

## Working with vendors

- DO insist they make an appointment to see you
- DO NOT allow vendors to “drop in”
- DO see only HISD approved vendors  
([http://www.hisdlibraryservices.org/book\\_vendors.html#HISD%20Library%20Book%20Bid%20Vendors%20for%202008-2009](http://www.hisdlibraryservices.org/book_vendors.html#HISD%20Library%20Book%20Bid%20Vendors%20for%202008-2009))
- DO NOT (EVER) accept preview books from any vendor
- DO NOT accept a “throw down” list
- DO use selection tools, curriculum and patron recommendations to choose materials.
- DO keep copies of your order, packing slip, email confirmations or anything else in reference to the order. It is YOUR responsibility to account for materials.

## I've got my books.... Now what?

- Open the boxes after delivery and examine the books. Does the barcode appear correct?

Ex: 3287015000548

- ✓ Barcode is 13 digits
  - ✓ Starts with a 3
  - ✓ Next 3 digits are your school code – (287, Cage Elementary School)
  - ✓ Next 3 digits are the code for the vendor – (015, Bound to Stay Bound)
  - ✓ The remaining digits are generated by the vendor, representing the next range available to them.
- Take out the order that you originally submitted to your financial clerk – YOU are responsible for making sure you get what you ordered. DON'T depend on someone else making a copy of the order, have your own. Make sure that your order matches the packing slip.
  - Find the packing list. Use it to account for every book in the box(es). Check them in on the packing list. MAKE A COPY OF THE PACKING LIST FOR YOUR FILES. Turn in the original to your Financial Clerk or other campus designated personnel to approve for payment.
  - Locate the MARC records. They may be on a CD in the box... or the vendor may have them available for you to pick up online.... Or the vendor may email them to you. It should be what YOU have requested when you ordered the materials. Import the records into Alexandria. Check in some or all of the new books. Do they scan correctly?
  - Save all of the paperwork in a file.
  - Put your new books out for display! Send an email message to your staff to come and take a look at these wonderful materials! Have a “Bagels and Books” celebration some morning for them to come in and look at your new things..... Promotion is the key.....