

**OCLS RFP 24-001-HW-ODC  
REQUEST FOR PROPOSAL**

**Opening Day Collection for Horizon West Branch Library  
For the Orange County Library District**

**Issue Date: February 23, 2024**

**Due Date: April 1, 2024**

**1. Purpose:**

The Orange County Library District, also known as the Orange County Library System (LIBRARY), is an independent special taxing district created by Florida Legislature and is governed by an appointed five-member board of trustees. The LIBRARY is soliciting sealed written proposals from qualified vendors (VENDOR) to provide a shelf-ready opening day collection (PROJECT) for the Horizon West Branch Library. Copies of the Request for Proposal may be obtained from the LIBRARY's RFP Project Manager noted below or via the Library's Procurement Portal at <https://www.ocls.info/board-trustees/advertised-solicitations>.

**2. RFP Project Manager:**

To ensure that your proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your communications concerning this Request for Proposals (RFP) should be directed in writing to the RFP Project Manager listed below.

Name: Jo Ann Sampson, Acquisitions Services Department Head  
E-Mail: sampson.joann@ocls.info

VENDOR shall not contact any member of the LIBRARY Board of Trustees or any employee (except as provided herein) regarding this RFP until such time as a contract is awarded.

All inquiries pertaining to this Request for Proposal must be directed in writing through the RFP Project Manager noted above.

**3. BACKGROUND:**

The LIBRARY serves a community of over 1.4 million people with 15 physical locations (two additional locations on the way) and celebrated its 100-year anniversary in 2023.

The LIBRARY is budgeted for approximately 500 employees. The community is ethnically diverse and according to the 2022 U.S. Census population estimates data, 38.8% of the population is white (not Hispanic or Latino), 22.9% is African American, 33.1% is Hispanic, and 5.8% is Asian. DataUSA reports that the median household income is \$61,416 and 14.2% of the population is living in poverty.

The LIBRARY offers a variety of diverse educational programs dedicated to customers of all ages and backgrounds. In FY 22-23 the LIBRARY circulated 3,930,005 items, had 404,592 in event attendance, and 330,238 active library card holders.

The LIBRARY is opening a new branch location on Hamlin Groves Trail, Winter Garden, FL 34787 in an area known as Horizon West. This will be the 15<sup>th</sup> branch location in the system.

The Horizon West Branch library will be a 20,000 sq.ft. building on 1.1 acres. It will include a small outdoor performance space to host nature events and a Florida native flower teaching garden.

OCLS offers a variety of library services, physical and digital materials, public computers, meeting room spaces, and events for the community to learn, grow, and connect. Events and classes are for people of all ages and backgrounds covering topics like early literacy, STEM, live performances, fiber arts, technology, storytelling, adult education, career services, ESOL, and much more. The Horizon West Branch will offer all OCLS services, but the branch will also specialize in offering environmental, science, and outdoor programming to maximize the location of the branch and the surrounding natural habitat.

The children's area will be themed with oversized images of flora, fauna, and native species such as the rare blue calamintha bee unique to this region, to a perspective that the visitors feel shrunk and surrounded by nature. The children's area will have interactive features such as sensory/experience walls and a digital floor that will encourage creativity, play, and learning opportunities.

The branch will have two training rooms, one dedicated to teaching technology classes and the other a multipurpose training room. Technology classes offered will include basic computer skills classes for adults, technology camps for children, and technology classes for all ages including coding, robotics, and drones. The multipurpose training room will feature a variety of equipment such as sewing machines, microscopes, science kits, robotics, and maker equipment. Fiber arts, STEM, and maker classes will be taught in this room. In addition, the branch will be the first branch to have a dedicated virtual lab that can be booked by the public. The virtual lab will feature a green screen for filming and photography, a photo light box for product photography, and equipment for the public to use for recording, and hosting virtual meetings.

Over 1,000 surveys submitted by community members provided valuable data about the type of services that the community wants from the Horizon West Branch. The survey

results indicate that most respondents have children between the ages of three to twelve years, and they feel borrowing materials, children's events and classes, and community meeting spaces are "very important" services that the Horizon West Branch should offer.

The Horizon West area represents 4% of the population of Orange County and continues to grow. Currently there are over 58,000 people living within the Horizon West census tract boundaries (<https://www.census.gov/quickfacts/horizonwestcdpflorida>.) People who identify as Hispanic or Latino make up the largest ethnic group at 22.3% of the population.

It is estimated that the population of this area will grow to over 100,000 when the community is completed (<https://www.orangeobserver.com/news/2020/jan/08/forecast-rapid-growth-poses-challenges-for-horizon-west/>.) Surrounding residents of Winter Garden, Windermere and Bay Lakes are also expected to use the Horizon West Branch. The surrounding area's current population is over 155,000.

### **OCLS Mission, Vision, Values, Organizational Purpose, Service Standards and Tagline:**

#### ***Mission:***

Adding to quality of life by creating a learning environment and experiences that foster personal growth and development.

#### ***Vision:***

Where you engage in amazing experiences and opportunities to learn, explore, and create the best you.

#### ***Values:***

Promote learning to improve the lives of those in the Community.  
Empower and foster creativity and collaboration.  
Deliver outstanding service to external and internal customers.  
Demonstrate respect, integrity, and excellence.

#### ***Organizational Purpose:***

We Change Lives

#### ***Service Standards:***

The customer is our hero  
Creating a safe adventure  
Leave a footnote

#### ***Tagline:***

Learn. Grow. Connect.

#### **4. SOLICITATION CANCELLATIONS:**

The LIBRARY reserves the right to accept or to reject all proposals and to re-advertise the RFP or elect not to proceed with the PROJECT at any time. The LIBRARY also reserves the right to reject the proposal of any VENDOR who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the LIBRARY'S opinion, is not in a position to perform properly under this award. The LIBRARY reserves the right to inspect all facilities and equipment of the VENDOR in order to make a determination as to the foregoing. The LIBRARY reserves the right to waive any irregularities and technicalities and may, at its discretion, reissue the RFP.

The LIBRARY reserves the right to request clarification of information submitted and to request additional information of one or more VENDORS after the deadline for receipt of responses to this RFP.

The LIBRARY reserves the right, and the LIBRARY'S RFP Project Manager has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by LIBRARY'S Board of Trustees when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest.

#### **5. SCOPE OF WORK:**

The LIBRARY is requesting proposals from qualified vendors to provide a shelf-ready opening day collection for a new branch library, The Horizon West Branch Library requires a collection of approximately 50,000 items for adults (34%), young adults (8%), and children (26% juvenile, 24% easy/early readers). A small percentage of materials (8%) will be in the Spanish language or Spanish bi-lingual for adults and children.

OCLS uses the Sierra ILS from Innovative Interfaces.

Requirements and specifications

1. Provide selection lists in an online format for an opening day collection using an agreed upon profile. The project shall include materials in all subject areas and reading levels, specifically: juvenile, young adult, and adult fiction; juvenile, young adult, and adult non-fiction; easy reader, picture books, and board books; adult and children materials in Spanish.
  - a. Selection lists will have online review and ordering capabilities.
2. Fill rate shall meet or exceed 95% of items when the library opens for business to the public. Shall supply and ship 90% of the items at a date to be determined for opening day of the branch library.
3. All items backordered and available from the publisher must be fully cataloged, processed and delivered within three (3) months after the opening day of the

branch library. Items that remain backordered after this date will have their order canceled.

4. Provide full MARC records for all purchased materials customized to OCLS standards as outlined in cataloging instructions (Appendix A).
5. Provide shelf-ready processing of all purchased materials, including RFID tagging as specified in processing instructions (Appendix B). All processing supplies, unless otherwise noted shall be furnished by the Vendor. Processing samples shall be approved by the Library prior to the start of the project. Periodic samples of processing will be reviewed by the Library staff throughout all phases of the project. Library staff reserves the right to inspect processing and cataloging of items prior to shipping.
6. Catalog, process, store and deliver materials purchased. All materials will be stored in shelf ready order in a climate-controlled environment.
7. Provide reports on a mutually agreed upon schedule (at least monthly) during the project to allow the Library to determine the progress of the Contract and includes a plan to adjust the schedule in the event of an unforeseen construction delay that impacts the projected opening date.
8. Submit invoices, which include for each title: the number of copies, title, author, publisher, unit list price, rate of discount, net unit price, extended net amount, cataloging, and processing.
9. Provide packing lists at the time of shipment. Packing lists shall match invoices. Ensure a method for remedying discrepancies in shipments.
10. Enable the Library to return defective and/or duplicate materials at the Vendor's expense. No time limit will be imposed for the return of defective materials. Offeror will allow the Library to either replace the defective materials or receive a credit.
11. Reimburse the Library for any cataloging or processing errors made by the Vendor, in excess of 30 titles, that the Library corrects using Library staff, supplies, or resources.
12. Propose a method of ensuring updated selection lists of pre-publications and new items throughout the period before opening day. Ensure that the library branch has the most popular items at the time the facility opens to the public.

## **6. INSTRUCTIONS TO VENDORS:**

### **6.A Questions:**

Questions will only be accepted via email. Please send all questions to [OCLSBIDS@ocls.info](mailto:OCLSBIDS@ocls.info) with the subject: Horizon West ODC

**All questions must be received on or before 1:00 P.M., EST, on **March 8, 2024.****

## **6.B Deadline for Receipt:**

Proposals must be received via email on or before **1:00 p.m. EST, April 1, 2024**. Proposals must be e-mailed to [OCLSBIDS@ocls.info](mailto:OCLSBIDS@ocls.info) with the subject: Horizon West ODC

- Vendors are responsible for timely emailing and the electronic delivery of their proposal. Proposals must not exceed 25 megabytes.
- If your proposal contains any information deemed confidential, in accordance with Chapter 119 of the Florida Statutes, provide an additional redacted version of your proposal labeled REDACTED. Electronic copy shall be in Microsoft Word or PDF – the most recent software version.
- Trade secrets and information confidential and exempt from Subsection 119.07(1) of the Florida Statutes and Subsection 24(a) of Article I of the Florida Constitution is not solicited nor desired as information to be submitted with proposals. The Florida Statutes and the State Constitution govern whether information in a proposal is confidential or exempt from the Florida Public Records Act. If information is submitted in a proposal which a VENDOR deems to be a trade secret or confidential and exempt from the Public Records Act, the information shall be submitted with the proposal in a separate, clearly identifiable email referencing the specific statutory citation for such exemption. Submitted proposals which are marked “confidential” (or other similar language) in their entirety or those in which a significant portion of the submitted proposal is marked “confidential” may be deemed non-responsive by the LIBRARY.

The LIBRARY is not obligated to agree with the VENDOR’s claim of an exemption and, by submitting a proposal, the VENDOR agrees to be responsible for defending its claim that each and every portion of the separately marked information is exempt from inspection and copying under the Public Records Act. The VENDOR agrees that it shall protect, defend, and indemnify, including attorney’s fees and costs, the LIBRARY for any and all claims and litigation (including litigation initiated by the LIBRARY) arising from or relating to the VENDOR’s claim that the separately marked portions of its proposal are not subject to disclosure. If the VENDOR fails to separately mark portions of its proposal or marks its proposal “confidential” (or other similar language) in its entirety, the LIBRARY is authorized to produce the entire proposal submitted by the VENDOR in responding to a public records request.

- **The time and date for receipt of Proposals will be strictly observed.** The LIBRARY shall not be responsible for late deliveries or mail delays. The date stamp on the e-mail shall serve as the official authority to determine timeliness of the Proposal. VENDOR’s accept all risks of late delivery of proposals regardless of fault.
- Proposals received after the specified time and date, or any other reasons (including but not limited to size-limitations, incorrect email address, etc.) shall be

considered non-responsive and will not be opened or considered. The decision to refuse to consider a Proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest.

- All proposals must be signed by an officer or employee having authority to legally bind the VENDOR.
- All information submitted will become part of the Project file and, unless otherwise exempt or confidential in accordance with Florida law, will become a public record. All proposals and accompanying documentation will become the property of the LIBRARY and will not be returned.
- Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn prior to the date and time proposals are due, will constitute an irrevocable offer, for a period of ninety (90) days, to provide the LIBRARY with the services as specific in the proposal.

**6.C Confirmation:**

The LIBRARY RFP Project Manager will confirm receipt of your submission via a reply email.

**7. PRELIMINARY SCHEDULE:**

These dates are tentative and are subject to change by LIBRARY.

<b>Task</b>	<b>Date</b>	<b>Time</b>
Announcement of RFP	Friday, February 23, 2024	10:00 AM
Question Submission Deadline	Friday, March 8, 2024	1:00 PM
Responses to Questions Posted	Tuesday, March 12, 2024	1:00 PM
RFP Proposals Due	Monday, April 1, 2024	1:00 PM
RFPs Evaluated	April 1 - 5, 2024	TBD
Inform Vendors of Rankings	Monday, April 8, 2024	1:00 PM
LIBRARY Board of Trustees Approval of Vendor Ranking	Thursday, April 11, 2024	6:00 PM
Date to Award Contract	Monday, April 15, 2024	TBD

## **8. MINIMUM QUALIFICATIONS TO SUBMIT BID:**

VENDORS desiring to submit a proposal in response to this RFP for the Project, as described herein, shall have the following Minimum Qualifications:

1. VENDOR must be licensed to do business in the State of Florida for at least the last five (5) years.
2. VENDOR must have provided a minimum of three (3) opening day collections for libraries in the last five (5) years.
3. VENDOR must have No unresolved litigation against the LIBRARY or Orange County, Florida.
4. VENDOR must submit three (3) references from owners of other similar projects as described in the Scope of Work section listed above.
5. VENDOR must identify and appoint an experienced and capable Project Manager for the Project.
6. VENDOR must have No conflicts of interest with the LIBRARY.

## **9. PROPOSAL SUBMITTAL INSTRUCTIONS:**

### **Content Requirements:**

#### **1. Introduction**

- a. Cover letter with name, address, email, and phone number of key contact person.
- b. A concise written statement to demonstrate the vendor's understanding of the project and scope of services being sought by the LIBRARY.
- c. Description of the general approach to the planning process and implementation of the project.
- d. Proposed completion date and a timeline for the project.
- e. Execution of the LIBRARY's provided Vendor Acknowledgements form.

#### **2. Company History**

- a. Number of years in business.
- b. Type of ownership, name(s) of owner(s).
- c. Type of organization.
- d. Geographical area of operations.
- e. Professional affiliations.



### 3. Personnel

- a. List the principals in your organization.
- b. Describe the size and composition of your organization.
- c. Identify and provide description of experience of the project manager and key personnel who would be assigned to this project, including an organizational chart.

### 4. Experience and References

- a. Identify and describe three (3) opening day collection projects that the vendor has completed within the past five (5) years, and which best represent the present skills of the project team members to plan, process, and deliver an opening day collection.
  - i. Name and address of client.
  - ii. Name, telephone number, and email address of contact person.
  - iii. Summary of project, including year completed and cost.
- b. Please include any other pertinent information that you feel makes you the best qualified for the proposed project.

### 5. Other Documentation

- A detailed schedule of costs that includes the processing, delivery and other costs associated with the project. The LIBRARY relies on the vendor to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the LIBRARY.

## **10. Selection Criteria:**

All proposals meeting the RFP requirements will be evaluated and scored using the following criteria. Scores will be determined by at least three (3) LIBRARY staff members with knowledge and expertise with the scope of work and who will individually score the proposals. LIBRARY staff cannot meet to rank the proposals unless staff members are meeting in a publicly noticed and scheduled meeting. A ranking will be established by totaling the sum of the scores. The LIBRARY may request additional material, information, references, oral interviews, or presentations from some or all the vendors submitting proposals.

Staff may ask for clarification regarding responses and/or ask specific questions from proposers.

The RFP rankings will be posted to the LIBRARY's Procurement Portal and will be submitted to the LIBRARY's Board of Trustees for final approval.

Proposals will be evaluated using the following criteria:

10.A – Scope of Work- Up to 50 points

- Demonstrated ability to understand the scope, meet specifications, and perform the services described in the RFP.
  - This is demonstrated via the responsiveness and completeness of the Proposal.

10.B – Qualifications & Experience- Up to 15 points

- The qualifications, experience and expertise of the VENDOR, key staff, and any subcontractor(s) assigned to meet specifications, and perform the services described in the RFP.
  - This is demonstrated via VENDOR's key staff resumes, company reputation, and company years in business.
  - This is demonstrated via subcontractor(s) company reputation(s), company(ies) years in business, and references.

10.C – Review of References- Up to 20 points

- This is demonstrated via the quality, timeliness, and satisfaction of a minimum of three (3) references from recently completed opening day collections by the VENDOR.

10.D – Project Schedule- Up to 5 points

- This is demonstrated via the timeliness of work as verified by examples or references.

10.E – Cost & Fees- Up to 10 points

- Cost and fees relative to the scope of the service.

The selection criteria for the “ranking” is listed directly above in sections 10.A through 10.E and shall be the basis for an award or the determination for the VENDORS to be short-listed for an Oral presentation/interview and/or demonstration or basis for award on the ranking.

1. If interviews are conducted, the scores from the “ranking” and “oral interviews” shall be added together for a cumulative total and final ranking of the best qualified VENDOR.
2. If interviews are not conducted, the scores from the “rankings” shall be the final ranking of the best qualified VENDOR.

**11. RESPONSIBLE VENDOR DETERMINATION:**

VENDOR is hereby notified that Section 287.05701, Florida Statutes provides that the LIBRARY may not request documentation of or consider a VENDOR's social, political, or ideological interests when determining if the VENDOR is a responsible vendor.

## **12. LATE DELIVERY FEE & INSPECTIONS:**

Late delivery, as determined by the LIBRARY to be thirty (30) days after the agreed upon Delivery Deadline, shall be cause for liquidated damages of \$150 per calendar day.

Extreme late delivery, as determined by the LIBRARY to be ninety (90) days after the agreed upon Delivery Deadline, shall be cause for contract cancellation and/or monetary damages in addition to the liquidated damages.

Exceptions shall be considered for delays caused by: strike, work stoppage, act of God, or sole act or acts of third parties over which the successful respondent has no control or authority.

## **13. FEDERAL AND STATE TAX:**

The LIBRARY is exempt from Federal and State Sales and Use Taxes for tangible personal property (Certificate of Registry for tax transactions under Chapter 32, Internal Revenue Code and Florida Sales/Use Tax Exemption Certificate). The Chief Financial Officer will sign an exemption certificate submitted by the Contractor.

VENDORS doing business with the LIBRARY shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the LIBRARY, nor shall any VENDOR be authorized to use the LIBRARY's Tax Exemption Number in securing such materials.

## **14. LEGAL REQUIREMENTS:**

VENDORS shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. By way of non-exhaustive example, contractor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or handicap, national origin, creed, marital status, or veteran's status. Violation of such laws shall be grounds for immediate contract termination.

## **15. RFP Standards:**

- LIBRARY reserves the right to cancel the award of contract any time before the execution of the contract by both parties.
- The responding VENDORS bear sole risk and responsibility for the costs incurred in the preparation of the proposal.
- No LIBRARY Board or staff member shall have a financial interest in the proposal.

- In cases of disputes over differences of opinion as to the services in the proposal, the decision of the LIBRARY shall be final.
- LIBRARY reserves the right to: ask for clarification in the proposal if the need arises; select a VENDOR based directly on the proposal; negotiate further with one or more respondents.
- LIBRARY reserves the right to reject any or all proposals to this RFP.

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**OCLS RFP 24-001-HW-ODC  
REQUEST FOR PROPOSAL**

**Opening Day Collection for Horizon West Branch Library  
For the Orange County Library District  
VENDOR'S ACKNOWLEDGEMENTS**

By submitting a proposal to the RFP, the VENDOR:

- a) Acknowledges he/she has received, reviewed, and understood the Specifications.
- b) Acknowledges that all prices and delivery dates stated are firm.
- c) Acknowledges that the LIBRARY is not subject to state or local sales, use or excise taxes and no such taxes are included in the prices submitted.
- d) Acknowledges that all other taxes are included in the prices submitted.
- e) Acknowledges that the VENDOR's proposal shall be considered accepted only when the LIBRARY executes a contract.
- f) Acknowledges that the contract will incorporate all terms and conditions contained in the Specifications and this RFP.
- g) Acknowledges the proposal is binding for 90 calendar days.
- h) Is aware that comparison of proposals is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties. This process requires subjective assessment of VENDORS by the Library Trustees as to overall suitability of the VENDOR.
- i) Acknowledges the Trustees have substantial discretion in accepting a proposal based on the Trustee's evaluation of multiple variables, only one of which is price.

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Vendor's printed name and title

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Vendor's signature and date

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For the Orange County Library District  
Appendix A: Cataloging Requirements**

These requirements are only a representation of the Library's cataloging needs for the project.

A Z39.50 profile will be created to accommodate database connection.

OCLS currently uses AACR2 cataloging rules, but supporting RDA records are expected during this project.

If a MARC record is not already part of the OCLS database, a full monographic record is preferred. If a short record must be created it should include:

- a) 020 with ISBN and price
- b) 092 with call number information
- c) 100 with author
- d) 245 with title
- e) 260 \$bpublisher, \$cdate

Delete 050, 082 and all local call number tags other than the 092 field.

Non-fiction and Spanish items will use a Dewey number as call number. A list of call numbers for fiction will be provided along with specific instructions for any special collection rules the Library uses.

Juvenile items are designated by starting with a J. Picture books/early readers are designated by starting with an E. YA non-fiction is cataloged as adult. YA fiction items are designated by starting with a YA. Spanish language items start with SP. Juvenile Spanish would be J SP.

All Juvenile fiction and Easy books get a Juvenile Fiction subject tracing

The Library rarely takes a Dewey number out more than five (5) digits past the decimal point.

Cutters are the first three (3) letters of the author's name. They are all in CAPS.

Location codes will consist of: a letter representing the branch (x) followed by

- Adult & Young Adult – a
- Juvenile – j

Example call numbers:

FIC	J
STE	636.7
xa	CAS
	xj

If a multi-part item, part numbers will be added in the enumeration field of the item record.

Bib labels are not used.

### **Rules for distinguishing Easy from Juvenile:**

- Fiction
  - Easy - Picture books
  - Juvenile - Books comprised mostly of text with few or no pictures
  - Exceptions – A picture book with advanced language or violent or disturbing content would be Juvenile
- Board Books – Easy
- Non-fiction, including fairy tales/myths – Juvenile
  - Exceptions
    - Book where the subject is treated so superficially that the information is limited to generalities with very few actual facts
    - Picture book retellings of fairy tales in extremely simplistic language
    - Picture books that happen to rhyme and are not necessarily poetry

### **Rules for distinguishing YA:**

- Feature character is 13-18 years old
- Book is about issues related to teenagers, such as dating, peer pressure, self-image, etc.
- Majority of other titles written by author have been designated as YA in our catalog

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**Appendix B: Processing Requirements**

The following requirements are only a representation of the Library's processing needs for the project.

**Unacceptable Bindings:**

- Blank Books (diaries, journals)
- Coloring Books
- Crossword Puzzles
- Lift the flap Books
- Merchandising oddities (i.e. Beauty and the Beast title that appears to be a book but when is opened folds out into a stage)
- Pop up Books
- Spiral – of any kind

**Belly Bands/Half Jackets:**

- Belly bands or half jackets (with or without dust cover underneath) – discard unless it contains pertinent information (i.e. half the title) or artwork that is not also on the book or dust cover underneath. Call if questionable.

**Transparent Dust Covers:**

(Including all See-Through Dust Covers)

- Discard unless it contains pertinent information or artwork that is not also on the book cover underneath (i.e. half the title).

**Books with CDs/Discs/Maps:**

Do not place an additional barcode on CDs, discs, or maps. If the map is attached to the book, leave attached as is. For CDs and discs, if the item is attached to the back cover of the book in a protective pocket, leave attached as is. If the CD or disc is attached elsewhere from the back cover, please secure to the back cover (i.e. CD in cardboard pocket- use a 3M clear pocket with attached flap). If the item is not attached, cancel from order.



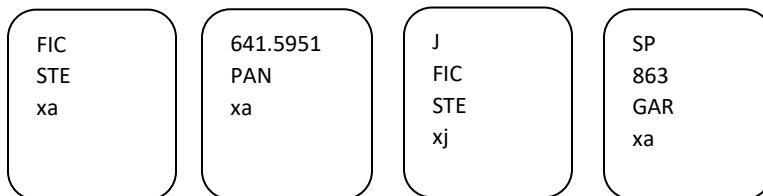
- When a book contains only one item (i.e. one CD, one disc), a “Disc Included” label will be placed directly below the barcode.
- Place a “2 Discs Included” label on books with two items. If item has more than 2 discs process and send to OCLS for labels.
- Donut labels will be placed on CDs that accompany books.

### Barcodes:

- One Customer-Supplied Barcode will be placed on all books. We use barcodes that are thirteen digit Code 39 plus a Mod-10 complementary check digit.
- The barcode will be placed on the front cover, upper left corner, horizontally, ¼” inch from the top of the book, and ¼” inch from the crease in the spine (or the spine itself if no crease).
- Barcodes will be placed underneath the Mylar jacket.

### Spine Labels:

Spine label will include the call number and location code.



Always place spine labels in the required location. It is OK to cover any information.

- **Books** – The bottom edge of the spine label should be placed ¼” inch from the bottom edge of the spine, centered.
- **Thin Books (1/4” or less)** – Attach the spine label to the front cover of the book, ¼” inch from the left side of the cover, and ¼” inch up from the bottom.

### Stamping:

One stamp is applied to all books. Stamp should read “Orange County Library System” and will be in black ink.

Stamp Location and Placement:

- 1<sup>st</sup> choice – Centered on top edge of book reading from spine to open end.
- 2<sup>nd</sup> choice – If top edge is too thin/dark/glossy, move stamp to the front flyleaf, centered in the middle of page.
- 3<sup>rd</sup> choice – Next page after the flyleaf, centered in the middle of page.

It is okay to stamp appropriate size label and apply in 2<sup>nd</sup> choice or 3<sup>rd</sup> choice for dark/glossy pages.

### **Mylar Jackets:**

- All books with dustcovers will have a Mylar jacket taped.
- The dustcover should have a slight ( $\frac{1}{4}$ " ) overhang.
  - If the inside covers of the book contain pertinent information that isn't the same in the front and back covers, then hinge tape the Mylar jacket on the book to allow viewing of the inside covers.
  - If the book has a half jacket, belly band, or transparent dustcover with pertinent information or artwork that is not repeated on the book, then trim the white paper off the mylar jacket to allow viewing of the half jacket, belly band, or transparent dustcover and the book underneath it and tape.

### **C-Views:**

- Apply appropriately sized C-View labels over **ALL** exterior exposed labels including barcodes on all binding types.

### **RFID tags:**

- OCLS uses Smartrac MINIBLOCK HF RFID Wet Inlay (NXP ICODE SLIX) SKU: 3002129-q100 - <https://www.atlasrfidstore.com/smartrac-miniblock-hf-rfid-wet-inlay-nxp-icode-slix/>
- Books – place on the inside back cover near the spine side of the book.