446	Operating systems for specific kinds of computers – microcomputers, modifying or programming for these specific operating systems	Linux, Mac OS, AppleScript (for customizing Mac OS), Windows, Active Directory (a part of Windows)	author/main entry
005.5	general purpose programs	Microsoft Office, Google Apps; RibbonX (for Office)	author/main entry
005.52	word processing	Microsoft Word, WordPerfect	author/main entry
005.54	electronic spreadsheets	Microsoft Excel	author/main entry
005.55	statistical programs		author/main entry
005.57	personal information management programs	Windows Address Book	author/main entry
005.58	presentation software	Powerpoint	author/main entry
005.72	data preparation/representation, record formats Do not use this number for creating web pages or learning markup languages. See 006.7+.		author/main entry
005.7565	relational database programs and programming them	Microsoft Access, dBase, MySQL	author/main entry
005.8	data security, i.e. protecting your system from viruses, spam, malware, adware, etc; picking good passwords; access to your system; etc.		author/main entry

004 – Computer Science

Dewey	Description	Some examples and notes	Cutter by ...
004.08--	Computer for specific age groups	“Teen girls and technology”, “Computing for the over 50s”	author/main entry

004.16	"how to use computers" in general		author/main entry
004.165	how to use a specific kind of computer including desktops, laptops and netbooks	PCs, Macs	author/main entry
004.167	how to use a specific kind of handheld computing device including PDAs and smartphones	Palm Pilot, iPad	author/main entry
004.62	network communication protocols	Samba	author/main entry
004.678	Internet in general; internet and online safety	a parent's guide to keeping their kids safe on the web	author/main entry
004.68	LANs	how to set up a home or small business network or how they work	author/main entry
004.69	specific kinds of computer communication	internet messaging Do not use this number for online social networks; the new number is 006.754.	author/main entry
004.692	email		author/main entry
004.693	online discussion groups	online forums, chatrooms	author/main entry
004.695	internet telephone	Skype, Vonage	author/main entry

Dewey number – The new number assigned to handheld computing devices is **004.167**. It includes smartphones, PDAs like the PalmPilot, and tablets like the iPad.

While Dewey does refer to cell phones it is in the engineering area. **(621.38456)**. The emphasis there is more appropriate to material that relates to creating or troubleshooting the hardware for cellular systems. For instance, if there was a book on how to create a cell phone network in a city to start a local company, or if there was a book on how to alter the hardware in your phone to "unlock" it so you could use it for any company's plan, then this number may be appropriate. (As an example, someone put up something on the web on how to unlock iPhones, but it involves replacing firmware programming and some soldering. If there was a book about this subject, I'd put it in this number.)

Summary – There are many products that can be categorized as a smartphone and we should catalog them using the same approach.

Computer Books – Cataloging Guidelines Just the Table in Dewey order (12/18/2010)

004.16	"how to use computers" in general
004.165	how to use a specific kind of computer including handheld computers (PDAs) and smartphones ex. Dell Pavilion, PCs, Apple iBook, Palm Pilot, Apple iPhone
004.62	network communication protocols ex. Samba (which is used with Unix or Linux)
004.678	Internet in general; internet and online safety ex. a parent's guide to keeping their kids safe on the web
004.68	LANs, i.e. how to set up a home or small business network or how they work

004.69	specific kinds of computer communication ex. email; social networking sites like MySpace, Xanga, Bebo, Facebook; internet telephony like using Skype; chat rooms; IMing (internet text messaging like Yahoo Messenger); online forums (electronic discussion groups); online chat groups.
004.692	email
004.693	discussion groups (online forums, chatrooms)
004.695	internet telephone ex. Skype, Vonage
005.1	programming in general
005.133	specific general use programming languages ex. Lisp, Java, Lua, Basic, Visual Basic, Visual Basic .NET, Perl, Python, Ruby, C, C+, C++, C#, Fortran, Cobol, Pascal, etc.
005.2	Programming for specific systems, i.e. how to make a program only for a Mac, PC, supercomputer, etc. (Hint: almost no one writes a program for only one platform these days; this number is worthless for our purposes as there is always a more descriptive classification that can be used.)
005.432	Systems programs – operating systems (not for a specific kind of computer) ex. Unix
005.446	Operating systems for specific kinds of computers – microcomputers, modifying or programming for these specific operating systems ex. Linux, Mac OS, Windows; AppleScript (for Mac OS), Active Directory (part of Windows)
005.5	general purpose programs ex. Microsoft Office, Google Apps; RibbonX (for Office)
005.52	word processing ex. Microsoft Word, WordPerfect
005.54	electronic spreadsheets ex. Microsoft Excel
005.55	statistical programs
005.57	personal information management programs ex. Windows Address Book
005.58	presentation software ex. Powerpoint
005.72	data preparation/representation, record formats ex. Adobe Acrobat? Do not use this number for creating web pages or learning markup languages. See 006.7+.
005.7565	relational database programs and programming them ex. Microsoft Access, dBase, MySQL, Oracle, etc.; SQL, Object Query Language, QBE, etc.
005.8	data security, i.e. protecting your system from viruses, spam, malware, adware, etc; picking good passwords; access to your system; etc.
006.3	artificial intelligence
006.5	digital audio (music, etc) ex. MP3s, iPods
006.686	computer graphics programs ex. Adobe Illustrator For photo editing programs such as Photoshop use the digital photography programs number 775.02855 For presentation software such as PowerPoint use 005.58 For computer/video game art use 794.81669

006.7	multimedia systems; web page design in general, programs for web page design; multimedia web pages; blogs; internet videos; wikis; webcasting; comprehensive works on computer graphics and digital audio; interactive media; style sheet languages; web template programs. ex. Dreamweaver, FrontPage, ColdFusion; YouTube; Cascading Style Sheets (CSS); "Firefox hacks", etc.
006.8	virtual reality ex. Second Life
006.7019	web page usability
006.74	markup languages ex. HTML, DHTML, XHTML, XML, XSLT, WML, etc.
006.76	internet and web programming ex. CGI, Apache/Jakarta Struts, WML script, Ruby on Rails, PHP, JavaScript, ActionScript (programming Flash multimedia), .NET framework, web services programming
025.04	searching the internet
381.177	online auctions ex. eBay, uBid, GovDeals
621.3916	computer engineering, i.e. technical books on hardware, how to upgrade your computer, etc.
650.13	professional networking ex. LinkedIn
650.142	electronic/online resumes – just put them in the resume number
657.02855	accounting programs ex. Quicken, Quickbooks
657.74202	payroll programs ex. Peachtree
658.11028	managing or starting an online business, making money online, etc. ex. BusinessObjects
658.87202	online marketing, including works on search engine optimization.
771.46028	digital photo albums, organizing photo collections
775	digital photography
775.02855	programs for digital photography editing
781.34536	musical composition using computers and the programs you can use to do this ex. Cubase, GarageBand
793.9	virtual pets
793.92028	computer war games ex. Close Combat
793.932	computer/video adventure, fantasy, and mystery games ex. World of Warcraft
794.8	computer/video/electronic games in general, i.e. history
794.81	computer games in general; internet games that don't fit in war, adventure, and sport categories.
794.815	computer/video game (overall) design
794.8155	computer/video game programming
794.81669	computer/video game art
794.82	specific genres of computer/video games ex. SimCity, Civilization
794.822	arcade-style games ex. Pacman, Space Invaders
794.86 - 89	computer/video outdoor sports games
929.10285	online genealogy

T1

-0285

-02854678

computers/data processing
internet/online/www – the web**3. Hardback Print Fiction:**

- a. Besides general Fiction, the library uses Mystery, SciFic, and Western genre stickers to indicate genre type
- b. Hardback Fiction, all age levels:
 1. Usually have only one author.
 2. Put here works that do not fall into the genre categories.
 3. Included in Fiction are stories of suspense, horror, vampires, the occult, romance thrillers, romances set in the west, gothic stories, and historical fiction.
- c. Hardback Mystery, Adult and Teen: Catalog as Fiction and add mystery genre sticker
 1. Generally there is a murder or some type of crime to be solved.
 2. Main character is an investigator, police officer, police detective, private detective, or a person undertaking to solve the murder or crime.
 3. Gothic suspense, romantic suspense, legal stories, and espionage stories are usually not mysteries.
 4. In all cases, if the author has previous written mostly or only Mystery use Mystery as the call number, unless the new work is obviously not a good fit.
 5. Likewise, if the new work is part of a series, and the previous works in that series have been classified as Mystery, put the new work in Mystery as well.
- d. Hardback Mystery, Child: catalog as Fiction and add mystery genre sticker
 1. The main character acts as a detective.
 2. Generally there are no murders, and the crime is of a mild nature.
 3. In all cases, if the author has previous written mostly or only Mystery, use Mystery as the call number, unless the new work is obviously not a good fit.
 4. If the new work is part of a series, and the previous works in that series have been classified as Mystery, put the new work in Mystery as well.
- e. Hardback Science Fiction, Adult and Teen: catalog as Fiction and add SciFic genre sticker
 1. Stories that take place on other worlds, either in outer space, on other planets, or on fantasy worlds not connected to established Earth history or lore.
 - a. Therefore Greek mythology, King Arthur, or any real historical period with magic or occult elements is not considered to be Science Fiction.
 2. Stories taking place in the distant future on Earth will be classified as Science Fiction, if other elements such as space travel, alien or fantastic beings are present.
 - a. Time travel without those elements is not considered to be Science Fiction.
 3. Stories about invasion of Earth by beings from other planets are considered to be Science Fiction.

4. Occult and horror fiction, including vampires, werewolves, or other supernatural elements, that take place on Earth is not considered to be Science Fiction.
 5. Alternative history stories are not considered to be Science Fiction, unless the author is predominantly known for writing Science Fiction.
 6. Early classic science fiction, such as that written by Jules Verne and H. G. Wells are exceptions to the rules above and should be classified as Science Fiction.
 7. In all cases, if the author has previous written mostly or only Science Fiction, use Science Fiction as the call number, unless the new work is obviously not a good fit.
 8. Likewise, if the new work is part of a series, and the previous works have been classified as Science Fiction, put the new work in Science Fiction as well.
- f. Hardback Science Fiction, Child: catalog as Fiction and add SciFic genre sticker
1. Stories that involve space travel, other planets, invasion of the Earth by extraterrestrial beings, and the distant future of Earth as described above are used for children's Science Fiction.
 2. Fantasy, stories of magic and the occult, dragons and wizard stories, and the like are classified as Fiction.
 3. In all cases, if the author has previous written mostly or only Science Fiction, use Science Fiction as the call number, unless the new work is obviously not a good fit.
 4. Likewise, if the new work is part of a series, and the previous works have been classified as Science Fiction, put the new work in Science Fiction as well.
- g. Hardback Westerns, Adult and Teen: catalog as Fiction and add Western genre sticker
1. These are stories set in the old West, featuring cowboys, lawmen, outlaws, and gun battles. **NOT** Romance books that have a cowboy
 2. The West here is any land west of the Mississippi, excluding Alaska.
 3. Stories taking place in the 20th century or later are not considered to be Westerns.
 4. Works about pioneers, settlers in the old West, or about historical events such as Custer's Last Stand are normally not considered to be Westerns.
 5. Romance fiction with a setting in the old West should be cataloged as Fiction, not as Western.
 6. In all cases, if the author has previous written mostly or only Westerns, use Western as the call number, unless the new work is obviously not a good fit.
 7. Likewise, if the new work is part of a series, and the previous works in the series have been classified as Western, put the new work in Western as well.
- h. Hardback Western, Child:
1. **Not** used for children. Put in Fiction.
- i. Hardback Stories of Mixed Genre:
1. Mysteries in an earlier historical period on Earth, add Mystery genre sticker.
 2. Mysteries in outer space, on other planets, or on fantasy worlds not connected to established Earth history or lore: add SciFic genre sticker
 3. Mysteries where the detective or main character is a vampire, a shape-changer, a witch, or similar being, and the supernatural plays a role in the story, put in Fiction.

4. Mysteries where the detective or main character has psychic abilities, but there are no supernatural beings and the supernatural is not a large part of the story, add Mystery genre sticker.
5. In all cases, if the author has previously written mostly or only in a particular genre, use Fiction as the call number, and add the appropriate genre sticker.
6. Likewise, if the new work is part of a series, and the previous works in the series have been classified in a particular genre, classify as Fiction, but add the appropriate genre sticker.

j. Hback Call numbers:

1. Use an 099 tag.
2. Cutter using the whole last name of the author or the first significant word in the title, whichever is appropriate.
4. Add CHILD or TEEN as the last element, as appropriate.
5. Examples:

099 __ \$a Fiction \$a Nelson
 099 __ \$a Fiction \$a Nelson \$f TEEN
 099 __ \$a Fiction \$a Nelson \$f CHILD

k. Hback Spanish fiction:

1. There are **NO** genres in the Spanish fiction. Do not add Mystery, SciFic, or Western genre stickers.
2. Example of call number:
 99 _ \$a Fiction \$a Garcia \$a Espanol

4. Paperback fiction: general fiction and genre fiction:

a. Definition of Paperback:

Paperbound

Fits within the following size restrictions:

For adult and teen materials:

- Up to 18 cm. high (7 in.)
- Up to 11 cm. wide (4 ¼ in.)
- Up to 5 cm. deep (2 in.)

For children's materials:

- Up to 21 cm. high (8 in.)
- Up to 13 cm. wide (5 1/8 in.)
- Up to 5 cm. deep (2 in.)

For adult and teen material, this is generally the mass market paperback.

Anything not fitting those sizes is cataloged using the instructions above, not as a paperback, even though the work is paperbound.

- b. Paperback fiction fitting these guidelines can NOT be added to a hardback record.
- c. Use the instructions above for determining whether a work needs a genre sticker.
- d. Add \$a Pbk to the call number after the cutter and before an age level, if one is used.
- e. Paperback Call number examples:
 099 __ \$a Fiction \$a Bennett \$a Pbk
 099 __ \$a Fiction \$a Bennett \$a Pbk \$f TEEN
 099 __ \$a Fiction \$a Bennett \$a Pbk \$f CHILD

- f. Spanish fiction paperbacks:
 - 1. All Spanish fiction is treated as hardback fiction, even if it is in any paperbound format.

- 5. **Large type fiction: general and genres:**
 - a. All large type fiction is treated as hardback, even if in paperbound format.
 - b. Follow instructions above for when to add a genre sticker.
 - c. Add \$a Large Type to the call number before the age level, if any.
 099 __ \$a Fiction \$a Miles \$a Large Type
 099 __ \$a Fiction \$a Miles \$a Large Type \$f TEEN
 099 __ \$a Fiction \$a Miles \$a Large Type \$f CHILD
 - d. Spanish large type fiction:
 - 1. Since there is very little Spanish large type fiction, catalog any ordered as regular Spanish fiction.

- 6. **Collections of fiction or genre:**
 - a. Definition of Collection:
 - 1. Usually contains several shorter works of fiction, including short novels, novellas, short stories, or a combination, by one or more authors.
 - 2. May be called an anthology.
 - 3. Examples:
 Best Science Fiction and Fantasy of the Year
 The Best American Mystery Stories, 2002
 Beyond the Dark (a paranormal romance anthology)
 - b. This library separates collections into three categories:
 - 1. Collections of fiction or genres by one author
 - a. Treat as a single work.
 - b. Add the appropriate genre sticker and cutter by author.
 - c. Use these instruction for both hardbacks and paperbacks.
 - 2. Collections of fiction or genres by two to four authors
 - a. The majority of these are romance works or other popular forms of fiction or genres.
 - b. It was felt, that these would circulate more frequently, if put in fiction or genre classifications, rather than in the 800s.
 - c. It was also felt, that when the library holds both the paperback and hardback formats of a title, there would be less confusion for staff and patrons, if they were classified the same way.
 - d. Add the appropriate genre sticker when needed.
 - e. Cutter by first-named author or title, as appropriate.
 - f. Use this instruction for both hardbacks and paperbacks.
 - 3. Collections of fiction or genres by five or more authors
 - a. This size of collection is more likely to be a serious anthology.
 - b. Classify in the appropriate Dewey number.
 - c. Use this instruction for both hardbacks and paperbacks.
 - d. If there is any doubt as to whether the item should be classified in Dewey rather than fiction or genres, please see/ask the Technical Services Manager.
 - c. Collections of Spanish fiction or genre:
 - 1. If the collection is all by one author, treat as fiction. There is no genre breakdown for Spanish fiction.
 - 2. Add \$a Espanol to the call number before any age level designation.
 099 __ \$a Fiction \$a Montoya \$a Espanol
 099 __ \$a Fiction \$a Montoya \$a Espanol \$f TEEN
 099 __ \$a Fiction \$a Montoya \$a Espanol \$f CHILD

3. If the collection is by two to four authors, treat as a hardback, whether it is paperbound or not, and classify as fiction.
4. If the collection is by five or more authors, treat as a hardback, whether it is paperbound or not, and put in the appropriate Dewey classification.
 - a. Add Espanol to the call number before any age level designation.
 092 __ \$a 863.64 \$b C26t 2009 Espanol
 092 __ \$a 863.64 \$b C26t 2009 Espanol \$f TEEN
 092 __ \$a 863.64 \$b C26t 2009 Espanol \$f CHILD

6. Picture Books:

- a. Illustrations are the prime vehicle for conveying the story. Text is limited or nonexistent. May be meant for an adult to read to a preschooler. May have vocabulary appropriate to a child up to the age of 5.
- b. Nonfiction materials are very simple, for ages 3 to 5 usually.
- c. Both hardbacks and paperbacks are cataloged the same way. \$a Pbk is not added to the call number for paperbacks.
- d. Paperback versions of the same work in hardback can be added to the hardback record and vice versa. Add the new work's ISBN to the record, if necessary.
- e. Fairy tales appropriate for this age level are put in Picture Book. If they are more complicated fairy tales with more difficult language, they are placed in the appropriate 398 number.
 1. Example of easy fairy tale: The Little Red Hen.
 2. Example of more complicated fairy tale: The Snow Queen.
- f. Example of call numbers:
 1. Although all will be for children, \$f CHILD is not added to the call number. Picture Book is only used for children's materials.
 2. Non-fairy tale call number:
 - a. Use Picture Book plus the full last name of the author, or the first significant word in the title, as appropriate.
 099 __ \$a Picture Book \$a Tennison
 3. Fairy tale call number:
 - a. Adapted classic fairy tales will be cuttered under the original author (e.g., Grimm, Andersen), if the main entry is an adaptor.
 - b. Adapted classic fairy tales will be cuttered under the adaptor, if no original author is known (e.g. The Three Little Pigs).
 - c. 099 __ \$a Picture Book \$a Grimm
 099 __ \$a Picture Book \$a Three
- f. Spanish picture books:
 1. Use the same instructions as above for English picture books.
 2. Add \$a Espanol to the call number.
 099 __ \$a Picture Book \$a Grimm \$a Espanol

7. Readers:

- a. These are imaginative or nonfiction juvenile literature with a story line in simple sentences and larger print, intended for early readers, usually in primary grades K-3. Levels 1 and 2, occasionally level 3.
 1. Some level 3s are nonfiction and should be cataloged as such and not as Readers.
- b. Text is fairly brief, usually with numerous illustrations.
- c. Frequently is part of a reader series.

- d. A controlled vocabulary may be used.
- e. Hardbacks and paperbacks are treated the same way. \$Pbk is not added to the call number.
- f. A paperback version of the same work in hardback can be added to the hardback record and vice versa. Add the new work's ISBN to the record, if necessary.
- f. Example of call numbers:
 - 1. Although all will be for children, \$f CHILD is not added to the call number.
099 __ \$a Reader \$a Brown
- g. Spanish readers:
 - 1. Use the same instructions as for the English readers.
 - 2. Add \$a Espanol to the end of the call number.
099 __ \$a Reader \$a Brown \$a Espanol

8. Boardbooks:

- a. Books with hard cardboard pages intended for children ages 0 to 5.
- b. If there is an excessive amount of text, do not catalog the work as a boardbook. Contact the library for instructions.
- c. Although all will be for children, do not add \$f CHILD to the call number.
- d. Only the word Boardbook is used, not a cutter.
- e. Example of call number:
099 __ \$a Boardbook
- f. Spanish boardbooks:
 - 1. Follow the instructions as for English boardbooks.
 - 2. Add \$a Espanol to the call number.
099 __ \$a Boardbook \$a Espanol

9. Graphic novels:

- a. Both graphic novels and manga will be cataloged using the following guidelines.
- b. All graphic novels are to be cataloged as hardbacks.
- c. Call numbers for fiction or genre graphic novels:
 - 1. Use Fiction as classification. Do not use genres.
 - a. Exceptions:
 - DK Graphic Readers
 - My First Graphic Novel Series (Stone Arch Books)
 Treat these as Readers.
 - 2. Check the database to see if a new work is part of a series or if there are other works about the same main character.
 - a. If there is precedent, cutter the new work the same way the earlier works were cuttered.
 - b. If there is no precedent, cutter under the name of the main character, television series, or movie series as appropriate.
 - c. If there is no main, recurring character, and no series is involved, cutter under the creator. If there is no creator named, cutter under the writer.
 - 3. Add age level, if appropriate.
 - 4. Examples of call numbers:
 - a. 099 __ \$a Fiction \$a Spiderman
099 __ \$a Fiction \$a Spiderman \$f TEEN
099 __ \$a Fiction \$a Spiderman \$f CHILD

- b. 099 __ \$a Fiction \$a Uderzo
099 __ \$a Fiction \$a Uderzo \$f TEEN
099 __ \$a Fiction \$a Uderzo \$f CHILD
(Existing titles about Asterix were cuttered under the author, Uderzo.)
 - 5. Spanish graphic novels:
 - a. Use the same instructions as for the English graphic novels.
 - b. Add \$a Espanol before the age level, if there is one.
099 __ \$a Fiction \$a Spiderman \$a Espanol
099 __ \$a Fiction \$a Spiderman \$a Espanol \$f TEEN
099 __ \$a Fiction \$a Spiderman \$a Espanol \$f CHILD
 - d. Call numbers for nonfiction graphic novels:
 - 1. If the Dewey number is 741.5XXX, it usually means graphic novel. Do not use this number. Use Fiction or Reader as described above.
 - 2. If the suggested Dewey number is 92 or other biographical type number, follow the guidelines for cataloging biographies.
 - 3. If the suggested Dewey number is not 741.5XXX or a biographic type number, verify that it is correct for the subject matter of the graphic work. If correct, assign the call number as for nonfiction.
 - 4. Exception: Shakespeare plays.
 - a. Put these in Fiction.
 - b. Cutter under name of the adaptor.
 - c. Example:
099 __ \$aFiction \$a Appignanesi \$f TEEN
 - 6. In all cases, check the summaries, subject headings, and reviews if necessary, to be sure the work has not been fictionalized. If it has been fictionalized, use the Fiction call number.

10. Books with accompanying CDs, non-language instruction:

- a. Usually nonfiction materials. Not considered a kit.
- b. CD should be removed from publisher's sleeve or pocket and placed in a new pocket on the first page of the book.
 - 1. If the title page is the first page, and the information will be covered up, place the pocket on the inside of the front cover.
 - 2. If there is a jacket, and the flap will cover the pocket, then place the pocket on the back page.
- c. Assign the classification number as usual. Do not add CD or any other format designation.

11. Books with accompanying CDs:

- a. If only one or two CDs accompany the book, and they will fit in a pocket or pockets inside the book, then do not consider it a kit.
 - 1. Assign the classification number as for a book. Do not add CD or any other format designation.

12. Adult multimedia materials:

- a. Definition:
Cases with discs, books, or booklets; cardboard containers with discs, books, or booklets; containers with multiple formats.
- b. If the material is already in a durable container, leave it in the container and process as usual.

- c. Assign the classification number as for a book. Use foreign language cataloging guidelines, if necessary. Do not add CD, Kit, or any other format designation.
- d. If the material is not in a durable container, ship to Libby Jones for processing and cataloging.

13. Audiobooks:

- a. Fiction and genres:
 - 1. Follow the same guidelines for assigning genre stickers to audiobooks
 - 2. Add CD to the end of the call number, but before any age level designation.
 - 3. Call number examples:
 - 099 __ \$a Fiction \$a Swith \$a CD
 - 099 __ \$a Fiction \$a Swith \$a CD \$f TEEN
 - 099 __ \$a Fiction \$a Swith \$a CD \$f CHILD
 - 4. Spanish audiobooks, fiction:
 - 1. All Spanish audiobooks will use Fiction as the first element of the call number. Genres are not used with Spanish fiction.
 - 2. Add Espanol after CD and before any age level designation.
 - 099 __ \$a Fiction \$a Lopez \$a Espanol \$a CD
 - 099 __ \$a Fiction \$a Lopez \$a Espanol \$a CD \$f TEEN
 - 099 __ \$a Fiction \$a Lopez \$a Espanol \$a CD \$f CHILD
- b. Nonfiction:
 - 1. Follow the guidelines for assigning nonfiction call numbers as for print materials.
 - 2. Add CD to the end of the call number and before any age level designation.
 - 3. Call number examples:
 - 092 __ \$a 636.1 \$b F432b 2009 CD
 - 092 __ \$a 636.1 \$b F432b 2009 CD \$f TEEN
 - 092 __ \$a 636.1 \$b F432b 2009 CD \$f CHILD

 - 092 __ \$a 92 \$b R5722m 2010 CD
 - 092 __ \$a 92 \$b R5722m 2010 CD \$f TEEN
 - 092 __ \$a 92 \$b R5722m 2010 CD \$f CHILD
 - 4. Spanish audiobooks, nonfiction:
 - a. Follow the same guidelines for call numbers as for English audiobooks.
 - b. Add Espanol after CD and before any age level designation.
 - c. Examples of call numbers:
 - 092 __ \$a 636.1 \$b F432b 2009 CD Espanol
 - 092 __ \$a 636.1 \$b F432b 2009 CD Espanol \$f TEEN
 - 092 __ \$a 636.1 \$b F432b 2009 CD Espanol \$f CHILD

 - 092 __ \$a 92 \$b R5722m 2010 CD Espanol
 - 092 __ \$a 92 \$b R5722m 2010 CD Espanol \$f TEEN
 - 092 __ \$a 92 \$b R5722m 2010 CD Espanol \$f CHILD

14. Children's kits:

- a. Definition:
 - 1. Usually a picture book, a reader, or a simple fiction or nonfiction book with an accompanying compact disc that is reading the book.

2. If the book is large enough, the compact disc will be put in a pocket on the first page. If placement there will cover valuable information, then the pocket can be placed on the inside front cover, if the book is a hardback, or on the inside back cover, if the book is a sturdy paperback.
 3. If the book is not large enough or sturdy enough for placement of the pocket in the book, then the order should be shipped to Libby Jones for cataloging and processing.
- b. Call numbers for picture books, readers, fiction, and genres:
1. Use the same call number as would be used for the book alone. Add the word Kit.
 2. For picture books or readers, do not add age level designation.
 3. For fiction and genres, add the age level designation CHILD to the end of the call number.
 4. For nonfiction, add the age level designation CHILD to the end of the call number.
 5. Call number examples:
 099 __ \$a Picture Book \$a Townsend \$a Kit
 099 __ \$a Reader \$a Nelson \$a Kit
 099 __ \$a Fiction \$a Joyner \$a Kit \$f CHILD
- c. Call numbers for nonfiction, excluding language instruction:
1. Use the same call number as would be used for the book alone. Add the word Kit, then the age level designation of CHILD.
 2. Examples of call number:
 092 __ \$a 001.44 \$bK41t 2007 Kit \$f CHILD
 092 __ \$a 92 \$bR7441n 2009 Kit \$f CHILD
- d. Call numbers for language instruction materials:
1. Definition:
 - a. A book with accompanying compact disc intended to help children learn a language, including English.
 - b. If the material has more than one book or other accompanying material besides one or two compact discs, send the order directly to Libby Jones for cataloging and processing.
 2. Use the same call number as would be used for the book alone. **DO NOT ADD THE WORD KIT.** This will be treated as a book and will be shelved with the books.
 3. Call number example:
 092 __ \$a 468.3421 \$b B2994a 2008 \$f CHILD
- e. Spanish children's kits:
1. Fiction and genres:
 - a. Spanish children's kits use Fiction only as a call number. Do not use genre call numbers.
 - b. Add Espanol after Kit and before any age level designation.
 - c. Call number examples:
 099 __ \$a Picture Book \$a Townsend \$a Kit \$a Espanol
 099 __ \$a Reader \$a Nelson \$a Kit \$a Espanol
 099 __ \$a Fiction \$a Joyner \$a Kit \$a Espanol \$f CHILD
 2. Nonfiction, non-language instruction:
 - a. Follow the same guidelines as above for the English children's kits.
 - b. Add Espanol after Kit and before the age level designation.
 - c. Call number example:
 099 __ \$a 636.1 \$b Fort 2005 Kit Espanol \$f CHILD
 3. Nonfiction, language instruction:
 - a. Follow the same guidelines as above for the English children's kits. **DO NOT ADD KIT** to the call number.

- b. Add Espanol before the age level designation.
- c. Call number example:
092 __ \$a 438.2461 \$b Sanchez 2001 \$f CHILD

15. Teen Kits:

- a. There are no picture books or readers for teens.
- b. A book with an accompanying CD should be cataloged as if it were a book alone. Follow the print instructions above teen materials. Do not add KIT to the call number.
- c. If the material has more than one book, multiple discs, or other accompanying material, ship directly to Libby Jones for cataloging and processing.

16. Adult Kits:

- a. There are no picture books or readers for adults.
- b. A book with an accompanying CD should be cataloged as if it were a book alone. Follow the print instructions above for adult materials. Do not add KIT to the call number.
- c. If the material has more than one book, multiple discs, or other accompanying material, ship directly to Libby Jones for cataloging and processing.

17. Spanish materials:

- a. Definition:
Materials all in Spanish, or half or more in Spanish, or with English text and the equivalent Spanish text.
- b. With one exception, add Espanol to the call number as instructed in the print guidelines above.
- c. The exception is materials designed to teach English speakers Spanish. Do not add Espanol to the call number.

18. Other foreign language materials, Bilingual:

- a. Definition:
Materials all in a foreign language other than Spanish, or half or more in the foreign language, or with English text and the equivalent foreign language text.
- b. If it is all in one language add that language to the call number. If it is in a foreign language and English, add Bilingual to the call number as instructed in the print guidelines above.
- c. The exception is materials designed to teach English speakers the foreign language. Do not add the foreign language name to the call number.
- d. Call number examples:
099 __ \$a Fiction \$a Goethe \$a French
099 __ \$a Picture Book \$a Fraser \$a French

099 __ \$a Fiction \$a Goethe \$a Bilingual
099 __ \$a Picture Book \$a Fraser \$a Bilingual
099 __ \$a 841.2 \$b V719p 1982 Bilingual
099 __ \$a 839.8226 \$b lb7p 1998 Bilingual \$f TEEN

19. Other foreign language materials, Multilingual materials:

- a. Definition:
Materials in three or more languages.

- b. Add Multilingual to the call number. Use the same guidelines for placement in the call number as for a language name.
- c. If in doubt, please contact Libby Jones.
- d. Call number examples:
 099 __ \$a Picture Book \$a Friends \$a Multilingual
 099 __ \$a 914.4 \$b F229d 2010 \$a Multilingual
 099 __ \$a 833.2 \$b R8121s 2008 \$a Multilingual \$f TEEN

DVDS

20. DVDs, Entertainment:

- a. An 099 tag will be added for all fiction/entertainment DVDs.
- b. Call number will be DVD plus the first significant word in the title proper.
- c. Age level designation will be added at the end of the call number.
- d. Call number examples:
 099 __ \$a DVD \$a Raiders
 099 __ \$a DVD \$a Raiders \$f CHILD
- e. Spanish entertainment DVDs:
 - 1. Definition:
 - a. A DVD purchased for the Spanish collection; usually the dialogue is in Spanish; subtitles and dubbed versions in other languages may be part of the DVD as well.
 - b. A DVD in another language, but with Spanish subtitles or Spanish dubbing, purchased for the Spanish collection.
 - 2. Add Espanol to the call number before any age level designation.
 - 3. Call number examples:
 099 __ \$a DVD \$a Mariposa \$a Espanol
 099 __ \$a DVD \$a Mariposa \$a Espanol \$f CHILD

21. DVDs, Documentary/Nonfiction:

- a. An 092 tag should be added for all call numbers starting with a Dewey number.
- b. Dewey numbers are currently carried out to five (5) places after the decimal point. Dewey number should not end in 0.
- c. OCLC Four-Figure Table is currently being used for cuttering.
 - 1. Cutter from the first significant word in the title, unless there is a legitimate 100 or 110 main entry. Then cutter from the main entry.
- e. Add most current date found on the art insert or the disc itself.
- f. Add DVD to the end of the call number and before any age level designation.
- g. Call number examples:
 092 __ \$a 123.12345 \$bF9476 2005 DVD
 092 __ \$a 123.12345 \$b F6947 2005 DVD \$f CHILD
- h. Nonfiction Exceptions:
 - 1. Biographies/autobiographies.
See instructions under Print Nonfiction Exceptions.
 - 2. Computer and Internet Materials:
See instructions under Print Nonfiction Exceptions.
- i. Spanish documentary or nonfiction DVDs:
 - 1. Follow instructions above for assigning nonfiction call numbers.
 - 2. Add Espanol at the end of the end of the call number, but before any age level designation.

3. Call number examples:
092 __ \$a 123.12345 \$b F6048 2005 DVD Espanol
092 __ \$a 123.12345 \$b F6048 2005 DVD Espanol \$f CHILD

END OF ATTACHMENT A

ATTACHMENT B: PROCESSING MANUAL

PROCESSING MANUAL

(Rev. March 2016)

(14 Pages)

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- Basic DVD Processing**
- Basic Audio Book Processing**
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BRANCH CODES

ABB	Abbett	Wheeler Taft Abbett Sr. Library
AJO	Ajo	Salazar-Ajo Library
ARI	Arivaca	Caviglia-Arivaca Library
BCN	Bear Canyon	Kirk-Bear Canyon Library
CAT	Catalina	Dewhirst-Catalina Library
COL	Columbus	Eckstrom-Columbus Library
ELP	El Pueblo	El Pueblo Library
ELR	El Rio	El Rio Public Library
FLW	Flowing Wells	Flowing Wells Library
GLF	Golf Links	Miller-Golf Links Library
GVY	Green Valley	Joyner-Green Valley Library
HIM	Himmel	Himmel Park Library
MAI	Main	Joel D. Valdez Main Library
MID	Martha Cooper	Martha Cooper Library
MIS	Mission	Mission Library
MRN	Marana	Geasa-Marana Library
NAN	Nanini	Nanini Library
QUI	Quincie	Quincie Douglas Library
RDR	Readrunners	Bookmobile/Readrunners
RIV	River	Dusenberry-River Library
SAH	Sahuarita	Sahuarita Library
SRO	Santa Rosa	Santa Rosa Library
STU	South Tucson	South Tucson Library
SWE	Southwest	Southwest Library
ORO	Oro Valley	Oro Valley Library
VAL	Valencia	Valencia Library
WDS	Woods	Woods Memorial Library
WIL	Wilmot	Murphy-Wilmot Library

Non-PCPL Codes:

PHF	Postal History Foundation
TMA	Tucson Museum of Art

**All branches have Express items. To create an Express item "ex" is added after the three letter branch code.

**All branches also have a reference item. To create a reference item add "re" after the three letter branch code.

*MAI also has multiple other reference locations: maiaz, maibu, maigr, matic, maicr, mair2, mair3, maiin, and maist.

BASIC BOOK PROCESSING

Belly Bands, Half Jackets, And Transparent Covers:

1. If the book has a belly band, half jacket, transparent cover, or other unusual cover, check with supervisor before processing.

Barcode:

1. Place on top center of book, one-fourth inch down from top edge.
2. If book has jacket, place barcode on jacket, not on jacket cover.
3. If preprocessing only, do not add jacket cover at this time.
4. Do not cover with label protector.

Library Address Label:

1. Place on inside front cover, lower right near spine, one-half inch from spine and from bottom edge.
2. If unable to put address label there, place on last page of book, one-half inch from spine and bottom edge.
3. Do not cover with label protector.

Spine Label with No Other Labels:

1. If book has book jacket, place spine label on book jacket, not jacket cover.
2. Place spine label aligned with left edge of spine, one-fourth inch from bottom edge. Wrap to front.

Spine Label with Mystery, SciFic, or Western Label:

1. If book has book jacket, place spine label on book jacket, not jacket cover.
2. Place spine label aligned with left edge of spine, one-half inch from bottom edge of spine. Wrap to front.
3. Place genre label one-fourth inch from bottom of spine, centered.
4. Genre label will cover lower part of spine label.
5. Genre label may fold over left and right of spine.
6. Adjust spine label and genre label placement, if call number will not be fully visible otherwise.

Express Spine Label:

1. Express spine labels are created in house and only have the word Express and the branch code listed on them. They are not given a genre label.

Spine Label with Espanol label:

1. If book has a book jacket, place spine label on book jacket, not jacket cover
2. Place spine label aligned with the left edge of spine, one-fourth inch from the bottom edge. Wrap to the front.
3. Place Espanol label directly above the spine label, centered.
4. Espanol label may fold over left and right of the spine.

Spine Label with Reference label:

1. If book has a book jacket, place spine label on book jacket, not jacket cover.

2. Place spine label aligned with left edge of spine, one-fourth inch from the bottom edge. Wrap to front.
3. If the spine is large enough that the spine label does not wrap around to the front place the reference label aligned with the left edge of the spine, one-fourth inch from the bottom edge.
4. If the spine is smaller, so that the spine label does wrap to the front, place the spine label flush with the lower right edge of the spine label.

Label Protectors:

1. If the book has a jacket, then no label protector is needed. The jacket cover will protect the barcode, spine label, genre, Espanol, and reference labels.
2. If the book does not have a jacket, then use the appropriate size of label protector to cover spine label as well as any genre, Espanol or reference label.
3. Label protector should extend beyond the spine label and any other label to hold labels in place.
4. If necessary, use more than one label protector.
5. There are three sizes of label protectors: small, medium, and large. Use the one most appropriate for the spine and labels.

Jacket Covers:

1. Jacket covers are currently taped with ¼ inch fiber tape. New tape will be tested soon, however.
2. Jacket covers come in the following sizes:
9 inch
10 inch
12 inch
14 inch
16 inch
3. Cut the cover to the appropriate size to cover the jacket without too much extra at the ends, or not enough at the ends.
4. Place the jacket into the jacket cover as instructed by container and supervisor.
5. Place jacket on book.
6. Fold covers over book ends, until they are properly in place.
7. Place the tape on the book itself, near the end of the jacket cover flap, with 2 inches on the book, then folding over the top of the book and onto the jacket cover another 2 inches.
8. Repeat for the bottom of the book, folding over the bottom of the book and up onto the jacket cover.
9. Do this for the front flap and the back flap.
10. Be very careful not to wrinkle the jacket and/or jacket cover. The book jacket and cover should be smooth, when the book is closed.

THIN BOOKS

1. If the first number or letter in each line of the spine label can be read, when placed on the spine, apply spine label as usual and wrap to the front.
2. If the first number or letter in each line of the spine label cannot be read, when placed on the spine, then put spine label on front cover of book, lower left corner, and one-fourth inch from the spine and bottom edge.
3. Follow Basic Book Processing guidelines for the rest of the processing.

SPIRAL-BOUND BOOKS

1. Spine label should be placed on front cover, lower left, and one-fourth inch from the spirals and bottom edge.

2. Follow Basic Book Processing guidelines for the rest of the processing.

Board books

1. If the board book has unusually shaped pages, or has something like a raised felt or object where you normally put a barcode:
 - a. Move the barcode closer to the spine or farther to the top right of the book, or
 - b. Turn the barcode sideways and place near the spine.
 - c. If none of these positions will work, check with supervisor for placement.
2. Library address labels should not be placed on board books.
3. Spine labels should be added as instructed under Basic Book Processing guidelines.
4. If the board book comes with an accompanying disc, see supervisor for instructions.

Picture Books / Readers

1. If the book has a jacket, partially remove it so you can see the hard cover.
2. If the hard cover has the same pictures and information as on the jacket, remove the jacket and recycle it.
3. Use Basic Book Processing guidelines for the rest of the processing.

Adult and Teen Books with Accompanying Discs or Maps

(Note: Children's picture books, readers, fiction, genre fiction, or simple nonfiction, that have accompanying discs, see instructions for children's kits.)

1. Follow Basic Book Processing guidelines.
2. Add a pocket to the front or back inside cover to hold either the disc or map.
3. Use either a one or two disc pocket as needed.
4. If more than two discs, see supervisor for instructions.
5. Print barcode numbers after 31152 on the disc(s) using proper CD/DVD pens.
6. Adult and Teen books with discs are not considered to be kits.
7. Do not put the purple and white CD label on these materials.
8. Remove any loose paperwork indicating that there are discs in the book.

Children's Kits

1. Children's board books, picture books, readers, simple fiction, genres, or simple nonfiction with accompanying disc(s).
2. CD can be the spoken version of the book, songs, or music from the book, or material that in some manner enhances the reading experience of the book.
 - a. CDs with one song, brief excerpts, or advertisements should be discarded, and the book treated as an ordinary book, not a kit.
3. If the book is large enough to hold pockets and CDs, and is strong enough to hold pockets and CDs, place the discs in the book. See instructions below.
4. Board books with CDS are put in album cases. See supervisor for instructions.
5. Books with CDs that are language instruction materials are not considered to be kits. They will still be processed the same way as in these instructions, but the call numbers on the spine labels will not have "KIT" on them.
6. If there is more than one book, or the book is too small or not strong enough to hold the CDs, use an album case for processing. See the supervisor for instructions.
7. Follow Basic Book Processing guidelines.
8. Add a pocket to the front or back inside cover to hold the disc(s).
9. Use either a one or two disc pocket as needed, centered on the page.

10. Follow Basic Book Processing guidelines
11. Add purple and white CD label in the upper left corner of the front cover one-half inch down from the top and one-half inch from the spine. Cover with a label protector

BASIC DVD PROCESSING GUIDELINES

Cases:

1. If the original cases are sturdy, use them instead of transferring to our cases.
2. If the original cases are flimsy, or if the DVDs are in some other type of container, transfer to our own cases.
3. If the title is a multidisc set for a television series or movies about a particular character, check with supervisor.
 - a. Examples: Masterpiece Theater, Indiana Jones, King of the Hill

Inserts, If Transferring to Our Cases:

1. If the original insert is paper and is the correct size, transfer to our case.
2. If the original insert is thicker than paper, make color copy to use as insert.
 - a. Adjust size as necessary.
3. If there is no insert, use container to create insert, if possible. Create color copy.
 - a. Adjust size as necessary.
4. If it is not possible to make an insert, notify supervisor.
 - a. Supervisor can make an insert using online template and internet.

Barcodes:

1. Place barcode on front cover of insert, centered, one-half inch down from the top.
2. Do not cover with label protector.

Discs:

1. Print the barcode numbers after 31152 on the discs.
2. Do not print in hub area.
3. Print in a clear space on the disc label. The top of the disc label is preferred.
 - e. Use an appropriate CD/DVD marker.
- f. We may print our own hub labels in the future, which will have Pima County Public Library and the barcode numbers on them.

Library Address Labels:

1. Single disc cases:
 - a. Place inside front cover of case, lower right, near spine.
 - b. Place here, even if label will be covered by sheet or booklet.
 - c. Do not cover with label protector.
2. Two disc cases and multiple disc cases:
 - a. Place address label on the back of the insert, in the section that will be the back cover.
 - b. Do not cover with label protector.

Spine Label with No Other Labels:

1. Place spine label on spine of insert, align with left edge of spine, one-fourth inch from bottom edge. Wrap to front.
2. Do not cover with label protector.

Spine Label with Espanol Label:

1. Place Espanol label centered above the spine label.

2. Espanol label may fold over to the left and right of the spine.
3. Do not cover spine label or Espanol label with label protector.

Intentionally Blank Label:

1. If using a multiple disc case and one disc holder will be left empty, place an "Intentionally blank" label in that disc holder.
2. Try to place it, so it lies flat. Trim if necessary.
3. Cover with label protector. Trim label protector if necessary.

Advertisements as Inserts:

1. Recycle, do not keep.

Other Sheets as Inserts:

1. If they contain information about the DVD, keep, but do not process.
2. If they do not contain information about the DVD, recycle.

Booklets:

1. If booklet will fit in case, leave in the case and process.
2. Label with barcode should be provided.
 - a. Trim to fit and place on cover of booklet, centered, near top edge.
Cover with label protector.
3. Do not add library address label, unless the booklet is substantial. Check with supervisor, if not sure.
4. Do not add spine label, unless the booklet is substantial. Check with supervisor, if not sure.

Other Accompanying Material:

1. Check with supervisor. Use of an album case may be needed.

BASIC AUDIO BOOK PROCESSING GUIDELINES

Cases:

1. If they come in an original case and it is sturdy, leave them in the case.
2. If they come in a box or a flimsy case, transfer to our cases.

Inserts, If Transferring to Our Cases:

1. If the original insert is paper and is the correct size, transfer to our case.
2. If the original insert is cardboard, make color copy to use as insert.
 - a. Adjust size as necessary.
3. If it is not possible to make an insert, notify supervisor.
 - a. Supervisor can make an insert using online template and internet.

Barcodes:

1. Place barcode on front cover of insert, centered, one-half inch down from the top.
2. Do not cover with label protector.

Discs:

1. Print the barcode numbers after 31152 on the discs.
2. Do not print in hub area.
3. Print in a clear space on the disc label. The top of the disc label is preferred.
 - e. Use an appropriate CD/DVD marker.

Library Address Labels:

1. Place inside front cover of case, lower right, near spine.
 - a. Place here, even if label will be covered by a booklet.
 - i. If this is not possible, place on the back cover
 - b. Do not cover with label protector.

Spine Label with No Other Labels:

1. Place spine label on spine of insert, align with left edge of spine, one-fourth inch from bottom edge. Wrap to front.
2. Do not cover with label protector.

Spine Label with Genre Labels:

1. Place spine label on the spine of the insert, align with the left edge of spine, one-half inch from the bottom edge. Wrap to the front.
2. Place genre label one-fourth inch from the bottom of the spine, centered.
3. Genre label will cover lower part of spine label.
4. Genre label may fold over to the left and right of spine.
5. Adjust spine and genre label placement, if call number will not be fully visible otherwise.
6. Do not cover spine label or genre label with label protector.

Spine Label with Espanol Label:

1. Place Espanol label centered above the spine label.
2. Espanol label may fold over to the left and right of the spine.
3. Do not cover spine label or Espanol label with label protector.

Booklets:

1. If booklet will fit in case, leave in the case and process.
 - a. May place booklet in sleeve if it will fit.
2. Label with barcode should be provided.
 - a. Trim to fit and place on cover of booklet, centered, near top edge.
Cover with label protector.
3. Do not add library address label, unless the booklet is substantial. Check with supervisor, if not sure.
4. Do not add spine label, unless the booklet is substantial. Check with supervisor, if not sure.
5. If booklet won't fit in sleeve or case, see supervisor. An album case may need to be used instead.
6. If there is other accompanying material, check with supervisor because an album case may need to be used instead.

Audio books that need album cases:

1. Audio books that have oversized books or booklets
 2. Sets with more discs than will fit in our largest regular audio book case.
 3. Audio books that also have other kinds of discs or media.
 4. Choose an appropriate size album case and if you are unsure, check with the supervisor.
 5. Follow Audio Book Processing guidelines and use the accompanying materials instructions below, if needed.
 6. Books, booklets, sheets, folded sheets, maps:
 - a. Barcode labels should be provided and added to these items
Trim to fit if needed and place on top of material, centered, one-fourth inch down from the top.
 - b. Cover with a label protector.
 - c. Place address label on inside front cover near bottom edge and spine.
 - d. Do not cover with a label protector
 7. Spine label should be placed as you would for a book
 - a. Cover with a label protector if you cannot place it on the insert.
 8. CD-ROMS, DVD-ROMS, other accompanying discs
 - a. Write the barcode number after the 31152 on the discs same as for the audio books.
 9. Use appropriate CD/DVD markers.
If the discs are placed in our talking book cases, music CD cases, or DVD cases to be included in the album case:
 - a. An insert should be created for these additional cases.
 - b. Labels with the barcode number should be provided.
 - c. Library address labels should be used.
 - d. Spine labels should be provided.
 10. These cases should be processed as the regular cases would be with the exception of using typed barcode number labels instead of real barcodes.
 - a. See processing guidelines for audio books, music CDs, and DVDs if necessary.
 11. A contents label should be created listing the contents in the album
 - a. This label should be placed on the container insert, upper left corner, about ½ inch from the spine label and ½ inch from the top of the insert.
 - b. If this placement doesn't work, move the label down farther
 - c. Do not use the CD label, use the contents label
 - i. Example --
Contents:
5 CDs
1 book
1 guide.
- BASIC MUSIC CD PROCESSING GUIDELINES**

Cases:

1. Repackage all single and double disc music CDs into our own cases
2. Music CDs with three or more discs in solid, durable cases may be left in those cases. Check with supervisor if not sure.
3. Music CDs with three or more discs in flimsy containers should be repackaged into one of our appropriate sized talking book cases or album cases. Check with supervisor if not sure.

Inserts and Booklets, Repackaging to our cases:

1. Booklets –
 - a. For single disc music CDs:
 - i. If there is a slim booklet that will fit under the sleeve on the front of the case, use this booklet as the front “insert.”
 1. Create an insert for the spine and back from the original container insert.
 - ii. If the booklet will not fit under the sleeve on the front of the case, but it will fit inside the case, treat the booklet as accompanying material.
 - iii. Will need to create an insert for the front, spine, and back of the case from the original container insert.
 - b. For two-disc music CDs:
 - i. Use the same guidelines as for single disc music CDs above.
 - c. For three or more disc music CDs, if transferring to our cases:
 - i. Place in appropriate-size audio book case. Check with supervisor if not sure.
 - ii. Treat booklets as accompanying material.
2. Inserts –
 - a. If the original inserts are paper and are the correct size, transfer to our cases.
 - b. If the original insert is not paper or is too large, make a color copy to use as the insert.
 - i. Adjust size as needed.
 - c. If using booklet as cover insert, only transfer or make insert for spine title and back cover.
 - d. If it is not possible to make an insert, check with supervisor.
 - e. Cases should have a front cover, spine title and performer/group name, and back cover.

Discs:

1. Print the barcode numbers after 31152
2. Print in a clear space on the disc label. The top of the disc is preferred.
3. Use an appropriate CD/DVD marker.

Barcodes:

1. Place barcode on front of insert, centered, one-half inch down from top edge. This should put the barcode under the sleeve.

Library Address Labels:

1. Single disc music cases:
 - a. Place inside front cover of case, lower right, near spine.
 - b. Place here, even if label will be covered by booklet.
 - c. Do not cover with label protector.
2. Double disc music cases:
 - a. Place library address label on the back of the insert, in the section that will be the back cover.
 - b. The address label will show, when the second disc is removed.
 - c. Do not cover with label protector.
3. Audiobook cases:
 - a. Place inside the front cover of case, lower right, near spine.

- b. Place here even if label will be covered by booklet.
- c. Do not cover with label protector
- d. If not possible to place inside front cover, place inside back cover, lower left, near spine.
 - 1. Do not cover with label protector.
- e. If not possible to place address label inside front or back cover, place on the back of the insert, in the section that will be the back cover.
 - 1. Do not cover with label protector.

Spine Labels:

- 1. Single disc music cases:
 - a. Place on the front of booklet or insert, lower left corner, flush with the spine and bottom edge.
 - b. Do not cover with label protector.
- 2. Double disc music cases:
 - a. Follow instructions for single disc music cases above.
- 3. Audio book cases:
 - a. 1-10 disc capacity cases
 - 1. These are usually placed with the music cases, with the front displayed. Place spine label on front as for single disc music cases.
 - 2. Do not cover with label protector.
 - b. Larger capacity cases:
 - 1. These are more often shelved like books or audio books, with the spines out.
 - 2. Place spine label on spine of insert, as for audio books.
 - 3. Do not cover with label protector.

Spine Labels with Espanol Labels:

- 1. Place spine labels as described above.
- 2. If the spine label is on the front of the booklet or cover, place the Espanol label directly above it, left edge matching the left edge of the spine label.
 - a. Do not cover with label protector.
- 3. If the spine label is on the spine of the insert, place the Espanol label centered above it.
 - a. The Espanol label may fold to the left and right of spine.
 - b. Do not cover with label protector.

Booklets as Accompanying Material:

- 1. A label with the barcode number on it should be provided.
 - a. Trim label to fit and place on cover of booklet, centered, near top edge.
 - b. Cover with label protector.
- 2. Place library address label on inside front cover, lower right, near spine, as for regular books.
 - a. If label will cover valuable information, place inside back cover, lower left, near spine.
 - b. In either case, do not cover with label protector.
- 3. Spine label for booklet should be provided.
 - a. Place on front cover, lower left.
 - b. Cover with label protector.
- 4. If booklet won't fit in case, see supervisor. An album case may need to be used instead.

Other accompanying Material:

- 1. Check with supervisor. An album case may need to be used instead.

Music CDs in Album cases:

1. Follow same general guidelines as for audio books in album cases.