



Mid-Continent Public Library
15616 E. 24 Hwy
Independence, MO 64050
816.836.5200

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REQUEST FOR PROPOSAL
ISSUED BY MCPL
FOR PRIMARY VENDOR OF
PRINT, AND/OR AUDIO-VISUAL MATERIALS

TIMELINE

Issue Request for Proposal	March 1, 2024
Deadline for submission of Vendor's written clarification questions	March 8, 2024
Deadline to receive proposals	March 22, 2024
Required Vendor interviews	April 19, 2024
Notice of award issued	May 1, 2024
Final contract signed	May 10, 2024
Implementation of contract	July 1, 2024

Issue Date:
March 1, 2024

Proposals to be submitted to:
Library Materials Vendor RFP
Attn: Susan Wray
Mid-Continent Public Library
15616 E. 24 Hwy
Independence MO 64050

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SECTION 1

Mid-Continent Public Library [MCPL] desires to solicit proposals relating to the purchase of library collection materials and related services. Section 1 provides general background, proposal instructions and award information.

1.1 BACKGROUND

1.1.1 MCPL is a library system consisting of 33 branch locations and the Administrative Headquarters building. One branch, the Midwest Genealogy Center, is not included in this RFP. MCPL serves a population of nearly 800,000 in Clay, Platte and Jackson counties. Our FY 2023/2024 budget for print materials is \$3,000,000 and AV material is \$417,000.

1.1.2 MCPL currently uses the SirsiDynix Symphony version Symphony SaaS 3.7.1 [ILS] and Bibliotheca to provide our RFID tags.

1.1.3 Print Collection Description. [Addendum A]

Adult Fiction	Young Adult
Adult Nonfiction	Juvenile

1.1.4 Audio-Visual Collection Description. [Addendum B]

DVD's: Adult and Children
Blu-Ray: Adult and Children
Fiction and Nonfiction Audio Books: Adult, Teen and Children
Music CD's: Adult and Children

1.2 SCOPE OF RFP

1.2.1 MCPL desires to solicit proposals for primary Vendor/s of our print and/or audio-visual material. The information submitted in the proposals will be used to evaluate and qualify Vendors to supply our library materials. The selected Vendor/s will be MCPL's first option for print and/or audio-visual materials for a period of three (3) years, starting July 1, 2024 and continuing until June 30, 2027 with a 1-year renewal option. MCPL will continue to evaluate all Vendors' pricing, processing, and customer service on an annual basis.

1.2.2 MCPL's primary Vendor is defined as our Collection Development Librarians' first choice when curating materials for our general collection. Purchasing will be contingent on factors including, but not limited to: available stock in assigned warehouse/s, number of copies pre-ordered, and the vendor's ability to ship the material early enough for MCPL to receive before street date.

1.2.3 Vendors have the options of submitting a proposal for any one or all print collection areas found in section 1.1.3 and any one or all audio-visual collection

areas found in section 1.1.4. If a Vendor is submitting a RFP for both print and audio-visual materials, then the proposal must be presented in two parts, one covering the requirements for print items and one covering the requirements for audio-visual items.

- 1.2.4 Vendors can assume all information and requirements within this RFP apply to both print and audio-visual material unless otherwise specified.
- 1.2.5 Vendors and MCPL will sign a Service Agreement (Exhibit A)

1.3 GRATUITIES AND KICKBACKS

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or for any employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application for this RFP.

1.4 FORMAT OF PROPOSAL

- 1.4.1 Proposals must provide a straight-forward, concise description of Vendor capabilities to satisfy the requirements of the RFP. Emphasis of the RFP should be on clarity, accuracy, and completeness of content.
- 1.4.2 For the proposal to be considered by the Recommendation Team, Vendors must accept and comply with every numbered requirement in this RFP. Responses must follow the same format as the RFP and begin with an Executive Summary. If a Vendor is submitting proposals for both print and audio-visual materials, then a second proposal for audio-visual responses will follow the same format as the RFP including a separate Executive Summary.
- 1.4.3 Company Qualifications
The RFP must include the Vendor's full company or corporate name and the URL for the Vendor's website. The Vendor should also provide a brief history/description of the company including, but not limited to, years serving the library community, number of warehouses, and publishers and/or producers for whom they distribute.
- 1.4.4 Executive Summary
Vendor will provide a summarization of the key points of their proposal or proposals if they are submitting RFP's for both print and audio-visual. The Executive Summary may not exceed two (2) pages per proposal.
- 1.4.5 Descriptive Literature and Attachments

Descriptive literature and attachments must be numbered and included in the appropriate segment of the proposal, e.g., sample invoice would be numbered 3.2.5.1

If the Vendor cannot provide the documentation requested within the proposal by the proposal deadline, the proposal response will be rejected.

MCPL reserves the right to request additional documentation after the proposals are received.

1.5 SUBMISSION OF PROPOSAL

Submit one (1) original copy of your proposal in person or by U.S. Mail to the address provided below. Four (4) additional copies can either be included with the original or sent by email to the recommendation team whose emails are provided below. Submitted print proposals must be included in a sealed envelope and may be bound in spiral or 3-ring binders. All proposals must be submitted no later March 22, 2024 4:00 p.m. CST. No proposal will be accepted after the deadline.

Library Materials Vendor RFP
Attn: Susan Wray, Assistant Director and COO
Mid-Continent Public Library
15616 E. 24 Hwy
Independence, MO 64050

Recommendation Team

Susan Wray	swray@mymcpl.org
Jeremy Willmoth	jwillmoth@mymcpl.org
Bee Love	blove@mymcpl.org

1.6 TIMELINE

Issue Request for Proposal	March 1, 2024
Deadline for submission of Vendor's written clarification questions	March 8, 2024
Deadline to receive proposals	March 22, 2024
Required Vendor interviews	April 5, 2024
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Implementation of contract	July 1, 2024

1.7 RFP QUESTIONS

MCPL shall not be bound by nor shall the Vendor request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to:

Susan Wray swray@mymcpl.org

Questions received before the deadline to submit written clarification will be answered in writing per the Timeline in Section 1.6. Answers to questions from any Vendor will be provided to all Vendors.

1.8 VENDOR INTERVIEWS

The team responsible for awarding the contract/contracts will invite the Vendors that meet all of the requirements found in Sections 2 and 3, to a virtual meeting to present additional information on exclusive products/services and give the awarding committee an opportunity to interview the Vendor applicants. Vendors will be allotted a total of 30 minutes- 10 for a presentation and 20 minutes for Q&A. Vendors who fail to attend the interview will have their RFP's disqualified from consideration.

1.9 AWARDING THE CONTRACT/S

1.9.1 A Committee consisting of MCPL's CFO, COO, Collection Management Services and Technical Services Manager will evaluate the proposals and award the contract/s.

The contract/s will be awarded to the best Vendor based on the judgment of the awarding committee.

1.9.2 Proposals are evaluated using criteria that may include:

- Collection Development Services and costs
- Cataloging and Processing methodology
- Qualifications and expertise of the key personnel to be assigned to MCPL
- Service costs and product discounts
- Vendor Website
- Vendor's record keeping and billing process
- Vendor's ability to satisfactorily handle the volume of orders and the quantity of copies
- Access to multiple Vendor warehouses, if applicable, for order fulfillment
- Record of past performance
- References
- Value Added Criteria [services exclusive to your company]

- 1.9.3 The terms and conditions for the contract award imposed herein shall govern in all cases. Conflicting terms or conditions submitted by the Vendor may constitute sufficient grounds for rejection of the proposal.
- 1.9.4 If two or more Vendors submit identical proposals, MCPL will make the award to the Vendor of its choice. Decisions made by the awarding committee will be final.

SECTION 2

The general conditions and provisions that are mandatory for a Vendor to be eligible to become MCPL's primary print and/or audio-visual materials provider are documented in this section.

- 2.1 Vendors must provide three [3] references from library systems serving a similar population size and/or number of branches. References should include: a contact name, email and telephone number, the name of the library system and how long the Vendor has served this account, and annual fill rate. [Addendum E]
- 2.2 Vendors must submit or already have on file with MCPL an Employment Eligibility Verification Form [Department of Homeland Security. U.S. Citizenship and Immigration Services-USCIS Form I-9].
- 2.3 The Vendor must support Enriched EDI and 9xx for ordering and invoicing.
- 2.4 The Vendor must have experience with other libraries that use SirsiDynix Symphony as their ILS.
- 2.5 The Vendor must supply MCPL with sample selection lists based on criteria provided in Addendum A and B of this document. The Vendor will also supply discount pricing and a comprehensive list of collection development services and any associated costs for these services. [Addendum C]
- 2.6 The vendor must provide both samples of bibliographic records and fully processed print and/or AV items to demonstrate the quality of labels and ability to follow MCPL specifications. The Vendor will also supply pricing for comprehensive OCLC records and processing costs. [Addendum D]
- 2.7 This proposal must be signed by a duly authorized official of the proposing company.
- 2.8 Proposals in response to this RFP shall indicate that they are valid for a period no less than 120 days from the closing date.
- 2.9 MCPL reserves the right to request changes to key Vendor personnel with whom the library system regularly interacts [examples include, but are not limited to: local Vendor representative, collection development staff, Project Manager, and technical services/processing staff].

- 2.10 Upon being awarded the contract, the Vendor/s and MCPL will establish a regular [as determined by MCPL] meeting between key Vendor and library personnel i.e. conference calls, virtual meetings, and/or site visits.
- 2.11 MCPL reserves the right to terminate all or any part of a contract by giving notice of default to the Vendor if the Vendor fails to comply with any of the required provisions of this RFP or if the Vendor becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, MCPL's liability will be limited to the payment for goods and services delivered and accepted as of the date of termination.
- 2.12 MCPL reserves the right to postpone or cancel this RFP or reject all proposals if, in its judgment, it deems it to be in the best interest of the Library to do so.
- 2.13 MCPL shall not be liable for any costs incurred by Vendor in the preparation of proposals or for any work performed in connection therein.
- 2.14 The final contract must include a provision allowing for termination should MCPL's Governing Board of Directors not include funding for print and/or audio-visual materials and outsourced processing in the annual budget.
- 2.15 Failure to complete or provide any of the information required by this Request for Proposal, including references, and/or additional information as indicated, may result in disqualification by reason of "non responsiveness".
- 2.16 Exceptions or deviations to this proposal must not be added to the proposal pages but must be on Vendor's letterhead and accompany proposal. Should the Library omit anything from this RFP which is necessary to a clear understanding of the work or should it appear that various instructions are in conflict, then the Vendor shall secure written instructions from the MCPL at least forty-eight [48] hours prior to the submission deadline. [Direct all inquiries by email to Susan Wray at swray@mymcpl.org]
- 2.17 Discussions may be conducted with any Vendors who have submitted a reasonable proposal for the purpose of clarification to ensure full understanding of, and conformance to, the solicitation requirements. Vendors will, in all instances, be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conduction of discussions, there will be no disclosure of the identity of competing Vendors or any information derived from proposals submitted by competing Vendors.

SECTION 3

Section 3 provides the specific scope of products, services and technical requirements that are mandatory for a Vendor to be eligible to become MCPL's primary print and/or Audio-visual materials provider.

3.1 COLLECTION DEVELOPMENT SUPPORT

3.1.1 Key Personnel and Customer Service

3.1.1.1 The Vendor shall designate a sales representative to serve as the Vendor's representative to MCPL.

3.1.1.2 The Vendor shall designate a cataloging and processing representative to serve as the Vendor's representative to MCPL.

3.1.2 Vendor Website

3.1.2.1 The Vendor shall operate a website that, at minimum, provides MCPL with:

Print Materials-ISBN, bibliographic information, real-time stock availability, edition, reprint, Dewey [if applicable], full-text professional reviews when available, Book Industry Standards and Communications [BISAC] codes, jacket covers, retail and discounted price of the item.

Audio-visual Materials-Parental Advisory warnings, release date, ISBN [if applicable] running time, genre categories, UPC number, indication of abridged or unabridged, bibliographic information, edition and cover art.

3.1.2.2 The Vendor website should provide MCPL with the ability to create login specific shopping carts that can be managed by a central MCPL administrative account.

3.1.2.3 The Vendor website must be capable of linking to MCPL's online catalog.

3.1.3 MCPL Collection Profile

3.1.3.1 The Vendor and representatives of MCPL will create a Collection Profile including, but not limited to, the library's collection development policies and practices, current and future collection development goals, and the scope of the library's general and special collections and cancellation periods as determined by MCPL based on individual collection types.

3.1.3.2 The Vendor will provide a copy of MCPL's Profile to a representative of the library annually.

3.1.3.3 The Vendor and MCPL will review the Profile annually, but MCPL reserves the right to make Profile changes as needed and

an updated copy of the Profile shall be sent to the library's representative reflecting each change to the document.

3.1.4 Selection

3.1.4.1 The Vendor shall provide lists of recommended pre-published material based on criteria provided in Addendums A and/or B.

3.1.4.2 The Vendor shall provide lists of recommended material [older titles, recently published/produced, or pre-publication/release], for special collection development projects based on the criteria provided by MCPL staff.

3.1.4.3 MCPL will have access to stock from multiple warehouses [if applicable] without incurring additional costs.

3.1.5 Fill Rate

3.1.5.1 Vendor must provide annual statistics on order fulfillment.

3.1.5.2 Vendor must provide monthly reports of cancellations and backordered items.

3.1.6 Automatic and/or Standing Order Plans

The Vendor shall offer the ability to place standing orders.

MCPL must be able to add or cancel any title/series at any time.

The Vendor must also provide a way to place claims for standing orders that were not received.

3.2 TECHNICAL SERVICES SUPPORT

3.2.1 Key Personnel and Customer Service

3.2.1.1 The Vendor shall designate a sales representative to serve as the Vendor's representative to MCPL.

3.2.1.2 The Vendor shall designate a Processing and Catalog representative to MCPL.

3.2.1.3 The Vendor shall designate a customer service representative to resolve all problems or concerns regarding ordering, processing, shipping, and invoicing.

3.2.2 Ordering

3.2.2.1 The Vendor will agree to impose no minimum order requirement during the life of this contract.

3.2.2.2 Brief records may be supplied by vendor upon approval of the Technical Services manager.

3.2.2.3 The Vendor must be able to receive 9xx orders via the library's ILS system.

3.2.2.4 The Vendor must provide the average turnaround time quarterly [including physical processing] for Shelf-Ready processed items.

- 3.2.2.5 The Vendor will make no substitutions for alternative title, binding, format, or edition without notification to and written approval from a representative of MCPL.
- 3.2.3 MCPL Technical Services Profile
 - 3.2.3.1 The Vendor and representatives of MCPL will create a Technical Services Profile including all specifications for labels, stamps, security tags, and barcode placement.
 - 3.1.3.2 The Vendor will provide a copy of MCPL's Profile to a representative of the library annually.
 - 3.1.3.3 The Vendor and MCPL will review the profile annually, but MCPL reserves the right to make Profile changes as needed and an updated copy of the Profile shall be sent to the library's representative reflecting each change to the document.
- 3.2.4 Cataloging and MARC records
 - 3.2.4.1 Vendor will provide detailed and accurate catalog records.
 - 3.2.4.2 Vendor will provide MARC records that utilize MARC 21 Format for Bibliographic Data.
 - 3.2.4.3 Brief records may be supplied by Vendor upon approval of MCPL's Technical Services Manager.
- 3.2.5 Shipping
 - 3.2.5.1 Vendor will describe how shipments are packaged [same title grouped in a single box or spread through multiple boxes?], labeled [note information included on the label] and a sample of shipping boxes. Include information on how orders are organized for shipment and an average number of days between completed processing and items loaded onto carrier trucks.
 - 3.2.5.2 Describe how shipments are sent, which carriers are used and the average shipment times.
 - 3.2.5.3 The Vendor must adequately protect all library materials to prevent damage during shipping and unboxing, such as packing paper, plastic wrap, or other packing materials.
 - 3.2.5.4 No single box or shipping container can exceed 40 lbs in weight. No pallet shall exceed 6 feet and all pallets must be wrapped securely for shipment.
 - 3.2.5.5 Describe the format of packing slips provided and in what order the titles are listed. Indicate whether packing slips are routinely included with all shipments.
 - 3.2.5.6 The box or container that includes the paper invoice must be clearly identifiable from the outside of the box or container.
 - 3.2.5.7 Tracking information must be supplied for all shipments.

- 3.2.5.8 Partial shipments
 - 3.2.5.8.1 MCPL requires email notification when an order cannot be completely filled.
 - 3.2.5.8.2 MCPL requires partial shipments to be indicated on the invoice and/or packing slip.
- 3.2.6 Invoicing and Receiving
 - 3.2.6.1 Vendor must provide an example of their invoice with their proposal.
 - 3.2.6.2 Vendor must be able to provide electronic invoicing [EDI] with SirsiDynix Symphony **and** a paper invoice with shipment.
 - 3.2.6.3 Invoices must include at a minimum:
 - Account number
 - “Bill to” name and address
 - “Ship to” name and address
 - Purchase Order number and individual title order number
 - ISBN for print
 - Title/Author or Artist
 - Binding [Print]
 - Number of copies
 - List price
 - Discount percentage
 - Discount cost for material
 - Net total cost for all copies of material after discount
 - Value added services [processing and cataloging] must be listed separately on product invoices
 - 3.2.6.4 Terms of payment shall be no less than 30 days.
 - 3.2.6.5 The Vendor will ensure that MCPL will receive High Demand Adult Fiction and Nonfiction pre-ordered, shelf-ready titles no less than one [1] week in advance of street date.
- 3.2.7 Returns
 - 3.2.7.1 MCPL shall be able to return unprocessed material for full credit up to 60 days from date of invoice.
 - 3.2.7.2 MCPL shall be able to return all materials damaged during shipping for a full credit up to 60 days from date of invoice.
 - 3.2.7.3 MCPL shall be able to return all publisher/producer defective materials for full credit no less than 180 days from date of invoice.
- 3.2.8 Processing
 - 3.2.8.1 The Vendor will be able to provide shelf-ready materials or partially processed materials per library standards with an accuracy rate of 96% for all titles shipped. If processing errors in excess of 4% occur, the Vendor will issue a credit of 20% of processing

charges based on receipt of items for that quarter. Refunds may be requested in the event of a single receipt error in excess of 25% of the items received [i.e. wrong spine label, mismatched barcodes, incorrect placement of labels, wrong year on award labels, etc.]

3.2.8.2 The Vendor will be able to adhere to all processing specs found in Addendum D.

3.2.8.3 The Vendor will provide a sample of designated Shelf Ready processing with their proposal.

EXHIBIT A

AGREEMENT FOR SERVICES

THIS AGREEMENT made and entered into this ____ day of _____, 2024. by and between the Mid-Continent Public Library (hereinafter “MCPL”), and _____ (hereinafter “Contractor”).

WITNESSETH:

WHEREAS, Library wishes to secure the services of _____ for _____ (hereinafter “Project”); and

WHEREAS, the Library Director and CEO is authorized by MCPL Board of Trustees to execute such agreement.

NOW THEREFORE, in consideration of the mutual covenants and considerations herein contained, **IT IS HEREBY AGREED** by the parties hereto as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this contract shall be the date the contract is signed by MCPL.

ARTICLE 2 - SERVICES TO BE PERFORMED

MCPL and Contractor shall provide services as identified in **Exhibit A – Bid Packet (Request for Proposal, Contractor Proposal, and Bid Award)**, attached hereto, and incorporated by reference.

ARTICLE 3 - PERIOD OF SERVICE

The Project services shall be performed on _____.

ARTICLE 4 – COMPENSATION AND PAYMENT

For services performed, MCPL shall pay the Contractor an amount not to exceed \$_____.
(_____ dollars and _____ cents).

MCPL's payment terms are Net 30. Payment will be made by MCPL within thirty (30) days of receipt of the complete invoice. MCPL's preferred method of payment is via credit card with no added fees, where practicable. If credit is not acceptable the payment will be made by ACH or check.

ARTICLE 5 – TERMINATION OF CONTRACT

a. **Termination for breach.** Failure of the Contractor to fulfill Contractor's obligations under this contract in a timely and satisfactory manner in accordance with the schedule and description of services set forth in **Exhibit A** shall constitute a breach of the contract, and the MCPL shall thereupon have the right to immediately terminate the contract. The MCPL shall give written notice of termination to the Contractor by U.S. Postal Service Mail or by hand delivering

a copy of the same to the Contractor; or may give notice by any combination of these methods. The date of termination shall be the date upon which notice of termination is hand delivered to Contractor or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, all finished or unfinished deconstruction, reconstruction, new construction, repairs, and materials as required of the Contractor under this contract shall at the option of the MCPL become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such project; provided, that the Contractor shall not be relieved of liability to the MCPL for damages sustained by the MCPL by virtue of any such breach of the contract by the Contractor.

b. **Termination for Convenience.** The MCPL shall have the right at any time by written notice to Contractor to terminate and cancel this contract, without cause, for the convenience of the MCPL, and Contractor shall immediately stop work. In such event MCPL shall not be liable to Contractor except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by Contractor for the performance of the cancelled portions of the contract, including a reasonable allowance of profit applicable to the actual work performed and such preparations. Anticipatory profits and consequential damages shall not be recoverable by Contractor.

c. **Subject to Non-Appropriation.** The MCPL is obligated only to pay its obligations set forth in this Contract from funds lawfully appropriated and budgeted for that purpose during the MCPL's then current fiscal year. The MCPL's obligations under this Contract are current expenses subject to the "budget law" and the unfettered legislative discretion of the MCPL concerning budgeted purposes and appropriation of funds. Should the MCPL elect not to appropriate and budget funds to pay its Contract obligations, this Contract shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the MCPL shall be relieved of any subsequent obligation under this Contract. The parties agree that the MCPL has no obligation or duty of good faith to budget or appropriate the payment of the MCPL's obligations set forth in this Contract in any budget in any fiscal year other than the fiscal year in which this Contract is executed and delivered. The MCPL shall be the sole judge and authority in determining the availability of funds for its obligations under this Contract. The obligation of the MCPL to make any payment pursuant to this Contract is not a general obligation or indebtedness of the MCPL. Contractor hereby waives any and all rights to bring any claim against the MCPL from or relating in any way to the MCPL's termination of this Contract pursuant to this section.

ARTICLE 9 – CONFLICTS

No salaried officer or employee of the MCPL and no member of the MCPL Council shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Any federal regulations and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated. Contractor covenants that it 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 services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.

ARTICLE 10 – ASSIGNMENT

The Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the MCPL thereto. Provided, however, that claims for money due or to become due to the Contractor from the MCPL under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of such assignment or transfer shall be furnished in writing promptly to the MCPL. Any such assignment is expressly subject to all rights and remedies of the MCPL under this contract, including the right to change or delete activities from the contract or to terminate the same as provided herein, and no such assignment shall require the MCPL to give any notice to any such assignee of any actions which the MCPL may take under this contract, though MCPL will attempt to so notify any such assignee.

ARTICLE 11 – DISCRIMINATION

The Contractor agrees in the performance of this contract not to discriminate on the ground or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation, against any employee of Contractor or applicant for employment and shall include a similar provision in all subcontracts let or awarded hereunder.

ARTICLE 12 – OCCUPATIONAL LICENSE

The Contractor shall obtain and maintain an occupational license if required by local laws and any required state or federal license. The cost for this occupational license shall be borne by the Contractor. Contractor shall not purchase materials or begin work on this contract until licenses have been obtained.

ARTICLE 13 – COMPLIANCE WITH LAWS

Contractor agrees to comply with all applicable federal, state, and local laws, including but not limited to “prevailing wage” and “Davis-Bacon,” or rules and regulations applicable to the provision of services and products hereunder. Contractor affirmatively states that payment of all local, state, and federal taxes and assessments owed by contractor is current.

ARTICLE 14 – AMERICAN MADE PRODUCTS

Pursuant RSMo 34.353, as amended, if this contract is for more than \$25,000.00, and is for the purchase or lease of manufactured goods or commodities by the MCPL, or is a contract with the MCPL for construction, alteration, repair, or maintenance of any public works, then any manufactured goods or commodities used or supplied in the performance of this contract or any subcontract thereto shall be manufactured or produced in the United States, unless that requirement is determined to not apply or be exempted based on the provisions in said referenced statute.

ARTICLE 15 – GENERAL INDEPENDENT CONTRACTOR CLAUSE

This contract does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the MCPL's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, Missouri Prevailing Wage requirements, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. The Contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the Contractor's activities and

responsibilities hereunder. The Contractor agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This contract shall not be construed as creating any joint employment relationship between the Contractor and the MCPL, and the MCPL will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 16 – LIBRARY BENEFITS

The Contractor shall not be entitled to any of the benefits established for the employees of the MCPL nor be covered by the Worker's Compensation Program of the MCPL.

ARTICLE 17 – INSURANCE

Unless specifically outlined in the Request for Proposal, Contractor agrees to maintain insurance as set forth below, and provide to MCPL certificates of coverage evidencing said coverage at the time of signing this contract and on each anniversary of such insurance coverage during the term of this contract and any renewals, which certificates shall contain a provision that the policy will not be cancelled unless and until thirty (30) days' notice of said cancellation has been given to the MCPL, but, in any event, the Contractor, any time after the contract has been signed, shall notify the MCPL of any impending cancellation, actual cancellation, termination or nonrenewal of the policy by faxing or delivering to the MCPL a copy of the insurer's cancellation, termination or nonrenewal notice to Contractor within two (2) business days of Contractor's receipt of said notice. Contractor shall also advise the MCPL in writing within two (2) business days of any oral or other advisement by the insurer of any impending cancellation, actual cancellation, termination or nonrenewal of the policy. (If the MCPL gives written permission for some of the work under this contract to be subcontracted or it is subcontracted, Contractor shall assure that the subcontractor has the insurance set forth below and that the MCPL and Contractor are listed as an additional insured on all of subcontractor's policies):

- a. Comprehensive General Liability: Minimum limit \$1,000,000 combined single limit, \$2,000,000 annual aggregate for bodily injury and property damage per occurrence with MCPL named as an additional insured on the policy.
- b. Comprehensive Automobile Liability: \$1,000,000 combined single limit with MCPL named as an additional insured on the policy.
- c. Workers' Compensation: Statutory requirements, if required by law.

The provision of insurance shall not be construed, nor is intended, to be a waiver of sovereign immunity or any other defense available to MCPL, its officers, agents, or employees except to the extent insurance coverage is actually provided.

ARTICLE 18 – LIABILITY AND INDEMNITY

The parties mutually agree to the following:

- a. In no event shall the MCPL be liable to the Contractor for special, indirect, or consequential damages, except those caused by the MCPL's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the MCPL shall be limited to the amount of money to be paid or received by the MCPL

under this contract.

b. The Contractor shall defend, indemnify, and hold the MCPL and its appointed officials, officers, employees and agents harmless from and against all actual claims and alleged claims and all damages, including but not limited to losses, liabilities, costs, expenses and attorney fees arising out of personal injuries, including illness or death, and damage to, or destruction of, property, which are caused by the Contractor or the Contractor's agents, employees, sub-contractors or by others for whom Contractor is liable arising out of or in any way connected with or resulting from, performance of, or failure to perform, this contract.

c. The Contractor shall indemnify and hold the MCPL harmless from all wages or overtime compensation due its employees in rendering services pursuant to this contract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act or any other federal or state law.

d. This contract is not intended to act as a waiver or limitation of MCPL, or any of its officer's, agent's, or employee's rights and/or defenses with regard to sovereign or any other immunity or defense under Federal Law, Missouri Law, or Regulation.

ARTICLE 19 – ENROLLMENT IN WORK AUTHORIZATION PROGRAM AND AFFIDAVIT CONCERNING EMPLOYMENT OF UNAUTHORIZED ALIENS

If this contract, awarded to a business entity, is in excess of \$5,000, the business entity, and any subcontractors of the business entity, shall, by sworn affidavit and provision of documentation, affirm its or their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services; and that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A subcontractor shall provide similar affidavit and documentation to the Contractor at the time the subcontractor is hired pursuant to Section 15 CSR 60-15.020. A federal work authorization program is any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L.99-603. *A business entity is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term business entity shall include but not be limited to self-employed individuals (except it shall not include a self-employed individual with no employees), partnerships, corporations, contractors, and subcontractors.*

The following Affidavit shall be used by the contractor and any subcontractors that are required to sign affidavits:

Affidavit of Compliance
Missouri Revised Statute Section 285.530.2

Now this _____ day of _____, 20____ being duly sworn upon his or her oath states:

1. I am more than 18 years of age.
2. I make this affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate or LLC officer or Human Relations Director of: _____ (the "Entity").
(name of corporation, LLC, sole partnership or partnership)
3. I am authorized to make this affidavit on behalf of the above-named Entity.
4. I state that the above-named Entity is enrolled and is currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986.
5. Further, the above-named Entity does not knowingly employ any person who is an unauthorized alien.
6. Further, the above-named Entity has performed an electronic verification check as described above on all workers hired since January 1, 2009 or obtained documents required for completion of a federal I-9 form before it began participating in E-Verify.
7. Attached to this affidavit is a true and accurate copy of this company's Memorandum of Understanding with the United States concerning the use of E-Verify.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

ARTICLE 20 - ANTI-DISCRIMINATION AGAINST ISRAEL ACT

If this Agreement has a total potential value of \$100,000 or more and Contractor has ten or more employees, the following applies. Pursuant to Section 34.600, RSMo. and to the fullest extent permitted by law, Contractor certifies that Contractor is not engaged in a boycott of Israel as of the Effective Date of this Agreement and agrees for the duration of this Agreement to not engage in a boycott of Israel as defined in Section 34.600, RSMo.

ARTICLE 21 - CHANGES, DELETIONS, OR ADDITIONS TO CONTRACT

Either party may request changes within the general scope of this Contract. If a requested change causes an increase or decrease in the cost or time required to perform this contract, MCPL and Contractor will agree to an equitable adjustment of the contract price, period of service, or both, and will reflect such adjustment in a change order or formal modification.

ARTICLE 22 – PROFESSIONAL RESPONSIBILITY

Contractor shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a peer professional under similar circumstances.

ARTICLE 23 - DELAY IN PERFORMANCE

Neither MCPL nor Contractor shall be considered in default on this contract for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this contract, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restrains; and inability to procure permits, licenses, or authorizations from any local, state, or federal agency for any of the supplies, materials, accesses, or services required to be provided by either MCPL or Contractor under this contract. If such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this contract.

ARTICLE 24- SUCCESSORS AND ASSIGNS

MCPL and Contractor each bind itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to the contract and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this contract.

ARTICLE 25 - THIRD PARTY RIGHTS

Nothing in this contract shall be construed to give any rights or benefits to anyone other than MCPL and Contractor.

ARTICLE 26 – NOTICES

All notices required or permitted under this contract are required to be in writing and may be given by first class mail addressed to MCPL or Contractor at the addresses shown above or by hand

delivering a copy of the same to the MCPL or Contractor or may be given by any combination of these methods. The date of delivery of any notice given by mail shall be the date falling on the third day after the day of its mailing.

ARTICLE 27 – GOVERNING LAWS

This contract and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this contract be litigated, venue shall be proper only in the Circuit Court of Jackson County, Missouri at Independence.

ARTICLE 28 - EXHIBITS

The following Exhibits are attached to and made a part of this Agreement:

Exhibit A – Bid Packet (Request for Proposal, Contractor Proposal, and Bid Award)

MCPL and Contractor, by signing this Agreement, acknowledges that they have independently assured themselves and confirms that they individually have examined all Exhibits, and agrees that all the aforesaid Exhibits shall be considered a part of this Agreement and agrees to be bound to the terms, provisions, and other requirements thereof, unless specifically excluded.

ARTICLE 29 – ENTIRE CONTRACT

This contract contains the entire contract of the parties. No modification, amendment, or waiver of any of the provisions of this contract shall be effective unless in writing specifically referring hereto and signed by both parties.

THIS AGREEMENT shall be binding on the parties thereto only after it has been duly executed and approved by MCPL and Contractor.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the _____ day of _____, 2024.

CONTRACTOR

MID-CONTINENT PUBLIC LIBRARY

By: _____

Library Director and CEO

Title: _____

APPROVED AS TO FORM:

Legal Services Director

ADDENDUM A

Included here are some common collection philosophies, practices and policies for the print materials collection. With very few exceptions, the entire print collection floats.

- MCPL strives to build a collection of breadth as well as depth; preferring titles with current copyrights, but also those older titles that are still popular or considered the best representatives of their subject area.
- MCPL specifically identifies six [6] Adult Fiction genres using the first BISAC provided by the publisher. These genres include: Fantasy, Mystery, Religion, Romance, Science Fiction, Westerns. Only Adult Fiction and Adult Large Print Fiction are labeled with genre indicators.
- Adult Large Print is considered a separate format in our Adult Materials collection.
- MCPL follows the publisher assigned age/content/reading level for Graphic Novels and Readers.
- Board Books is considered a separate format in our JE/Picture Book collection.

ADDENDUM B

Included here are some common collection philosophies, practices and policies for the AV materials collection. The entire AV collection floats.

- MCPL strives to build a collection of breadth as well as depth; preferring materials which are new, but also those older titles that are considered the best representatives of their subject area.
- MCPL will only collect DVD's from Region 1.
- MCPL collects Blu-Ray, DVD's and combo packs which we then repackage separately.
- MCPL labels the following music genres:

Genre	Notes
Children's	All children's material. No further genres
Classical	Ballets, chamber music, symphonies, orchestral
Country	Bluegrass, contemporary country, Country/Western
Holiday	Seasonal music including, but not limited to Christmas, Halloween, etc.
Jazz/Blues	Big Band, smooth jazz, contemporary jazz, blues
New Age	
Opera	Oratorios
Pop/Rock	Rock, Metal, Pop, Easy Listening
R&B/Hip-Hop	Rap, R&B
Religious	Christian Rock, Gospel, Inspirational
Soundtracks	Movies, TV, Musicals
Sound Effects	
World Music	Latin, Tejano, Foreign language music, Reggae, Celtic, Folk

ADDENDUM C

SAMPLE LISTS: Print

Please provide a printout of an Excel File which includes: Title, Author, ISBN, Binding, Publisher, Publication Date, Retail Cost, and Discount Cost. All titles included in the sample must have 5 or more copies available in stock or on order from the Vendor's MCPL assigned warehouse/s at the time the printout is created. Sample lists must contain no fewer than 15 titles and no more than 30 titles.

Sample Print Cart 1	April 2024 Forthcoming Dewey 200-299 releases
Sample Print Cart 2	Buzz worthy Romance titles that are released from March 1 through May 31, 2024
Sample Print Cart 3:	April 2024 Forthcoming Juvenile Graphic Novels

SAMPLE CARTS: Audio-visual

Please provide a printout of an Excel file which includes: Title, Author, ISBN, UPC, Format, Release Date, Retail Cost, and Discount Cost. Sample carts must contain no fewer than 15 titles and no more than 30 titles.

Sample AV Cart 1	Music albums that are expected to be on the Billboard 200 list, targeting new releases from February 1 through April 30, 2024.
Sample AV Cart 2	Audio Books read by Audie Award winning readers.
Sample AV Cart 3	Popular new Juvenile DVDs releases between March 1 through May 31, 2024.

PRODUCT DISCOUNTS:

Please provide detailed explanation of available collection development services, pricing for those services and product discounts.

PRINT	Discount %
Adult Trade Hardcover	
Juvenile Trade Hardcover	
Library Binding	
Adult Quality Paperback	
Juvenile Quality Paperback	
Mass Market Paperback	
Graphic Novel	
Board Books	
PRINT	Discount %
Adult Trade Hardcover	
Juvenile Trade Hardcover	
Library Binding	
Adult Quality Paperback	
Juvenile Quality Paperback	
Mass Market Paperback	
Graphic Novel	
Board Books	

AUDIO-VISUAL	Discount %
Spoken Word Audio	
DVD	
Blu-Ray	
Music CD	

ADDENDUM D

PROCESSING PRICES:

PRINT	Price per unit
Mylar Jacket, glued	\$
Barcode x2	
Label Protector	
Property Stamp	
Adaptive and Copy Cataloging with CIP upgrades where needed, utilizing Z39.50 protocol	
Brief Record	
Item Linking to RFID tag	
Project Management Support	
Spine Labels	
RFID Tag	

AUDIO-VISUAL	Price per unit
Single Cases	\$
Double Cases	
Multiple Cases	
Cover & Artwork	
RFID Tag	
Spine Labels	
Hub Label	
Barcode	
Item Linking to RFID tag	
Adaptive and Copy Cataloging with CIP upgrades where needed, utilizing Z39.50 protocol	
Project Management Support	

SHIPPING PRICES:

	PRINT	AV	COST TO MCPL?
Pallets			
Single Boxes			
Rush Orders			
Returns for Publisher/Producer Defective Materials			
Returns for Incorrect Processing			
Surcharges [Please explain any surcharges added to shipping costs]:			

PROCESSING SAMPLES:

Processing specifications for Print and AV.

SHELF READY ITEMS

Print - Adult Fiction, Adult Large Print Fiction, Juvenile Fiction [includes juvenile series, award books], Young Adult Fiction, Juvenile Easy [includes picture books, readers, chapter books, character books, award books, board books].

Inside:

1. Barcode affixed to front flyleaf, centered, 1/4" from top.
2. Bibliotheca 50x50 RFID tag linked to barcode staggered placement inside back cover, bottom half, close to spine.
3. Mid-Continent Public Library property stamp on top of book.
4. Additional materials [CD, maps, patterns] left in book with no additional processing.

Outside:

1. Spine labels covered with tape or Mylar jacket 1/8" from bottom, centered.
2. Call number

3. Additional identifiers included on spine labels – chapter, readers, bilingual, board book, genre
Additional labels:
 - a. Removable NEW label affixed over Mylar or book tape 1/8” from top of spine.
 - b. Permanent Large Print label covered with tape or Mylar jacket affixed to item 1/8” from top of spine or under NEW label if present.
 - c. Award labels affixed directly above spine label with appropriate award name and year, when identified – permanent, covered with tape or Mylar jacket.
4. Barcode affixed to the back cover of the book in the upper right corner 1/4” from top and 1/2” from spine, covered with protector.
5. Mylar jacket glued for hardcover book.

Manga - Japanese printing order [i.e. reverse printing with spine on the left of front of cover], Adult, Teen, Juvenile.

Inside:

1. Barcode affixed to front flyleaf, centered, 1/4” from top.
2. Bibliotheca 50x50 RFID tag linked to barcode staggered placement inside back cover, bottom half, close to spine.
3. Mid-Continent Public Library property stamp on top of book.
4. Additional materials (CD, maps, patterns) left in book with no additional processing.

Outside:

1. Spine labels covered with tape or Mylar jacket 1/8” from bottom, centered.
2. Call number.
3. Additional identifiers included on spine labels – chapter, readers, bilingual, board book, genre.
4. Additional labels:
 - a. Removable NEW label affixed over Mylar or book tape 1/8” from top of spine.
 - b. Large Print label affixed to item 1/8” from top of spine or under NEW label if present – permanent, covered with tape or Mylar jacket.
 - c. Award labels affixed directly above spine label with appropriate award name and year, when identified – permanent, covered with tape or Mylar jacket
5. Barcode affixed to the back cover of the book in the upper right corner 1/4” from top and 1/2” from spine, covered with protector.

6. Mylar jacket glued for hardcover book

Music CDs – Adult and Juvenile

1. Plastic case, clear with sleeve on outside for cover artwork.
2. Multiple discs of one title should not be separated into individual containers.
3. Hub label with barcode & Mid-Continent Public Library on each CD.
4. Stingray RFID tag linked to barcode on first disc only.
5. Remove printed material.
6. Cover and Artwork:
 - a. Cover art reduced to leave one inch white space across the top.
 - b. Color version of MCPL logo printed 1x1 ¼ inches on top left front corner.
 - c. Call number information printed on top right front cover.
 - d. ¼ x 1 ½ inch address information printed ¼ from bottom left front cover.
 - e. MCPL responsibility statement printed 1x1 ½ inches on top left back cover.
 - f. “Check for” information printed 1x1 3/16 inches adjacent to responsibility statement on top back cover.
 - g. MCPL barcode printed on top right back cover.

Audiobooks – Adult Fiction, Teen Fiction, Juvenile Fiction

1. Hard plastic case, black with sleeve on outside for cover artwork.
2. Discs in internal cloth sleeves.
3. Hub label with barcode & Mid-Continent Public Library on each CD.
4. Remove printed material inserts and bonus discs.
5. Cover and Artwork:
 - a. Cover art reduced to leave one inch white space across the top.
 - b. Color version of MCPL logo printed 1x1 ¼ inches on top left front corner.
 - c. ¼ x 1 ½ inch address information printed ¼ from bottom left front cover.
 - d. MCPL responsibility statement printed 1x1 ½ inches on top left back cover.
 - e. “Check for” information printed 1x1 3/16 inches adjacent to responsibility statement on top back cover.
 - f. Call number printed 1/8” from bottom on spine with three lines.
 - g. May include Y for Youth, J for Juvenile.
 - h. Last name, First name, Middle initial of author.

- i. MCPL barcode printed on top right back cover. Biblotheca 50x50 RFID linked to barcode affixed to cover artwork behind the barcode.

DVD – Feature films, movies with genre categories, TV shows [single packaging], children's

1. Hard plastic security case without security strip, black with sleeve on outside for cover artwork.
2. Multiple discs of one title should not be separated into individual containers.
3. Hub label with barcode & Mid-Continent Public Library on each DVD.
4. Biblotheca full coverage RFID tag linked to barcode on first disc only.
5. Remove Printed material inserts and bonus discs.
6. Cover and Artwork:
 - a. Cover art reduced to leave 3/4 inch white space across the top.
 - b. Color version of MCPL logo printed 3/4 x 1 3/4 inches on top left front corner.
 - c. 1/4 x 1 1/2 inch address information printed 1/4 from bottom on left front cover.
 - d. MCPL responsibility statement printed 3/4 x 1 1/4 inches on top left back cover.
 - e. Check for information printed 3/4 x 1 inches adjacent to responsibility statement on top back cover.
 - f. MCPL barcode printed on top right back cover.
 - g. Call number printed 1/8" from bottom on spine – landscape
May include Genre.
Call number based on MCPL standards.
May include volume, closed caption, or other such information.
7. Feature film additional sticker – Removable "7-day" sticker placed on tape on the artwork below the barcode under the plastic sleeve.

Blu-Ray – Feature films, movies with genre categories, TV shows [single packaging], and children's.

1. Hard plastic security case without security strip, black with sleeve on outside for cover artwork.
2. Multiple discs of one title should not be separated into individual containers.
3. Hub label with barcode & Mid-Continent Public Library on each DVD.
4. Biblotheca full coverage RID tag linked to barcode on first disc only.
5. Remove printed material inserts and bonus discs.

6. Cover and Artwork:
 - a. Cover art reduced to leave 3/4 inch white space across the top.
 - b. Cover art reduced to add 3/8 inch blue stripe directly beneath top white space and across the bottom of artwork with white Blu-Ray logo printed center front cover & center spine on top & bottom stripe.
 - c. Color version of MCPL logo printed 3/4 x 1 3/4 inches on top left front corner.
 - d. 1/4 x 1 1/2 inch address information printed 1/4 from bottom on left front cover.
 - e. MCPL responsibility statement printed 3/4 x 1 1/4 inches on top left back cover.
 - f. Check for information printed 3/4 x 1 inches adjacent to responsibility statement on top back cover.
 - g. MCPL barcode printed on top right back cover,
 - h. Call number printed 1/4" from bottom on spine – landscape
May include Genre
Call number based on MCPL standards
May include volume, closed caption, or other such information
7. Feature film additional sticker – Removable “7-day” sticker placed on tape on the artwork below the barcode under the plastic sleeve.

PARTIAL PROCESSED

Print – Adult Nonfiction, Juvenile Nonfiction

Inside:

1. Barcode affixed to front flyleaf, centered, 1/4" from top.
2. Bibliotheca RFID tag linked to barcode staggered placement inside back cover, bottom half, close to spine.
3. Mid-Continent Public Library property stamp on top of book.
4. Additional materials (CD, maps, patterns) left in book with no additional processing.

Outside:

1. Barcode affixed to the back cover of the book in the upper right corner 1/4" from top and 1/2" from spine, covered with protector.
2. Mylar jacket glued for hardcover books.

Music CDs – Adult and Juvenile

1. Plastic case, clear with sleeve on outside for cover artwork.
2. Multiple discs of one title should not be separated into individual containers.
3. Hub label with barcode & Mid-Continent Public Library on each CD.
4. Stingray RFID tag linked to barcode on first disc only.
5. Remove printed material inserts.
6. Cover and Artwork:
 - a. Cover art reduced to leave one inch white space across the top.
 - b. Color version of MCPL logo printed 1x1 ¼ inches on top left front corner.
 - c. Call number information printed on top right front cover ¼ x 1 ½ inch address information printed ¼ from bottom left front cover.
 - d. MCPL responsibility statement printed 1x1 ½ inches on top left back cover.
 - e. “Check for” information printed 1x1 3/16 inches adjacent to responsibility statement on top back cover,
 - f. MCPL barcode printed on top right back cover

Audiobooks – Adult Non-Fiction, Youth Non-Fiction, Juvenile Non-Fiction

1. Hard plastic case, black with sleeve on outside for cover artwork.
2. Discs in internal cloth sleeves.
3. Hub label with barcode & Mid-Continent Public Library on each CD.
4. Printed material inserts left in case with no processing.
5. Cover and Artwork:
 - a. Cover art reduced to leave one inch white space across the top.
 - b. Color version of MCPL logo printed 1x1 ¼ inches on top left front corner.
 - c. ¼ x 1 ½ inch address information printed ¼ from bottom left front cover.
 - d. MCPL responsibility statement printed 1x1 ½ inches on top left back cover.
 - e. “Check for” information printed 1x1 3/16 inches adjacent to responsibility statement on top back cover.
 - f. MCPL barcode printed on top right back cover.
 - g. Bibliotheca 50x50 RFID linked to barcode affixed to cover artwork behind the barcode.

DVD – Documentaries, informational, exercise

1. Hard plastic security case without security strip, black with sleeve on outside for cover artwork.
2. Multiple discs of one title should not be separated into individual containers.
3. Hub label with barcode & Mid-Continent Public Library on each DVD.
4. Bibliotheca full coverage RID tag linked to barcode on first disc only.
5. Remove printed material inserts and bonus discs.
6. Cover and Artwork:
 - a. Cover art reduced to leave $\frac{3}{4}$ inch white space across the top.
 - b. Color version of MCPL logo printed $\frac{3}{4} \times 1 \frac{3}{4}$ inches on top left front corner.
 - c. $\frac{1}{4} \times 1 \frac{1}{2}$ inch address information printed $\frac{1}{4}$ from bottom on left front cover.
 - d. MCPL responsibility statement printed $\frac{3}{4} \times 1 \frac{1}{4}$ inches on top left back cover.
 - e. “Check for” information printed $\frac{3}{4} \times 1$ inches adjacent to responsibility statement on top back cover.
 - f. MCPL barcode printed on top right back cover.

Blu-Ray – Feature films, movies with genre categories, TV shows [single packaging, children’s

1. Hard plastic security case without security strip, black with sleeve on outside for cover art. Multiple discs of one title should not be separated into individual containers.
2. Hub label with barcode & Mid-Continent Public Library on each DVD.
3. Bibliotheca full coverage RID tag linked to barcode on first disc only.
4. Printed material inserts left in case with no processing.
5. Cover and Artwork:
 - a. Cover art reduced to leave $\frac{3}{4}$ inch white space across the top.
 - b. Cover art reduced to add $\frac{3}{8}$ inch blue stripe directly beneath top white space and across the bottom of artwork with white Blu-Ray logo printed center front cover & center spine on top & bottom stripe.
 - c. Color version of MCPL logo printed $\frac{3}{4} \times 1 \frac{3}{4}$ inches on top left front corner.
 - d. $\frac{1}{4} \times 1 \frac{1}{2}$ inch address information printed $\frac{1}{4}$ from bottom on left front cover.
 - e. MCPL responsibility statement printed $\frac{3}{4} \times 1 \frac{1}{4}$ inches on top left back cover.
 - f. “Check for” information printed $\frac{3}{4} \times 1$ inches adjacent to responsibility statement on top back cover.

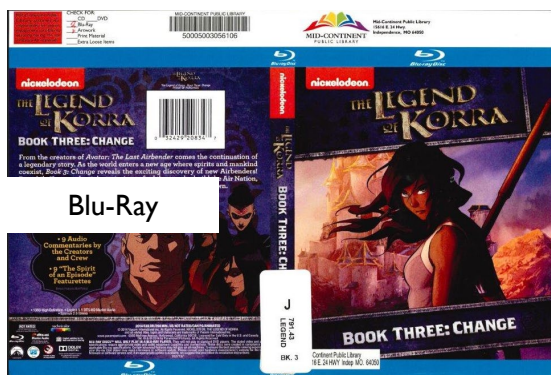
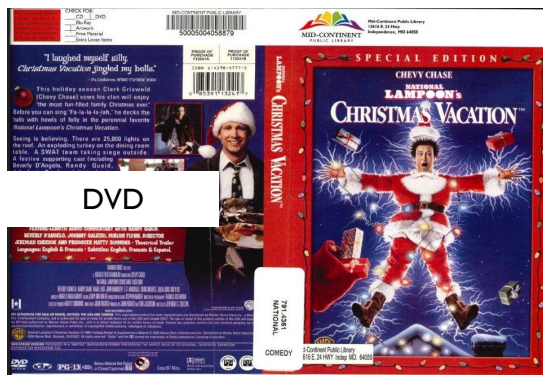
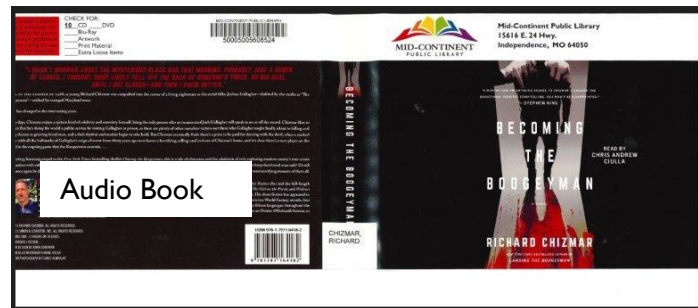
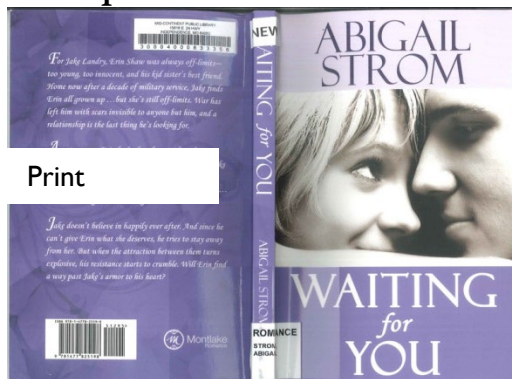
- g. MCPL barcode printed on top right back cover.
- h. Call number printed 1/4" from bottom on spine
6. Removable Feature film additional sticker – "7-day" sticker placed on tape on the artwork below the barcode under the plastic sleeve.

NOT PROCESSED

DVD – TV shows (multiple packaging), OCLC record of 99999-Send in original packaging.

Blu-Ray – TV shows (multiple packaging), OCLC record of 99999-Send in original packaging.

Examples:



ADDENDUM E

Vendors must provide three [3] references from library systems serving a similar population size and/or number of branches.

Library System:

Address:

Library Contact:

Contact Title:

Contact Phone:

Contact Email:

Are you their primary vendor?

Number of years as their primary vendor:

Annual Fill Rate Percentage:

Adult Fiction

Large Print Fiction

Adult Nonfiction

Young Adult Fiction

Teen Graphic Novels

Juvenile Fiction

Juvenile Nonfiction

Juvenile Easy/Picture Books