

**FEDLINK Lot 1 - Book & Media Requirements Form**

**INSTRUCTIONS FOR ORDERING BOOKS & MEDIA VIA FEDLINK**

This form is for submitting information about your agency’s requirements for Firm Orders of Books & Media. Firm Orders are one-time purchases for specific titles.

- Based on the requirements you identify below, a FEDLINK contracting officer will establish Customer Specific Indefinite Delivery Indefinite Quantity (IDIQ) vehicles. It is standard procedure to award two (2) CS IDIQs unless otherwise specified.
- Your Customer Specific IDIQ with the selected vendor(s) will have a minimum and maximum contract value.
  - The minimum contract value per Customer Specific IDIQ is \$25.00, which the vendors are only eligible to invoice if you do not place any orders during the life of the contract. By submitting this requirements form, you are authorizing FEDLINK to obligate \$25.00 from your BZ account per awarded contract.
  - The maximum contract value will represent the "ceiling" on your Customer Specific IDIQ, or the dollar limit of orders that may be awarded under the contract. This number is calculated by multiplying your your anticipated yearly total contract value by the number of years represented under the CS IDIQ.
- Under the Delegation of Procurement Authority (DPA), your agency’s designated Ordering Officers are authorized to make purchases within the scope of a Customer Specific IDIQ, the FEDLINK interagency agreement, and applicable IDIQ contract.

Email the completed form with subject line: “[FEDLINK ID] book requirements” (for example, ABCD book requirements) to [FEDLINKBooks@loc.gov](mailto:FEDLINKBooks@loc.gov).

**A. MEMBER INFORMATION**

<b>Date completed:</b>	
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<b>FEDLINK ID:</b>	
<b>Agency Name:</b>	
<b>Main Contact, Name and Title:</b>	
<b>Phone# and Email:</b>	
<b>Primary Ordering Officer, Name and Title:</b>	
<b>Phone# and Email:</b>	
<b>Alternate Ordering Officer, Name and Title:</b>	
<b>Phone# and Email:</b>	
<b>Shipping Address:</b>	
<i>For multiple shipping addresses, or orders for different locations, list them here.</i>	

**B. REQUIREMENTS**

Estimate the amount of money you anticipate spending on book purchases in the upcoming year. When creating your total estimate, include the following: firm orders, technical processing, and collection development services (definitions below).

<b>Anticipated Total Dollar Value of Book Purchases:</b>	
The contract maximum is based upon the total estimate listed here.	

**B.1 Firm Orders** – A one-time order for specific title(s) for a specific number of copies. (Complete sections *B.1.1 Subject Specializations*, *B.1.2. Format or Source Specializations*, and *B.1.3 Ordering Parameters and Special Technical Requirements*)

**B.2 Optional Technical Processing and Cataloging Specifications** – Vendor may provide services only for materials supplied under this contract, performing physical processing or cataloging to supply materials in shelf-ready condition. (Complete section B.2)

**B.3 Optional Collection Development Services** – Vendor may provide collection analysis or assessment, collection development, or collection management tools for the customer or may provide the customer with online access on the vendor's system. The vendor will provide training in its collection analysis/assessment, collection development, or collection management system. (Complete section B.3)

## B.1 FIRM ORDER REQUIREMENTS

### B.1.1 SUBJECT SPECIALIZATIONS

Please review the categories listed below and approximate what percentage of total orders that you anticipate purchasing in each subject specialization (from 0%-100%). The sum of all specializations should total 100%.

DESCRIPTION – Subject Specializations	% of total orders
General	
Juvenile and Young Adult	
Business, Economics, and Finance	
Legal Publications	
Medical and Allied Health Publications	
Scientific/Technical Publications	
Social Science/Humanities	
Military	
<b>TOTAL PERCENT</b>	%

### B.1.2. Format or Source Specializations

Please review the categories listed below and approximate what percentage of total orders that you anticipate purchasing in each format or source specialization (from 0%-100%). The sum of all specializations should total 100%.

DESCRIPTION – Format or Source Specializations	% of total orders
Trade, Trade Paperback	
Textbook, Textbook Paperback	
Mass Market Paperback	
Reference	
Reprints/Back Issue Sets	
<b>Audio-Visual</b> (Specify format(s), e.g., DVDs, Blu-ray, Audiobooks on CD) **Add packaging requirements under B.2 (CD or DVD cases, artwork).	
<b>Multimedia</b> (Specify format(s), e.g., music CDs, Kits, Media Players) **Add packaging requirements under B.2 (ex: locking cases, lanyards, etc.).	
<b>Non-English Language</b> Specify language(s):	
Out of Print	
Association, Society Presses	
Foreign Presses	
Government Documents	
Small Presses	
University Presses	
<b>eBooks</b> **Please complete eBook Questions in section B.1.3**	
<b>TOTAL PERCENT</b>	%

### B.1.3. Ordering Parameters and Special Technical Requirements

Indicate which services your agency will require.

ORDERING PARAMETERS	Yes or No
Online Ordering	Yes No
Email Ordering	Yes No
<b>Multi-Tiered</b> (vendor allows multiple users to select titles into carts to be approved by the Ordering Officer)	Yes No
<b>Bulk Ordering</b> (25 or more copies of a title)	Yes No
DELIVERY	Yes or No
Rush delivery	Yes No
eBOOK QUESTIONS (Complete if requesting eBooks in B.1.2)	
Specify format or method of access, e.g., downloadable, streaming	
DIGITAL CONTENT ACCESS OR MAINTENANCE	
List any current eBook platforms.	

Please describe any additional special requirements you have for firm orders:

**B.2 TECHNICAL PROCESSING AND CATALOGING SPECIFICATIONS (OPTIONAL)**

Please review and identify the optional technical processing services and cataloging specifications that you anticipate using. If you require other related services, please briefly note what those services are.

B.2.1. TECHNICAL PROCESSING	Yes or No	
<b>Circulation Kit</b> (per kit) catalog data/MARC records, spine label, date due slip (or pocket and circulation card)	Yes	No
<b>Barcode labels</b>	Yes	No
<b>Security Device – RFID, security strips</b>	Yes	No
<b>Book jacket cover/Laminate</b>	Yes	No
<b>Property stamps</b>	Yes	No
<b>Spine Labels</b>	Yes	No
<b>Binding</b> (ex. Reinforced, buckram, etc.)	Yes	No
Please specify:		
<b>Packaging</b> (ex. Audio visual cases, locking cases, etc.)	Yes	No
Please specify:		
<b>Other Physical Processing Options</b> Please specify:		
B.2.2. CATALOGING SPECIFICATIONS		
<b>Cataloging Data in Electronic Form</b> (ex. MARC, RDA, etc.)	Yes	No
Please specify:		
<b>Cataloging in Print Form</b>	Yes	No
<b>Set holdings in OCLC WorldCat</b>	Yes	No
<b>Other Cataloging Processing Options</b> Please specify:		

**B.3 COLLECTION DEVELOPMENT SERVICES (OPTIONAL)**

Review the optional collection development services listed below. If you require other related services, please briefly note what those services are.

B.3 COLLECTION DEVELOPMENT SERVICES	Yes or No	
<b>Basic Services (no cost)</b>	Yes	No
<b>Enhanced Services (at additional cost)</b>	Yes	No
<b>IDENTIFY REQUIREMENTS</b> (e.g., reviews, curated selection lists, etc.)		

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