



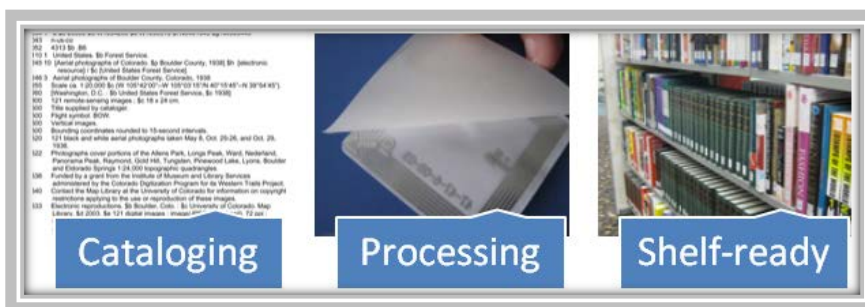
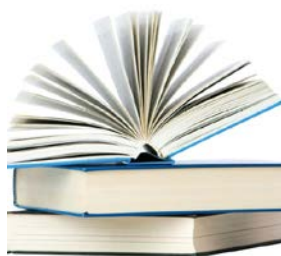
THIS PROPOSAL SUBMITTED ON BEHALF OF BRODART CO.

Brodart Co.
500 Arch Street
Williamsport, PA 17701
800.233.8467

Jefferson Parish

REQUEST FOR PROPOSAL, NO. 0423 FOR PURCHASE, CATALOGING & PROCESSING OF NEW BOOKS

Response Due: June 9, 2021 at 3:30 PM



Solutions you can trust





Brodart Books & Library Services
500 Arch Street, Williamsport, PA 17701
P: 570•326•2461 F: 570•651•1639
www.brodartbooks.com

June 4, 2021

Jefferson Parish
Department of Purchasing
PO Box 9
Gretna, LA 70054

RE: RFP No. 0423
DUE: June 9, 2021, 3:30 PM

Dear Sir or Madam,

Brodart is pleased to provide this document in response to the Jefferson Parish's request for proposal for the purchase, cataloging and processing of new books for the period of three years with the option to renew for up to two additional one year periods.

We have studied your request for proposal and have a full understanding of your requirements. Our response outlines our ability to meet the needs of the Jefferson Parish Library Department.

For over 80 years Brodart has been the premier supplier of shelf-ready materials to public libraries. We are a full-service library company that delivers library products and services ranging from collection development to unprocessed material to complex shelf-ready cataloging and processing. Today Brodart offers state-of-the-art online tools, bibliographic services, and consulting exclusively to public libraries.

For questions about our products and services, please contact Karen Peck, Library Services Consultant by calling 800.233.8467, ext.6374 or by e-mailing Karen.Peck@brodart.com. Questions related to our bid response or notification of award should be directed to Lori Copp at 800.233.8467, ext. 6233, or bookbids@brodart.com.

Brodart's partnerships with libraries are built on experience, trust, and communication. We appreciate this opportunity to submit our proposal for your consideration and request an official tabulation of competitive bidding.

Sincerely,

Lisa Miosi
Vice President, Customer Care, Books & Supplies
LM/lb



Jefferson Parish

RFP #0423

Technical Proposal

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Section C. TECHNICAL PROPOSAL

Scope of Work

Brodart is the premier supplier of shelf-ready print material in the public library market. With over 80 years of experience in delivering quality, service and new concepts to the library market, Brodart is a strategic partner and primary materials vendor to many public libraries. Based on the strength of our experience, skilled and knowledgeable staff, proven methodology and commitment to true book-in-hand cataloging, Brodart is able to meet the requirements for Library Materials and Services outlined in this RFP.

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

Inventory & Operations

Brodart provides a comprehensive range of books necessary to meet public library needs. For the past 80 years, Brodart has been 100% focused on satisfying public library requirements. It is because of this effort that all of our inventory and production processes are designed to meet the unique needs of public libraries. Our distribution facility manages annual public library demand for over five million items from more than 50,000 publishers. Our inventory includes public library relevant English and Spanish new releases and retrospective titles for adult and children, research and technical materials, large print and small press titles.

Brodart strives to maintain high levels of print material across all collections and with a depth of titles and quantities to meet public library needs including opening day collections. Our purchasing profiles are specially formulated to meet the needs of the public library market. Brodart orders from our publishing partners on a daily basis for any title not in stock – we do not require minimum purchases. All of our resources are centralized in one location, so we can efficiently and effectively process, fill and ship orders. Our algorithm for success allows us to deliver fill rates of greater than 98% for available titles.

Order Management

Brodart's products and services are designed exclusively for libraries. Our experience and history combined with new technology and evolving library practices allows us to continually enhance library products and services. Our state-of-the-art Oracle system allows solutions for order management, collection development, information access, account creation, cataloging, processing and report generation. Our order management process provides a complete package of services that can be customized to meet the requirements of any library.

Collection Development Services

Whether you are building a new collection, rounding out an existing one, or trying to stay abreast of forthcoming titles, you know that managing a library collection is a challenging and time-consuming task. Brodart's Collection Development Services can help. Our collection development team has the knowledge, experience and customized tools to help you build and maintain a quality collection for your library.

We understand the importance of receiving popular material as quickly as possible to fill patron demands; therefore, Brodart offers a number of selection tools and services to assist the library to meet these needs. Since 1987, Brodart has provided many public libraries with specialized Collection Development

Services for both ongoing and opening day collection needs. Many of our Collection Development Services such as TIPS® (profiled selection lists), FASTips® (standing orders), Collection Builder® (customized selection lists) and vendor selection services are industry leaders.

Spanish Language Material

To meet the diverse needs of today's multicultural society we offer expertly selected collections of Spanish language materials. We currently offer approximately 73,000 Spanish language titles distributed by over 1,100 publishers, both domestic and off-shore. These include titles published originally in Spanish as well as translations of English titles. Spanish titles are available fully cataloged and processed.

McNaughton Lease Plans

McNaughton has been predicting and leasing bestsellers to libraries around the world for nearly 70 years. As the first vendor to lease books to libraries we set the standards for leasing programs. Living up to those standards is something we take seriously.

Staying up-to-date with the hottest releases and popular authors can be a complicated and time-consuming task. That's where McNaughton can help. Drawing from a successful history, our diverse selection committee understands circulation demand and is widely recognized for our ability to predict bestsellers.

We recognize that each library's needs are different. Understanding how patrons use your library and how you serve your patrons will help us create a subscription solution tailored to meet these needs. This attention and dedication to personalized service is a large part of developing the many long-term customer relations that have formed between Brodart and the libraries we service.

Purchase Plus Subscription Program

Brodart's Purchase Plus Subscription Program is a convenient, easy way to build your collection. Plans include Adult, Young Adult and Children's for both hardcover and paperback. Purchase Plus provides a collection of popular and bestselling material with new titles offered monthly in our annotated lists. Purchase Plus can help you establish a popular reading program, enhance an existing collection, or reduce your reserve list with multiple copies of high demand titles.

Bibz

Bibz, our online collection development and ordering tool, was designed by librarians for librarians! It offers flexibility in searching, selection, list building and ordering. Rich title description for over five million English-language and Spanish-language titles is available for searching and title display. Specialty or custom-collection development lists are readily available for quick selection. Access to this powerful list-building and ordering tool is provided at no charge for an unlimited amount of users in your organization, inclusive of brief MARC on-order records with customization, access to full text reviews and full grid ordering capability.

Cataloging and Processing

Once titles are ordered, we catalog and process your materials with book-in-hand to reflect your detailed specifications. Brodart has developed our cataloging & processing services on a single platform which enables libraries to choose the solution that best meets its expectations in terms of functionality and price.

You may choose any combination of Brodart's high-quality cataloging and processing options from this ***service continuum*** to ensure you receive shelf-ready books designed to meet your library's needs.

- Brodart, the first cataloging service provider, introduced Starter cataloging and processing services for libraries in 1958. Starter provides simple customization options for tailoring MARC data to meet your library's requirements.
- Later launching the world's first ever fully customized, shelf-ready cataloging service in 1985, Compleat Book-Serv®, became the gold standard by which other cataloging & processing services were measured.
- Proving Brodart's on-going commitment to being the best supplier of shelf-ready print material in the industry, in 2011 we launched Flex. Flex is yet another first for the industry as it offers a modern approach to cataloging that combines the benefits of book-in-hand cataloging with the simplicity and speed of an automated process. To this day this service remains unmatched in the industry.
- In 2015 Brodart re-imagined its Compleat cataloging service to provide a best-in-class service that maximizes the value of customer acquisitions, MARC and Collection Development data. Compleat utilizes this data to drive intelligent book-in-hand cataloging and customization which ensures customers will receive high quality and accurate shelf-ready material very quickly.



Customer Care

What sets Brodart apart from other vendors is our deep partnership with our customers. We deliver unrivaled customer care throughout the setup, delivery and every-day process changes that occur in the library over time. We offer a dedicated team of associates who provide top-quality customer support. They are experts in their fields and in serving large and small public libraries across the country. Our cataloging and collection development teams are led by MLS-degreed librarians.

Brodart's long and successful history has built countless partnerships with libraries and enabled us to provide the most experienced workforce in the industry. We deliver personalized service and are committed to finding the most comprehensive and efficient solutions available.

The Transition Process: We've got Your Back!

Your library and patrons are important to us. We understand how daunting it can be to undertake a large-scale transition. That's why our process is designed to be as smooth and seamless as possible for you.

- **We ask the right questions** ... to identify the size and scale of the project, down to the smallest detail.
- **It's all about your needs** ... your specs drive everything we do.
- **The timeline and action plan is our blueprint** ... you'll know exactly what is going to happen and when.
- **We maintain regular contact and communication** ... your staff is involved and informed at every step of the way, through regular webinars, conference calls, and emails (with in-person meetings as necessary).
- **Our approach is results-oriented** ... our trained librarians and specialists want what you do
— a successful transition. ***And that's what we'll deliver.***

A full description of all of our proposed services and work approach can be found on the following pages.

COLLECTION DEVELOPMENT & SELECTION SERVICES

Creating the “ultimate collection” isn’t a small task. There are many factors to be considered. At Brodart, we began providing collection development products and services in 1982. Many of our Collection Development Services such as TIPS, FASTips, Collection Builder and vendor selection services are industry leaders. We currently provide many public libraries with an array of specialized Collection Development Services for both ongoing and opening day collection needs.

1. TIPS (Title Information Preview Service) Notification Program

Delivers selection lists for new and forthcoming titles. Choose from two service levels –

- **Silver TIPS** - every month receive free curated lists spanning an array of subjects and age ranges. Choose the lists that interest you and they will be automatically posted to your online account.
- **Diamond TIPS** - define your own collection categories. Set specific parameters and the lists will be automatically posted to your online account. Customize as desired.

2. Standing Orders

Whether it’s authors/series you can’t live without or staying current with annual publications, our Collection Development team will monitor publication dates and automatically place orders on your behalf. Save time on research, meet patron demand, and never miss an important publication.

- **FASTips (Frequent Author and Series TIPS)** – this is a free service to our customers. Set your preferences one time and receive your books automatically. You can edit your selections at any time.
- **Continuations** – another free service to our customers, our standing order program for true serials, such as test prep and travel guides, takes the hassle out of keeping up with annual or irregular periodical publications.

3. Collection Builder

Build or refresh your collection with lists for relevant topics and events. Collection Builders provide one-time targeted lists for special projects, collection enhancement or replacement ordering.

4. Online Selection Lists

Brodart also has hundreds of specialty lists from which to choose. Not only are the lists separated into age ranges and categories, they can also be filtered for custom searches to make it easy to find exactly what you’re looking for. Choose lists on Hot Topics, Awards, Graphic Novels, Public Library Collection Builder, Spanish Titles and more.

All of our collection development lists are posted to Bibz, Brodart’s online ordering and collection development tool. Following is a detailed description of all of our Collection Development services.

5. TIPS® - Notification Program

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.

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.

Two levels of TIPS are available to accommodate your specific needs. We do the legwork; you make your selections.

5a. Level 1 - 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 Programs include-

Children's Silver TIPS

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 and graphic novels
- Emphasis on picture books, but nonfiction, fiction, and verse 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 Silver TIPS

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 and 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 Silver TIPS

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

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
- Hardcovers 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 Silver TIPS

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

5b. Level 2 - Diamond TIPS Notification Program

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 might want a Teen Fiction profile based on Booklist, School Library Journal and VOYA plus a list of authors. Or, you might 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. Pricing for Diamond TIPS has been included in the Cost Proposal, Brodart Attachment A.

6. Standing Orders

Our Standing Order services are designed to help you track new releases. Our Collection Development team will help you set up your preferences, monitor publication dates and automatically place orders on your behalf. We offer Standing Order services for authors and series as well as true serials such as test prep and travel guides. These Standing Order services are offered free of charge to our customers.

6a. FASTips® - Automatic Shipment Plan

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.

When setting up a FASTips profile the library first selects the authors, series, or other criteria desired. Then other parameters are established for the automatic order including format (bind preference), classification, age range, material types, and maximum price. The library also sets 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 by the library via Bibz or downloaded as MARC files for import into your ILS system for EDI ordering. After the orders are submitted, they are visible with status information through the Order History tab of Bibz.

6b. Continuations – Standing Orders for True Serials

Brodart's Continuations Service is designed to meet your complete reference and serial titles needs. You receive prompt, accurate fulfillment and because of our extensive coverage, your need to research hundreds of titles each year is eliminated. Brodart maintains constant communication with over fifty thousand publishers and distributors. Our title file is updated daily, ensuring that the title status information you receive from Brodart's Continuations Department is the most up-to-date available. Our core list of Continuations contains over 6,000 titles.

Some of the key features of Continuations include:

- Receive your Continuations material fully cataloged and processed, with processing only or as items only.
- Serial maintenance is made easier when you use our free monthly status reports and skilled personal assistance. To simplify establishing a standing order account, we offer you a full range of transition services.
- Brodart's Continuations Service offers an Alternate Year Program, which can be tailored to meet your library's needs. You may receive books as frequently or infrequently as desired.
- You may add new titles to your standing order or adjust existing orders at any time. Our files are updated daily in order to provide you with prompt, accurate service.
- All cancellations are effective immediately upon receipt by the Continuations Department.

A monthly status report is supplied to you at no extra cost so you may quickly and effectively monitor your standing orders. This report lists every series and serial on your standing order. Editions or volumes on order or recently shipped titles are listed accordingly. Publications which are delayed by the publisher show a status of "on order." Brodart's Continuations Department automatically contacts the publisher for updated status information of "on order" materials to assure timely delivery of these items.

As a Continuations customer, each month you will receive an electronic newsletter reporting the latest updates in title/bind changes, series discontinued, series completed and items to be ordered directly from the publisher. The newsletter keeps you informed about any changes that would affect your standing order.

Taking advantage of Brodart's Continuations Service is easy. Simply list the titles to be ordered with starting volumes, years or editions and the desired quantities. Once Brodart receives your standing

order titles we will set up your account and begin ordering the titles from the various publishers.

To make it easy to transfer to Brodart's Continuations Service, we will also send a cancellation notice to your former supplier. You need only indicate in writing which titles are to be cancelled, your account or purchase order number and the name of the supplier. The Continuations staff works with your library during this transition period to assure a smooth transfer of all standing orders.

The Continuations Department personnel are dedicated professionals who are knowledgeable about all aspects of the Continuations Service. They take pride in providing prompt and accurate responses to any questions. Each library is assigned their own Continuations Consultant. That individual will stay in close contact with the responsible person at the library to ensure optimum service.

TitleQueue

TitleQueue.com, Brodart's online Continuations tool, gives access to account details regarding subscriptions to serials and series. You can search for titles and update subscription information to add standing order titles or change current settings. You can also access order confirmations, report claims and request additional copies of invoices. There are many search options, including ISBN, title, series title and publisher.

7. Collection Builder® Custom Selection Lists

Brodart has identified more than 400 recommended bibliographies, review journals, and other sources, and has indexed them in our up-to-date title database. This extensive resource enables us to produce custom selection lists for a wide range of collection development needs such as collection building in specific areas, coordinated replacement ordering, or planning opening day collections.

- These comprehensive selection lists present the titles in shelf-list order for a systematic approach to collection development.
- Each citation on the selection list includes call number, author, title, publisher, date, price, ISBN, bind, descriptors, media, age range, title status, review citations, and the sources which contain the title.
- It is easy to review the titles and make your selections in Bibz.
- To request a selection list, tell us the subject to be covered, age levels, types of bindings, publication dates, and other pertinent information. We may provide a profile to walk you through the process.
- Prepared selection lists are typically delivered within one week. These custom selection lists are provided free of charge in Bibz to active Brodart customers with the understanding that any titles ordered from these lists are to be ordered from Brodart.

8. Specialty Collection Development Lists

The TIPS profiles described above provide regularly scheduled lists of current fiction and nonfiction. All of those profiles would be developed by the library selectors.

In addition to profiled TIPS lists, library selectors have access to hundreds of specialty lists from which to choose. Not only are the lists separated into age ranges and categories, they can also be filtered for custom searches to help you find exactly what you're looking for. These lists contain topics of interest to public libraries and are updated on a regular basis. They are available free of charge to all Bibz users.

The topics include:

- Awards
- Featured Lists
- Graphic Novels
- Insight – Brodart’s monthly online catalog which announces forthcoming popular titles
- Public Library Collection Builders
- Spanish

BIBZ® - ONLINE COLLECTION DEVELOPMENT & ORDERING TOOL

Bibz is Brodart’s online collection development and ordering tool. Access to Bibz with unlimited users is offered free of charge to the users for the term of this contract. Web-based or on-site training for Bibz is provided at no charge.

All of the selection lists created by Brodart will be posted to Bibz for selection and ordering. Bibz displays item status such as “in stock quantity”, “on order quantity”, “publisher in stock quantity”, “available from publisher” or “must order direct”. Bibz can also display discounted price and keep a running total for each list. Full-text reviews are available for all of the major library review journals free of charge.

The Bibz.com database is updated with new titles, title status, price information, and new data (such as cover images and full text reviews) on a daily basis. Inventory status shows unallocated inventory. Publisher inventory is also displayed for participating publishers.

Selectors can request that new titles be added to Bibz by emailing us at titlerequest@brodart.com. We’ll let you know when the title has been added to the database and you can place your order.

Please note orders placed for items not in Brodart’s inventory are ordered immediately from the appropriate publisher. Our order fulfillment system places orders with all publishers on a daily basis via FTP or email. In order to provide the fastest possible service to our libraries, we do not require minimum order quantities and we do not accumulate customer orders to meet a minimum order quantity. This policy allows us to fill orders quickly and efficiently. Prepublication orders are encouraged since this allows the materials to be sent to the library as soon as they are available from the publishers.

In addition to the selection lists posted by Brodart, you can also create your own selection lists on Bibz. You can search and access other relevant titles, build your own lists, select additional items for your collections, and place orders online or through most ILS acquisitions modules. 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 over five million records.

A temporary Bibz login has been set up so that you can try Bibz for yourself. Login information is not case sensitive. Go to www.bibz.com –

Username = JEFFERSONBID

Password = JEFFERSONBID


Bibz – Primary Features


Bibz is built on data that is specially groomed for libraries. It offers flexibility in searching, selection, list building and ordering. The interface and selection/ordering tools integrate easily into your existing workflow.

1. 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 –
 - Age or grade range
 - Reading program and level
 - Publication date
 - Review journals, including number of reviews and issue date
 - Title
 - Contributor
 - ISBN/EAN
 - Series
 - Subject
 - Publisher
 - Availability (print and stock status)
 - View Brodart and Publisher Inventory
 - Broad classification
 - Dewey or Library of Congress classification
 - Format (Bind)
 - Descriptors (board book, large type, picture book)
 - Language
 - Print Run
 - Demand level
 - Price
- User interface images follow:

Bibz Search Screen





[HOME](#)
[SEARCH](#)
[LISTS](#)
[ORDER HISTORY](#)

Active List Name: **Adult NYP Fiction** | Titles: 119 | Items: 0 | Total Price: \$0.00
Processing Profile: **BKS-CAT/PROC (999953*)**

Product: **BOOKS & AV**

[Search](#) | [Multiple ISBN/UPC Search](#) | [Saved Searches](#)

Search Criteria
Checked boxes INCLUDE categories in a search.

Availability
☒ Available ☐ Must Order Direct ☐ In Stock ☐ On Order All Titles ☐

Broad Classification
☐ Biography ☐ Easy ☐ Fiction ☐ Nonfiction ☐ Reference All Broad Class ☒

Dewey Range
From to All Dewey ☒

LC Classification
From to All LC Class ☒

Formats
☐ All Print ☐ Hardcover ☐ Hardcover Reinforced ☐ Library Reinforced ☐ Mass Paper All Formats ☒
☐ Trade Paper
☐ All Prebind ☐ BrodartBound-Glued ☐ BrodartBound-Sewn ☐ McNBound
☐ All Audio ☐ Audio CD ☐ Audio MP3CD ☐ Playaway Digital Audio
☐ All Video ☐ Blu-Ray ☐ DVD

Descriptors
☒ 8 X 8 ☒ Abridged ☒ Adapted ☒ Animated ☒ Atlas All Descriptors ☒
☐ B/W ☐ Big Book ☐ Bilingual ☐ Board Book ☐ Book plus
☐ Book/CD ☐ Book/Software ☐ Boxed ☐ Braille ☐ Chapter Book
☐ Closed Caption ☐ Color ☐ Combined ☐ Dictionary ☐ Documentary
☐ Easy Reader ☐ Encyclopedia ☐ Family Film ☐ Feature Film ☐ Full Screen
☐ Graphic ☐ Graphic Novel ☐ High/Low ☐ Instructional ☐ Journals
☐ Nonfiction ☐ Kit ☐ Large Type ☐ Ltd. ed. ☐ Novelty
☐ Picture Book ☐ Pop-Up ☐ Print on Demand ☐ Reference ☐ Reprint
☐ Serial ☐ Short Stories ☐ Song Book ☐ Spiral ☐ Tail MM
☐ Translation ☐ Travel Guide ☐ Unabridged ☐ Widescreen

Languages
☐ English ☐ Spanish ☐ Other All Titles ☒

Age Range
☐ 2-5 ☐ 3-6 ☐ 3-8 ☐ 5-8 ☐ 7-10 All Ages ☒
☐ 8-12 ☐ 8-14 ☐ 10-14 ☐ 12-19 ☐ 14-19
☐ 16-19 ☐ Adult

Grade Range
☐ P-K ☐ P-1 ☐ P-3 ☐ K-3 ☐ 2-5 All Grades ☒
☐ 3-7 ☐ 3-9 ☐ 5-9 ☐ 7-12 ☐ 9-12

Reading Programs
Select Program Reading Level: From to All Programs ☒

Publication Date
From to All Pub Dates ☒

Entry Date
From to All Entry Dates ☒


Reviews
At Least: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Review(s) Any Reviews ☒
 From Month Year to Month Year

Demand Level
☐ Hot Titles ☐ High ☐ Average ☐ Moderate All Demand ☒

Print Run
From to All Print Runs ☒


Price Range
From \$ to \$ All Prices ☒


For information or help with this web site, please call: 800.474.9802 ext. 6555.
All prices are subject to change without notice.
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Version 3.14.2_M2

Bibz Search Results Screen – Brief Display





[HOME](#)
[SEARCH](#)
[LISTS](#)
[ORDER HISTORY](#)

Active List Name: NONE | Titles: 0 | Items: 0 | Total Price: 0

Product: BOOKS & AV
Processing Profile: STARTER CAT AND PROC

Search: Search Results

Grids are required for the selected profile.

Actions: Add To List
List: Create New List (Type List Name Here)
APPLY
Grid Templates: Select...
APPLY

Global Qty:
Displaying results 1 to 100 of 645
Page: 1
Display:
☒ Brief
☐ Expanded
☐ Title Detail
Sort Order:
Dewey, Title, Contributor
REFINE SEARCH

Search Filters	Qty	Title	Contributor	Format	Item No. Dewey	Publisher	Pub Date	Availability	Price
25	0	Unexampled Courage: The Blinding of Sgt. Isaac Woodward and the Awakening of President Harry S. Truman and Judge J.	Gergel, Richard	Hardcover	9780374107895 323.1196	Sarah Crichton Books	01/22/2019	In Stock:69 Pub Inv:25	\$17.55
26	0	It Was All a Dream: A New Generation Confronts the Broken Promise to Black America	Allen, Reniqua	Hardcover	9781568585864 330.9008	Nation Books	01/08/2019	In Stock:43 Pub Inv:1437	\$18.20
27	0	Maid: Hard Work, Low Pay, and a Mother's Will to Survive	Land, Stephanie	Hardcover	9780316505116 331.7616	Hachette Book Group USA	01/22/2019	On Order:30	\$17.55
28	0	The 30-Day Money Cleanse: Take Control of Your Finances, Manage Your Spending, and De-stress Your Money for Good	Feinstein Gerstley, Ashley	Hardcover	9781492665366 332.024	Sourcebooks Inc	01/01/2019	On Order:58	\$16.19
29	0	The Dumb Things Smart People Do with Their Money: Thirteen Ways to Right Your Financial Wrongs	Schlesinger, Jill	Hardcover	9780525622178 332.024	Ballantine Books	02/05/2019	On Order:255	\$16.25
30	0	Women with Money: The Judgment-Free Guide to Creating the Joyful, Less Stressed, Purposeful (and Yes, Rich) Life Y	Chatzky, Jean	Hardcover	9781538745380 332.024	Grand Central Life & Style	03/26/2019	On Order:344	\$18.20
31	0	The Price We Pay: What Broke American Health Care—and How to Fix It	Makary, Marty	Hardcover	9781635574111 338.4736	Bloomsbury Publishing	04/02/2019	On Order:283 Pub Inv:25	\$18.20


Bibz Expanded Title Display

Bibz provides a wealth of bibliographic information and review citations from all of the major public library review journals.

25
96 Words for Love
A★R★L★O★H

Author: Roy, Rachel CoAuthor: Dash, Ava

0 Processing Profile: Moorpark - Bibz MARC Records



Class: Fiction	LC: PZ7.1	ISBN-13: 9780316477789	Pub Date: 01/15/2019
Age: 14-19	Grade: 9-12	LCCN: 2018023834	Availability: Available
Language: English		Imprint: Jimmy Patterson Books	In-Stock: 30
Demand: Hot	Print Run: 75000	Publisher: Little, Brown and Company	List: \$17.99
			Net: \$9.71
			Ext. Price: \$9.71

Hardcover

Notes:

Bib No:

Physical Description: 302 pages ; 24 cm H 9.375", W 6.375", D 1.125", 1.12 lbs.

LC Series:

Brodart Sources: Brodart's Diverse Juvenile Books, ages 10-19
Brodart's For Youth Interest Titles
Brodart's For Youth Interest: Popular
Brodart's New Adult Selections
Brodart's TOP Young Adult Titles
Brodart's YA Reads for Adults

Bibliographies: VOYA's New Adult Picks
Awards: Kirkus Books of Special Note
School Library Journal Popular Picks

Starred Reviews: Kirkus Reviews

TIPS Subjects: Death and Dying
Health/Medicine/Safety (Consumer)
Romance
Social Life and Customs
Asia
Contemporary Fiction

BISAC Subjects: YOUNG ADULT FICTION / Coming of Age
YOUNG ADULT FICTION / People & Places / Asia
YOUNG ADULT FICTION / Romance / Contemporary
YOUNG ADULT FICTION / Social Themes / Dating & Sex
YOUNG ADULT FICTION / Social Themes / Death, Grief, Bereavement
YOUNG ADULT FICTION / Social Themes / Emigration & Immigration
YOUNG ADULT FICTION / Social Themes / Mental Illness
YOUNG ADULT FICTION / Social Themes / Self-Esteem & Self-Reliance

LC Subjects: Ashrams, Fiction
Ashrams, Juvenile fiction
Bildungsroman
Coming of age, Fiction
Cousins, Fiction
Cousins, Juvenile fiction
East Indian Americans, Fiction
East Indian Americans, Juvenile fiction
Folklore, India, Fiction
Folklore, Juvenile fiction
Human trafficking, Fiction
Human trafficking, Juvenile fiction
India, Fiction
India, Juvenile fiction

SEARS Subjects: Bildungsromans

Reading Programs:

Annotations

Brodart's TOP Young Adult Titles | 01/01/2019
Publisher Annotation: Ever since her acceptance to UCLA, 17-year-old Raya Liston has been quietly freaking out. She feels simultaneously lost and trapped by a future already mapped out for her. Then her beloved grandmother dies, and Raya jumps at the chance to spend her last free summer at the ashram in India where her grandmother met and fell in love with her grandfather. Raya hopes to find her center and her true path. But she didn't expect to fall in love... with a country of beautiful contradictions, her fiercely loyal cousin, a local girl with a passion for reading, and a boy who teaches her that in Sanskrit, there are 96 different ways to say the word "love." A modern retelling of the classic Indian legend of Shakuntala and Dushyanta, 96 Words for Love is a coming-of-age story about finding yourself in unexpected places. 320pp.

Starred Reviews:

Kirkus Reviews | 11/15/2018
When Raya Liston spends a month at an ashram in India, she doesn't just find herself: She also finds true love. Seventeen-year-old Raya has a plan: major in English at UCLA and make her Indian mother and biracial (half black, other half unspecified) father proud. Spending the summer after high school at the Rishi Kanva ashram in the Himalayas with her cousin Anandi is definitely not the plan--until she receives a phone call from her dying grandmother, Daadee, saying she's left something important for Raya and Anandi hidden on the ashram grounds. Against her better judgment, Raya leaves for the ashram, where she unexpectedly falls in love with Kiran, a budding filmmaker who breaks rules as passionately as Raya follows them. In the process of falling in love and uncovering the secrets Daadee left, Raya realizes that the real question is not what she wants to do but who she wants to be. An insightful, layered feminist retelling of the Hindu myth "Shaktunala," the book features a diverse cast of characters who grapple with equally diverse issues in a richly drawn setting.

2. 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
- Link to your library's holdings
- MARC on-order records
- Order History to view item status
- Invoices

3. 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



4. 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

5. Order:


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

Additional Bibz Features & Functionality

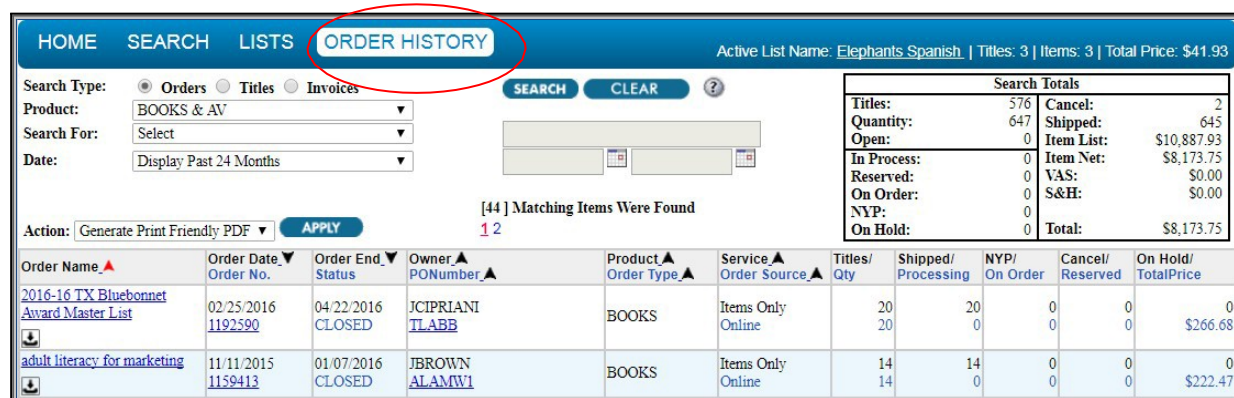
1. **Sort sequence:** Titles in search results and lists default to Title/Author sequence and can be resorted according to your preference.
2. **Duplicate checking:** Bibz provides automatic duplicate checking against all your lists and orders. Icons indicate whether the title is in another list or on 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.
3. **Library Holdings Interface:** When viewing your selection lists through Bibz an “H” icon will serve as an indication that the title is in the library’s public catalog. There are two types of holdings interfaces available in Bibz:
 - **Smart Holdings Interface:** If your Symphony system is Z39.50 enabled, “Smart Holdings” will automatically search every title on your selection list and only display the  icon for ISBNs that have been verified to be in your catalog. Clicking on the Icon will connect you to the title in your online catalog.
 - **Classic Holdings Interface:** If your Symphony system is not Z39.50 enabled, clicking on the  icon which appears next to every title in Bibz will execute an ISBN search in your catalog and display the title when found.
4. **Grid Templates:** Bibz allows predefined grid templates to be applied to a single title to as many as 100 titles with a single click. These grid templates may have an unlimited number of order lines. Typically there would be one order line per branch. The order lines can indicate location, collection, item type, and fund information. A single list (aka cart) can contain up to 5,000 items and 50,000 order lines. Bibz Grid Management will allow the library to create an unlimited number of grid templates at no charge.
5. **Expenditure Reports:** Generate expenditure reports by fund and location.
6. **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

7. **Brief on-order record options:** Bibz.com provides brief on-order records with item level information through the Download MARC Records function within a list.

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. Brodart enters the accounts, processing profiles, and branch locations. The library would control the values that are loaded for the grids for collection codes, item types, and funds. There is not a limit to the number of funds that can be entered.

8. **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.

Bibz Order History Screen

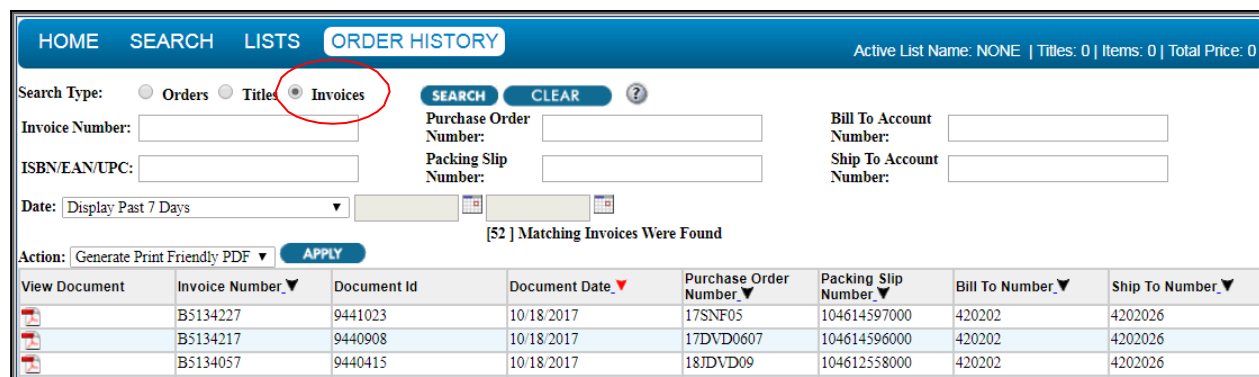





Titles:	576	Cancel:	2
Quantity:	647	Shipped:	645
Open:	0	Item List:	\$10,887.93
In Process:	0	Item Net:	\$8,173.75
Reserved:	0	VAS:	\$0.00
On Order:	0	S&H:	\$0.00
NYP:	0		
On Hold:	0	Total:	\$8,173.75

Order Name	Order Date	Order End	Owner	Product	Service	Titles/Qty	Shipped/Processing	NYP/On Order	Cancel/Reserved	On Hold/Total Price
2016-16 TX Bluebonnet Award Master List	02/25/2016 1192590	04/22/2016 CLOSED	JCIPRIANI TLABB	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 ALAMWI	BOOKS	Items Only Online	14 14	14 0	0 0	0 0	0 \$222.47

In addition, you are able to view and print invoices by clicking on the radio button for “Invoices” in the Order History screen. You can search for a specific invoice number, ISBN/EAN, purchase order number, packing slip number or account number.

Invoices: Access your PDF invoices from Order History



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	18DVD09	104612558000	420202	4202026

PLACING ORDERS

Brodart will set up accounts for your library based on your specifications and provide as many accounts as required. You may add new accounts, delete old accounts, or change the name and address information at any time.

Multiple ship-to accounts will be linked to the appropriate bill-to account. Each ship-to account will include a five-line address which includes account type and number. The information will link to related cataloging and processing specifications.

Rush accounts can be established for ordering materials that are time-sensitive. Advanced orders can be placed 6 months or more before publication date. Orders for special events can be monitored by your Account Manager to ensure on-time delivery for your event.

Brodart offers a number of methods for submitting orders:

- Submit your order directly to Brodart through Bibz, Brodart's online collection development and ordering tool.
- Import on-order records from Bibz in a format developed especially for your Symphony system. You can import on-order records directly into your system with or without the distribution information. On-order records are typically used to create a purchase order in the ILS.
- Submit orders directly to Brodart from Symphony. Brodart fully supports X12 or EDIFACT formatted electronic business transactions including purchase orders, order acknowledgements, and invoices.
- Fax orders to 800.999.6799.
- Telephone orders by calling 800.474.9802.
- E-mail orders to bookscs@brodart.com.
- Mail orders to Brodart Co. Books & Library Services, 500 Arch Street, Williamsport, PA 17701.

BRODART SYSTEM INTERFACES

Brodart has long-standing relationships with every major integrated library system vendor including SirsiDynix. We continuously work with all of these ILS vendors to manage existing interfaces and develop new functionality when the opportunity arises. We currently have established interfaces with each integrated library system for acquisitions, invoicing, collection development and cataloging. We fully support EDI ordering as well as EDI invoicing. Our interfaces include:

- **EDI Ordering** – Brodart has the ability to receive orders created in Symphony and return EDI order acknowledgements to update the ILS.
- **9XX Ordering** - Brodart also has the ability to upload on-order records with or without 9XX order information from Bibz to Symphony. In addition, item level information received in enriched EDI orders is utilized for both cataloging and processing to meet library's customized requirements.

- **Invoicing Services** – For orders placed via EDI, electronic invoices can be generated and posted to our FTP site for immediate download. Print invoices can also be mailed to the address designated by the library.
- **Collection Development Services** – Brodart’s selection lists can be loaded into your Symphony system.
- **Cataloging Services** – Brodart has developed interfaces with all of the major ILS systems for all levels of our automated and customized cataloging services. Cataloging records as well as holdings records can also be customized to meet your Symphony requirements.

CATALOGING AND PROCESSING SERVICES

Brodart’s librarians are completely committed to book-in-hand cataloging. Our comprehensive, accurate MARC records are created to meet your library’s unique cataloging and classification requirements. To meet all of the requirements defined in your RFP we are recommending our Flex cataloging service for Jefferson Parish Library.

Flex Cataloging and Processing Service

Flex is a revolutionary line of services that combines the benefits of book-in-hand cataloging with the simplicity and speed of an automated process. Brodart’s Flex service employs advanced mapping and formatting capabilities to create MARC records, item holdings records, local call numbers and spine labels formatted to meet local customized requirements.

Our proprietary processes allow us to address your local practices and customize bibliographic descriptions of your material. The array of choices available through Flex results in less work for your library and accelerates your receipt-to-circulation process. Your material will arrive fully cataloged and processed in shelf-ready condition.

Brodart’s Flex cataloging service is utilized by many major library systems across the country as a cost-effective way to purchase shelf-ready material with fast delivery times to the library. Shelf-ready materials processed through our Flex service are shipped in two business days.

Flex service offers the following benefits to help streamline your acquisitions, cataloging and receiving processes:

- Maximize the value of your local collection codes and other acquisitions data
- MARC record modification to accommodate most local cataloging practices
- Call number customized to match library practices
- Local call number formatted as required
- Custom options for formatting spine label data
- Item records mapped to the tags and subfields required by Symphony
- Guaranteed full-level MARC records for every item your library receives
- MARC and linked item records delivered electronically via FTP or e-mail
- Physical processing customized to your specifications

Bibliographic records in MARC 21 format along with linked item records are available the day the material is shipped. The records are delivered to the library via FTP or e-mail to be downloaded into your Symphony system.

Cataloging and processing through Flex services is a cost-effective and efficient way to expedite item level processing. Pricing for Flex Cataloging & Processing services has been provided in the Cost Proposal in Jefferson Parish Attachment C and Brodart Attachment A.

Brodart Cataloging Standards

The Library of Congress is our primary resource for MARC records. When a Library of Congress record is not available, we create an original cataloging record. You can be assured that you will receive full-level, high quality cataloging records for your material. All of our original cataloging records are created according to National rules and standards.

We base our descriptive cataloging on RDA (Resource Description and Access) and the accompanying Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PSs) or AACR2r (Anglo-American Cataloging Rules, 2nd edition revised) and accompanying Library of Congress Rule Interpretations. When an RDA record is available, we accept and modify the record according to RDA; when an AACR2r record is available, we accept and modify the record according to AACR2r. When both an RDA record and an AACR2r record are available, we will choose the RDA record and modify the record according to RDA. If no record is available, we catalog according to RDA.

In addition, we use Library of Congress Subject Headings, latest edition, Dewey Decimal Classification, 23rd edition, MARC 21 specifications and Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc, (GSAFD, 2nd Edition). We adhere to the Library of Congress rules for both MARC format and authority control.

Our original cataloging records also incorporate the following Brodart standards:

- All names and subjects are authorized.
- A brief annotation in a 520 tag is provided for titles Brodart classifies as Juvenile or Young Adult Fiction or Nonfiction.
- A contents note in the 505 tag is provided for all short stories, play collections and volume sets.
- An age and/or grade level in the 521 tag is provided when it appears on the book.
- Subject Headings in the 6XX tags can include your choice of :
 - Library of Congress Adult subject headings for Adult titles
 - Library of Congress Children's subject headings for Juvenile and Young Adult titles
 - One or more Bilindex subject headings for Spanish and Spanish bilingual material

PHYSICAL PROCESSING SERVICES

Brodart's processing options provide libraries with the industry's most comprehensive and versatile range of physical processing services to follow each account's exact specifications. Physical processing for your print material will include the following components as requested in the RFP:

- Spine labels
- BISAC labels
- Barcode labels (one machine readable and one eye-readable per book)
- Branch labels
- RFID tag encoded with barcode number - Bibliotheca NXP SLIX2 (Tag 000010-000)
- Taped mylar jackets or label protectors for books with no dust jackets
- Paperback Reinforcement Services for Class D and Class E paperbacks

Reinforcement Services

Brodart's BrodartGuard and BrodartConvert reinforcement processes give you guaranteed paperback protection that is fast, easy, and affordable. Paperbacks ordered through Brodart can easily be reinforced or converted to hard covers using either of our affordable techniques. Brodart's in-house service protects your paperbacks without delaying your initial order. Your paperbacks are processed quickly and shipped with the rest of your items, saving you the time and expense of preparing separate purchase orders or receiving separate shipments.

BrodartConvert

Brodart's BrodartConvert service will stretch your book budget dollars by prolonging the life of your paperback books. The process uses the original paper cover of books at least ¼" thick, laminated onto heavy binder board and rebound with strong, permanently flexible glue. The result is a book with hardcover durability for a little more than the cost of a paperback. BrodartConvert is guaranteed to your satisfaction.

BrodartGuard

BrodartGuard reinforces a paperback book using a 10-mil laminate to increase circulation durability. The one-piece process includes a 2-mil spine section to allow flexibility in movement and prevention of bubbling as seen in similar processes. The crystal clear, 100% optical clarity material and non-yellowing adhesive keeps the cover art attractive and bright. BrodartGuard is guaranteed to your satisfaction.

Both BrodartGuard and BrodartConvert processes are available for paperbacks ordered with or without additional cataloging and processing options.

- have been perfected over 30 years of successful use.
- are easy to order—simply indicate on your order the paperbacks you would like to have reinforced.
- have no minimum order requirements.
- feature bindings that are individually handcrafted to ensure quality workmanship.
- are guaranteed to your satisfaction. If you receive a book and the bind quality is unacceptable, you may return the book for replacement as long as the book is available from the publisher.

Brodartbound Books

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.

A lifetime guarantee on workmanship and materials accompanies the binding of every Turtleback book.

Turtleback's growing collection of titles contains over 8,000 of the most popular titles for children and adults including Picture Books, Beginning Readers, Chapter Books, Middle Grade, Young Adult, Graphic Novels, Juvenile Nonfiction, Literature, Adult Fiction, Adult Nonfiction, Reference, Spanish. Easily access Turtleback's title collection through Bibz.

ORDER FULFILLMENT

Brodart stocks materials according to public library demand. Material can be ordered 6 months or more prior to publication date. Items ordered pre-publication or not in Brodart's inventory will be ordered immediately from the appropriate publisher. Our order fulfillment system places orders with all publishers on a daily basis.

In order to provide the fastest possible service to our libraries, we do not require minimum order quantities and we do not accumulate customer orders to meet a minimum order quantity. This policy allows us to fill 85% of all customer back orders in 3 weeks, with overall fill rates of greater than 98% of available titles.

1. Street Dates

Brodart understands the importance of receiving pre-publication materials prior to street release date. Our policy is to catalog, process and ship books immediately upon receipt from the publisher. As a result, the library should receive popular titles prior to street date. Please note shipment of pre-published titles is dependent upon when these titles are received at Brodart from the publisher.

Because these items arrive at the library on or before the street release date, we ask that our customers have policies in place to ensure that they are not released to the public prior to this date. The street release date will be clearly identified on your packing list.

2. Packaging and Marking of Shipments

Cartons are labeled with the account type and the number of cartons in the shipment, so that when they arrive at the library the account type can be clearly identified. The shipping label includes the account name, purchase order number and packing slip number and is applied to the top of each box.

We take special care when packing your order. Brodart's boxes are made of heavy corrugated cardboard and are extremely durable. Larger items are packed first, then smaller ones and are 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 packing paper. Self-adhesive shipping labels 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.

3. Shipping and Delivery

Brodart's single inventory location in Williamsport, Pa. enables us to fill orders quickly and efficiently. Shipments will be sent on a daily basis via best method (common carrier, USPS, or UPS Ground) F.O.B. destination from our warehouse to the East Bank Regional Library. Shipping time to the library averages 4 – 7 business days.

4. **Advanced Shipping Notification**

Brodart is able to support a library's Advanced Shipping Notification (ASN), carton-level receiving process which provides efficiencies to the library by eliminating the scanning of individual items. The library's ILS system must support the EDI 856 ASN standard protocol.

For libraries set up with ASN Brodart will scan each item on a packing slip into a carton(s). Once packing is complete an EDI 856 ASN-compliant transaction file is generated and a carton label is printed with a corresponding SSCC (Serial Shipment Container Code) barcode (see carton label image below – SSCC barcode outlined in red). The SSCC barcode number matches to the ASN transaction file. Upon shipment Brodart will transmit an EDI 856 ASN transaction file to the library.

Upon receipt, with a scan of the SSCC barcode on the carton label, all the items in the box are marked as received in the library's ILS system. There is no need for item-by-item scanning. This process speeds the time-to-shelf for items received by the library.



Carton Label with an SSCC Barcode for ASN Receiving

MANAGEMENT REPORTS

Brodart offers a number of management reports to help keep you informed of your order status. Customized reports can also be generated upon request to your Account Manager.

1. **Packing Slip**

Brodart's packing slip, which includes the title, author, ISBN, quantity shipped, customer purchase order, and list price of each item, is packed in the last carton of every shipment. The carton indicates that a packing slip is enclosed. This packing document shows a control number, which can be matched with a corresponding invoice.

2. **Confirmation Report**

Confirmation of titles ordered as firm orders or standing orders 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.

3. **On-Order Title Status Report**

Brodart offers a number of options for reporting 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.

4. Fund Reports

Fund reports can be sent to the library on a weekly or monthly basis so that staff can monitor expenditures for the collection. Brodart's Do-Not-Exceed (DNE) system provides accurate fund accounting for all orders placed with Brodart. This system allows the library to specify the exact amount of money budgeted by branch, category or account type and will fulfill all orders up to, but not exceed the monetary limit.

In addition to the budgeted amount for each defined category the Fund Report states the invoiced amount, backordered amount, cancelled amount and the total amount encumbered (ordered, backordered, in-process and invoiced). Brodart's DNE system will encumber items at the actual invoice price (net price of the item plus processing charges). This will provide Fund Reports to ensure the cost of the collection does not exceed the budgeted amount.

5. 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.

6. Invoices and Payment

Two copies of the invoice will be included in the box with the delivered books. Invoices are available in paper or electronically via e-mail or FTP. Our invoices include the title, author, ISBN, publisher, published date, quantity, list price, discount, unit price, and extended price, appropriate sales tax 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. 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.

7. Statements

Brodart customers receive monthly statements only when there is a balance due on their account. This statement includes the account's billing address and Brodart bill-to account number. It also includes the invoice number, item date, purchase order number, item amount, and balance owed.

CUSTOMER SUPPORT

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 Account Manager is available by calling Brodart's toll-free number 800.474.9802. Brodart responds to all inquiries within 24 hours.

1. Quality Control

Brodart's commitment to quality is vital to all we do. This is reflected in the flexibility of our services. We believe that quality begins and ends with our customers and we strive to always satisfy your needs.

Our automated conveyor system uses state-of-the-art technology to transport and manage orders through the production area. This warehouse management system monitors the status and location of every order at every moment throughout the process, minimizing errors and maximizing service time.

Once production has begun, our quality control staff will ensure that your specifications are met. Brodart goes to great lengths to ensure the accuracy of our cataloging, linking and physical processing. Our goal is to ensure that our staff has a full understanding of your specifications and local practices and is always informed if your specifications are changed.

Quality control checks occur throughout our process to make certain your specifications are met. Checkpoints include data entry, picking, title checking, stamping, jacketing, labeling and packing. Materials are also inspected for publisher defects and when found are rejected and returned to the publisher.

Our goal is to provide our customers with the highest quality service in the industry. This commitment is rooted in our values and is essential to our success.

2. Credits and Returns

When the occasional issue occurs with this highly manual process we're happy to offer a credit or a no charge replacement as follows:

Any item received damaged, defective, or not as ordered (wrong title supplied, short shipment, etc.) will be replaced or a credit will be issued. Freight costs for these returns will be covered by Brodart. All vendor 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. Authorization from your Account Manager is necessary prior to returning any item(s).

OPENING DAY COLLECTION SERVICES

Whether you are building a new collection or expanding an existing one, Brodart can assist with all aspects of your Opening Day Collection project – from profiling through delivery. We'll ask all the right questions to identify project requirements and ensure that your collection will be expertly tailored to your patron base and community demographics.

Work Plan

Your project manager will take responsibility for establishing open communication with the library staff and scheduling a meeting to create and refine the project schedule and collection profiles. Your designated contact will be available for weekly conference calls to discuss the progress of the project.

Once the profiles are finalized, your project manager will create a master project schedule for the entire project from setup through delivery. A second schedule for the delivery of all collection development selection lists and tasks will also be provided. The library will be asked to approve both project schedules acknowledging the assigned tasks and due dates for both parties to ensure an on-time delivery.

Opening Day Collection Development Services

1. Selection and Ordering

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.

Brodart deals with more than fifty thousand publishers representing over five million current and backlist titles. We currently offer approximately seventy thousand Spanish language titles distributed by over eleven hundred publishers. Publishers range from the largest corporate bodies to university presses, specialty publishers, small and literary presses. We also provide an extensive range of large type publications.

For adult print materials we cover not only popular, best-selling titles and well-reviewed titles, but also practical nonfiction. 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.

2. Selection List Planning

A Collection Development Librarian will be assigned to help you complete Brodart's Collection Development Profile form. This profiling will include a community description with demographics, goals and roles of the new library collection, definitions and descriptions of each collection category, and options for selection list delivery and ordering methods. This information will be used in conjunction with discussion sessions so that Brodart staff can fully understand the needs and goals of the library.

As part of the planning process, a list of the categories to be covered will be developed and dates for delivery of each category will be set. Dates for order submission will also be set. Both schedules are jointly developed with the goal of covering all areas of the collection and doing so in a manner that provides adequate time for selection, acquisition, cataloging and processing of materials.

The most common set of lists for an opening day project is:

- Picture books
- Easy readers
- Children's fiction
- Children's nonfiction and biography
- Teen fiction
- Teen nonfiction and biography
- Adult fiction
- Adult nonfiction and biography
- Children's and Teen Spoken Word audio

Other special lists can be planned and designed as requested by the library. Other lists commonly used are:

- Board books
- Browsing paperbacks for children, teens and adults
- Classics
- Large print
- Computer books (separate from adult nonfiction)
- Travel guides (separate from adult nonfiction)

3. 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 and what sort order each list should be delivered in.

Selection lists are produced from Brodart's extensive title database (over five 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.

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).

4. 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.

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.

5. 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 a particular branch. Brodart can use these files to eliminate titles from lists or to show holdings on 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. It is standard practice to exclude previously selected and previously seen (but not ordered) titles from forthcoming lists. If there is an existing collection, the profiling discussions will include how this effects the purchasing of new materials.

6. 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.

7. 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 must-order-direct. Orders for these titles must be placed with the publisher/supplier.

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

8. Format options for selection lists

Selection lists will be delivered electronically via Brodart's web based collection development and ordering system, Bibz.

9. 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.

10. 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.

Cataloging and Processing for Opening Day Collections

Material ordered for your opening day collection will be cataloged and processed using our Flex cataloging service and will arrive shelf-ready following the requirements in your RFP.

Collection Storage

Your new or enhanced collection will be boxed and stored in approximate shelf order. Fiction is sorted by the 1st initial of the author's last name and nonfiction is sorted by Dewey Hundred Divisions. Partial call number and exact shelf list order sorts are also available for an additional charge.

As a book wholesaler, our warehouse is designed for storage of books. Sufficient heat and humidity control is maintained to ensure the condition of the materials upon delivery. All materials will be fully

guaranteed and insured against physical loss, damage, or defect while in storage and until which time the books are delivered to the library. If any titles are found to be defective, a credit or no-charge replacement will be issued. There will be no additional charges for the storage and shipment of your opening day collection. In the case of an unexpected delay, Brodart will continue to store your opening day collection materials free of charge.

Opening Day Collection Shipment and Delivery

Brodart will store all your opening day collection materials until delivery is requested by the library. The number and timing of deliveries will be agreed upon by Brodart and the library. We ask to be notified at least 30 days before the first delivery date. Shipments will be designated for inside delivery.

Shipments will be made by common carrier and will arrive prepaid for inside delivery to the location designated by the library. The number and timing of deliveries will be agreed upon by Brodart and the library. The items will arrive in boxes that are shrink-wrapped on a pallet to insure proper protection during storage and shipping.

Each motor freight shipment will be organized by Brodart staff in such a way as to facilitate delivery. The truck will be arranged using the library's shelving sequence as a guide. The last boxes loaded into the truck will be the first, as designated by the library shelving plan, to be shelved. Each box will be labeled with the collection type and the appropriate Dewey range/division for nonfiction or first initial of the author's last name for fiction depending on the sorting option chosen.

Opening Day Collection On-Site Assistance

A Brodart representative can be on site to assist with the logistics of your delivery. They will be responsible for coordinating all communication with the trucking company to ensure a timely delivery. In addition, they will manage off-loading with lift gate assistance and delivery of the pallets to the inside of the building. We have extensive experience with deliveries and shelving and we feel you will find our representative to be a tremendous asset on delivery day.

Opening Day Collection Management Reports

Brodart can provide a number of reports to assist the library with monitoring the status of materials supplied by Brodart. In addition to the standard Vendor Confirmation, On-Order Status, and Cancellation reports, we offer two reports that are designed specifically for opening day collection projects.

- *Fund Report*
Brodart's Do-Not-Exceed (DNE) system provides accurate fund accounting for all orders placed for the opening day collection materials. This system allows the library to specify the exact amount of money budgeted for each subject category and will fulfill all orders up to, but not exceed the monetary limit. In addition to the budgeted amount for each defined category the Fund Report states the invoiced amount, backordered amount, cancelled amount and the total amount encumbered (ordered, backordered, in-process and invoiced).
- *Shelflist Report*
The Shelflist report assists with reconciling your new collection and determining your shelving plan. It lists the call number, title, author, EAN, purchase order number, invoice number, packing slip number, barcode number, and complete item holdings information for every item delivered.

Section D. Proposer Qualifications and Experience

Since 1939 libraries have been able to turn to Brodart Co. for everything from shelf-ready books to electronic ordering systems, high quality furniture, and supplies. From humble beginnings, we have grown to become an international company, serving thousands of libraries across the United States. Brodart truly has evolved into a full-service library supply company.

Brodart Books & Library Services is a division of Brodart Co. Brodart Co. is a general partnership, organized in the State of New York, which has two partners, one is itself a limited partnership (Brojo) and the other is a corporation (Nubro, Inc.) Both are predominantly owned by individuals in Brodart management. Nubro Inc. is the managing general partner of Brodart Co. Our company has been in the library business for over 80 years and has grown to be a strong, financially stable organization. Our warehouse and corporate offices are located at 500 Arch Street, Williamsport, PA 17701. All materials are cataloged, processed and shipped from this location.

Brodart was born out of innovation and today we pride ourselves on continuing to provide solutions to the library marketplace. While one of the world's largest suppliers of books to libraries, we also offer the library marketplace a wide range of products and services. Our core services include customized cataloging, specialized physical processing, expert collection development services, electronic ordering and exceptional book fulfillment. A full-service library company, we deliver carefully selected, cataloged, and processed titles. Our state-of-the-art online tools, bibliographic services, and consulting exclusively to libraries assist our customers in selecting from over four million items.

Brodart is a customer-centric company that employs state-of-the-art technology to engineer the technological platform used to support the library community, both in online ordering tools and interfacing with integrated library systems. A true library services company, Brodart's primary business focus is libraries. We do not supply materials to the retail market.

We offer a full spectrum of services designed with you in mind from assisting with collection development to cataloging and processing and more. Brodart is your full-service library provider. Brodart offers a variety of material in various formats and bind preferences. Because different materials are utilized in various ways by both the library and your patrons, you will want to order appropriate binds for various collections. Our bind definitions are included in our Technical Proposal for simple reference.

Our Williamsport, Pennsylvania facilities annually manage over 265,000 titles representing in excess of five million volumes. Brodart's inventory includes new releases and retrospective titles for adult and children, research and technical materials, large print and small press titles. Because we have all our resources centralized in one location we can efficiently and effectively process, fill and ship orders. Our state-of-the-art fulfillment system ensures rapid turnaround time for all back-ordered titles.

Since 1987, Brodart has provided many public libraries with specialized Collection Development Services for both ongoing and opening day collection needs. Many of our Collection Development Services such as: TIPS® (profiled selection lists), FASTips® (standing orders), Collection Builder® (customized selection lists) and vendor selection services are industry leaders.

Our online collection development and ordering tool, Bibz, is available to all customers. Bibz was designed by librarians for librarians and offers flexibility in searching, selection, list building and ordering.

We offer a number of methods for submitting orders (phone, fax, e-mail, electronically, etc.) and provide

various reports for tracking the status of orders. Our system of interfaces seamlessly connects with all major integrated library systems, for all your collection development, acquisitions, cataloging and item record requirements. Our policy is to catalog, process and ship books immediately upon receipt from the publisher. Our delivery, backorder, and cancellation schedules can be customized to accommodate each library's specifications.

Brodart is the industry pioneer of cataloging and processing services. We introduced commercial cataloging and processing services for libraries in 1958, branching into customized cataloging and processing service in 1985. To complement this wide range of services, we introduced our Flex Cataloging and Processing Services. We specialize in serving all of your cataloging and processing needs from the basics to the most complex customized requirements.

Brodart currently employs approximately 464 individuals. We offer a dedicated team of customer care associates, account managers, project managers, information technology, collection development, cataloging and acquisitions specialists, all who provide top-quality customer support. They are experts in their fields and in serving large and small public libraries across the country. Brodart's long and successful history has built countless partnerships with libraries and enabled us to provide the most experienced workforce in the industry.

Section E. Innovative Concepts

Linked Data Enrichment Service

Brodart is once again leading the industry as the only library materials vendor to offer linked data enrichment services. Linked data enrichment is applied to bibliographic records in preparation for systems that will increase community visibility to library resources outside the traditional public access catalog. Brodart has been planning for the evolution toward linked data and BIBFRAME for years by modifying data models, production processes and delivery mechanisms.

As a result we are able to offer an exciting new cataloging option for our new linked data enrichment service to our shelf-ready customers. In anticipation of forming a partnership with the Jefferson Parish Library, we are offering this service for your shelf-ready material at no additional charge.

In summary, as Brodart is performing shelf-ready cataloging services, the bibliographic records created for the Jefferson Parish Library will be system-evaluated for linked data enrichment. Each subject, name and title will be evaluated for a 100% match to the following authoritative sources:

- Library of Congress subject headings
- Library of Congress subject headings for children's literature
- Library of Congress Genre/Form Thesaurus

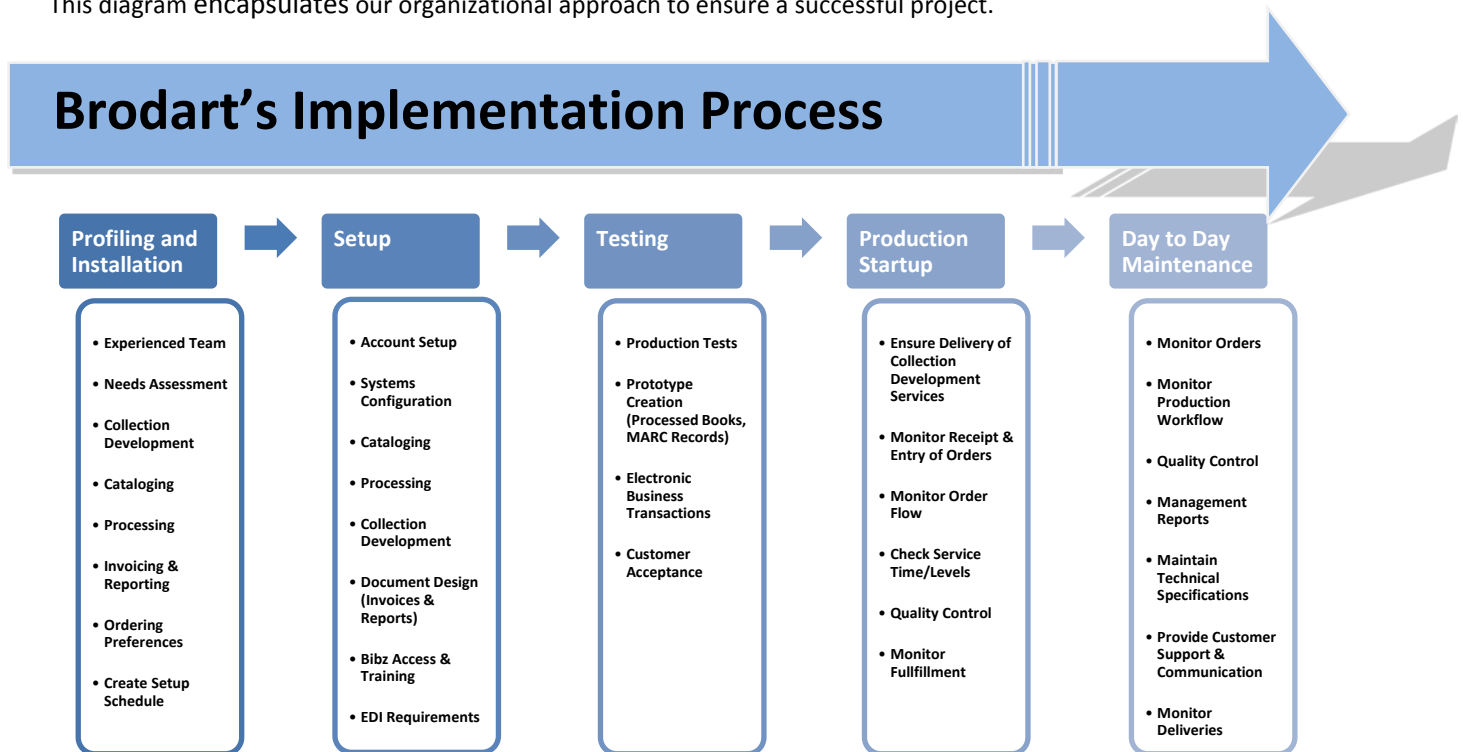
When a tag matches 100% to an authoritative source then a URI will be appended to the tag in a |0. When a tag is not a 100% match then no URI will be generated. Content type, media type and carrier type (i.e. 33X tags) URIs will also be generated.

Section F. Project Schedule

Project Implementation Plan

To ensure customers receive exemplary service, our team follows a proven methodology for implementation of services. This process enables us to remain laser-focused on fine details, while being organized, thorough, and methodical throughout.

This diagram encapsulates our organizational approach to ensure a successful project.



Phase 1 — Profiling

Because each library is unique, learning as much as possible at the outset is essential to delivering services that meet your expectations. During the Profiling Phase, our team will meet with you to develop detailed specifications related to collection development, ordering preferences, and precise specifications for cataloging and physical processing. We will also document your preferences for invoicing, reporting, fund control and the types of accounts needed.

Once the scope of services has been finalized and a timeline has been established, your project manager will create a project schedule to guide us from account setup, Bibz training, testing, delivery of selection lists and ongoing delivery of shelf-ready materials. The Jefferson Parish Library will be asked to approve the project documents, acknowledging the assigned tasks and deadlines to ensure on-time start-up of services.

Key Outcomes: Document all necessary project parameters and requirements; profile collection needs; develop comprehensive schedule; prepare for smooth project launch.

Phase 2 — Setup

During the Setup Phase, we program our systems in accordance with your library's specifications and establish all production workflow routines. We also train key library personnel on Bibz, Brodart's collection development and online ordering tool.

Key Outcomes: Set up account; design invoices and reports; provide Bibz training.

Phase 3 — Testing

Before committing any of your materials to production, we must complete the Testing Phase, where we check all configurations and create physical samples with corresponding cataloging records.

Key Outcomes: Validate customer preferences with sample processed books and MARC records; refine as necessary; obtain customer signoff.

Phase 4 — Production

Upon approval of all samples, your materials will begin their journey through the Production Phase. They enter Brodart's manufacturing system and make regular stops in various cataloging and processing quality control areas. During this phase your account manager will monitor the progress to make sure your materials are cataloged and processed according to your specifications and that we are meeting appropriate service times and fulfillment levels.

Key Outcomes: Receive and process orders; adhere to strict quality control; monitor service levels.

Phase 5 — Day to day Maintenance

With the Day to Day Maintenance Phase, your account manager will monitor all ongoing aspects of your services. Your account manager will provide day-to-day support and will work with you to guarantee your expectations have been met. In addition our Management Team will meet on a regular basis to ensure all service levels and quality standards are within acceptable levels. Your local Library Services Consultant will schedule regular on-site visits to review our service and quality levels.

Key Outcomes: Provide a tiered management approach that results in outstanding customer support.

A Sample Project Setup Timeline follows on the next page.



PROJECT SETUP SCHEDULE

Jefferson Parish Library

500 Arch Street Williamsport PA 17701

| www.brodart.com

| 800.233.8467

TASK	OWNER	DUE DATE	COMPLETION DATE
Contract awarded to Brodart	Library	June 2021	
Establish Z39.50 connection	Brodart & Library	July 2021	
Profiling meetings to gather requirements for collection development, cataloging, processing and account setup	Brodart & Library	July 2021	
Send completed profile documents and project schedule for library staff approval	Brodart	July 2021	
Library approves all profiles and setup schedule	Library	July 2021	
Deliver first selection lists	Brodart	July 2021	
Complete Account Setup	Brodart	August 2021	
Complete Bibz Setup	Brodart	August 2021	
Bibz training	Brodart & Library	August 2021	
Return first orders	Library	September 2021	
OCLC Collection ID for holdings update due (if applicable)	Library	September 2021	
Cataloging system setup complete	Brodart	September 2021	
Test books and records delivered to library	Brodart	September 2021	

Library approves test books and records	Library	September 2021	
Cataloging and processing begins	Brodart	September 2021	

Section G. Financial Profile

Please see attached Consolidated Financial Statements.

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**Brodart Co. And Subsidiary
(A Partnership)**

**Consolidated Financial Statements
For the Years Ended
December 31, 2019 and 2018**

BRODART CO. AND SUBSIDIARY
(A Partnership)
CONSOLIDATED BALANCE SHEETS
(In Thousands)

	<u>Dec 31,</u>	<u>Dec 31,</u>
	<u>2019</u>	<u>2018*</u>
<u>Assets</u>		
Current assets:		
Cash	\$ 33	\$ 69
Accounts receivable (net of allowance for doubtful accounts of \$196 and \$187, 2019 and 2018 respectively)	7,110	7,294
Inventories	6,709	5,888
Other current assets	1,055	1,332
Total current assets	14,907	14,583
Property and equipment, net	13,195	13,560
Other assets	137	147
Total assets	<u>\$ 28,239</u>	<u>\$ 28,290</u>
<u>Liabilities and Partners' Capital</u>		
Current liabilities:		
Line of credit	\$ 3,251	\$ 3,383
Outstanding checks in excess of bank balance	3	5
Current portion of:		
Notes payable	333	333
Obligations under capitalized leases	98	-
Accounts payable	9,775	9,399
Accrued expenses	4,483	4,472
Deferred revenue	717	730
Contract liabilities	15,959	15,906
Total current liabilities	34,619	34,228
Notes payable	2,972	3,306
Obligations under capitalized leases	174	-
Total liabilities	37,765	37,534
Partners' capital	(8,341)	(8,040)
Accumulated other comprehensive loss	(1,185)	(1,204)
Total partners' deficit	(9,526)	(9,244)
Total liabilities and partners' deficit	<u>\$ 28,239</u>	<u>\$ 28,290</u>

* Restated and reclassified

BRODART CO. AND SUBSIDIARY
(A Partnership)
CONSOLIDATED STATEMENTS OF OPERATIONS
(In Thousands)

	Year ended Dec 31,	
	2019	2018*
Sales, revenues and other income:		
Net sales and revenues	\$ 82,120	\$ 83,681
Other income	20	10
	<u>82,140</u>	<u>83,691</u>
Total sales, revenues and other income		
Costs and expenses:		
Cost of sales and revenues	66,400	65,145
Shipping, selling and advertising	9,231	10,200
General and administrative	6,448	6,970
Interest expense	301	323
	<u>82,380</u>	<u>82,638</u>
Income (loss) before tax	(240)	1,053
Income tax benefit (expense)	<u>12</u>	<u>(81)</u>
Consolidated net income (loss)	<u>\$ (228)</u>	<u>\$ 972</u>

* Restated and reclassified

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**Brodart Co. And Subsidiary
(A Partnership)**

**Consolidated Financial Statements
For the Years Ended
December 31, 2020 and 2019**

BRODART CO. AND SUBSIDIARY
(A Partnership)
CONSOLIDATED BALANCE SHEETS
(In Thousands)

	<u>Dec</u>	<u>Dec</u>
	<u>2020</u>	<u>2019</u>
<u>Assets</u>		
Current assets:		
Cash and cash equivalents	\$ 39	\$ 33
Accounts receivable (net of allowance for doubtful accounts of \$195 and \$196, 2020 and 2019 respectively)	7,844	7,110
Inventories	5,645	6,709
Other current assets	1,460	1,055
Total current assets	14,988	14,907
Property and equipment, net	12,838	13,195
Other assets	127	137
Total assets	<u>\$ 27,953</u>	<u>\$ 28,239</u>
<u>Liabilities and Partners' Deficit</u>		
Current liabilities:		
Line of credit	\$ 1	\$ 3,251
Outstanding checks in excess of bank balance	-	3
Current portion of:		
Notes payable	333	333
Obligations under capitalized leases	159	98
Accounts payable	8,387	9,775
Accrued expenses	6,946	4,483
Deferred revenue	709	717
Contract liabilities	16,965	15,959
Total current liabilities	33,500	34,619
Notes payable	2,639	2,972
Obligations under capitalized leases	204	174
Total liabilities	36,343	37,765
Partners' deficit	(7,218)	(8,341)
Accumulated other comprehensive loss	(1,172)	(1,185)
Total partners' deficit	(8,390)	(9,526)
Total liabilities and partners' deficit	<u>\$ 27,953</u>	<u>\$ 28,239</u>

BRODART CO. AND SUBSIDIARY
(A Partnership)
CONSOLIDATED STATEMENTS OF OPERATIONS
(In Thousands)

	Year ended	
	2020	2019
Sales, revenues and other income:		
Net sales and revenues	\$ 69,833	\$ 82,120
Other income	26	20
	<u>69,859</u>	<u>82,140</u>
Costs and expenses:		
Cost of sales and revenues	56,834	66,400
Shipping, selling and advertising	8,716	9,231
General and administrative	6,658	6,448
Interest expense	250	301
	<u>72,458</u>	<u>82,380</u>
Operating income (loss)	(2,599)	(240)
Proceeds from federal assistance programs	3,744	-
Income (loss) before tax	1,145	(240)
Provision for income taxes	<u>16</u>	<u>12</u>
Consolidated net income (loss)	<u>\$ 1,161</u>	<u>\$ (228)</u>

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 136353 (previously 113646).

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 136353 (amends Resolution No. 113646), as amended.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible greater than \$10,000.00. The cost of the deductible is borne by the proposer.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.



BRODART-01

NKUTTY

CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
12/28/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 701 B St 6th Fl San Diego, CA 92101	CONTACT NAME: Renee Williams		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS: Renee.Williams@alliant.com		
INSURED Brodart Co. 500 Arch Street Williamsport, PA 17701	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Charter Oak Fire Insurance Company		25615
	INSURER B: Travelers Indemnity Company		25658
	INSURER C: Travelers Property Casualty Company of America		25674
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		Y-630-7R372971-COF-21	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
		MED EXP (Any one person) \$ 5,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:					\$
B	AUTOMOBILE LIABILITY		BA-7R37392A-21-14-G	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS	BODILY INJURY (Per person) \$				
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	BODILY INJURY (Per accident) \$				
		PROPERTY DAMAGE (Per accident) \$				
						\$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		EX-7R374085-21-14	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 15,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	AGGREGATE \$ 15,000,000				
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	\$				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		UB-9J341575-21-14-G	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Per form CG D4 58 02 19, the certificate holder is included as additional insured as required by written contract with the named insured. Waiver of subrogation applies in favor of the certificate holder as required by written contract executed prior to loss.

RE: RFP0350

CERTIFICATE HOLDER**CANCELLATION**

Jefferson Parish East Bank
REGIONAL LIBRARY
4747 W NAPOLEON AVE
METAIRIE, LA 70001

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ATTACHMENT "B"

Ability to meet specifications

This must be filled in by each vendor and included with the other documents submitted in response to the technical portion of this RFP.

Number of titles (unique ISBN/EAN) currently in stock in vendor's inventory

103,549 unique EANs in our warehouse plus instant access to 252,067 in publisher inventory.

Method of notification of best sellers, continuations and other popular books

FASTips, TIPS, Bibz.com, and TitleQueue.com

Vendor has program which guarantees that items such as best sellers ordered through a prescheduled ordering plan arrive at library at least by street date (y/n)

Yes

Vendor can supply books in Class A (y/n)

Yes

Vendor can supply books in Class B (y/n)

Yes

Vendor can supply books in Class C (y/n)

Yes

Vendor can supply books in Class D (y/n)

Yes

Vendor can supply books in Class E (y/n)

Yes

Vendor must be able to provide opening day collections (y/n)

Yes

URL of vendor's online electronic ordering system, including password if necessary

www.bibz.com

Username: JEFFERSONBID Password: JEFFERSONBID

Vendors can provide downloadable purchase order records (y/n) (Library will contact vendor to obtain sample record)

	Yes
Vendor can provide and apply dust jackets and plastic laminate as specified (y/n)	Yes
Vendor can provide and apply branch labels as specified (y/n)	Yes
Vendor can produce and apply barcodes as specified (y/n)	Yes
Vendor can print and apply spine label according to Jefferson Parish Library specifications (y/n)	Yes
Vendor can print and apply BISAC subject heading label according to specifications (y/n)	Yes
Vendor can provide MARC label according to library specifications (y/n)	Yes
Vendor can insert item information into item record which will produce and populate item information (y/n) (Library will contact vendor to obtain sample record)	
Vendor can provide, apply, and program Bibliotheca's NXP SLIX2 tags	Yes
Vendor can assign a call number (Dewey Decimal) and Cutter letters and numbers according to specifications (y/n)	Yes
Vendor can assign BISAC subject headings according to specifications (y/n)	Yes
Vendor will provide inside delivery of all items at no cost (y/n)	Yes
Vendor will provide delivery as specified (y/n)	Yes
Vendor will provide two copies of invoice in the box with delivered books (y/n)	Yes
Vendor will provide a cancellation schedule for those items which become unavailable (y/n)	Yes
Vendor will pay all return shipping charges (y/n)	

Vendor will issue credit memo or invoice as specified (y/n)	Yes
Vendor has how many warehouses?	One
The primary warehouse from which orders for Jefferson Parish Library will be filled is	Williamsport, PA
The secondary warehouse from which orders for Jefferson Parish Library will be filled is	N/A

Request for Proposals #0423

**Purchase, cataloging and processing of new books for the
Jefferson Parish Library Department**

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing New Shelf Ready Books for the for the Jefferson Parish Library Department.

Request for Proposals will be received until 3:30 p.m. Local Time on: June 9, 2021.

Acknowledge Receipt of Addenda: Number: #1
Number: _____
Number: _____
Number: _____
Number: _____
Number: _____

Name of Proposer: Brodart Co.

Address: 500 Arch Street
Williamsport, PA 17701

Phone Number: 800-233-8467 Fax Number _____

Type Name of Person Authorized to Sign: Lisa Miosi

Title of Person Authorized to Sign: Vice President, Customer Care, Books and Supplies

Signature of Person Authorized to Sign: *Lisa Miosi*

Email Address of Person Authorized to Sign: bookbids@brodart.com

Date: 5-28-2021

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS,
DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE
ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY
SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING,
CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT
AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE
AND CORRECT COPY OF AN EXCERPT OF THE
MINUTES OF THE ABOVE DATED MEETING OF THE
BOARD OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

RESOLUTION ADOPTED

BY

THE BOARD OF DIRECTORS OF NUBRO, INC.

May 5, 2021

WHEREAS, Nubro, Inc., is the general partner of Brojo, a New Jersey limited partnership; and

WHEREAS, Nubro, Inc. and Brojo have formed a New York general partnership doing business as Brodart Co.; and

WHEREAS, Nubro, Inc., as the general partner of Brojo, has the authority to designate those persons who are authorized to act on behalf of Brojo; and

WHEREAS, Nubro, Inc. as one of the two general partners of Brodart Co. and as the general partner of Brojo, the other general partner of Brodart Co., has the authority to designate those persons who are authorized to act on behalf of Brodart Co; and

WHEREAS, under the terms of Brodart Co.'s partnership agreement, a duly authorized officer of either partner is authorized to act on behalf of and to bind the partnership.

NOW, THEREFORE, be it

RESOLVED that each of the officers of Nubro, Inc., the names of such officers and their office(s) being set forth in the list of officers captioned "Exhibit 1 hereto, to be filed with the attached to the minutes of this meeting, is hereby authorized and empowered to act in such capacity on behalf of and in the name of Brodart Co. and Brojo, and in connection therewith, to execute and submit bids all on such terms as the chairman, the president or any vice-president of Nubro, Inc. shall, in their discretion, deem desirable and in the best interests of Brodart. Co. or Brojo; and

RESOLVED FURTHER, that each of the chairman, the president, the treasurer or any vice-president or the secretary/assistant secretary of Nubro, Inc. is hereby authorized and empowered to act in such capacity on behalf of and in the name of Brodart Co. and Brojo, and in connection therewith, to execute and submit bids, enter into contracts, make commitments for and to enter into real and personal property leases and renewals thereof all on such terms as the chairman, the president or any vice-president of Nubro, Inc. shall, in their sole discretion, deem desirable and in the best interests of Brodart Co. or Brojo; and

RESOLVED FURTHER, that the Secretary of this corporation is directed to file a copy of Exhibit 1 with the minutes of this meeting, to be incorporated as part of the minutes of this meeting.

EXHIBIT I

Denise Gatsche	Chairman, Secretary
George Coe	President and Chief Executive Officer
Herbert Kemp	Treasurer, Chief Financial Officer
Richard Dill	Vice President
Gretchen Herman	Vice President
Michael Chefalo	Vice President
Robert Donnelly	Vice President
Lisa Miosi	Vice President
Debbie Breidinger	Assistant Secretary
Cathi Egli	Assistant Secretary
Joanie Hill	Assistant Secretary
Lisa Marvin	Assistant Secretary
Joshua Noecker	Assistant Secretary
Ann Pepperman	Assistant Secretary
Paul Seif	Assistant Secretary

Request for Proposal Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.
- Failure to submit or properly execute the RFP Affidavit will result in the proposal being deemed non-responsive in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances

Instruction sheet may be omitted when submitting the affidavit

Request for Proposal

AFFIDAVIT

STATE OF Pennsylvania

PARISH/COUNTY OF Lycoming

BEFORE ME, the undersigned authority, personally came and appeared: Lisa Miosi
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized Vice President of Brodart Co. (Entity), the party
who submitted a proposal in response to RFP Number 0423, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B X There are NO subcontractors which would require disclosure under Choice A of this section.

Lisa Miosi
Signature of Affiant

Lisa Miosi
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 8th DAY OF June, 2021.

Lori B. Copp
Notary Public

Lori B Copp
Printed Name of Notary

1030862
Notary/Bar Roll Number

Commonwealth of Pennsylvania - Notary Seal
Lori B. Copp, Notary Public
Lycoming County
My commission expires May 24, 2025
Commission number 1030862
Member, Pennsylvania Association of Notaries

My commission expires 05/24/2025.

Brodart BISAC References

Brodart has partnered with several libraries to rethink their traditional Dewey-based organization and to establish and support their new BISAC-based schemes.

Maricopa County Library District

Maricopa County Library System
2700 N Central Ave
Phoenix, AZ 85004

Jeremy Reeder
Assistant County Librarian
JeremyReeder@mclidaz.org
602.652.3036

In 2006 Maricopa County Library District approached Brodart with their idea of implementing a new word-based classification system which they called "Neighborhoods". As MCLD's primary book vendor, Brodart worked with the library's Technical Services Department to develop and create the specifications needed to incorporate the word-based Neighborhood concept into Brodart's customized cataloging process.

Three months later Brodart began classifying materials for the Perry Branch opening day collection, the first MCLD branch to use the new word-based system. The 27,000 book collection was delivered in May of 2007.

Maricopa chose to phase in the word-based classification system for their 17 locations at the rate of about 3 branches per year. During the five year transition from Dewey to word-based, Brodart created bibliographic records containing local call numbers for both Dewey and the word-based system. Once the migration was completed, in March of 2012, local call numbers were created only for the word-based system and Dewey was completely eliminated.

San Mateo County Libraries

San Mateo County Libraries
125 Lessingia Court
San Mateo, CA 94402

Sandy Wee
Library Services Manager
wee@smcl.org
650.312.5276

Brodart has been providing customized cataloging service to the San Mateo County Libraries since 2008. In early 2013 Brodart began working with the Library's Technical Services Department to develop and create the specifications needed to incorporate their word-based FindIt! concept into our customized cataloging process. The Brodart team played a key role, working with Library staff to establish and launch the new classification system.

San Mateo chose to create a custom dictionary of classification terms to be used in their FindIt! system. Our catalogers determine the appropriate classification to use based on book-in-hand analysis and knowledge of San Mateo's dictionary of terms.

Implementation of the FindIt! system was phased in, beginning with the Portola Branch in Spring of 2013, followed by the San Carlos Branch in Summer of 2013. Within two years the FindIt! system was implemented in all twelve branches.

Anythink Library

Anythink Library
5877 East 120th Avenue
Thornton, CO 80602

Logan MacDonald
Director of Products & Technology
lmacdonald@anythinklibraries.org
303.405.3293

In late 2016 Brodart began working with Anythink Library (formerly Rangeview Library District), a nine location library district in Colorado. Anythink circulates over 2.2 million print titles to 115,310 card holders every year. They are well known in the industry as an early creator/adopter of a word based classification system which they named WordThink. In 2009 there were several industry articles about them "Breaking up with Dewey". Since 2009 they remain committed to their WordThink classification system and have nearly completed their retrospective conversion of older material to WordThink.

Anythink does not use traditional classification systems such as Dewey at all. All new Anythink material (every collection and every audience) is classified with the WordThink classification system. BISAC subject headings are the foundation of WordThink. Each BISAC subject heading in the WordThink classification system is associated with up to four WordThink terms plus other data values such as cutter, volume number, state code and country name. Brodart cataloging staff creates call numbers for Anythink using book in hand and the WordThink classification system.

Brodart started shipping cataloged and processed material in February of 2017 utilizing our Z39.50 cataloging methodology. Implementing a new Compleat customer with our cataloging and processing teams is Brodart's forte and we are proud of the quality results of this partnership with the Anythink Library. As Brodart's modern manufacturing platform was designed specifically to support custom cataloging and processing for public libraries, implementing a word based classification system such as WordThink is as simple as implementing a customer that uses Dewey classification.

References

Dallas Public Library

Dallas Public Library
1515 Young Street
Dallas, TX 75201

Andrew Wright
Manager, Technical Services
andrew.wright1@dallascityhall.com
214.671.9269

Since 2013, Brodart has been Dallas Public Library's primary vendor for customized cataloged and processed print material for both ongoing and opening day collections. Collection Development services include TIPS for ongoing purchases and Collection Builders for opening day collections. Lists are posted to Bibz and selections are downloaded into Polaris for on-order records and EDI ordering. All materials are shipped centrally.

East Baton Rouge Parish Library

East Baton Rouge Parish Library
3434 North Blvd.
Baton Rouge, LA 70806

Mary Stein
Assistant Library Director of Administration
mstein@ebrpl.com
225.231.3700

Since 2008 Brodart has been the primary book vendor for East Baton Rouge Parish Library. We provide a full range of shelf-ready cataloging and processing services for adult, young adult and children's materials in both English and Spanish. We catalog using East Baton Rouge's GEAC ILS. All materials are shipped centrally. Collection Development services include TIPS, FASTips and Continuations. Lists are posted to Bibz and downloaded to GEAC for EDI ordering. McNaughton subscription plans for Adult, Young Adult, Spanish and Children's materials are also part of the services provided for the East Baton Rouge Parish Library.

Orange County Public Libraries

Orange County Public Libraries
1501 E. Saint Andrew Place
Santa Ana, CA 92705

Julie Quillman
Bibliographic Services Manager
julie.quillman@occr.ocgov.com
714.566.3086

One of the more recent additions to our client base is Orange County Public Libraries. In 2015 Brodart was awarded a five-year contract as primary vendor for customized shelf-ready cataloging and processing services for Orange County. Brodart maintains Z39.50 access to the library's Symphony database for cataloging and delivers records to the library via FTP. Collection Development lists are posted to Bibz for TIPs, FASTips, and Continuations and orders are placed via EDI. Once the material is cataloged and processed the orders are shipped directly to the 35 Orange County branch libraries.

Pioneer Library System

Pioneer Library System
1210 McGee Drive
Norman, OK 73072

Lisa Wells
Director
lwells@pioneerlibrarysystem.org
405.801.4503

For over 20 years the Pioneer Library System has purchased books with cataloging and processing from Brodart. Collection Development lists are posted to Bibz for TIPs, FASTips, Continuations and Collection Builder. Once items are selected, the library downloads on-order records with 9XX items and places orders via EDI. In addition to providing services for Pioneer's ongoing purchases, Brodart has delivered several opening day collections to the Pioneer Library System in recent years including 44,000 items for the South Oklahoma City Branch, 15,000 items for the Norman West Branch, 21,000 items for the Norman East Branch and a collection of 42,000 books for the Norman Central Library in 2019.

Los Angeles Public Library

Los Angeles Public Library
630 West Fifth Street
Los Angeles, CA 90071

Catherine Royalty
Director
croyalty@lapl.org
213.228.7192

Brodart has provided the Los Angeles Public Library with customized services for over 20 years. Shelf-ready services currently include item linking to existing records which is performed live in LAPL's CARL.X database. In Spring of 2021 the library will migrate to our Compleat Z39.50 methodology and Brodart will begin cataloging LAPL's Fiction collection. Brodart selection lists are posted to Bibz where the material is selected and then ordered via EDI. Materials are shipped both centrally as well as directly to over 70 branches. The Los Angeles Public Library uses Brodart's TIPS collection development services for selection of ongoing material and our Collection Builder lists for opening day collections.



KEY BRODART PERSONNEL

Sales Team

Kimberly Blazek- Eastern Regional Sales Manager

B.B.S. – Marketing Management

B.S. – Education, University of Toledo

- Eastern Regional Sales Manager, Brodart Co. (2018- Present)
- Enterprise Sales Manager, Demco (2016-2018)
- National Sales Manager, Findaway (2008-2015)
- ***Over 11 years working in libraries and technology***
- Kimberly manages the Eastern Region for Brodart. She works in conjunction with our Library Services Consultants and Key Customers to offer a high level of expertise in solution development and problem solving. Kim brings a wealth of knowledge, with over 13 years of experience working with libraries throughout the entire country, along with every area of business; finance, operations, process, marketing and product development.

John Chamberlain - Library Services Consultant / K-12 Sales

B.A. – Business Admin; Saint Michaels College (VT)

- Library Services Consultant/ K-12 Sales, Brodart Co. (2020- Present)
- Regional Director Follett Corp (2017-2019)
- Director of Sales K-12; Baker & Taylor (2002-2017)
- ***Over 18 years working in libraries***
- John provides field support for a multi-state territory covering the Northeast states, as well as K-12 school sales throughout the US. Using his background in publishing, and almost 20 years of K-12 sales experience, John takes a consultative approach to library sales, focusing on the long term benefits between customer and supplier.

Patrick Deering - Library Services Consultant

MS – Management and Organizational Behavior, Benedictine University

B.A. – Chemistry, Wittenberg University

- Library Services Consultant, Brodart Co. (2019- Present)
- Sales and Marketing Manager, Recorded Books (2003-2018)
- Military Library Specialist, Landmark Audio/Recorded Books (2004-2013)
- ***Over 15 years working in libraries***
- Patrick provides field support for a multi-state territory covering the upper midwest and great plains states. Using his background in field work and relationship management, Patrick takes a consultative approach to library sales, focusing on the long term benefits between customer and supplier. His experience has proven valuable in myriad positions including industrial product sales with an emphasis in international business development. This background, in addition to his personal interest in travel, has placed Patrick in over 35 countries on 6 continents.

Shelly Emerson – Library Services Consultant

B.S. - Business Administration; University of Redlands

M.I.M. – Masters in International Management; Thunderbird School of Global Management

- Library Services Consultant, Brodart Co. (2020-Present)
- Independent Consultant, Sales and Marketing for various companies in publishing, education and library markets (2015-2019)
- Director of Library Services, Alibris for Libraries (1999-2015)
- Director of Market and Business Development, Krames Communications (1991-1999)
- ***Over 28 years working in libraries, publishing and education***
- She is based in the Bay Area and will be calling on customers in Northern California, Washington, Oregon and Idaho. While at Alibris, she launched the company's library division and served as its director, calling on libraries around the world and developing new productivity tools for them. Shelly is looking forward to partnering with libraries on behalf of Brodart.

Lori Gray - Director of Sales

B.A. - University of Redlands, CA

- Director of Sales - Present
- Western Regional Sales Manager, Cataloging Services (1997-2014)
- Sales Manager, Books Division (1995-1997)
- Sales Representative, Books Division (1989-1995)
- **30 years with Brodart**
- Lori Gray started with the company in 1989 following her work in a family business. She has served as a Sales Representative for the West Coast territory for several years before being promoted to Western Regional Sales Manager for Brodart's customized cataloging service. She now serves as our Director of Sales with nationwide responsibility.

Whitney Huntington

- Library Services Consultant
- Bachelor's: English / Journalism; Communication (University of New Hampshire)
- Post-Graduate Certificates: Certified Journalism Educator (Journalism Education Association)
- Library Services Consultant, Brodart Co. (2021-Present)
- Sales Consultant, World Book (2018-2020)
- ***Over 3 years working in public libraries***
- Whitney serves the North Eastern / Mid-Atlantic Region for Brodart. She works in partnership with libraries, exploring efficiencies related to collection development, processing and cataloguing. To these partnerships, Whitney brings experience and knowledge in strategic planning as well collection maintenance and other forms of patron engagement.

Kim Langenderfer - Library Services Consultant

B.A. – Business Administration and Human Resources Management, Lourdes University

- Library Services Consultant, Brodart Co. (2021- Present)
- Educational Consultant, Mackin Educational Resources (2018-2020)
- Account Executive, Troxell Communications (2013-2016)
- ***Over 15 years working in libraries***
- Kim's territory encompasses the states of Indiana, Kentucky, Michigan, Ohio, Tennessee, and West Virginia. She reports to Kim Blazek, Eastern Regional Sales Manager. Kim has held a variety of positions in the publishing and education industries since 2005. In her most recent

role as Educational Consultant for Mackin Educational Resources, she sold educational tools to schools and public libraries. She is passionate about being a trusted advisor on behalf of her customers.

Karen Peck - Library Services Consultant

M.L.S. - Library Science, Texas Woman's University- 2005

B.S. – Education- Interdisciplinary Studies with a minor in Reading, Texas State University

- Library Services Consultant, Brodart Co. (2018-Present)
- Southern Account Manager, Findaway (2010-2018)
- Middle School Librarian, Southlake Carroll ISD, Southlake, TX (2008-2010)
- Elementary School Librarian, Southlake Carroll ISD (2006-2007)
- Elementary School Teacher, Belton ISD (1992-1996)
- ***Over 15 years working in libraries.***
- Karen is available locally to assist as needed. She prides herself on being available and responsive, working directly with the library as needed. Karen brings a wealth of knowledge, with over 15 years of experience in libraries. Prior to library sales and account management Karen was a middle school and elementary school librarian in Texas, where she managed all aspects of the library.

Deena Reynolds – Library Services Consultant

B.A. – Education, Northern Arizona University

- Library Sales Consultant, Brodart Co. (Present)
- Learning Consultant Publishing and Technology, Pearson Higher Ed (2014 – 2020)
- Senior Sales Representative, Cengage Learning (2011-2014)
- Started professional career as an educator for 6 years.
- Over 15 years working in publishing, education and technology
- At Brodart, Deena provides field support for AZ, CA, NM, and CO. She is based in Arizona.
Deena specializes in a consultative approach to understand the dynamic needs of customers with a strong focus on long-term relationship management.

David Tuttle – Library Services Consultant : Southeast

M.L.S : Brigham Young University

B.A. : History / Anthropology – Weber State University

- Library Services Consultant, Brodart Co. (2020- Present)
- RFID Account Manager – Envisionware Inc. (2016-2019)
- RFID Senior Market Consultant - SirsiDynix (2007-2016)
- Regional Sales Account Manager – Innovative Interfaces (2003-2007)
- Library Consultant-Sales Representative – Dynix Inc. (1989-2003)
- ***Over 30 years working in libraries and technology***
- Dave has worked as a degreed librarian in the Library Automation System industry as an implementation specialist, trainer, development consultant and sales representative. He then spent 12 years as an RFID consultant and has broad experience in a wide range of library technology and best practices. Based in St. Augustine, FL, he will be working with Brodart customers and prospects in FL, GA, SC, MS. And AL.

Michael Wilder – Managing Consultant, Sales & Marketing, McNaughton Subscription Services

BA – Appalachian State University, Boone, NC

- Managing Consultant, McNaughton, Sales and Marketing, McNaughton Subscription Services (2020 – Present)
- Client Development Specialist, Brodart Books Division (2018 – 2019)
- Eastern Regional Customized Library Services Sales Manager, Baker & Taylor (2007-2017)
- National Sales Manager, Baker & Taylor Book Leasing Services (2005 – 2007)
- Senior Director, Sales Support and Product Development, Brodart Books Division (2001-2004)
- Product Manager, Customized Cataloging Services, Brodart Books Division (1988 – 2000)
- Over 26 Years with Brodart Co
- Over 40 Years of Library Experience
- Michael started with Brodart in 1980 as a Library Sales Consultant in the Southeast. He was responsible for all Brodart products (books, supplies, equipment and furniture) in all library markets.

Customer Care Team

Denise Breen - Account Manager, Compleat Services

Glen Oaks Community College, Centreville, Michigan

- Account Manager, Compleat Services, Brodart Co. (September 2009-Present)
- Technical Product Support Associate, Books & Automation (July 2007- September 2009)
- **12 years with Brodart**
- As a member of the Compleat Services Team, Denise is responsible for monitoring service and quality, as well as day-to-day maintenance of Compleat Serv accounts. She works closely with all production areas to guarantee excellence. Denise's previous role as a Technical Support Associate offers her insight into the customer's use of complex EDI, 9XX and FTP workflows, as well as in-depth knowledge of Brodart's web-based ordering products.

Susan Domino - Customer Care Associate

- Customer Care Associate, Brodart Co. (2002 - present)
- Compleat Book Serv Para-Professional, Brodart Co. (1996 - 2002)
- Compleat Book Serv Cataloger, Brodart Co. (1993 - 1996)
- **26 years with Brodart**
- Susan started her Brodart career as a Compleat Book-Serv cataloger and worked her way up to serving as a Compleat Book-Serv Para-Professional. This background has been extremely helpful in her current role as she guides our customers through profiling and the account set-up process. Susan's attention to detail and diligence contribute to her success. She is a natural leader and highly regarded by her peers. Susan has been selected as a leader for various projects within her work area. Her account list consists primarily of libraries located within the Mid-Atlantic and Southeast regions.

Barb Fritz - Customer Care Manager/Project Manager

B.S. – Lock Haven University

- Customer Care Manager/Project Manager, Brodart Co. (July 2011 – Present)
- Compleat Services Customer Care Group Leader, Brodart Co. (March 2007-June 2011)
- Project Manager, Compleat Services, Brodart Co. (March 2001-March 2007)
- Cataloger, Compleat Services, Brodart Co. (1997-2001)
- **22 years with Brodart**

- Barb is responsible for providing superior customer care through the daily supervision of our Customer Care Associates. In her previous experience as Compleat Services Project Manager, Barb assumed the responsibility for profiling and setup of our new accounts. As a Compleat Services cataloger, Barb worked on approximately 25 accounts providing both ongoing and opening day custom cataloging services. Barb has also been on-site for the delivery and shelving of several opening day collections.

Michele Harvey - Project Manager/Cataloging & Processing Implementation Engineer

- Project Manager/Cataloging & Processing Implementation Engineer, Brodart Co.(2011-Present)
- Manager of Customer Support, Compleat Services, Brodart Co. (1995-2011)
- Project Manager, Compleat Services, Brodart Co. (1990-1995)
- Administrative Assistant to Books Marketing Manager/Administrator of Collection Development Services, Brodart Co. (1986-1990)
- Administrative Assistant to Books Production Manager/Manager Bookstore, Brodart Co. (1980-1986)
- Administrator, Government Contracts, Brodart Co. (1979-1980)
- Acquisitions Department, Brodart Co. (1978-1979)
- Receiving Department, Brodart Co. (1977-1978)
- **42 years with Brodart**
- A member of the Compleat service team since its inception, Michele has worked on more than 200 opening day collection projects coordinating setup, programming, scheduling, reporting and delivery requirements. She currently oversees the installation, service and customer relations for all of our accounts receiving custom cataloging services.

Katie Harzinski - Customer Care Specialist

- Customer Care Specialist, Brodart Co. (2019-present)
- Cataloging Services Paraprofessional (2014-2019)
- Compleat Book Serv Cataloger, Brodart Co. (2001-2014)
- **19 years with Brodart**
- Katie began her Brodart career in our Compleat Serv Department where she spent fifteen years in our custom cataloging department. Katie's experience in cataloging provides her with a deep understanding of our customer's needs. Katie is currently responsible for handling the day to day maintenance for customer accounts and is also part of the setup team for Compleat accounts.

Tina Jodun - Account Manager, Compleat Services

- Account Manager, Compleat Services, Brodart Co. (October 2007-Present)
- Cataloging Services Librarian Assistant, Compleat Services, Brodart Co. (June 2006-October 2007)
- Cataloger, Compleat Services, Brodart Co. (1996-2006)
- Processor, Brodart Co. (1994-1996)
- **25 years with Brodart**
- As a member of the Compleat Service Team, Tina is responsible for monitoring service and quality, as well as day-to-day maintenance of Compleat accounts. She works closely with all production areas to guarantee excellence. Tina's experience in custom cataloging gives her an advantage in understanding her customers' cataloging needs.

Mary Miller - Customer Care Associate

- Customer Care Associate, Brodart Co. (2018-present)
- **1 year with Brodart**
- Mary is responsible for our West Coast territory as well as our Foreign and U.S. Embassy accounts. She has a deep knowledge of our products and services and is committed to her customers. With her extensive customer service background and friendly personality Mary provides exceptional service and support. Outside the office Mary is continuing her education in the field Business and Marketing and enjoys spending time with her family.

Debbie Schall - Customer Care Associate

- Customer Care Associate, Brodart Co.(2004-present)
- Account Manager, Brodart Co. (2003-2004)
- Customer Support, Brodart Co. (1998-2003)
- Research Representative, Brodart Co. (1995-1998)
- Quotation Correspondent, Brodart Co. (1991-1995)
- Data Entry Clerk, Brodart Co. (1990-1991)
- **29 years with Brodart**
- Debbie has worked in various capacities at Brodart prior to her current role of Customer Care Associate. Her previous training has been of benefit to her, and ultimately to the department, as her knowledge and experience are relied upon by her peers. She is extremely friendly, helpful and has a very keen attentiveness to detail. Debbie manages the Northeast and Mid-West territories and has gained the loyalty of customers she has served over the years.

Kelly Clark - Customer Care Associate

- Customer Care Associate, Brodart Co. (2020-present)
- 2 months with Brodart
- Kelly is responsible for our subscription customers for the West Coast territory. She is learning about our products and services and is committed to her customers. With her customer service background and friendly personality Kelly provides exceptional service and support. Outside of the office, Kelly loves to read and spend time with her family.

McNaughton

Audra Flanders - Customer Care Associate

- Customer Care Associate, Brodart Co. (2009-present)
- Compleat Book Serv Cataloger, Brodart Co. (2007-2009)
- **12 years with Brodart**
- Audra began her Brodart career in our Compleat Serv Department where she spent two years as a Cataloger. During this time she formed a solid understanding of cataloging and library practices which allows her to efficiently guide new customers through the profiling process and assist current customers with changes to their existing subscriptions. Audra's extensive customer service experience, office management background and friendly personality make her the ideal person to provide exemplary service to our McNaughton customers on the East Coast.

Robert Heil - Customer Care Associate

- Customer Care Associate, Brodart Co. (2016-2017)

- Compleat Services Cataloger, Brodart Co. (2014-2016)
- **5 years with Brodart**
- Robert began his Brodart career in our Compleat Serv Department where he spent two years as a Cataloger. During this time he formed a solid understanding of cataloging and library practices which allows him to efficiently guide new customers through the profiling process and assist current customers with changes to their existing subscriptions. Robert's extensive customer service experience, management background, and friendly personality makes him uniquely qualified to provide our central US and Government McNaughton customers with exceptional service and support.

Continuations

Kelly McClure - Continuations Customer Care Associate

- Continuations Customer Care Associate, Brodart Co. (2004-present)
- Tartan Customer Care Associate, Brodart Co. (2008-2014)
- TURA (2004-2004)
- Standing Orders, Brodart Co. (1991-2004)
- McNaughton Account Services Representative, Brodart Co. (1990-1991)
- Order Department, Brodart Co. (1989-1990)
- Shipping and Receiving Department, Brodart Co. (1988-1989)
- **31 years with Brodart**
- Kelly is a senior member of the Customer Care Department, having devoted more than 30 years to the company. Kelly has amassed a wealth of knowledge in many different areas of the business and applies that knowledge when supporting our Continuations customers. Kelly also served as Tartan Customer Care Associate. Her tenacity and eagerness to please have resulted in loyal and long-standing customer relationships.

Technical Support Team

Keith Dingler – Group Leader, Technical Product Support

- Group Leader, Technical Product Support, Brodart Co. (2005 – Present)
- IT Technical Support, Brodart Co. (2003 – 2005)
- Technical Support Representative, Online Service, Brodart Co. (1993 -2003)
- **26 years with Brodart**
- In his most current role as the Technical Product Support Group Leader, Keith is responsible for monitoring the daily activities of the Technical Product Support group. This group provides support for the many products and services offered by the Brodart Books & Automation Division. A list of these services includes, but is not limited to Web Site end user setup and support, EDI Business transaction processing, ILS system integration, end-user software support, bibliographic data management services, and internal user support. Keith is also responsible for providing assistance for escalated customer issues. In his prior experience, Keith has also gained an extensive background with supporting telephone systems and networks, and also has experience in sales and retail store management.

John W. Sommers - System Integration Analyst

Associates in Business Management - PA College of Technology, Williamsport, PA

- System Integration Analyst, Brodart Co. (2003-present)
- Collection Development Electronic Services Consultant, Brodart Co. - (1999-Present)
- Manager of Internet & Online Services, Brodart Co. (1999-2003)
- Technical Support Representative, Brodart Co. (1995-2003)
- Customer Support Representative, Automation Division, Brodart Co. (1989-1995)
- **30 years with Brodart**
- In his role as analyst, John has been instrumental in the development of interfaces between integrated library systems and Brodart Co. In addition, he significantly contributed to the development, implementation, and enhancement of our online ordering tools. With over twenty years of customer relations, technical support, and product management experience, John has taken the lead on the creation of endless ordering possibilities

Collection Development Team

Jeanne Barnes - Plans Coordinator

B.S. - Lock Haven University, Lock Haven, PA

- Plans Coordinator - Collection Development, Brodart Co. (2010-Present)
- Cataloger II (2007-2010)
- **12 years with Brodart**
- Jeanne began her Brodart career in Compleat as a cataloger. After assisting Collection Development in updating their FASTips author lists, she was recruited for a full-time position. She now sets up and maintains TIPS and FASTips accounts as well as placing many of the FASTips orders.

Jessica Blaker - Paraprofessional – Collection Development & Acquisitions

ESL – SUNY Cortland, Cortland, NY

B.A. - French, Secondary Education, Lycoming College, Williamsport, PA

- Paraprofessional – Collection Development & Acquisitions, Brodart Co. (2013-present)
- Spanish Adjunct (2010-2013)
- Compleat/New School Opening Account Manager (2007-2009)
- New School Opening Account Manager (2006-2007)
- Spanish Tech Serv Cataloger (1999-2006)
- High School French Teacher, Ticonderoga, NY (1997-1999)
- **20 years with Brodart**
- Jessica's varied experiences at Brodart provide her with a comprehensive working knowledge of Brodart and internal relationships integral to providing excellent customer support and assistance to our Spanish customers. Jessica serves as a coordinator of programs and projects involving Spanish language materials for Brodart's customers, as well as selecting titles for Spanish TIPS and FASTips programs. In addition, she acts as the Spanish Department liaison with internal departments and external resources to support the growth of these programs. Jessica is also involved with all aspects of Spanish acquisitions and publisher relations.

Paul Duckworth - Collection Development Librarian

M.L.S. -- University of Southern California, Los Angeles, CA

B.A. -- Missouri State University, Springfield, MO

- Collection Development Librarian, Brodart Co. (2008-Present)

- Opening Day Collection Manager, Ingram Library Services (2008)
- Regional Account Manager for Upstate New York and New England, BWI [Book Wholesalers, Inc. (2004—2007)
- Collection Development Coordinator, Springfield-Greene County Library (1991—2004)
- District Reference Manager, Springfield-Greene County Library (1979—1991)
- Reference Librarian, Springfield-Greene County Library (1975—1978)
- Reference Librarian, Drury University, Springfield, MO (1971—1975)
- **11 years with Brodart**
- For thirteen years Paul managed collection development and acquisitions for the Springfield-Greene County Library District (MO), overseeing the activities of several selectors, collections at nine service points, and an annual materials budget of \$2.1 million. His work focused on traditional print collections, the introduction of graphic novels, CD audio books, DVDs, music, and CD-ROM materials, as well as coordinating the collections for three new branches. Paul also has experience on the vendor side as a sales manager with BWI and as Manager of Opening Day Collections and Signature Services with Ingram. We have known Paul for years and respected his work and now are thrilled that he is our “go to” adult materials selector for opening day collections and ongoing vendor select accounts.

Fern P. Hallman - Collection Development Librarian

M.Ln. – Emory University, Atlanta, GA

B.A. – Psychology, University of Miami, Miami, FL

- Collection Development Librarian, Brodart Co. (1990-Present)
- Adult Materials Selection Librarian, Atlanta-Fulton Public Library, Atlanta, GA (1986-1990)
- Business Reference Librarian, Atlanta-Fulton Public Library, Atlanta, GA (1981-1986)
- **29 years with Brodart**
- Fern has selected materials for collections all across the country, from opening day selections for more than 20 branches of the Chicago Public Library (IL) to four years of ongoing adult selection for 10 branches of the Kansas City Public Library (MO). For many years she worked part-time as a reference librarian for CNN which included fact checking presidential debates. She was involved with Brodart's first shelf-ready project on the customer side at the Atlanta-Fulton Public Library and also worked as a reference librarian for the 1996 Atlanta Summer Olympic Games. She is our research expert and loves keeping us up-to-date on trends in adult fiction and nonfiction, including urban literature and sustainable living.

Richard Hallman - Collection Development Librarian

M.Ln. -- Emory University, Atlanta, GA

B.A. -- Emory University, Atlanta, GA

- Collection Development Librarian, Brodart Co. (2010 – present)
- Freelance Researcher, Daily Report, (2009– present)
- Freelance Editor, Researcher, Atlanta Journal-Constitution, (2009–2013)
- Reference Librarian; Manager, Research Services; Researcher; Atlanta Journal-Constitution, (1983-2009)
- **9 years with Brodart**
- In his long service at Georgia's largest newspaper Richard handled many responsibilities including collection development. The general focus of the newspaper's library was responding to questions from reporters and editors and creating content for publication. The library staff conducted searches in many different online databases as well as researching in print sources.

Richard has many years of experience in building and troubleshooting databases. A native Atlantan and information junkie, he's very knowledgeable about history and current events in the American South. Richard has been an informal part of the Brodart family for many years due to his proximity to one of our longest tenured selectors, Fern Hallman. For the past seven years he has been involved with book selection and Bibz development.

Suzanne W. Hawley - Collection Development Librarian

M.L.S. – Our Lady of the Lake University, San Antonio, TX

Library Certification K-12 – Our Lady of the Lake University, San Antonio, TX

B.A. – English, University of Rochester, Rochester, NY

- Collection Development Librarian, Brodart Co. (1994-Present)
- Adjunct Professor, Children's Literature and Young Adult Literature, Florida Gulf Coast University (1997-2004)
- Adjunct Professor, Literature in Childhood Education, University of South Florida (1994-1997)
- Media Specialist, Laurel Oak Elementary School, Naples, FL (July 1993-2000)
- Media Specialist, Vineyards Elementary School, Naples, FL (July 1990-July 1993)
- Media Specialist, Egypt Lake Elementary School, Tampa, FL (August 1989-June 1990)
- Media Specialist, Gunston Elementary School, Lorton, VA (August 1980-June 1989)
- **25 years with Brodart**
- Suzy is our children's literature expert and has selected teen and children's books for public library and school opening day collections throughout the country. In addition to her project work she currently selects ongoing children's materials for the Tampa-Hillsborough Public Library (FL). Her achievements are numerous and include serving as a contributing editor to the 8th and 9th editions of Wilson's Junior Authors and Illustrators and as a member of the Advisory Committee for the 18th and 19th editions of Wilson's Children's Catalog. She is particularly proud of co-authoring a children's literature text book, serving on the Newbery Award Selection Committee, and winning the Teacher of the Year Award.

Katharine L. Kan - Collection Development Librarian

M.L.S. – University of Hawaii at Manoa, Honolulu, HI

B.A. – History, University of Hawaii at Manoa, Honolulu, HI

- Collection Development Librarian, Brodart Co. (2003-Present)
- Librarian, St. John Catholic School, Panama City, FL (2007-present)
- Freelance writer, reviewer, consultant (1994-Present)
- Young Adult Librarian, Allen County Public Library, Fort Wayne IN (1997-2002)
- Section Head, Young Adult Section, Hawaii State Library, Honolulu, HI (1993-1997)
- Young Adult Librarian, Aiea Public Library, Aiea, HI (1988-1993)
- Children's Librarian, Aiea Public Library, Aiea, HI (1983-1988)
- **16 years with Brodart**
- Kat is a nationally respected expert in the field of graphic novels. As part of the team, she specializes in graphic novels and young adult literature, selecting the titles for Brodart's Graphic Novel Picks for Public Libraries and KidSafe Graphic Novels as well as opening day collection projects. She has been writing VOYA's "Graphically Speaking" column since 1994 (the longest-running column devoted to graphic novels in library literature), and reviews children's graphic novels for Booklist. She is the first librarian to be named a judge for the Eisner Awards. A longtime member of ALA and YALSA, she has written three books on graphic novels, edited two

books on YA summer reading programs, and has served on the Best Books for Young Adults (now Best Fiction for Young Adults) Committee and the Michael L. Printz Award Committee.

Brendae Keith - Manager, Collection Development, Data & Acquisitions

- Manager, Collection Development, Data & Acquisitions, Brodart Co. (2014–Present)
- Supervisor - Collection Development & Data (2012-2014)
- Collection Development Project Specialist (2010-2012)
- Technical Product Support Associate (2006-2010)
- Senior Administrative Analyst (2005-2006)
- Sales Support Manager (2004)
- Pricing & Contracts Analyst/Sales Administrator (2000-2001)
- Sales Administrator (1997-2000 & 2001-2004)
- Jr. Accountant (1993-1997)
- Researcher (1991-1993)
- **28 years with Brodart**
- Brendae's technical, administrative and analytical skills help keep collection development running smoothly by coordinating projects and work assignments, streamlining processes and taking care of the billing and record keeping. She serves as a resident expert in our external (Bibz.com) and internal (Oracle and BCDS – list production) software products and is actively involved in ongoing software development, testing, training and documentation writing.

Michelle Lane - Group Leader – Series & Data

A.A.S. – Pennsylvania College of Technology, Williamsport, PA

- Group Leader – Series & Data, Brodart Co. (2012-Present)
- Collection Development Materials Coordinator (2008-2012)
- Materials Selector, Youth Services (2004-2008)
- Account Manager, Compleat (2001-2004)
- Catalog Coordinator/Schools Specialist, Collection Development Services (1999-2001)
- Cataloger/TIPS Coder, Technical Services (1995-1999)
- Cataloger, Compleat (1986-1994)
- Order Entry Department (1985-1986)
- **34 years with Brodart**
- Michelle's years of experience in both cataloging and collection development have provided her a solid understanding of our customers' needs and it translates into her high quality work. She currently manages our series and other data challenges.

Rebecca A. Marek - Bibliographic Coder I, Collection Development & Data

M.A.L.I.S. – Master of Arts, Library and Information Studies, University of Wisconsin-Madison

B.A. – Spanish, University of Wisconsin-Madison

- Bibliographic Coder I, Collection Development & Data, Brodart Co. (2013-present)
- Contract Librarian (January 2010-June 2013)
- Documentation Librarian, Compleat (2009-2011)
- Special Formats Cataloging Librarian, Compleat (2007-2009)
- Cataloging Services Librarian, Compleat (1999-2007)
- Professional Cataloger, Compleat (1990-1999)
- **29 years with Brodart**

- Rebecca brings her many years of metadata experience to the Collection Development team. After spending years working closely on the front lines with our Compleat customers, Rebecca is now dedicated to working behind the scenes to ensure the data accuracy that drives our Collection Development products and services. In addition, her Spanish language skills help to facilitate services and growth in that area of the business. Rebecca's expertise in these areas adds depth to our team at a time when flexibility with metadata is a key asset.

Nerissa B. Moran- Selector – Spanish Specialist

American University, Political Science

San Francisco Renaissance, Small Business Entrepreneurship

- Selector – Spanish Specialist, Brodart Co. (2013-present)
- Manager, Spanish Collections and Acquisitions (2003-2013)
- Owner/Founder of Books on Wings (1981-2003) and La Casa del Libro (1990-2003)
- **16 years with Brodart**
- When Brodart acquired Books on Wings, an internationally known distributor of Spanish language materials to libraries, Nerissa joined the Brodart staff to spearhead the expansion of our Spanish language business. Since then she has been involved with title identification and recommendation selection of titles for Purchase Plus Espanol, FASTips, and customized selection for individual libraries. She is fluent in English and Spanish, has written reviews of Latin American titles for several publications and brings a wealth of Spanish selection experience to Brodart.

Julie O'Connor - Collection Development Project Librarian

M.L.I.S. – Wayne State University, Detroit, MI

B.A. – Communications, University of Michigan, Ann Arbor, MI

- Collection Development Project Librarian, Brodart Co. (2004–Present)
- Library Volunteer, Redford District Library, MI (2003-2004)
- Library Student Assistant, Delta College Library, MI (1992-1994)
- **15 years with Brodart**
- Since joining Brodart, Julie has successfully managed numerous opening day collections, ongoing vendor selection projects, and special projects. She has nearly 60 opening day collections under her belt, totaling \$27.3 million with budgets ranging from \$35,000 to \$1.7 million, and has managed ongoing vendor selection for libraries of all sizes. With this experience, she has become particularly adept at seamlessly transitioning an opening day collection into ongoing selection. In addition to managing projects, Julie advises Brodart's TIPS and FASTips customers with the goal of providing customized selection lists to target their specific needs, and spearheads Brodart's Adult Literacy offerings by cultivating relationships with publishers and specialists in the field. Julie was also the main developer of our ongoing Spanish language book program for public libraries.

Mary Lee Richter - Collection Development Librarian

B.A. – Barry University, Miami Shores, FL

- Collection Development Librarian, Brodart Co. (2011-Present)
- **8 years with Brodart**
- Children's and Adult Fiction Selector, Broward County Library (1982-2011)
- During her 36 year career with Broward County Library in Fort Lauderdale, Florida, Mary Lee worked as a branch manager, a youth services librarian, and an adult reference librarian. In

1982 she joined the collection development department, where she selected bestsellers and juvenile/young adult titles. As the library system grew to 36 branches, Mary Lee was responsible for the ongoing selection of best sellers, juvenile/YA, large print and adult trade fiction. She worked on opening day collections for a joint use public/university library, four regional libraries, five large community libraries and three reading centers. Several of these opening day collections were for joint use libraries with community college, charter high school and charter middle school partners.

Martin Snella - Technical Specialist – Collection Development, Data & Acquisitions

B.S. - Communications Media – Indiana University of Pennsylvania, Indiana, PA

- Technical Specialist – Collection Development, Data & Acquisitions, Brodart Co. (2012-Present)
- Compleat Project Manager (2007-2011)
- Technical Product Support Associate (2005-2007)
- Various positions in the advertising industry, Cox Media (1993-2004)
- **14 years with Brodart**
- Marty's technical and analytical skills help keep collection development well informed by querying data, building databases and reviewing workflow and process to look for better, more efficient ways to do business. He is also responsible for purchasing middle grade and teen books for Brodart. His background as a CBS Project Manager and Tech Support Associate give him a well-rounded perspective of Brodart's overall workflow. This knowledge lends itself to creating new and innovative ways to improve collection development and acquisition effectiveness. He serves as a resident expert with much of our internal application software as well as our external customer facing website (Bibz). He is actively involved in ongoing software development, planning, testing, training and documentation writing. Prior to joining Brodart he was in the cable television advertising industry providing ad insertion for local businesses in markets across the nation.

Wendy Strouse-Beatty - Children's Buyer

- Children's Buyer, Brodart Co. (1992–present)
- Adult Hardcover Buyer (1986–1991)
- Adult Paperback Buyer (1985–1986)
- Jr. Buyer (1983–1985)
- Buyer's Assistant (1982–1983)
- **37 years with Brodart**
- We asked Wendy to join the Collection Development team to provide her extensive knowledge of children's literature to better serve a wide array of Brodart customers. In addition to purchasing children's books for Brodart, Wendy works closely with libraries to select materials that best fit their needs. Wendy also works directly with publishers to choose the newest, most sought after children's titles for a given month. Passionate about her work, Wendy attends the Educational Book & Media Association's annual meeting and has served on the executive board for two years. Wendy's knowledge in the library marketplace makes her an indispensable source for Brodart and our customers.

Gwen Vanderhage - Collection Development Librarian

M.L.I.S. – Simmons College, Boston, MA

B.A. – English, Western Washington University, Bellingham, WA

- Collection Development Librarian, Brodart Co. (2014-Present)

- Children's Collection Specialist, Denver Public Library, Denver, CO (2010-2014)
- Children's Librarian, Denver Public Library, Denver, CO (2006-2010)
- Children's Book Buyer, A Likely Story Children's Bookstore, Alexandria, VA (2004-2006)
- Librarian, Alexandria Library, Alexandria, VA (2004-2006)
- **5 years with Brodart**
- Gwen began working in public libraries as a page in high school and was completely drawn into librarianship. She has never given up reading children's fiction and became an avid teen fiction reader in the last few years. At the Denver Public Library, Gwen worked both in public service as a children's librarian and in a centralized Collection Development department. She put together 3 large ODC collections with Brodart during her time at DPL. Since moving to Bellingham, Washington, Gwen has served as a trustee with her local library system. Gwen is active in the Association for Library Service to Children (ALSC, a division of ALA) and was recently elected to the 2019 Caldecott Medal selection committee. In ALSC, she has also served on the Notable Children's Books selection committee, Membership Committee, Grants Administration Committee, and Valuation and Advocacy Research Task Force.

Marge Wilson - Plans Coordinator - Collection Development

- Plans Coordinator - Collection Development, Brodart Co. (April 2013–present)
- Acquisition Liaison (Sept 2012-April 2013)
- Software Quality Assurance (2007-2012)
- Various jobs in the insurance industry gaining office, computer, and analytic skills for 33 years.
- **12 years with Brodart**
- Marge began her career at Brodart testing automated processes in various cataloging modules and gaining knowledge of the services that Brodart offers. She then moved to the Acquisitions Department to broaden her knowledge of the company through the buyers perspective. During that time, she assisted Collection Development with Series cleanup. She was recruited to come to Collection Development full-time as a Plans Coordinator, setting up FASTips and TIPS profiles and also placing customer's orders.

Laura Young - Collection Development Project Librarian

B.A. – English, Austin Peay State University, Clarksville, TN

M.A. – English, Austin Peay State University, Clarksville, TN

M.S. – Information Science, University of Tennessee, Knoxville, TN

- Collection Development Project Librarian, Brodart Co. (2016-Present)
- Cataloging Services Librarian, Compleat (2008-2016)
- Reference Assistant, Hodges Library, University of Tennessee (2006-2008)
- Teaching Assistant, School of Information Science, University of Tennessee (2007-2008)
- **11 years with Brodart**
- Working with libraries comes naturally to Laura, from her experience working with patrons at the reference desk in an academic library to working with public libraries on both opening day collections and day to day ordering. She has learned the art of meeting diverse patrons' needs and looks forward to helping libraries do that each and every day. She understands the challenges facing librarians trying to balance a collection with patron-driven selections as well as staples that people have come to expect from their public library, and her additional cataloging knowledge gives her a unique insight into what it takes to get a book from selection to delivery.

Cataloging Team

Marci Hubler – Cataloging Services Librarian

B.A. - Russian, The Pennsylvania State University

M.S.L.S – Clarion University of Pennsylvania

- Cataloging Services Librarian, Compleat Book-Serv, Brodart Co.(1999-Present)
- Project Manager, Compleat Book-Serv, Brodart Co. (1995-1999)
- Cataloger, Compleat Book-Serv, Brodart Co. (1993-1995)
- **26 years with Brodart**
- Marci is responsible for profiling the cataloging specifications for our new customers and communicating those instructions to our in-house cataloging and programming staff. As a Cataloging Services Librarian Marci directs the ongoing changes in cataloging specifications for 60 custom cataloging accounts. With her past experience as a Project Manager, Marci worked on at least 20 opening day collections and over 30 ongoing accounts during the setup, maintenance, delivery and shelving phases of the projects. Marci also manages the professional and paraprofessional librarian staff.

Johannah Sherwood - Cataloging Services Librarian

B.A. – Environmental Science, Bloomsburg University of Pennsylvania

M.L.I.S. – Library and Information Science, Drexel University

- Cataloging Services Librarian, Brodart Co. (2019–Present)
- ***New to the library profession – bringing fresh perspectives***
- Johannah is responsible for profiling the cataloging specifications for our new customers and communicating those instructions to our in-house cataloging and programming staff. As a Cataloging Services Librarian, Johannah directs the ongoing changes in cataloging specifications for custom cataloging accounts and for general maintenance of basic cataloging specifications.

Scott Piepenburg - Cataloging Services Manager

B.A. – Theological languages, Concordia University – Wisconsin

M.A. – American History, University of Wisconsin – Milwaukee

M.L.I.S. – Library and Information Science – University of Wisconsin – Milwaukee

- Cataloging Services Manager, Brodart Co. (2018 – Present)
- Head of Cataloging, Our Lady of the Lake University, San Antonio, TX. (2018)
- Head of Cataloging/Government Documents, Valdosta State University, Valdosta, GA (2014-2018)
- Cataloging Coordinator/Metadata Manager/Government Documents Library, University of Wisconsin – Stevens Point, Stevens Point, WI (2011-2014)
- Library System Administrator, Dallas Independent School District, Dallas, TX (2007-2011)
- Assistant Director of Technical Services, Hampton University, Hampton, VA (2003-2007)
- Cataloging Supervisor, Infotrieve, Inc., Canton, MI (2000-2002)
- District Cataloger, Dallas Independent School District, Dallas, TX (1994-2000)
- Adjunct Professor for Cataloging and Technical Services, Texas Woman's University, Denton, TX (1997-2000)
- MARC Consultant and Trainer, Follett Software Company, McHenry, IL (1990-1994)
- Sales Representative, EBSCO Subscription Company, Birmingham, AL (1988-1989)
- Head of Technical Services, Vincennes University, Vincennes, IN (1986-1988)
- **33 years library experience**
- ***Author of 5 books on cataloging***

- Scott is responsible for overseeing cataloging and training at Brodart as well as working with other departments in the creation and maintenance of Brodart's proprietary databases. Scott has experience in multiple library types and library management systems.