



# LIBRARIANS' CHOICE

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## HOW TO USE OUR PROGRAM:

Just look over the collection of books and check off any you want to keep on the Order form. Most titles are grouped by series, and may include listings of additional titles that are not included in your selection. If you order any of these supplemental titles (minimum order 5 books), they will be shipped to you immediately and included on the invoice for the preview titles you have kept - you need only write one purchase order and will receive only one invoice. Your LC Account Manager will call you 2 weeks after your initial conversation to answer any questions, to help you place your order and to make all return arrangements.

## 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.
- Our prices for these books are the publishers discounted price to libraries- (for most publishers included that means 25% off the list price).
- 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 selection decisions.

*You have 14 days to examine the books and make your decision.  
There is no obligation to buy and no minimum order.*

## TO PLACE AN ORDER

*For fastest order and return service, call our follow-up department at their direct toll-free number: 800 218-1018. If we don't hear from you within 14 days, we'll call you to follow-up.*

**Or...**

Check off those titles you wish to keep on the order form and return it or your purchase order. You may mail or fax either back to us.

If you require library services for your books, please indicate so on your order. They will be shipped directly to you from our supplier and should arrive 2 - 3 weeks after we receive your order. (If you choose, Marc records may be transmitted via e-mail or posted to a delivery web-site for quicker receipt.)

## TO RETURN BOOKS

Call and give us your school name and address, the number of books to be returned and the **LAST 8 DIGITS** of the bar code number on the FEDEX return label affixed to this sheet. You will be given a 7 digit RA number which should be written on the return label in the space provided. Reseal the books in the original shipping carton, filling excess space with crumpled paper. Do not include your order or anything else with the books. Apply the FedEx label (being sure to cover the old shipping label) and bring the carton to the location at your school or library where deliveries are received. Your return will be picked-up 1-2 days after your return request is received and shipped to:

**Librarians' Choice c/o Maple Press Distribution Center  
60 Grumbacher Road  
York, PA 17406**

Please do not use any other label other than the one affixed to this sheet or return the books to any other address other than the one above.

LC will pay all shipping and return charges for any books you do not purchase provided you follow these procedures.