



Library Materials Vendor Application

Hillsborough County Schools maintains one database to serve as the union catalog for its school media centers. To ensure the quality and consistency of the database, vendors must go through an approval process before they can be placed on the Library Materials Approved Vendors List. To apply to be on the approved vendors list, vendors must submit this form, along with sample MARC records and barcodes to:

Library Media Services 2920 N. 40TH Street Tampa, FL 33605.

Vendor: _____
 Address: _____
 Phone: _____
 Fax: _____
 Sales Representative: _____
 Rep's Email: _____
 Cataloging Contact: _____
 Contact's Email: _____
 Vendor Type: Book AudioVisual Other: _____

Pricing Information – provide pricing for the following:

	Per Item		Per Order
Attached spine label & protector:	_____	Shipping & Handling:	_____
Attached barcode & protector:	_____		
Mylar dust jackets taped to book:	_____	Offered Discounts	
Attached 3M or CheckPoint:	_____	% Book discount:	_____
Attached AR/RC labels:	_____	% A/V discount:	_____
School name on title page:	_____		
Attached genre labels:	_____		

Based on HCPS Processing Specifications for Library Media Center Materials, does the vendor agree to:

provide MARC records and barcodes that meet all specifications & requirements	Yes	ship cataloged & processed materials in one shipment within 60-days of receiving PO	Yes
provide MARC records for each order electronically	Yes	ship only orders that DNE the purchase order amount	Yes
provide shelf-ready processing that meets all requirements	Yes	pay to return materials not following specs & guidelines	Yes
keep one set of specs on file for all Hillsborough County Schools	Yes	meet all purchasing, processing, & invoicing requirements	Yes

MARC Record and Barcode Sample Requirements

- All records, barcodes and physical processing must follow the specifications in the Hillsborough County Public Schools Processing Specifications for Library Media Center Materials document.
- 50 uniquely different MARC records, each including a correctly formatted local holdings field (use ALAFIA in 949 subfield m), representative of the vendor's catalog (including F, NF, B, E, Video, Sound, and graphic novels, as applicable), and include a corresponding sample of barcode labels to be tested.
- Sample barcode number sequence: 20126000000 through 20126000050
- MARC records must be accompanied by a printed report listing the purchase order number, school code, barcode number, brief title, call number, control number, and cost of each item.