

Librarians' BOOK Express™

Thank you for taking the time to examine this collection of new curriculum coordinated and high-interest non-fiction from some of the most respected names in educational publishing. We are confident that many of them will earn a place on your library shelves. We are pleased to give you a few weeks to peruse these books, allowing you to make an informed selection based on your own professional expertise, not an outsider's opinion on what is right for you and your students. We pay round-trip shipping for any titles you choose not to order. At Librarians' Book Express, we know that no one is a better judge of books for your library than you.

PROGRAM POLICIES & FEATURES

- There are never any automatic costs or charges of any kind.
- We pay all round-trip shipping charges for any titles you do not choose to purchase.
- You have 14 days to examine the books and make your decision.
- Our prices for these books are the publishers' discounted price to libraries (for most publishers included that means 25% off the list price).
- You can purchase any library services you need at the time you place your order.
- You will be invoiced only for those titles you choose to keep and one-way shipping and handling charges of 9.5 % of the sale price of those titles ordered.
- Invoicing will not occur until you notify us of your purchasing decisions.
- We offer several billing programs to accommodate your purchasing requirements.



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Jersey City, NJ 07306 • FAX: (201) 526-1986
Toll-Free: 1-800-365-0267

HOW TO USE OUR PROGRAM:

Just look over the collection of books, decide which ones you want to keep and check off those titles on the enclosed order form. Because many of our publishers publish series titles, the books are listed on the order form in series order. To enable you to take fullest advantage of the program, the order form includes additional titles available from the series you have received (which space limitations prevent us from sending for examination). If you choose to order any of these additional titles (minimum order of 5 such books), they will be shipped to you immediately upon receipt of your order and included on the invoice with the preview titles you have kept. You need only write one purchase order and will receive only one invoice. Your LBE account manager will call you 2 weeks after your initial conversation to answer any questions you may have, to help you place your order and to make all return arrangements. Thank you in advance for your time and your interest.



Our representatives work their hardest to get your orders out to you quickly!



TO PLACE AN ORDER:

- 1.** Your account manager will call you on the date and time you have arranged with them to discuss:
 - special offers
 - titles you wish to keep
 - additional titles you may wish to order
 - meeting your purchase order/budgeting requirements
 - library services you may require
 - arranging return of those books you don't wish to keep

- 2.** If you prefer, call our direct toll-free number (800) 365-0267 or e-mail us at **INFO@LIB-EXPRESS.COM**.

- 3.** You may instead mail or fax us the completed order form (*be sure to include the library services order form if necessary*). Please do not return completed order forms with unpurchased books.

- 4.** Library services (*if ordered*) will be shipped to you directly from our supplier and should arrive 2-3 weeks after we receive your order. (*If you prefer, MARC records may be e-mailed for quicker delivery*).

- 5.** You should expect to receive your invoice as well as additional titles ordered approximately 1 week after we receive your order.

TO RETURN BOOKS:

- 1.** Call or e-mail your LBE Account Manager at 1-800-365-0267 or info@lib-express.com.
- 2.** Please be prepared to supply us with the last 8 digits of the bar code number on the FEDEX shipping label which is included in the information packet (affixed to the program order form).
- 3.** We will give you a 7 digit RA# which should be entered in the indicated space on the PRP label.
- 4.** Reseal the original shipping carton (filling any excess space with crumpled paper) and affix the FEDEX PRP label with the RA # and your return address to the outside of the carton, being sure to cover the FEDEX shipping label used to deliver the carton.
- 5.** Bring the carton to the delivery location (usually the front office) at your school or library.
- 6.** Fedex will pick-up your return as soon as the day after we give you the RA number. Please be sure to have the carton ready at the pick-up location.
- 7.** Keep the back of the label as your receipt. If you choose, you may have your FEDEX driver sign it as proof of pick-up.
- 8.** LBE will pay all shipping and return charges for any books you do not purchase provided you follow these procedures.



We would like to hear from you!

Our goal is to best serve our customers' book selection needs by providing the quickest and easiest means to see, evaluate and acquire the best new non-fiction titles available. To help us do so, we would love to hear your comments on our program. You may email us at info@lib-express.com or use the enclosed feedback form. If you choose to use the form, you can fax it to us at 201 526-1986 or simply enclose it in the return box.

Thank you again for participating in our program. We sincerely hope you find it helpful.

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