

**CITY OF BASTROP**

**RESOLUTION NO. R-2025-140**

**A RESOLUTION OF THE CITY OF BASTROP, TEXAS, APPROVING PURCHASING LIBRARY MATERIALS WITH REWARD INCENTIVES THROUGH SEPTEMBER 30, 2026 FROM INGRAM LIBRARY SERVICES, LLC, UNDER TEXAS SMART BUY CONTRACT NO. 715-M2, IN AN AMOUNT NOT TO EXCEED FIFTY-THREE THOUSAND AND THREE HUNDRED FIFTY DOLLARS (\$53,350.00)**

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop ("City") has general authority to adopt an ordinance, resolution, or police regulation that is for the good, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, the City Council of the City of Bastrop, Texas, has appointed the City Manager as the Chief Administrative Officer of the City; and

**WHEREAS**, the City Manager is responsible for the proper administration of all affairs of the City; and

**WHEREAS**, the City Council understands the importance of purchasing publications, audiovisual materials, books, and ancillary services for the Bastrop Public Library ("Library"); and

**WHEREAS**, the City is a member of the Texas Smart Buy Cooperative Purchasing Agreement; and

**WHEREAS**, Ingram Library Services, LLC is an approved vendor of the Texas Smart Buy Cooperative Purchasing Agreement providing reward incentives and value-added services for libraries; and

**WHEREAS**, the City wishes to purchase goods from Ingram Library Services, LLC through Texas Smart Buy Cooperative Contract No. 715-M2; and

**WHEREAS**, the City of Bastrop chooses to approve the purchasing of Library materials with Ingram Library Services, LLC.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, THAT:**

**Section 1.** That the City Manager is hereby authorized to execute a purchasing agreement through Texas Smart Buy Cooperative Contract No. 715-M2 not to exceed amount of Fifty-Three Thousand and Three Hundred Fifty Dollars (\$53,350.00).

- Section 2.** Conflicts with Prior Resolutions: Any prior resolutions or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.
- Section 3. Severability:** Should any portion or part of this Resolution be held invalid for any reason or unenforceable by a court of competent jurisdiction, the same shall not be construed to affect any other valid portion hereof, but all valid portions hereof shall remain in full force and effect.
- Section 4. Effective Date:** This Resolution shall take effect immediately from and after its passage.
- Section 5. Proper Notice & Meeting:** The City Council hereby finds and declares that written notice of the date, hour, place, and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**DULY RESOLVED & ADOPTED** by the City Council of the City of Bastrop, Texas, on this, the 9<sup>th</sup> day of December 2025.

**APPROVED:**



Ishmael Harris, Mayor

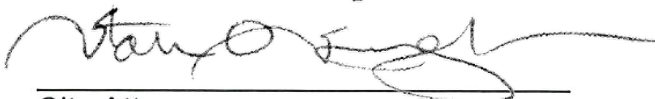
**ATTEST:**



Michael Muscarello, City Secretary



**APPROVED AS TO FORM:**



City Attorney  
Denton Navarro Rocha Bernal & Zech, P.C.

# PURCHASING SUMMARY DOCUMENT

City of Bastrop  
(Purchases over \$3,000 in total)

## REASONS FOR PURCHASE/ADDITIONAL PURCHASE INFORMATION

VARIOUS BOOKS FOR COLLECTION DEVELOPMENT, PROGRAM REWARD INCENTIVES

### Purchase Recommendation:

Recommended Vendor: INGRAM LIBRARY SERVICES			
Goods or Services to be Purchased: BOOKS FOR VARIOUS AGE GROUPS			
Description	QTY	Unit Cost	TOTAL COST
GENERAL FUND - COLLECTION	1.00	\$45,000.00	\$45,000.00
LIB. BOARD DESIGNATED FUND - REWARDS	1.00	\$7,350.00	\$7,350.00
LIB. BOARD DESIGNATED FUND - DONATIONS	1.00	\$1,000.00	\$1,000.00
			\$0.00
			\$0.00
TOTAL			\$53,350.00

If the lowest Bid was not selected please give explanation here: *(CM Approval Required)*

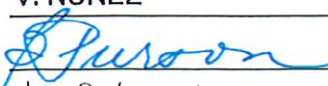
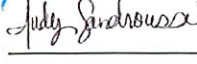

### Is this purchase with:

- ☒ COOPERATIVE CONTRACT COOP NAME: TEXAS SMARTBUY  
 (if using Coop. contract you must attach proof from vendor that purchase was made through Coop)
- ☐ SOLE SOURCE – Attachments required (refer to Purchasing Policy for details)  
 (CM approval required)
- ☐ EMERGENCY PURCHASE – Attach memo stating why the purchase is an emergency  
 (CM approval required)
- ☐ CONTRACTED SERVICE *(Finance must have a copy of the contract on file)*
- ☐ PROFESSIONAL SERVICE (those allowable under Gov't Code CH 2254)
- ☐ QUOTES (required if none of the above apply)

	COMPANY NAME	HUB*	COST
1.			\$
2.			\$
3.			\$

\*Historically underutilized Business (HUB)-Two quotes must be from HUB's if available and if over \$3,000

Budgeted in GL # 101 - 21 - 00 - 5231 &/or # 505 - 81 - 00 - 5201 /5231

Requested by: <u>V. NUNEZ</u>	Date: <u>11/03/2025</u>
Approved by:  (Dept. Director)	Date: <u>11/3/2025</u>
Approved by:  (CFO)	Date: <u>06/11/2025</u>
Approved by:  (City Manager)	Date: <u>14/11/2025</u>

[Home \(/\)](#) > [Browse Contracts \(/browsecontracts\)](#) > 715-M2

## Contract Details: # 715-M2

Number	715-M2
Description	Publications, Audiovisual Materials, Books, Textbooks and Ancillary Services
Category	Managed
Type	Term
Start Date	11/1/2025
End Date	10/31/2026
Purchase Category Code (Agencies Only)	PCC C
Optional Renewal Terms	November 1, 2026, through October 31, 2027 November 1, 2027, through October 31, 2028 November 1, 2028, through October 31, 2029 November 1, 2029, up to one (1) additional year
Purchase Orders	Customers will issue an internal purchase order that references this CPA Contract Number and current item description(s) and pricing as stated on this contract. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the State Agency, Higher Education or Cooperative member. Note: This contract contains line items that may be available through multiple contractors. Agencies should document its best value determination when selecting other than the lowest-priced contractor.
NIGP Codes(s)	52520 ; 52540 ; 71504 ; 71505 ; 71546 ; 71555 ; 95610
CPA Contract Management	Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:  TPASS Contract Management Office (TCMO) Texas Comptroller of Public Accounts (CPA) Fax: (512) 936-0040 Email: <a href="mailto:tpass_cmo@cpa.state.tx.us">tpass_cmo@cpa.state.tx.us</a> (1)

<b>Contract Items and Pricing</b>	<p>Customers should contact the applicable company representative in order to set up an account.</p> <p><b>715-M2 Library Publications Lerner Publishing Group Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2_Library Publications Lerner Publishing Group.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2_Library Publications Lerner Publishing Group.pdf</a>)</p> <p><b>715-M2 Library Publications The Penworthy Company Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications The Penworthy Company.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications The Penworthy Company.pdf</a>)</p> <p><b>715-M2 Library Publications Midwest Tape LLC.</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Midwest Tape LLC.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Midwest Tape LLC.pdf</a>)</p> <p><b>715-M2 Library Publications Ingram Library Service Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Ingram Library Service.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Ingram Library Service.pdf</a>)</p> <p><b>715-M2 Library Publications H-NM dba Perma-Bound Books Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications H-NM dba Perma-Bound Books.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications H-NM dba Perma-Bound Books.pdf</a>)</p> <p><b>715-M2 Library Publications Brodart Co. Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Brodart Co..pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Brodart Co..pdf</a>)</p> <p><b>715-M2 Library Publications Barnes&amp;Nobl Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Barnes&amp;Noble.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Barnes&amp;Noble.pdf</a>)</p> <p><b>715-M2 Library Publications Children's Plus, Inc. DBA Libraria Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Children's Plus, Inc. DBA Libraria.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Children's Plus, Inc. DBA Libraria.pdf</a>)</p> <p><b>715-M2 Library Publications Midwest Library Service.pdf Price Sheet</b> (<a href="https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Midwest Library Service.pdf">https://www.txsmartbuy.com/SSP Applications/NetSuite Inc. - Shopping/Custom ShopFlow/Documents/Contract Attachments/715M2 Library Publications Midwest Library Service.pdf</a>)</p>
<b>Adding New Products to the Contract</b>	Additional products or services of the same general category that are not already on the contract may be added by submitting an Open Market Requisition ( <a href="https://comptroller.texas.gov/purchasing/forms/">https://comptroller.texas.gov/purchasing/forms/</a> ) to the Statewide Contract Development section at <a href="mailto:open.market@cpa.texas.gov">open.market@cpa.texas.gov</a> ( <a href="mailto:open.market@cpa.texas.gov">mailto:open.market@cpa.texas.gov</a> ).
<b>Delivery Delays by Contractor</b>	<p>If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order. Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods and services of this contract elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor.</p> <p>Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the State's Centralized Master Bidders List (CMBL).</p>
<b>Compliant Products by Contractor</b>	<p>Delivery does not occur until the Contractor delivers products, materials or services in full compliance with the specifications to Customer's F.O.B. destination, unless delivery is specifically accepted, in whole or in part, by the Customer. Providing products, materials or services which do not meet all specification requirements does not constitute delivery.</p> <p>Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.</p>
<b>Purchase Order Cancellations</b>	Customers will issue an internal purchase order that references this CPA Contract Number and current item description(s) and pricing as stated on this contract. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the State Agency, Higher Education or Cooperative member.
<b>Restocking Fee</b>	The Customer may request that a Contractor accept return of products already delivered. If the return is required through no fault of the Contractor, the Contractor may request a reasonable restocking charge. The Customer may pay a restocking charge if the CPA or Customer determines that the charge is justifiable. As a guideline, such charges shall not exceed 10% for contractors.
<b>Substitutions</b>	During the Contract term, the Contractor shall not substitute a product or brand unless the Contractor has obtained prior written approval from the CPA Contract Manager in coordination with the Customer. The Contractor must have written confirmation from the CPA Contract Manager of the substitution before making delivery.

**Contract Performance**

The Statewide Procurement Division Contract Management Office (SCMO), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.

Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM.

(<https://www.comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>)

The purpose of the Vendor Performance Tracking System is to:

- Identify vendors that have exceptional performance
- Aid purchasers in making a best value determination based on vendor past performance
- Protect the state from vendors with unethical business practices
- Track vendor performance for delegated and exempt purchases

**Contractors**

**Contractor VID:** 11340303897

**Contractor:** Barnes & Noble Booksellers, Inc.

**Contact Name:** Brian Shapuras

**Email:** [businessdevelopmentbids@bn.com](mailto:businessdevelopmentbids@bn.com)

**Phone:** (212) 414-6004

**Alternate Contact Name:** Mary Wilson

**Alternate Email:** [mwilson1@bn.com](mailto:mwilson1@bn.com)

**Alternate Phone:** (212) 313-6300

**Address:** 33 E. 17th Street New York, NY 10003

**Contractor VID:** 12322487583

**Contractor:** Brodart Co.

**Contact Name:** Beth Blazina

**Email:** [beth.blazina@brodart.com](mailto:beth.blazina@brodart.com)

**Phone:** (800) 233-8467

**Alternate Contact Name:** Brenda Keith

**Alternate Email:** [brendae.keith@brodart.com](mailto:brendae.keith@brodart.com)

**Alternate Phone:** (800) 233-8467

**Address:** 500 Arch Street Williamsport PA 17701-7809

**Contractor VID:** 13640789668

**Contractor:** Children's Plus, Inc. dba Libraria

**Contact Name:** Ansley R Welsh

**Email:** [Ansley@libraria.com](mailto:Ansley@libraria.com)

**Phone:** (800) 230-1279

**Alternate Contact Name:** Mike Beechin

**Alternate Email:** [mikeb@libraria.com](mailto:mikeb@libraria.com)

**Alternate Phone:** (800) 230-1279

**Address:** PO Box 847 Beecher, IL 60401

**Contractor VID:** 13710017263

**Contractor:** Hertzberg-New Method, Inc. dba Perma-Bound Books

**Contact Name:** Debra Northcutt

**Email:** [debn@perma-bound.com](mailto:debn@perma-bound.com)

**Phone:** (800) 637-6581 x 187

**Alternate Contact Name:** Alan Johnston

**Alternate Email:** [alanjohnston@perma-bound.com](mailto:alanjohnston@perma-bound.com)

**Alternate Phone:** (254) 366-2745

**Address:** 617 E. Vandalia Road Jacksonville, IL 62650

**Contractor VID:** 16217466966

**Contractor:** Ingram Library Services LLC

**Contact Name:** Karen Peck

**Email:** [Karen.Peck@ingramcontent.com](mailto:Karen.Peck@ingramcontent.com)

**Phone:** (214) 952-6310

**Alternate Contact Name:** Kate Collingwood

**Alternate Email:** [Kate.Collingwood@ingramcontent.com](mailto:Kate.Collingwood@ingramcontent.com)

**Alternate Phone:** (615) 213-5736

**Address:** One Ingram Blvd La Vergne TN 37086-1986

**Contractor VID:** 14108338998

**Contractor:** Lerner Publishing Group, Inc.

**Contact Name:** Brad D. Richason  
**Email:** brichason@lernerbooks.com  
**Phone:** (800) 328-4929  
**Alternate Contact Name:** Mindy Ondich  
**Alternate Email:** mondich@lernerbooks.com  
**Alternate Phone:** (800) 328-4929  
**Address:** 241 1st Ave North Minneapolis, MN 55401

**Contractor VID:** 14308345058  
**Contractor:** Midwest Library Service, Inc.  
**Contact Name:** Trish Banta  
**Email:** banta@midwestls.com  
**Phone:** (800) 325-8833  
**Address:** 11443 Saint Charles Rock Rd Bridgeton MO 63044-2724

**Contractor VID:** 13714996868  
**Contractor:** Midwest Tape, LLC  
**Contact Name:** Nate Keeton  
**Email:** nkeeton@midwesttape.com  
**Phone:** (800) 875-2785  
**Alternate Contact Name:** Janet Timm  
**Alternate Email:** nkeetin@midwesttape.com  
**Alternate Phone:** (800) 875-2785  
**Address:** PO Box 820 Holland OH 43528

**Contractor VID:** 18120431426  
**Contractor:** The Penworthy Company, LLC  
**Contact Name:** Nicolette Finocchiaro  
**Email:** nicolette.finocchiaro@penworthy.com  
**Phone:** (414) 921-1506  
**Alternate Contact Name:** Customer Service  
**Alternate Email:** customerservice@penworthy.com  
**Alternate Phone:** (800) 262-2665 x0  
**Address:** 219 N. Milwaukee Street, Ste. #400 Milwaukee, WI 53202



Texas Comptroller of Public Accounts

Home

(<https://comptroller.texas.gov>)

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(<https://comptroller.texas.gov/about/contact/>)

## Policies

Privacy and Security Policy

(<https://comptroller.texas.gov/about/policies/privacy.php>)

Accessibility Policy

(<https://comptroller.texas.gov/about/policies/accessibility.php>)

Link Policy

(<https://comptroller.texas.gov/about/policies/links.php>)

Search from the Texas State

Library

(<https://www.tsl.texas.gov/trail/index.html>)

Texas Homeland Security

([https://www.dhs.gov/see-](https://www.dhs.gov/see-something-say-something/reporting/texas)

[something-say-](https://www.dhs.gov/see-something-say-something/reporting/texas)

[something/reporting/texas](https://www.dhs.gov/see-something-say-something/reporting/texas))

Public Information Act

([https://comptroller.texas.gov/about/policies/open-](https://comptroller.texas.gov/about/policies/open-records/public-information-act.php)

[records/public-information-](https://comptroller.texas.gov/about/policies/open-records/public-information-act.php)

[act.php](https://comptroller.texas.gov/about/policies/open-records/public-information-act.php))

Texas Secretary of State

(<https://www.sos.state.tx.us/>)

HB 855

## Other State Sites

Texas.gov (<https://texas.gov>)

Texas Records and Information

Locator (TRAIL)

(<https://www.tsl.state.tx.us/trail/>)

State Link Policy

([https://dir.texas.gov/resource-](https://dir.texas.gov/resource-library/item/state-website-linking-privacy-policy)

[library-item/state-website-linking-](https://dir.texas.gov/resource-library/item/state-website-linking-privacy-policy)

[privacy-policy](https://dir.texas.gov/resource-library/item/state-website-linking-privacy-policy))

Texas Veterans Portal

(<https://veterans.portal.texas.gov>)



RFP No. 304T-26-715M2

[illegible]

Additional Information
Net titles for all categories and bindings are invoiced at 0.0% discount. For public, K-12 school libraries, and State agencies, Spoken Word non-trade/short is invoiced at 10% discount. Video games are invoiced at 5.0% discount for all categories. Continuations and Standing Order programs receive the same discounts as firm orders. Ingram's standard Low Price Point discount for all libraries: Trade Hardcover, Quality Paperbacks, and Mass Market Paperback titles ordered with a cover price of \$9.99 or less will receive a 20% discount.



Contract Item List

Contract Category: 715M2 Publications, Audiovisual Materials, Books, Textbooks, and Ancillary Services

Contract ID No. 715M2-3352

RFP No. 304T-26-715M2

Ingram Library Services LLC

Premium Processing - Shelf-Ready	Base Price	Description
Mylar Jacket (or Laminate Cover), Label Protectors, Spine Label, Barcode, and Standard MARC Record	\$ 2.34	iClassic A bundle (includes best available record). If a full MARC record is required, price per unit is \$3.09 (iXtend A).
Mylar Jacket (or Laminate Cover), Label Protectors, Spine Label, Barcode, RFID Tag (programmed and applied), and Standard MARC Record	\$ 4.11	iXtend C bundle (guarantees a full level record).
iClassic bundle package	\$ 1.63	This is the base price for this bundle tier.
iXtend bundle package	\$ 2.37	This is the base price for this bundle tier.
iComplete bundle package	\$ 2.78	This is the base price for this bundle tier.

Processing Services	Base Price	Description
Brief MARC Record	No Charge	If Respondent offers MARC records, a brief MARC Record shall be free of charge, per the terms of this RFP.
Standard MARC Record	\$ 0.75	MARC record only bundle
Mylar Jacket	\$ 1.25	Billed by component
Barcode Label	\$ -	Part of bundle package
Label (per application-Customer supplied)	\$ -	Part of bundle package
Label (per application-Vendor supplied)	\$ -	Part of bundle package
Genre Label	\$ -	Part of bundle package
Spine Label	\$ 1.63	Bundle billing iClassic
Label Protector	\$ -	Part of bundle package
Pocket (paper)	N/A	N/A
Pocket (vinyl)	N/A	N/A
Property Stamp (per impression)	\$ -	Part of bundle package, customer supplied, 12 stamps per distribution center
Spine Tape (inside)	N/A	N/A
Spine Tape (outside)	N/A	N/A

Additional Processing Components

*Pre-Processing Only: This service includes the following options — mylar, mylar and laminate, spine label only, and MARC record only.*  
*iClassic Bundle: This service provides the best available MARC record and same options available in Pre-Processing PLUS Ingram Supplied Barcode, Property Label, Label Protector and Reading Program Labels.*  
*iXtend Bundle: This service provides the full MARC record and same options available in iClassic Bundle PLUS Bibliographic or Pocket Label, Date Label, Branch Label, Z39.50 and Enriched Ordering.*  
*iComplete Bundle: This service provides the full MARC record and same options available in iXtend Bundle PLUS Custom Cataloging and Premium Processing.*  
*Various additional services available for bundles:*  
*RFID/Barcode 2-part set; RFID/Barcode 3-part set; Barcode (available for Mylar & Mylar/Laminate bundles only); Property Label (Not available for Spine Label only bundle); Label Protectors (available for spine label bundle only); Unprogrammed RFID tag;*  
*3M theft; Checkpoint theft. Premium add-on services include: Genre Labels, Audience/Collection labels, and Colored Label Protectors. An iComplete annual cataloging fee may apply. Services may include: Cataloger Intervention; Create Call Number / Cutter Series; Remove/revise subject headings; OCLC Search/Download (with third party agreement); Genre Determination; BISAC validation/customization; Manual Intervention for Tags; Add LC Call Number.*

Audio Visual Processing and Accessories	Base Price	Description
Digital Processing for Media	N/A	N/A
Format Conversion Service	N/A	N/A
Hub Label (per application)	N/A	N/A
Shrink Wrap Removal	N/A	N/A
DVD/CD Case, Holds Single Disc (paper)	N/A	N/A
DVD/CD Case, Holds Single Disc (plastic)	N/A	N/A
DVD/CD Case, Holds Multiple Discs	N/A	N/A
DVD/CD Case, Locking	N/A	N/A
Spoken Audio CD Case; Various Capacities	N/A	N/A

Laminated Paperback Covers	Base Price	Description
Polypropylene Laminate; Various Thicknesses	\$ 1.36	Mylar & laminate bundle. We offer 5 mil laminate only.
Vinyl Laminate; Various Thicknesses	\$ 1.36	Mylar & laminate bundle. We offer 5 mil laminate only.

RFID/Theft Deterrents	Base Price	Description
Pre-programmed RFID/Barcode Set (1 Barcode)	\$ -	Part of bundle package; not offered as stand-alone service.
RFID ("universal" tag programmed and applied)	N/A	N/A
CD/DVD Overlay RFID Tag	N/A	N/A
Theft Deterrent Tape	N/A	N/A