

FEDLINK Lot 3 - Lease Plan Requirements

INSTRUCTIONS FOR LEASING BOOKS & MEDIA VIA FEDLINK

This form is for submitting information about your agency’s requirements for Lease Plans. Customer leases publications from the supplier instead of buying them, and retains an option to purchase items at a reduced price when the term of the lease is over. The leasing plan is a mechanism for a library to expand the resources available to its users by obtaining popular titles as needed, without having to buy multiple copies for the permanent collection. Leasing also extends the shelf life of heavily used titles.

- Your Lease Plan with the selected vendor(s) will be a firm-fixed price order with the possibility to exercise Option Years.
- Based on the requirements you identify on this form, a FEDLINK contracting officer will establish one or more orders with selected vendor(s).
- A plan specifies the type of material (format), content, audience, and other features. You must complete a chart for each plan. There is space for one plan in this form. If additional plans are needed, please complete and send multiple forms.

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

A. MEMBER INFORMATION

Date completed:	
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FEDLINK ID:	
Agency Name:	
Contact Name and Title:	
Phone #:	
Email:	
Shipping Address:	

B. LEASE PLAN REQUIREMENTS

Please complete the information on the following pages of this form for each leasing plan. A plan specifies the type of material (format), content, audience, and other features. **You must complete a separate form for each plan.**

Anticipated Dollar Value of Book Purchases The lease plan is based upon the total estimate listed here.	\$
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LEASE PLAN	
NAME OF PLAN	Supply a name for this plan, e.g., Hardcover Lease; YA Audiobooks, etc.:
LOCATION / ADDRESS	Supply the library name and address for this plan:
PLAN FEATURES – SELECT ONE OPTION PER CATEGORY PER LEASE PLAN	
Format	Books <i>(please specify all binding types desired):</i> <i>Hardcover</i> <i>Paperback</i>
	Audiobooks – CD
	DVDs
Content	General – Variety of Content, Fiction and Non-fiction
	Fiction
	Non-fiction
	Specific Genres <i>(please list):</i>
Audience	General – All Audiences
	Adult
	Young Adult
	Children
Size of Plan	Number of Titles per Year: <i>(Title count only. Do not use points, allowances, or quotas.)</i>
Selection Type	By Title
	By List Type <i>(please specify, e.g. NY Times):</i>
	By Popularity <i>(please specify, e.g., top 10, bestsellers, etc.):</i>
Selection Frequency	Weekly
	Monthly
Option to Purchase	Yes <i>(please specify percentage):</i>
	No
ORDERING – SELECT ALL OPTIONS THAT APPLY	
Web Based	Yes No
Multi-tiered	Yes No

PHYSICAL PROCESSING – SELECT ALL OPTIONS THAT APPLY

Book Protectors	Polyester book jackets for hardcover books
	Laminate protectors for paperback books
Spine Labels	Yes No
Barcode Labels	Yes No
DVD/CD Cases	Commercial
	Durable
	Heavy Duty
DVD/CD Artwork	Yes No
Catalog Records	Yes <i>(provide requirements, e.g., LC Call numbers, etc.):</i>
	No
Other	Please provide additional details or describe any other physical processing requirements here:

OTHER REQUIREMENTS

Please describe any other requirements you have, or elaborate on requirements selected above.	
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