



STAFF PERSONAL BOOK ORDER PLAN

Dear New Library Staff Member:

One of the benefits of working in the Jean and Alexander Heard Library system is that you can order books, audio tapes, DVDs, and compact discs at a substantial discount from the retail prices. Thirteen times a year the Staff Book Purchase Committee places an order for books, audio tapes, DVDs, and compact discs with Ingram Book Company. While Ingram does not supply copies of every book, tape, or disc produced in the United States, it is the largest distributor of books and other library materials in the country and it provides a wide selection of most popular titles. All regular Heard Library employees, both full-and part-time, are eligible to participate.

The general discount information is: most books: 38%; spoken audio tapes: 38%; DVDs/CDs: 25%.

Some books, typically from university presses, will be discounted between 5%-15%, and a few are not eligible for a discount. (These items will say "Discount- NET" next to the price listed on the online catalog.) A sales tax of 9.25% is added to each order. The actual discount you receive may be different than that listed on the online Ingram i-Page catalog. Items ordered from Ingram are not able to be returned.

Order dates are listed on the library staff web page and in the Library Staff Newsletter, and your area representative will also remind you. You have to pay for all books when you receive them, so that we can get an extra discount to offset shipping costs. You have to pay by check and make the check payable to: Vanderbilt University.

To learn how to find which titles are available, how much they will cost, and how to fill out the order forms, talk to your area representative:

Annex	Clint Grantham (269-5780)
Biomedical	Camille Ivey (x61373)
Central	Robyn Harris (x22664)
Central Collections Development	Bryan Kurowski (x22769)
Divinity	Donna Smith (x38517)
Peabody	Vivienne Durbin (x26291)
Law	Nyla Villager (x20024)
Management	Sylvia Grant (x38252)
Music	Robert Rich (x27171)
Office of the University Librarian	Pat Johnson (x23478)
Library Tech Services/Baker	Alice Cunningham (x47965)
Library Tech Services/GLB	Jeff Taylor (x32091)
Science	Machelle Keen (x24165)
Special Collections	Molly Dohrmann (x22807)
T.V. News	John Lynch (x37428)

Welcome to the Jean and Alexander Heard Library. I hope that you will find the staff order as great for gifts and for personal reading, listening, and viewing as I have.

Larry Romans
Chair, Staff Book Purchase Committee
Head, Government Information Services, Central Library (x22838)