

PURCHASING LIBRARY BOOKS AND MATERIALS

Library Books and Materials are defined by being marked “Library Loan” and made available upon request:

1. Hardcover books
2. Paperback books
3. Sheet music
4. Periodicals, that is, publications that appear at regular intervals of less than one year on a continuing basis for an indefinite period
5. Pamphlets and other printed and published materials
6. Microfilm
7. Sound recordings
8. Processed slides
9. Video tapes, DVDs
10. Transparencies
11. Kinescopes
12. Maps
13. Charts
14. Globes
15. Pictorial works, including pictures and picture sets, reproductions, graphic works
16. Any other audio/visual materials of a similar nature.

EXCEPTIONS TO LIBRARY BOOKS AND MATERIALS

Items 1, 2 and 3 that meet the definition of Library Books and Materials can also be defined as Textbooks if they are required for use as a text or text substitute in a particular class or program.

ENTERING YOUR REQUISITION

Library Books and materials are eligible for **State Aid**. Therefore, it is important to code your requisitions for these items correctly to account code “5380” and to use general “A” funds. You must also use the program code “2610”.

Library book orders are the only exception to the rule regarding attached lists when entering a requisition. You may attach a list if you are ordering over 50 titles. In this case, mark your requisition: Library Book Order – Do Not Exceed. Enter a quantity of (1) and enter your total price on your description page.

Most library vendors are on State Contract. They will give us a discount and do not charge for Shipping & Handling. This information should be available through the vendor when obtaining your quote. If you are unsure, please contact Megan Cross in Purchasing at 262-8756 or email Megan.Cross@rcsdk12.org