

Stockton – San Joaquin County
PROFESSIONAL/CONSULTING SERVICES AGREEMENT

This **PROFESSIONAL/CONSULTING SERVICES AGREEMENT**, (this "Agreement") is made and entered into this 1st day of July, 2021 by and between the **STOCKTON – SAN JOAQUIN COUNTY PUBLIC LIBRARY**, a municipal corporation (hereinafter "Library") and **BRODART CO.** (hereinafter "Consultant"). This Agreement is non-exclusive and both parties reserve the right to contract with other entities for the same or similar services.

In consideration of the mutual promises contained herein, the parties hereto agree as follows:

Section 1. Scope of Work

Consultant shall provide Library with the services described in **Attachment A** which is attached hereto and incorporated herein by this reference as though set forth in full.

The duties and services required of Consultant under this Agreement and pursuant to this Section 1 are referred to throughout the remainder of this Agreement as "the Work."

Section 2. Compensation

In consideration of the performance of the Work described in Section 1 pursuant to the schedule set forth in **Attachment A**, Consultant shall be compensated at the rate set forth in **Attachment B** which is attached hereto and incorporated herein as though set forth in full. Consultant shall not charge Library for any administrative expenses or overhead, including without limitation, facsimile, mileage and other/or any other expenses incurred by Consultant in connection with Consultant's provision of the Work. Consultant acknowledges and agrees that the compensation to be paid to Consultant under this **Section 2** represents the full amount due and owing to Consultant in connection with performance of the Work. Payments will be processed by the Library upon receipt of the invoices and made within thirty (30) days from the date of receipt of the invoice, unless written notice is given within that thirty (30) days of a problem with a particular invoice. Except as otherwise provided herein, failure to pay invoices within sixty (60) days other than problem invoices shall constitute a breach of this Agreement.

Section 3. Amendments.

In the event Library desires to retain Consultant for the performance of additional services, or wishes to delete any services in connection with this Agreement, specifications of such changes and adjustments to compensation due Consultant therefore shall be made only by written and signed amendment to this Agreement.

Section 4. Independent Contractor - Subcontractors

It is specifically understood and agreed that in the making and performance of this Agreement, Consultant is an independent contractor and is not and shall not be construed to be an employee, common law employee, agent or servant of Library. The consultant shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and Social Security. Consultant acknowledges and agrees that he/she is not entitled to the benefits of civil service status and/or the rights and privileges enjoyed by civil service employees and Consultant hereby waives any and all claims to such rights and/or privileges.

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Section 5. Consultant's Responsibility

It is understood and agreed that Consultant has the professional skills necessary to perform the Work, and that Library relies upon the professional skills of the Consultant to do and perform the Work in a skillful and professional manner in accordance with the standards of the profession. Consultant thus agrees to so perform the Work.

Acceptance by Library of the Work, or any of it, does not operate as a release of the Consultant from such professional responsibility. It is further understood and agreed that Consultant has reviewed in detail the scope of the work to be performed under this Agreement and agrees that in his professional judgment, the Work can and shall be completed for a fee within the amounts set forth in **Section 2** of this Agreement.

Section 6. Hold Harmless and Indemnification

Consultant shall indemnify, defend and save Library, its officers, elected and appointed officials, employees, contractors and agents harmless from and against any and all liability, claims, suits, actions, damages and/or causes of action of any kind arising out of any bodily injury, personal injury, property damage or in violation of any federal, state or municipal law or ordinance or other cause in connection with the activities of Consultant, or on account of the performance or character of the Work or otherwise related to its performance of this Agreement to the extent that any such liability, claims, suits, actions, damages and/or causes of action arises out of the intentional, negligent or willful misconduct of the Consultant.

Section 7. Nondiscrimination

There shall be no discrimination against any employee who is employed in the Work, or against any applicant for such employment because of race, religion, color, sex or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Section 8. Library Personnel Conflict of Interest.

No officers, member, or employee of Library and no member of the governing body of Library who exercises any functions or responsibilities in the review, approval of the undertaking or carrying out of the project, shall participate in any decision relating to this Agreement which affects his personal interest or the interest of any corporation, partnership, or association in which she is, directly or indirectly interested; nor shall any such officer, member or employee of Library have any interest, direct or indirect, in this Agreement or the proceeds thereof.

Section 9. Consultant Conflict of Interest

Consultant covenants that she presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of his services hereunder. Consultant further covenants that in the performance of this Agreement, no persons having any such interest shall be employed.

Section 10. Assignment.

Consultant shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of Library.

Section 11. Force Majeure

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, acts of God, acts or omissions of the other party, fires, strikes, national disasters, wars, and/or riots. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

Section 12. Termination

Library may terminate this Agreement at any time without reason stated or required by giving a minimum of thirty (30) days written notice before the effective date of such termination. If the Agreement is terminated by Library as provided herein, Consultant shall be paid for all effort and material expended on behalf of the Work under the terms of this Agreement, less any charges against Consultant as otherwise provided herein, up to the effective date of termination, except that upon notification of such termination, Consultant shall immediately cease to undertake any duties under the Agreement not yet underway, and shall limit its further activities up to the effective date of termination to those duties necessary to wind up work then underway.

Section 13. Term of Agreement

The term of this agreement shall begin on the date the Agreement is approved by the Stockton County Public Library and shall remain in effect for one year with (4) one year renewals.

Section 14. Entire Agreement

This Agreement including Attachment A and Attachment B represents the offering for the services being requested.

In Witness Whereof, Library and Consultant have executed this Agreement as of the date first written above.

Stockton – San Joaquin County Public Library

Brodart Co. by Nubro Inc. General Partner

Name Harry Black

Name Lisa Miosi

Signature *Harry Black*

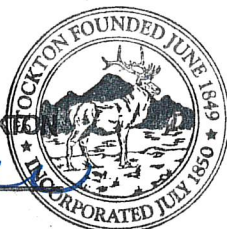
Signature *Lisa Miosi*

Title City Manager

Title Vice President of Customer Care, Books & Supplies

ATTEST:
CLERK OF THE CITY OF STOCKTON

By *M. K. Maun*





Brodart Co.
500 Arch Street, Williamsport, PA 17701
P: 800•233•8467 F: 570•651•1639
www.brodart.com

May 13, 2021

Carolyn Godwin, Senior Administrative Analyst
Community Services Department – Library Services
Stockton – San Joaquin County Public Library
605 N El Dorado St
Stockton, CA 95219

Dear Ms. Godwin,

Thank you for considering Brodart for your library's needs. From the proposal stage through selection, ordering, and the delivery of your new library materials, you can be sure our professional team has the resources you need to successfully service your library's collection. We appreciate the opportunity to provide the Stockton – San Joaquin County Public Library with this proposal for Ongoing Library Services.

Brodart is the premier supplier of circulation-ready materials to libraries. A full-service library company since 1939, we deliver carefully selected, cataloged, and processed titles.

Brodart introduced commercial cataloging and processing services to libraries in 1958. These services have been used successfully by hundreds of public libraries throughout the United States to provide shelf-ready material for both opening day and ongoing collection needs.

Please contact Shelly Emerson, your Brodart Library Services Consultant, if you have any questions or need general information. Shelly can be contacted at 800.233.8467, ext. 6386 or via e-mail shelly.emerson@brodart.com.

We appreciate the opportunity to submit a proposal and welcome further discussions with you and the library staff on our products and services.

Sincerely,

A handwritten signature in black ink that reads "Lisa Miosi". The signature is written in a cursive, flowing style.

Lisa Miosi
Vice President of Customer Care

LM/lbc

ATTACHMENT A

EXPERIENCE

Brodart Co. is a major wholesaler to libraries in the United States as well as overseas, serving public libraries, universities, schools, and the United States Government. Libraries are able to turn to us for everything from shelf-ready books to high quality furniture, and supplies. From humble beginnings in 1939, Brodart has grown to become an international company, serving libraries from the Northwest Territories to the Pacific Rim. Brodart truly has evolved into a full-service library supply company.

Our distribution facility manages over 265,000 titles and five million volumes annually, and deals with more than 45,000 publishers. Brodart's inventory and purchasing profiles are based on the library market. We do not supply books to the retail market. Additionally, Brodart's single inventory location in Williamsport, Pennsylvania, enables us to fill orders quickly and efficiently. Our first pick percentage and total order fulfillment are among the highest in the industry.

From title selection to cataloging and processing, storage and shipping, we'll take care of the details. Brodart's team becomes "your team" from start to finish helping ensure a successful project. We partner with you from the start to evaluate your requirements and help define your specifications. We recognize that each library is unique and that services should be tailored to meet your every need.

CATALOGING AND PROCESSING

Compleat Book-Serv offers:

- item-in-hand cataloging
- customized bibliographic records in MARC format to meet your local practices
- classification tailored to fit within your library's existing collection
- customized holding records
- guaranteed full-level MARC and item records for every title received
- physical processing customized to your library's specifications

Brodart's Compleat Book-Serv cataloging and processing service provides book-in-hand cataloging and item level processing for material purchased from Brodart. Brodart will access your database via Z39.50. Our cataloging workflow includes Brodart searching your cataloging database to determine if a matching bibliographic record is present. If a matching bibliographic record is found in the database, Brodart will use Z39.50 functionality to save the record to a local file. A holdings tag will be created for each item being added to the collection following your integrated library system's MARC holdings tag mapping.

When new cataloging is required, catalogers will review, modify, and upgrade existing bibliographic records or provide original cataloging to meet your local cataloging practices. A holdings tag will be created for each item being added to the collection following your integrated library system's MARC holdings tag mapping.

After cataloging has been completed, all bibliographic records with holdings data will be saved to files which will be available to the Library via FTP or email. An email notification will be sent to library personnel so the records can be retrieved and loaded into your database. These files will be posted once a day.

In addition, Brodart can update your holdings to OCLC, if desired.

Once the cataloging records are created to your specifications the item records will be added, spine labels will be printed and physical processing will be completed.

Brodart will complete the physical processing for books as specified by the library. Pricing offered is a bundled price and includes the following: Mylar jacket (or taped labels not covered by jackets), spine label, barcode, property stamp, branch label, date stamp, Library/Literacy/Friends fund labels (when required) and label for accompanying materials (when required). All processing supplies are provided by Brodart unless otherwise specified. Additional processing options are available and will be reviewed for potential price adjustment.

COLLECTION DEVELOPMENT SERVICES

Brodart has extensive experience in providing customized collection development services aimed at fulfilling the core collection needs of new libraries. Brodart's collection development system can provide a wide variety of titles in all subject ranges for all age levels.

For adult print materials we cover not only popular, best-selling titles and well-reviewed titles, but also practical nonfiction. Publishers range from the largest corporate bodies to small and literary presses. We provide an extensive range of large type publications. For children and teens we provide recreational reading as well as materials for school support. Graphic novels are increasingly important, and we have a subject specialist on staff who reviews them book in hand and pronounces some of them "KidSafe".

We can also provide expert selection of Spanish language materials that are available through normal trade distribution channels. These include titles published originally in Spanish as well as translations of English titles. All titles are evaluated to be sure they are appropriate for U.S. libraries.

List Design and Sources

Brodart staff will describe all the options available for list design and creation. The library's staff can then decide to what degree they want to participate in the process. The library may retain total control of the specifications for each list, delegate this to Brodart, or decide to take a partnership approach. These specifications include such things as age ranges, publication dates, and bindings as well as the sources to be used to create each list.

Selection lists are produced from Brodart's extensive title database (over four million records), which is updated on a daily basis with new titles, price, and status changes. This database is indexed by hundreds of awards lists, bibliographies, review journals, lists created by Brodart staff, and lists belonging to other public library customers. These sources can be used in combination to identify available, recommended titles for consideration. There is no limit to the number of sources that can be used for one list.

The bibliographies include all the Wilson catalogs, many of the "best books" bibliographies, subject bibliographies, and other special purpose published lists. The library's staff may request that specific bibliographies be added for their use.

Awards and notable book lists are also tracked. Examples of awards available for use include, but are not limited to:

Children's:

- Alex Awards
- Boston Globe/Horn Book Awards
- Caldecott Awards
- Children's Notable Books
- Coretta Scott King Awards
- Margaret A. Edwards Awards
- Michael L. Printz Awards
- Mildred L. Batchelder Awards
- Newbery Awards
- Orbis Pictus Awards
- Pura Belpre Awards
- Quick Picks for Young Adults
- Robert F. Sibert Awards
- VOYA's Nonfiction Honor List
- VOYA's Top Shelf Fiction

Adult:

- Agatha Awards
- American Book Awards
- Book Sense Book of the Year
- Booker Prize
- BCALA Literary Awards
- Eisner Awards
- Library Journal Starred Reviews
- National Book Awards
- National Book Critics Circle Awards
- New York Times Notable Books
- Nobel Prize for Literature
- Pulitzer Prize

Review journals are particularly useful in identifying the most current titles for selection lists. The review journals currently indexed include:

- **Booklist** (indexed since 1986; full text since 1995; includes online reviews)
- **BookPage** (indexed, with full text 1999 forward)
- **Bulletin for the Center of Children's Books** (indexed and full text since 2002)
- **Horn Book** (indexed since 1986; full text since 1998)
- **Kirkus** (indexed 1986- 2009; full text 1995-2009, includes online reviews)
- **Library Journal** (indexed since 1986; full text since 1993, includes online reviews)
- **New York Times Book Review** (indexed since 1992; no full text)
- **Publishers Weekly** (indexed since 1986; full text since 1993; includes online reviews)
- **School Library Journal** (indexed since 1986; full text since 1993)
- **VOYA** (indexed, with full text since 1998).

Brodart sources have been developed by Brodart's professional staff over the years. They cover some of Brodart's special programs (e.g. McNaughton adult bestsellers, Brodart's Picks for Public Libraries,

KidSafe Graphic Novels) or areas for which we have not found a suitable bibliography (e.g. classics list, biographies of presidents,).

Other public library sources include full system holdings files, holdings for specific locations, or holdings in particular collections (e.g. easy nonfiction). These also include orders made for opening day projects and replacement lists jointly developed by client libraries and Brodart. Many of these would be available for use by the library.

Other parameters are also available to contribute to the title identification process. These include demand (sales history to other libraries), publication date, publisher, series, author, illustrator, binding or other physical format, classification, subject categories, and age ranges.

To assist libraries in identifying authors and series with current appeal and high sales demand, Brodart has developed Author and Series lists for the juvenile, young adult, and adult age ranges. These lists may be used by the library's staff to help identify current authors and series which are in demand by the library's patrons and can be used by Brodart as one criterion to create lists.

Identifying the Most Current Titles

Brodart updates the collection development system with new sources and review journal issues on a daily basis. New editions of bibliographies are added upon their publication. Awards lists are indexed immediately. Review journal issues (both indexing and full text) are available within 48 hours of release of the hard copy issue.

Availability information is also up-to-the-minute. Brodart receives out-of-print and out-of-stock-indefinitely reports from publishers on a daily basis. The title file is immediately changed to reflect that new status.

The Library's Holdings Files

Brodart often receives a copy of a library's existing holdings before any selection lists are run. This database could be used to create a number of selection lists source files. For example, one file could represent the entire system holdings and another could represent the existing collection of this branch. Brodart can use these files to eliminate titles from lists or to show holdings on printed selection lists. Orders can also be placed into a file. Brodart's automated system can eliminate duplicate titles and block titles from showing on more than one list.

If there is an existing collection, the profiling discussions will include how this effects the purchasing of new materials.

List Design and Content

Titles on selection lists are first grouped by age level (children's, teen, and adult), and then by broad subject (easy, fiction, nonfiction). The broad subjects can be further broken down into fiction genres or Dewey ranges as needed. Formats such as large print books or board books are best handled by separate lists. Mass-market paperbacks can be intermixed with other books or pulled out onto a separate list.

Out-of-Print and Must-Order-Direct Titles

Standard practice is to exclude out-of-print titles on selection lists but to include must-order-direct titles.

Must-order-directs can be interfiled with titles available from Brodart or sorted separately at the end of each list. Either way the status field shows the code MOD for must-order-direct. Orders for these titles must be placed with the publisher/supplier, but the materials can be shipped directly to Brodart for processing and storage.

Since Brodart provides so many opening day collections, our availability information on retrospective titles is excellent, thereby leading to high fill rates.

Format options for selection lists

Selection lists will be delivered electronically via Brodart's web based collection development and ordering system, Bibz.com. Another electronic option for list delivery is Excel spreadsheets.

Initial Selection Lists

Initial selections made by the vendor and/or selection lists for the library staff can be supplied within 30 days of completion of the Opening Day Collection profile and receipt of holdings file.

Enhanced Selection Services

Most libraries opt to have local staff members select from the lists produced by Brodart. However, another option for your opening day collection is vendor selection. Care is taken to ensure that the Brodart selectors understand as much as possible about the community to be served, the roles and goals of the library, and other detailed information about the library's selection policies and guidelines. Selection lists would be created based upon the parameters set by staff, not from some "canned" generic lists used by everyone. Brodart's professional selectors, all of whom have public library experience, would consider themselves to be temporary library staff and select titles just as you would, title by title. Careful consideration would be given to the existing collection and the system-wide collection when new titles are considered, as well. There is an additional charge for this professional vendor selection; please contact your sales representative for additional information.

A schedule would be set to allow adequate selection time and supplemental orders. The library staff has the option to review selections and make adjustments before orders are placed, or to simply allow orders to be placed based upon the parameters and careful planning used to create the lists.

TIPS[®]

TIPS (*Title Information Preview Service*) is designed to help your library streamline its ongoing selection process. We identify new titles, gather all pertinent information on those titles, eliminate duplicates, and present you with regular lists of new titles to consider for your collection. Three levels of TIPS are available to accommodate your specific needs. We do the legwork; you make your selections.

These profile elements, chosen specifically to meet the needs of libraries, allow you either to create a profile that mimics your current title identification and list-building process OR to explore new approaches to the collection-building process. In other words, if you currently compile lists from multiple journal reviews, we can do that for you. Or, if you would like to expand the number of sources from which you draw titles, we can monitor new titles by publisher, series, author, or illustrator.

Silver TIPS

Monthly lists of the most popular titles delivered to your online account free of charge for Brodart customers. Full-text reviews are provided when available.

Silver TIPS Program Descriptions

CHILDREN'S

Board Books for Libraries

- Formats appropriate for public library use in terms of size, shape, and materials
- Selected by our children's buyer
- Most titles due for publication within next two months

Top Children's Hardcover Titles

- Popular and high-quality books for children through age twelve
- Emphasis on picture books, but nonfiction, fiction, and graphic novels also included
- Seasonal coverage for holidays plus one topical backlist each month
- Most titles are one month prepublication

Top Children's Paperback Titles

- Best new releases for children through age twelve
- Many reprints of popular hardcovers, but also includes paperback originals, especially popular series
- Emphasis on titles classed as Easy, but also includes fiction and nonfiction
- Most titles one month pre-publication or current month of publication

Children's *KidSafe* Graphic Novels

- Graphic novels that have been reviewed book-in-hand or online and judged suitable for children through age twelve
- Titles are both popular and high quality
- Includes manga and other series, plus important single titles and nonfiction in a graphic format
- Includes a range of publication dates due to book-in-hand review requirement

Fresh Reads for Kids

- Forthcoming titles from children's favorite authors
- Primarily picture books and fiction, with some easy readers and nonfiction included
- Hardcover, reinforced, and library editions, as well as paperbacks
- Publication dates from the current month up to three months pre-publication

Children's and Teen Nonfiction Picks

- Recreational non-fiction titles for youth that may or may not be reviewed
- Hardcover, reinforced, and library editions, as well as paperbacks
- Publication dates are up to 2 months prepublication

TEEN

Top Teen Hardcover Titles

- Popular and high-quality titles for middle school and high school readers (age ten and up)
- Emphasis on fiction, particularly science fiction, fantasy, and horror; also includes nonfiction for recreation and school support
- Selected high interest/low reading level titles and graphic novels
- Most titles are one month pre-publication

Top Teen Paperback Titles

- Best new releases for middle school and high school readers (age ten and up)
- Many reprints of popular hardcovers, but also includes paperback originals, especially popular series
- Emphasis on fiction, but some nonfiction and graphic novels included
- Most titles one month pre-publication or current month of publication

Teen *KidSafe* Graphic Novels

- Graphic novels that have been reviewed book-in-hand or online and judged suitable for ages ten and up
- Titles are both popular and high quality
- Includes manga and other series, plus important single titles and nonfiction in a graphic format
- Includes a range of publication dates due to book-in-hand review requirement

Graphic Novel Reads for Teens

- Popular graphic novels for ages ten through nineteen
- Incorporates Teen KidSafe but expands the selection with other titles suitable for tweens and teens
- Includes manga and other series, plus important single titles and nonfiction in a graphic format
- Titles may be up to four months pre-publication

ADULT

Popular Reading

Blockbusters

- Hardcover titles that no public library can be without
- Adult fiction and nonfiction from the most popular authors or on hot topics
- Titles with large print runs and heavy publisher promotion
- Three to four months prepublication

Top Adult Hardcover Titles

- High demand adult popular reading
- Fiction and nonfiction from top-selling authors plus titles from promising first novelists
- Selected movie tie-ins and graphic novels
- Includes Blockbusters (available separately above) plus other titles to round out genre interests
- Three to four months prepublication

Top Adult Paperback Titles

- The best upcoming paperback titles for a popular reading collection
- Emphasis on high demand authors and titles, including titles that were New York Times Bestsellers in hardcover
- Mostly fiction but some nonfiction included
- Includes both originals and reprints, trade and mass markets
- Most titles one month prepublication

UrbanFix

- Urban fiction (aka street lit) for the adult collection
- Emphasis on African-American characters in an urban setting
- Includes titles with sex, violence, drugs and strong language
- Primarily trade paperback but some hardcovers and mass markets included
- Most titles from current month up to two months pre-publication

Christian Fiction

- Christian Fiction for the adult collection
- Emphasis on Evangelical Christian fiction; also includes Urban Christian
- Hardcover and trade paperback bindings
- Publication dates from current month up to four months pre-publication

Specialty Programs

Large Print TIPS

- Extensive list of large print offerings from all the major publishers
- Most titles are adult fiction, but adult nonfiction and some titles for young readers also included
- Most titles are two months prepublication

Picks for Public Libraries

- Practical adult nonfiction that is not likely to be reviewed
- Hardcover and paperbacks on topics such as computers, math, health, business, weddings, pet care, and more
- 125 to 150 titles per month chosen by our experienced staff
- Most titles one month prepublication

Graphic Novel Reads for Adults

- Popular graphic novels for intended for an adult audience
- Includes manga and other series, plus important single titles and nonfiction in a graphic format
- Most titles one to three months pre-publication

SPANISH

Top Spanish Titles

- The best fiction and nonfiction for native Spanish speakers
- Titles from offshore and U.S. publishers
- Focus on international authors, but also includes translations of popular U.S. titles
- Publication dates vary from two months prepublication to six months post-publication (but recently available for U.S. distribution)

Adult Spanish TIPS

- Recommended Spanish language fiction and nonfiction
- Titles from offshore and U.S. publishers; originals and translations
- Focus on fiction and practical nonfiction in hardcover and paperback
- Includes Top Spanish Titles (available separately above) plus others to expand the selections
- Publication dates vary

Children's & Teen Spanish TIPS

- Recommended bilingual and Spanish language titles for preschool through high school
- Titles from offshore and U.S. publishers; originals and translations
- Focus on picture books and nonfiction, but also includes fiction, board books, and graphic novels
- Publication dates vary

AUDIO

Top Spoken Word Audio Titles

- New releases from popular authors
- Focus on high demand titles with bestsellers and various fiction genres; some nonfiction included
- Most titles are for adults, but select children's and teen titles included
- Compact disc (both regular and MP3); more unabridged than abridged; retail editions with some library editions included
- Most titles two to three months prepublication

Diamond TIPS

Brodart's hallmark TIPS. Review-based, custom profiles for title lists with full-text reviews delivered to your online account weekly, twice monthly, or monthly. Upgrade any *TIPS* list to *Diamond* by combining any other parameters with specific review journals. There is no limit on the number of review journals per profile. For example, you want a Teen Fiction profile based on Booklist, School Library Journal and VOYA plus a list of authors. Or, you want an Adult Nonfiction profile that includes Library Journal, Publishers Weekly, and Picks for Public Libraries.

Journals available:

- Booklist (includes online reviews)
- BookPage (includes online reviews)
- Bulletin of the Center for Children's Books
- Horn Book
- Kirkus
- Library Journal (includes online reviews)
- Library Journal Prepub Alert
- Publishers Weekly (includes online reviews)
- School Library Journal (includes online reviews)
- VOYA (includes online reviews)

Diamond TIPS lists are available on a subscription basis to Brodart customers. Diamond TIPS pricing is available upon request.

FASTips[®]

Brodart offers standing orders for popular adult and youth fiction and nonfiction through FASTips (Frequent Author & Series TIPS). The profiling is very flexible and can accommodate unique needs. Most FASTips orders are based on author or series lists. Brodart offers the following lists to assist the library; however, these are not closed lists and the library can add authors or series as needed.

- Adult Authors—African-American and Urban Literature
- Adult Authors—Fiction
- Adult Authors—Inspirational
- Adult Authors—Nonfiction
- Adult Series—Fiction
- Adult Series—Graphic Novels
- Adult Series—Nonfiction and Biography
- Adult Series—Travel Guides
- Children's Authors
- Children's Series—Chapter Books
- Children's Series—Easy Readers
- Children's Series—Fiction
- Children's Series—Graphic Novels
- Children's Series—Nonfiction and Biography
- Children's Series—Picture Books and Board Books
- Teen Authors
- Teen Series—Fiction
- Teen Series—Graphic Novels
- Teen Series—Nonfiction and Biography

Other sources such as starred reviews, bestseller lists, and Brodart programs can also be used for FASTips automatic orders. Special collection areas that can be covered by FASTips include board books, large print, browsing paperbacks, travel books, and Spanish.

The library would first select the authors, series, or other criteria desired. Then they would set other parameters for the automatic order including format (bind preference), classification, age range, material types, and maximum price. The library would also set the timeframe for ordering. Three months prepublication is the current standard.

Orders can be prepared by Brodart and delivered to the library via Bibz with grids applied for branch, quantity, and other grid values. Brodart can submit the order via Bibz or share the list to library staff for review and modification if needed. Orders can then be submitted via Bibz.com or downloaded as MARC files for import into your ILS for EDI ordering. After the orders are submitted, they are visible with status information through the Order History tab of Bibz. Additional reporting can be arranged through your Customer Care Associate.

There is no charge for FASTips automatic order profiles.

Bibz•

Bibz is Brodart's online collection development and ordering tool. Using Bibz's flexible features, you can search and access relevant titles, build your own lists, select the best items for your collections, and place orders online or through your acquisitions system. Our enhanced features allow you to customize your display and manage user access and grid ordering. You can conduct simple or advanced searches quickly and easily within Brodart's title database of more than four million records. Bibz allows you to:

Item Search/Display:

- By keyword or exact search for title or series
- Within a large number of databases and resource lists
- Access one or many of the following fields as needed
 - Title
 - Contributor
 - ISBN/EAN
 - Series
 - Subject
 - Publisher
 - Availability (print and stock status)
 - Broad classification
 - Dewey or Library of Congress classification
 - Format
 - Descriptors (board book, large type, picture book)
 - Language
 - Age or grade range
 - Reading program and level
 - Publication date
 - Review journals, including number of reviews and issue date
 - Demand level
 - Price

TESTUSER87 | Sign Out | Help ?

Bibz

HOME **SEARCH** LISTS ORDER HISTORY Active List Name: Shared List 3 | Titles: 100 | Items: 0 | Total Price: \$0.00

Product: BOOKS & AV Processing Profile: ADULT BOOKS - CBS CAT AND PROC

Search: Search Search | Multiple ISBN/UPC Search | Saved Searches ?

Text Searches

ISBN(s) UPC(s)

Contributor Author Subject

Title Keyword

Series Keyword

Biographies Publisher

Databases & Resource Lists

Awards and Starred Reviews Adult Notable Books, ALA
 Agatha Award Winners
 Alex Awards
 American Book Awards

Search Criteria
 Checked boxes INCLUDE categories in a search.

Availability

Available Must Order Direct In Stock On Order

Broad Classification

Biography Easy Fiction Nonfiction Reference

Dewey Range

From to

LC Classification

From to

Formats

All Print Hardcover Hardcover Reinforced Library Reinforced Mass Paper

All Prebind Trade Paper BrodartBound-Glued BrodartBound-Sewn McNBound Prebind

All Audio Audio Cassette Audio CD Audio MP3CD Playaway Digital Audio

All Video Blu-Ray DVD

Descriptors

All Descriptors

Sort/Display Results
 Title, Contributor

Access:

- Annotations plus full-text reviews from ten journals
- Custom lists provided through the TIPS, FASTips and Collection Builder services
- Specialty lists built for public libraries
- Your library's holdings by ISBN
- MARC records
- Order History to view item status
- Invoices

Build:

- Your own selection lists and orders
- Selection lists to be shared with others in your library
- Local notes for others in your library to see

Manage:

- All selection lists, including shared and special
- User access, determined by your administrators
- Prevention of duplicates according to your preferences
- Grids—create templates and revise at your convenience

Order:

- With grids reflecting your branch/location codes, collection codes, item types, and funds
- Directly via the Web
- Import records into your ILS for EDI ordering
- Access the order history for all of your accounts

Additional Functionality


Sort sequence: Titles in search results and lists default to Title/Author sequence and can be resorted according to your preference.

Duplicate checking: Bibz provides automatic duplicate checking against all your lists and orders. Icons indicate whether the title is in another list or on a submitted order. In addition, these icons link directly to Duplicate Detail screens. Duplicate check options are also available when adding a title to a list. The user can set the preference for the level of duplicate checking (e.g. do not alert on duplication, check for duplicates in the target list by ISBN, check for duplicates in all lists by ISBN, etc.). In addition to these features, it is also possible to check duplicates for an entire list.

Administrative functions: Users can be designated as administrative or non-administrative. Administrative users are empowered to:

- Create and remove users and assign new passwords
- Grant user access privileges for assignment of accounts/processing profiles, branches, and funds, as well as order submission
- Create families and assign membership in those families
- Set grid values and create grid templates, assigning them to specific users
- System settings allow the interfacing to your Integrated Library System for holdings lookup

MARC record options: Records may be downloaded for orders according to your needs. Save them to your local computer or deliver to your ILS FTP site. Our flexible MARC mapping tool enables us to customize your on-order bibliographic records and item records.

Order History: Access all of your orders submitted to Brodart, regardless of the order source. A summary is provided indicating item status. Orders may be searched and sorted to provide quick reference of specific details. Each order can be opened to show title level detail with current status information such as shipped, in process, back ordered, cancelled, etc.  allows you to download brief MARC records for orders submitted online.

HOME SEARCH LISTS ORDER HISTORY
Active List Name: [Elephants Spanish](#) | Titles: 3 | Items: 3 | Total Price: \$41.93

Search Type: Orders Titles Invoices SEARCH CLEAR ?

Product: BOOKS & AV Search For: Select Date: Display Past 24 Months

[44] Matching Items Were Found

Action: [Generate Print Friendly PDF](#) APPLY

		Search Totals					
Titles:	576	Cancel:	2				
Quantity:	647	Shipped:	645				
Open:	0	Item List:	\$10,887.93				
In Process:	0	Item Net:	\$8,173.75				
Reserved:	0	VAS:	\$0.00				
On Order:	0	S&H:	\$0.00				
NYP:	0	Total:	\$8,173.75				
On Hold:	0						

Order Name ▲	Order Date ▼ Order No.	Order End ▼ Status	Owner ▲ PONumber ▲	Product ▲ Order Type ▲	Service ▲ Order Source ▲	Titles/ Qty	Shipped/ Processing	NYP/ On Order	Cancel/ Reserved	On Hold/ TotalPrice
2016-16 TX Bluebonnet Award Master List	02-25-2016 1192590	04-22-2016 CLOSED	ICIPRIANI TLABE	BOOKS	Items Only Online	20 20	20 0	0 0	0 0	0 \$266.68
adult literacy for marketing	11-11-2015 1159413	01-07-2016 CLOSED	JBROWN ALAMV1	BOOKS	Items Only Online	14 14	14 0	0 0	0 0	0 \$222.47

Invoices: Access your PDF invoices from Order History

HOME SEARCH LISTS **ORDER HISTORY** Active List Name: NONE | Titles: 0 | Items: 0 | Total Price: 0

Search Type: Orders Titles Invoices

Invoice Number: Purchase Order Number: Bill To Account Number:

ISBN/EAN/UPC: Packing Slip Number: Ship To Account Number:

Date:

[52] Matching Invoices Were Found

Action:

View Document	Invoice Number	Document Id	Document Date	Purchase Order Number	Packing Slip Number	Bill To Number	Ship To Number
	B5134227	9441023	10-18-2017	17SNF05	104614597000	420202	4202026
	B5134217	9440908	10-18-2017	17DVD0607	104614596000	420202	4202026
	B5134057	9440415	10-18-2017	18JDVD09	104612558000	420202	4202026

PACKING, SHIPPING, AND DELIVERY

Packaging and marking of shipments

Our boxes are made of heavy corrugated cardboard and are extremely durable. We take special care when packing your order. Larger items are packed first, then smaller ones, packed spine-to-spine to prevent damage. The number of items, their thickness, and weight determine the size of the box used for packaging. Boxes are filled with thin newspaper-type brown paper. Shipping labels are covered with clear plastic tape and are applied to the top of every box. Boxes are sealed with tape that is constructed of paper, string, and glue. Boxes within a shipment are numbered (i.e. 1 of 6, 2 of 6, etc.) and indicated on the top of each box.

Method of shipment and shipping charges

Brodart's single inventory location in Williamsport, Pa. enables us to fill orders quickly and efficiently. Shipments are sent via best method (common carrier, USPS, or UPS Ground) and designated for inside delivery.

Delivery

Brodart will make the initial shipment of items from inventory, for each purchase order, within two to three days from order release date for items requiring automated cataloging and/or processing and one to two days for items without cataloging and/or processing. Backorders can be picked frequently—even weekly. We suggest that you allow your orders to remain open for a period of 60-90 days to facilitate receipt of these items. Any items not received during this time period will be cancelled and reported on monthly cancellation notices.

MANAGEMENT REPORTS

Brodart can provide a number of reports to assist the library with monitoring the status of materials supplied by Brodart. Samples of all management reports are available upon request.

Confirmation Report

Confirmation of titles ordered can be supplied to the library when orders are entered. The Confirmation Report will include the author/editor, title, ISBN, list price, discount, extended price, and status (not yet published, out of print, must order direct) and is available via e-mail or FTP. The confirmation reports are generated by account number, and titles will be arranged alpha by author or by title. Orders transmitted via EDI will receive an EDI acknowledgment within an hour stating the status of each item ordered. Web site orders transmitted through Bibz, Brodart's online collection development and ordering tool, will receive same-day order status information.

On-Order Title Status Report

Brodart offers a number of options for receiving order status information. The Order History tab in Bibz allows the library to access not only orders that have been submitted through Bibz, but also orders submitted to Brodart via EDI, telephone, or any other order method. A summary is provided indicating current status (entered, booked or closed). Orders may be searched and sorted to provide quick reference of specific details. Each order can be opened to show title level detail with current status information such as shipped, in process, back ordered, cancelled, etc. This can be used in place of or in conjunction with confirmation, status and cancellation reports.

If preferred, the library can receive order status information via Brodart's On-Order Title Status Report. This report will identify, by account number, the status of outstanding titles on order. This report includes the ISBN, quantity ordered, author, title, customer purchase order number, list price and order date. The On-Order Title Status Report is available weekly, monthly, or upon request via e-mail or FTP.

Cancellation Reports

Brodart will notify all libraries of cancellations on a title-by-title basis. The Cancellation Report will include the ISBN, quantity ordered, author, title, list price, purchase order number, and the reason the title was cancelled. Cancellation reports are available weekly or monthly via e-mail or FTP.

Invoices

Brodart offers a number of invoicing options:

- an invoice to match every packing slip
- a consolidated weekly invoice
- a consolidated monthly invoice

Brodart's invoices are available in duplicate and include the title, author, ISBN, publisher, published date, quantity, list price, discount, unit price, and extended price, as well as your purchase order number. Cataloging and processing charges can be either billed on a separate invoice or listed on an item invoice as a separate line item. Invoices are available in paper or electronically via e-mail or FTP. EDI formatted invoices are available for orders sent to Brodart in an EDI formatted purchase order transaction. Our payment terms are net 30 days from the date of the invoice.

CREDITS AND RETURNS

Any item received damaged, defective or not as ordered (wrong title supplied, short shipment, etc.) will be replaced or a credit will be issued. All contractor errors will be handled in this manner. Requests to return items for any other reason will be handled on an individual basis. While we make every attempt to satisfy our customers regarding defective items, we ask that items showing normal wear and tear not be returned.

CUSTOMER CARE

At Brodart, the sale does not end with delivery of the product. We value an ongoing, supportive relationship with your library. Our Customer Care staff is happy to answer any of your questions or provide any additional information you may need. Your Customer Care Associate is available by calling 800.474.9802.

ATTACHMENT B



PRICING PROPOSAL

STOCKTON – SAN JOAQUIN COUNTY PUBLIC LIBRARY

DISCOUNTS

Items will be supplied for the Stockton – San Joaquin County Public Library at publisher's list price less the following discounts:

<u>FORMAT</u>	<u>DISCOUNT</u>
Trade Hardcover Editions	45.5%
Non-Trade Hardcover & Paperback Editions (short discount)	11.0%
Publisher's Library Editions	20.5%
BrodartBound	20.5%
Hardcover Reinforced Editions (School & Library)	40.0%
Trade & Mass Market Paperbacks	40.0%

Titles for which Brodart receives minimal or no discount, and/or the publisher requires prepayment, will be invoiced at the non-trade discount (11.0%) or invoiced at the publisher's list price.

CATALOGING & PROCESSING

Pricing is based on the selected cataloging service and the stated processing components. Additional cataloging and processing components are available upon request. All prices are applied per book.

<u>SERVICE OPTIONS</u>	<u>PROCESSING COMPONENTS</u>	<u>PRICE PER BOOK</u>
Compleat	Pricing includes Mylar jacket (or taped labels not covered by jackets), spine label, barcode, property stamp, branch label, date stamp, Library / Literacy / Friends fund labels when required, and label for accompanying materials when required. Cataloging, linking and physical processing (includes full-level MARC record or a Brodart full-level original MARC record)	\$3.75

REINFORCEMENT SERVICES

<u>SERVICE OPTIONS</u>	<u>PRICE PER BOOK</u>
BrodartGuard (Paperback reinforced with laminate)	\$2.00
BrodartConvert (Paperback conversion to hardcover)	\$4.50

Additional processing options are available upon request. All prices are applied per book.

COLLECTION DEVELOPMENT SERVICES

The Stockton – San Joaquin County Public Library may select any of the following Collection Development options.

<u>SERVICE OPTIONS</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
Collection Builder	Customized selection lists	No charge
FASTips	Standing orders	No charge
TIPS, online	Lists posted to your Bibz account	No charge
TIPS, Silver	Standard specialty selection lists	No charge
TIPS, Diamond	Customized selection lists	Up to 3 profiles for \$100 monthly Up to 8 profiles for \$200 monthly Up to 15 profiles for \$300 monthly

SHIPPING AND DELIVERY

<u>DESCRIPTION</u>	<u>PRICE</u>
Processed material shipments will be made by best means (USPS, common carrier or UPS ground) and will arrive prepaid for inside delivery.	2%

NOTE

Publisher's list prices are subject to change without notice. The above pricing and discounts will remain in effect through 12/31/2021.

CATEGORY/BINDING DEFINITIONS

Brodart Co., Books & Library Services

Trade Hardcover: Published with a glued binding and a hardcover. Trade hardcover editions are usually current fiction or nonfiction and are generally published for the average consumer. Publishers promote and advertise these titles more aggressively and print runs are greater than the norm.

Juvenile Trade Hardcover: Published with a glued binding and a hardcover. Current popular fiction or nonfiction books designed for children, usually with subject matter of broad appeal. Publisher promote and advertise these titles more aggressively and print run are greater than the norm.

Publisher's Library Reinforced: Published with a high quality, usually fanned, sewn and glued binding. Sometimes known as a "School" or "Library" binding. This binding has the durability required in a high use library setting and is usually reserved for children's materials. All publisher library reinforced editions will receive the discount quoted in this category.

Hardcover Reinforced: Published with a durable fanned and glued hardcover binding that may or may not be sewn. Also known as "Single Reinforced", "School" or "Library" binding. Subject matter may be directed at adults or juveniles (though they are usually reserved for children's materials) and may be fiction or nonfiction.

Non-Trade Hardcover: Published with a glued binding. Subject matter such as technical, reference, scientific, medical publications, retrospective titles, titles published by a small press for adult and juvenile readers, and/or titles on which Brodart receives minimal or no discount. Publishers whose titles have limited sales volume and those who are not in compliance with Brodart's purchasing requirements may be in this category.

University Press: Hardcover and paperback selections from publishers that are associated with universities of higher education.

Trade Paperback: May also be known as a trade paper or quality paperback for popular and current trade titles published with a paper cover. The quality of the paper and printing in trade and quality paperbacks is usually high.

Mass Market Paperbacks: Mass market paperbacks are paperbacks sized to fit standard retail display racks; trade paperback have larger page sizes. Trade discounted paperback editions are generally published for the average consumer with subject matter of broad appeal.

Non-Trade Paperbacks: Published with a quality paper cover. Subject matter such as technical, reference, scientific, medical publications, retrospective publications, small presses for adult and juvenile readers and paperback titles on which Brodart receives minimal or no discount, publishers that require prepayment. Publishers whose titles have limited sales volume and those who are not in compliance with Brodart's purchasing requirements may be in this category.

BrodartBound: Turtleback's high-quality bindings significantly extend the life of a book by using the finest materials and processes in the industry. More durable double-fan adhesive or sewn binding replaces the publisher's original binding. The publisher's colorful, illustrated paperback cover is scanned, digitized, and reprinted to produce new cover sheets that are wrapped around heavy hardback board.

BrodartConvert: Originally published in paperback and converted to hardcover.

BrodartGuard: Paperback reinforced with a 10-mil (2-mil spine) laminated cover.

Playaway Digital Audio: Audio content provided on an independent player.

Spoken Word Audio: Recorded reading of a book in abridged or unabridged form on compact disc format. Also known as audiobook.

DVD: Optical disc storage media format used for playback of movies with high video and sound quality.

Blu-ray: Optical disc storage media format used for playback of movies with high definition video and audio as well as advanced interactive features.



**PROPOSAL ACCEPTANCE
STOCKTON – SAN JOAQUIN COUNTY PUBLIC LIBRARY**

Please sign and date below if you wish to accept Brodart's proposal.

Harry Black
Printed Name

City Manager
Title

Email Address

H. Black
Signature

(209) 937-8212
Phone

8/5/2021
Date

Please return the completed form to the following address or email to bids@brodart.com:

Brodart Co.
Attn: Lori Copp
500 Arch Street
Williamsport, PA 17701

Upon receipt of the signed Proposal Acceptance form, a Brodart representative will be in contact with you to discuss implementation of the proposed services.

To ensure these discounts remain in effect for the duration of your project, please complete and return this Proposal Acceptance form no later than 6/30/2020. Brodart reserves the right to renegotiate discounts if the Proposal Acceptance form is not returned by this date.