ORDERING

I. CONSIDERATION FILES

A consideration file is vital to every school media center. As materials are reviewed from selection aids, order request cards or temporary “order carts”, depending on the type of selection aid, should be filled out for materials being considered for purchase. The review source should be recorded on the order request card. For new materials, it is recommended that two reviews be consulted before deciding to purchase the material.

II. ORDERING PROCEDURES

1. Books and audiovisual material:

Materials are selected at the building level, but ordering is done through the central Media Services office. Following are the procedures for ordering:

1. Using selection aids and your building collection needs, determine items to be ordered. For guidance see the TPS Materials/Resources Selection regulation.

2. Fill out a 2-part order request card, either book or AV. (See examples at end of section.) Keep the pink slip and submit the card as your request. A list is not needed.

3. Include the correct ISBN for each book you are ordering.

**Please note:**

1. The book that matches the ISBN is shipped. If it is incorrect we receive whatever book the number indicated. The title is verified but not necessarily the edition.

b. The ISBN changes as the edition and binding changes (e.g. paperbacks, library bindings, trade editions, revised editions will all have different numbers).

4. The order request cards for “reference” and “professional” books should have Ref or Prof marked in the upper left corner for proper cataloging/processing. Also any special instructions pertaining to cataloging and processing should be noted on the order card. For example: “Catalog as a set” or “catalog as individual volumes”.

5. When submitting book orders, group them by priority, and then put them in alphabetical order by title. Most books will be ordered through Baker and Taylor, but some are ordered direct or through another jobber, depending on discounts. Only Baker and Taylor supplied books come partially pre-processed. They have some priority, because of the speed with which they can be entered into the library system and sent to the schools.

6. When submitting orders for audiovisual materials, separate the cards by company and write the name and address on the back of the first card in the stack. Many audiovisual materials are ordered direct, but Baker & Taylor supplies many DVDs and Audio CDs.

7. If you feel it would be best, or you are required, to get approval from the building principal, you should have them sign an “Order Enclosure” to send with each order. It is good practice to inform your principal of the effort you make to order materials. (See example at end of section.)

8. Submit all orders to Christine Falk, Media Services, TPS Service Center. The Coordinator of Media Services reviews and approves all requests before they are ordered.

9. All order requests are usually ordered as soon as they are received and can be processed through the TPS business procedures. There is some delay in the Fall as it is impossible to order and process the “July” orders for every school at one time. And budget issues can also slow this process. If you need items as soon as possible, send that information with your order.

10. Amounts are subtracted from each school’s media budget and an accounting is sent to each library media specialist and principal at the first of each month of the regular school year.

11. Order request cards for titles we cannot get are returned to you with a code in the upper right hand corner indicating why the order was not filled.

For books:

“**OP**” means the item is currently out of print and unavailable.

“**OS**” means the item is out of stock, either at the jobber’s or the publisher’s. Reorder if this title is still needed.

“**C**” means the company, because of incorrect ordering information, canceled the item.

“**NYP**” means the item is not yet printed and unavailable.

**Additional information concerning the non-receipt of the material will be written on the returned card when such information is available.**

12. “Out of stock” books will be automatically reordered once. It is hoped that this will solve part of the problem of “out of stock” cancellations on high priority items. Please note that this may mean a further delay when notifying you that the book is unavailable.

13. “Out of stock” audiovisual materials will not be reordered. The request card will be returned to the media specialist for reconsideration.

14. Amounts charged to the school’s media budget for canceled items will be added back into those budgets.

1. Magazines and newspapers:

Magazine and newspaper orders for the following year are submitted to the Media Services office during Spring semester, as advised by notice. Forms and further information are provided at that time.

1. All magazine orders are submitted at once for price quotes from suppliers. Paperwork and exact prices are provided to the library media centers after we receive invoices in June.
2. Magazine subscriptions are ordered to run from August 1st of one year to July 31st of the next year.
3. Magazines are ordered shipped directly to the school address and should be delivered in the U.S. Mail.
4. When magazines are not being received in the fall, consider (1) new subscriptions often take several weeks, or even months, to start, (2) some issues do not begin with an August issue, or are quarterly. If you are not receiving magazines as you should, contact Christine Falk in the TPS Media Services office..
5. The cost of the magazine order for the next year, figured from the quote, is deducted from the current year’s budget.
6. The following guidelines should be considered when ordering magazines:
7. Magazines are not ordered for departments out of the media center budget, although a representative collection of magazines covering the curriculum is important. Teachers may want to make suggestions in special areas, such as foreign language.
8. The amount of expenditure for magazines is determined by the individual media specialist and principal.

c. The amount to spend on magazines must be planned for the end of the budget year. There should be enough left over in March to cover magazine orders.

1. Newspaper requests for the next school year are turned toward the end of the school year.
2. When ordering newspapers, specify a delivery address. If so desired, the newspapers may be delivered to the media specialist’s home or other address because newspapers sent to school are often lost.
3. Newspapers are ordered at the beginning of the next budget year (usually July 1) and the cost is deducted from the new year’s budget.
4. Pink copies of the purchase orders for magazines and newspapers are sent to the school. Sign and return these pink copies to the Accounts Payable Department, Pod F, Burnett Center, when the subscriptions have started. Check with whomever does the “bookkeeping at your school” to find the pink copies if they are not given to you.
5. Subscription On-line Research Resources:

Subscriptions to On-line Research Resources are managed by the Coordinator of Media Services. These are bundled and ordered with the expense charged as needed to the individual school library media centers, with permission from the library media specialists.

1. Access to these resources is provided through the TPS desktop management system and Destiny.
2. In most cases subscriptions run from January 1 to December 31, in order to give time in the Fall to make decisions regarding funding and continuance.
3. Supplies and miscellaneous items from central Media Services supply budget:
4. On 8 1/2” x 11” paper or in an email, with the supplier and address noted at the top of the page, list quantity, item or supply (including order number if available), and cost.
5. Submit this list to Christine Falk, in the Media Services office. She will supply you with exact costs, if there is an issue.

3. Supplies, etc., will be ordered as soon as possible and the cost will be deducted from the media center’s budget.

1. To order supplies that are furnished through the Media Services office with no charge to the media centers, contact anyone in the office.

III. ORDERING SCHEDULE

1. Spend a large amount of your media center budget as early in the year as possible because back orders can cause delays of months and credit for cancellations take time.
2. You may order any time, but listed below is a tentative timetable for ordering materials from regular media budgets. It is important to follow this schedule so that materials can be processed and cataloged in an orderly manner.

**September**...Subscription On-line Reference Resources

**October-November** Book and other materials orders

**January-March**...Minor book and materials order. (ALA Youth Media Awards, William Allen White and Bill Martin Jr. titles and materials to spend rest of budget except for magazine allowance.)

**February**...Magazine order for the next school year.

**April**  Orders to finish spending any money still left in the budget

**May 20**...Major elementary and secondary materials order for the coming year. Newspaper orders.