

**Champlain Valley Educational Services School Library System
Coordinated Cooperative Collection Development Procedures
2010-2011**

- I. The first order of the school year will include an authorization form the superintendent indicating the total funds available for Coordinated Cooperative Collection Development (CCCD) purchases by the library. The figure is understood to include postage and handling charges. **The CoSer cost is \$760 per unit (\$500 books and \$260 CoSer fee)**
- II. You may choose the vendor; however, the School Library System (SLS) must place all orders. **The vendor must have state contract number or you must provide 3 quotes and choose the lowest quote.** (Auditor requirement)
- III. Orders must include the following:
 - A. A separate CCCD request form for each vendor
 - B. Typed order form in alphabetical order by title or computer generated form
 - C. An order summary form
 - D. Any specific instructions including:
 1. Processing specifications for pre-cataloged item
 2. You may request cards, but **you must also request records in MARC format using SLS cataloging guidelines.**
- IV. All items will be shipped to the SLS. After they are checked, they will be sent to the school library
- V. All invoices should be sent to the SLS. **If you receive an invoice from a vendor, send it to the SLS**
- VI. All orders must be received at the SLS by: **November 12, 2010**
- VII. Items not received from the vendor within 45 days will be canceled
- VIII. Confirming purchase orders will not be accepted. (A confirming purchase order is one that is written after the order has been placed with the vendor).
- IX. Purchased items must relate to the chosen CCCD subject areas.
- X. Materials eligible for purchase include books, periodicals and audio-visuals.
- XI. All materials will be entered into the SLS union catalog and must be available for interlibrary loan.
- XII. The librarian in the participating school, according to CCCD selection guidelines will select materials.
- XIII. All items must be stamped with CCCD stamp. The shelf list must be stamped with the CCCD stamp. The MARC record should include the CCCD in the 852 x field (i.e.2010 CCCD)
- XIV. If there is money left over from purchases in excess of \$100, a letter will be sent to the librarian requesting an additional order be created.

