

**06-x-34235 (T0067)**  
**BOOKS, PUBLISHED**  
**VARIOUS AGENCIES**  
**METHOD OF OPERATION**

Section 3.4 of the (NOA Text) states, Departments shall order directly from the contractor. The departments shall make payment directly to the contractor utilizing the state payment voucher system.

Agencies will contact the contractors for price information prior to generating the purchase order. The invoice prices will be compared to the billing amounts when the order is received. The original prices at the time the order is placed will be the amount paid.

Agencies will require the contractor to document the price provided, as explained in Section 3.6 below. Agencies may order any class of publication the contractor has under its contract.

Section 3.6 of the (NOA Text) states, the basis for the discount prices for all books shall be the publisher's list prices as listed in "Books in Print" published by R.R. Bowker, Inc. The discount for subscriptions shall be Ulrich's Periodical Directory for Serial Publications.

Should a discrepancy arise between the price stated in the current edition of "Books in Print" or "Ulrich's" and the price charged by a publisher, the contractor may use the publisher's signed and dated price list to document the price difference.

The Using Agency shall contact the contractor to verify prices. Once the agency and contractor have verified pricing and the purchase order is released to the vendor there is to be no increase in the prices. Invoices for items shipped shall not contain prices exceeding the amount verified between the Using Agency and the contract vendor at the time of the original order.

Section 2.2 of the (NOA Text) contains a list of "Contract Specific Definitions" for books. The binding format is identified in the price lines. Unless otherwise specified by the definitions in 2.2, the binding format listed in "Books in Print" and "Ulrich" will be used to determine the price lines used.

## **2.2 CONTRACT SPECIFIC DEFINITIONS**

**Library edition** – A book with reinforced binding to withstand extended use.

**Trade Paperback** – A quality paperback or a soft cover book, as opposed to a mass market paperback, which is printed on less expensive paper.

**Trade Publisher** – A publisher who publishes books primarily for the book trade, selling books to bookstores and libraries.

**Soft cover** – A book bound with heavy paper, also called paperback or paperbound.

**Hardcover** – A book bound with boards. Also called case-bound, hardbound, and hardback.

**Quality paperback** – A trade paperback book, usually the soft cover version of the hardcover book, as opposed to a mass market paperback book, which is printed on less expensive paper and may have a smaller trim size than the hardcover edition.

**Mass-market paperback** – The smaller, paperbound edition of a previously published hardcover or trade paperback book that is printed on less expensive paper and sold in more mass-market outlets such as grocery stores.

**Reference** – Materials that are generally destined for library reference collections and not for general circulation to patrons, such as encyclopedias, dictionaries, directories, and atlases.

**Trade & Trade Paperback** – Trade books, which may be produced in hardcover and/or paperback, are defined two ways, either as:

A book produced by a commercial publisher for sale to the public primarily through bookstores, as distinguished from a textbook edition, subscription book, or a book meant for a limited public because of its technical nature, specialized appeal, or high price; or,

Any high discount (more than (40% off publisher's list price) book, regardless of subject matter or type of publisher.

**Textbook & Textbook Paperback** – Books in hardcover or paperback published for educational or classroom use, including K-12, college, graduate, vocational or professional development, or other formal education or training programs.

**Association & Society Press** – A publication issued by, or under the auspices of, an association or institution or society, including proceedings of conferences and symposia, monographs, and memoirs.

**Foreign Press** – Materials produced by federal, state or local governmental sources. They may be US or foreign. The documents may be in varied physical formats including print, electronic and audio-visual.

**Out-of-Print** – Materials that cannot be obtained through the regular market because publisher/producer has exhausted its stock and does not anticipate printing more copies. Out-of-print is to be distinguished from “out-of-stock”, which means that the item(s)

is/are not available from the publisher or jobber's inventory at the present time but probably will be available later.

**Small Press** – Materials produced by non-traditional, “alternative” or “independent” publishers; that is, materials from publishers that are not associations, universities, or trade publishing houses.

**University Press** – Materials published under the authority of a university and usually intended for the scholarly community.

**Multimedia** – Multimedia publications are composed of two or more formats of material, no one of which is identifiable as the predominant constituent of the item. A book that comes with a CD-ROM or software diskettes included is an example of a multimedia item.

**Audio-Visual** – Audio-visual publications include sound and visual recordings and/or reproductions in any physical format, including compact discs, tapes, film strips, films, video cassettes, laser discs, and so forth.

The price lines are as follows:

- Lines 1 – 3 (Textbooks Hardback)
- 4 – 6 (Textbooks Softback)
- 7 – 9 (Cloth Trade)
- 10 – 12 (Cloth Non-Trade)
- 13 – 15 (Library Binding Trade)
- 16 – 18 (Library Binding Non-Trade)
- 19 – 21 (Hardback Trade)
- 22 – 24 (Hardback Non-Trade)
- 25 – 27 (Paperback Trade)
- 28 – 30 (Paperback Non-Trade)
- 31 – 33 (Serial Publications Trade)
- 34 – 36 (Serial Publications Trade Prepayment Discount)
- 37 – 39 (Serial Publications Non-Trade)
- 40 – 42 (Serial Publications Non-Trade Prepayment Discount)
- 43 – 45 (Serial Publications Electronic Journals)
- 46 – 48 (Serial Publications Electronic Journals Prepayment Discount)
- 49 – 51 (Proprietary Medical)
- 52 – 54 (No Award)
- 55 – 57 (Reference)
- 58 - 60 (Out of Print)
- 61 – 63 (Multi Media)
- 64 – 66 (Books on Tape)
- 67 – 69 (Audio Visual)
- 70 – 72 (Microform)

