

Books (BZ) Info

Starting a Book Account:

1. Fill out a [Book Lot 1 Requirements Form](#)

You will need to designate a person within the library to the “Ordering Officer”. This person is allowed to send book orders to FEDLINK for processing. You may also have an Alternate Ordering Officer if you need back up. All Ordering Officers will sign a Delegation of Procurement Authority form provided by FEDLINK.

A couple tips:

- Section B, Anticipated Total Dollar Value of Book Purchase is how much you think you will spend **each year**, not the life of the contract.
- Section B.1.1 and B.1.2 must equal 100%.
- Do not list eBook platforms that are classified as FEDLINK Electronic Resource vendors (i.e., OverDrive, EBSCO).

A FEDLINK COR will use the information from the Book Lot 1 Requirements form and match you with 2-3 vendors who can best meet your requirements. You and the vendor will receive a copy of the Customer Specific Book IDIQ. Please note, each Customer Specific Book IDIQ has a \$25 guaranteed minimum contract value.

2. Funding the BZ Account

When registering or adding funds, the BZ account will need funding to place book orders.

- [Registration/Add Funds form](#)

Ordering Books:

Please see our [instruction for ordering books](#).

Once you have a Customer Specific Book IDIQ with a specific vendor, you can begin ordering from them. Basically, you just send your book quote/cart with a [Move Funds form](#) to fliccfo@loc.gov. On the Move Funds form, you will be moving money out of BZ and into the vendor account that matches the quote.

Then, we will send back a Funding Allocation Notice email to you and the vendor. Once you have this email, you can submit the quote/cart to the vendor for shipment. Feel free to shop around for the best prices! Also, Funding Allocation Notices do not have a procurement action lead time. Generally, we try to turn them around in 1-2 weeks. If you have an urgent order, please provide us with an explanation and requested award date. We will do our best to meet your needs.

As a FEDLINK customer you are required to notify FEDLINK if you do not receive the products or services ordered. Review your FEDLINK monthly statements and invoices for accuracy. If there is an invoice discrepancy, notify FEDLINK immediately. FEDLINK relies on our members to confirm that the government has received the products and/or services ordered.

Books Quote Info:

While FEDLINK prefers to have a good vendor quote, we understand not all of our book vendors have user-friendly interfaces to provide you with quotes. If possible, try to get a quote with all of the information listed below. If not, a screenshot or download of your shopping cart is acceptable. Information with a * is required however.

- A good quote has:
 - *Vendor name
 - *FEDLINK ID
 - Agency/library name and info
 - FEDLINK Bill To info
 - *Title list
 - *Total Amount
- Notes:
 - An email is an acceptable quote for out of print titles. We understand that out of print books are often not in the vendor's catalog, so if you email the vendor for an out of print book, please have them include the titles and their costs, plus the total amount.
 - If a fee is included with a quote, it must have an accompanying description for verification. These fees are usually for Lot 4 technical processing services and by having that description, it allows FEDLINK to verify the added fee is permitted under the Customer Specific Books IDIQ.

Member Responsibilities for Shipments:

- Once your order has been shipped, the Ordering Officer is responsible for reviewing all goods and services received under each order.
- Be sure to inspect all items to ensure they are acceptable.
- If there are any issues, work with your vendor.
- If problems continue, reach out to FEDLINK.
 - You can contact the Contracting Officer listed on your order or send an email to FEDLINKBooks@loc.gov.

Useful Links:

- [FEDLINK homepage](#)
- [FEDLINK Books and Media webpage](#)
- [Vendor Directory by Product Line](#)
- [Procurement Action Lead Time \(PALT\)](#)

FEDLINK Mailboxes:

FEDLINKBooks@loc.gov – shared mailbox that's monitored by the CORs. You can email this mailbox with any general questions. Please cc this mailbox for any correspondence about your Book orders.

fliccfo@loc.gov – shared fiscal mailbox. Send your Move Funds form here. You can also send general account, IAA, or funding questions here.