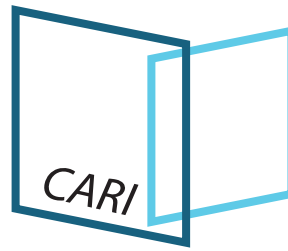




Ontario Library Service – North
Service des bibliothèques de l'Ontario – Nord



*Collections and Acquisitions Resource Initiative
Initiative de ressources pour les collections et les acquisitions*

Dear librarian and library board chair:

Ontario Library Service – North is pleased to announce the launch of the **Collections and Acquisitions Resource Initiative (CARI)**, designed to facilitate quick and easy purchasing of titles and to provide libraries with more substantial discounts by combining the purchasing power of participating libraries.

How does it Work?

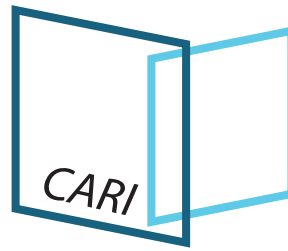
Using lists and tools provided by the vendors, you order the material and it arrives shelf-ready. A MARC record will be provided as well (OLS - North will ensure that a MARC record is available in the local JASI catalogue).

What Are the Benefits of Participating?

- Lower cost. By combining the purchasing power of participants, larger discounts are available to all participating libraries.
- Quick and easy selection. Libraries are provided with lists of titles. No need to check any other listing of bestsellers or other materials.
- Shelf-ready processing. Items arrive at your library already processed and ready to go. Just affix your barcode, add to your catalogue, and put it on the shelf.
- Simple, seamless cataloguing. No need to try to find a record from elsewhere; a high-quality catalogue record is provided with the purchase of any item.
- Help Centre available. Should you have any questions or issues, OLS – North staff are just a phone call away.



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Ordering English Materials through CARI

English materials are provided exclusively through Library Services Centre (LSC) in the following formats

- Adult books (hardcover and trade paperback)
- Children's & YA books
- Large print
- Graphic novels
- Adult Audiobooks
- DVD



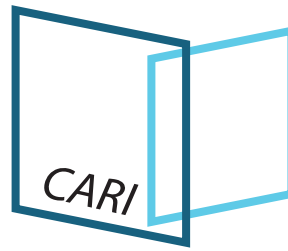
On a regular basis, CARI members will be supplied with a selection list from LSC. Libraries can also search for particular items. You will then be able to place your order online through our CARI web portal (www.olsn.ca). Upon receiving your items, just link your item to the MARC record in JASI. Non-JASI members will be provided with a MARC record to load into their automation system.

Discounts - 2017 - based on estimated volume

Category	Trade Discount	Non-trade discount	MARC record cost	Shelf-ready processing cost per unit
Adult books (hardcover and trade paperback)				
Fiction	45%	40%	Free	\$1.12
Nonfiction	45%	25%	Free	\$1.12
YA and children's books				
Fiction and nonfiction	44%	40%	Free	\$1.12
Graphic novels				
Fiction	45%	40%	Free	\$1.12
Nonfiction	45%	25%	Free	\$1.12
Large print				
Fiction and nonfiction	45%	20%	Free	\$1.12



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Category	Trade Discount	Non-trade discount	MARC record cost	Shelf-ready processing cost per unit
Adult Audiobooks				
Fiction	45%	40%	Free	\$6.30
Nonfiction	45%	20%	Free	\$6.30
DVD				
All	27%	15%	Free	\$0.76

Please note that shipping costs vary depending on size, weight and delivery location.

Advantages of ordering through CARI vs ordering from a typical retailer

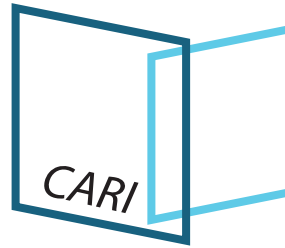
- More substantial discounts
- Low-cost, shelf-ready processing and MARC records for every item purchased
- No staff time devoted to cataloguing and processing materials
- Selection lists available for ease of selection
- OLS – North Help Centre

You've spoken... and we've listened. We've implemented improvements to ordering CARI materials through LSC:

- Customizable shipping options. CARI members can choose from a range of shipping frequencies to suit their individual needs, from monthly to weekly.
- A choice of three spine label formatting options. These options provide libraries with the ability to customize their processing to fit their own unique needs.
- Ability to opt out of cataloguing and processing. Member libraries can order materials without having to receive any processing or cataloguing records made available.



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Ordering French Materials through CARI

French materials are provided exclusively through Archambault in the following

- Adult books (hardcover and trade paperback)
- Children's & YA books
- Large print
- Graphic novels



Every month CARI members will be supplied with a selection list from Archambault. You will then be able to place your order online through our CARI web portal ([insert link here](#)). Upon receiving your items, just link your item to the MARC record in JASI. Non-JASI members will be provided with a MARC record to load into their automation system.

Discounts - 2017 - based on estimated volume

Category	Trade Discount	MARC record cost	Shelf-ready processing cost per unit
All print materials	21%	\$3.85	\$1.60
Adult Audiobooks	21%	\$5.08	\$3.25

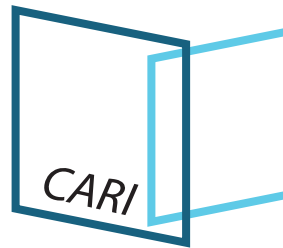
Shipping covered by Archambault.

Advantages of ordering through CARI vs ordering from a typical retailer

- More substantial discounts
- Low-cost, shelf-ready processing and MARC records for every item purchased
- No staff time devoted to cataloguing and processing materials
- Selection lists available for ease of selection
- OLS – North Help Centre



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Ordering First Nations Materials through CARI

First Nations materials are provided exclusively through GoodMinds.com. The following formats are provided:

- Adult books (hardcover and trade paperback)
- Children's & YA books
- Large print
- Graphic novels



CARI members can browse GoodMinds.com's vast selection on their website, and place an order either on their website or through the OLS – North CARI web portal ([insert link here](#)). Upon receiving your items, just link your item to the MARC record in JASI. Non-JASI members will be provided with a MARC record to load into their automation system.

Discounts - 2017 - based on being exclusive vendor for First Nations material

Category	Trade Discount	Non-trade discount	MARC record cost	Shelf-ready processing cost per unit
All materials	≤20%	≤10%	\$1.15	\$1.60

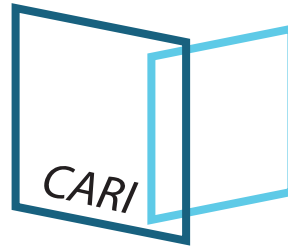
Please note that shipping costs vary depending on size, weight and delivery location. A 5% contribution will be made to SALT, a fund for starting First Nations libraries.

Advantages of ordering through CARI vs ordering from a typical retailer

- More substantial discounts
- Low-cost, shelf-ready processing and MARC records for every item purchased
- No staff time devoted to cataloguing and processing materials
- Selection lists available for ease of selection
- OLS – North Help Centre



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A LETTER OF AGREEMENT

Between

Ontario Library Service North (OLS - North) 334 Regent St. Sudbury ON, P3C 4E2

and

[The Library]

Dated _____

OLS – North has negotiated substantial discounts with vendors for English, French and First Nation material. The Collections and Acquisitions Resource Initiative (CARI) is open to public libraries in Ontario by invitation. Each participating library is a partner and will have a single vote should any matter be put to the membership.

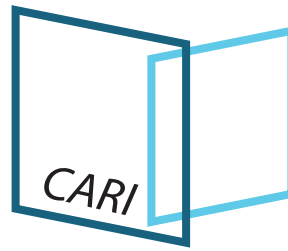
In consideration of the covenants and agreements hereinafter contained, the parties hereto covenant and agree as follows:

OLS - North agrees that _____ *[Name of Library]*
 be granted membership in the CARI with the following conditions:

1. The library agrees to purchase through the CARI portal. Material purchased at trade shows or which cannot be supplied by a CARI vendor is excluded from this commitment.
2. The Library recognizes that the cost of material and fees are subject to the agreements between OLS - North and the vendor. A summary is available in the membership package sent to you and on the CARI portal.
3. The Library agrees to pay the vendors directly for all materials purchased through CARI. OLS – North has no responsibility to pay invoices on behalf of the library.
4. The library agrees to contact the CARI Help Centre for support and services.
5. The library must keep all passwords confidential and ensure that they are used only by an authorized user.
6. The library agrees to deal with any issues with the vendor directly with the vendor or through OLS - North as appropriate.



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7. OLS - North agrees to provide the Library with the following services:
 - The CARI portal
 - Help Centre services as outlined in appendix B
8. The Library shall have one vote on any matter put to the membership.
9. The administrative contact for the Library shall be _____ (name)
 _____ (email)
10. The collections contact shall be _____ (name)
 _____ (email)
11. The library shall notify OLS - North of any changes to contact information given above.
12. This Agreement shall be in effect until September 30, 2020 or until the library and/or OLS - North cease to exist for any reason. The library and or OLS-North can withdraw from the agreement on giving 6 months written notice to the other party. The library will be responsible for any outstanding invoices with the vendor.
13. Should a vendor agreement be cancelled or a vendor cease to exist, OLS - North will make every effort to negotiate a satisfactory agreement with another vendor.
14. This Agreement is the entire Agreement between the parties and there are no binding oral representations between the parties unless they are set out in writing in this Agreement.

Signatures

 Library CEO (signature)

 OLS – North CEO (signature)

 Name

Mellissa D’Onofrio-Jones

 Name

 Work Address

334 Regent St., Sudbury, ON P3C 4E2

 Work Address

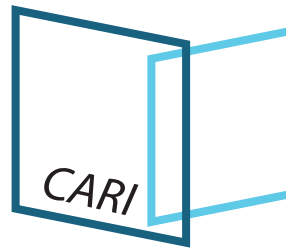
 E-mail address

olsn-management@olsn.ca

 E-mail address



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Appendix B - CARI Help Centre

OLS – North staff are available (Monday through Friday, during regular business hours) to assist you with any questions you may have, or any issues that arise, as a result of participating in CARI. This includes the following:

- **Joining CARI.** The Help Centre can register your library to participate in the program.
- **Vendor concerns.** The Help Centre can assist you with any unresolved issues with vendors (order fulfillment, delays in shipping, etc.)
- **Ordering issues.** Not sure how to place an order? We can assist you with this process.
- **Cataloguing issues.** Unable to find the record supplied by the vendor? Is there an issue with the record itself? We can solve these issues.
- **Collections assistance.** Not sure what to purchase for your collection? The Help Centre can make recommendations.

OLS – North CARI Help Centre:

cari@olsn.ca

1-800-461-6348 ext. 505