

How to Fill Out the Order Form

The order form is available from the PLS website at www.peacelibrarysystem.ab.ca under the Training Toolkit tab.

You can download the order form, fill it out outline & save it, and then email it to ordering@peacelibrarysystem.ab.ca. Please call PLS if you require instructions on how to store the order form on your computer.

You also have the option to print the order form (on 8.5" x 14" sized paper) and fill it out manually. You can either fax it to PLS at 780-539-5285, send it via mail or system courier, or scan and send it to ordering@peacelibrarysystem.ab.ca.

How to fill out the order form:

1. **Date/Library Name/Library Fund Code**

Print/type the date that you will send the order to the Peace Library System. Print/type your library name and your library fund code (i.e. 0135)

2. **Special Instructions**

If you want to order a certain format, i.e.: "softcover whenever possible", "graphic novels only", etc.

When ordering audiovisual material, some publishers list their own special publication number. If this kind of number appears in the catalogue, please include it along with the catalogue name in the ISBN box.

3. **Authorized By**

The name of the library manager, school librarian, or the person with authority, that is submitting the order.

4. **Title**

Print/type the title of the book here. A subtitle is usually not required. Add only if it helps to clarify the title. Copy the title accurately from your source. A common error to avoid is using an advertising header instead of the actual title. If the source indicates that the title is part of a series, print the series title also.

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5. Author

Write the surname (last name) of the author first, i.e. Atwood, Margaret. If there is more than one author, write down the first one. If the book has a special illustrator, note this name as well after the author's name.

Names such as Time-Life, Sunset, Better Homes and Gardens, can be used as authors.

Leave blank if unsure.

6. Publisher

The publisher is the name of the company that is responsible for the actual publication of the item. Please provide if you have the information easily available.

7. ISBN

The International Standard Book Number (ISBN) is a **VITAL PART** of the order information you include on the order form. This number has been assigned by the publisher to uniquely identify not only the title of the book, but the edition as well.

Effective January 1, 2007, all 10 digit ISBNs must be converted to 13 digit ISBNs for transaction purposes.

If the item only has the 10 digit listed, put that down on the order form. The number will be converted at headquarters.

A source such as a catalogue or online database may list several ISBNs; one for the regular edition, one for the softcover edition and one for the library binding edition. Be careful to write down the ISBN that matches the price, edition, and format you require.

For Example:

Short, Frank. Understanding and using Appleworks.
St. Paul: West Publishing Co., 1987.

ISBN: Softcover	ISBN: Hardcover
10 0314260234	10 0314311599
13 9780314260239	13 9780314311597

Some publishers, particularly audiovisual distributors list their own special publication numbers. If this kind of number appears in the catalogue, please write it down in the

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ISBN box.

8. **Format**

If you want to order a particular format of an item, hardcover (HC), paperback (PB), softcover (SC), kit, DVD, Blu-ray (BLU), audiobook (BKCD), etc. note the information here.

It is important to note "softcover" or "hardcover" if that is what you want. Please remember to match the price and ISBN with the format that you are requesting. **PLS will order the items in the format that matches the ISBN on the order form.**

Because discounts rarely apply to library binding books, the Order Clerk will order a trade hardcover book whenever possible, unless you state in the *Special Instructions* area that you specifically want library binding.

Should the ISBN or Format boxes be left blank on the order slip, the less expensive edition is selected for the library.

You can also indicate which edition (the 2nd, 3rd, 4th, 5th, etc.) of a book you want in this space.

If you are ordering an item that is published on a regular basis (e.g. encyclopedia yearbooks), and you want to order an earlier edition, clearly indicate the year required e.g. "2015 EDITION ONLY". Otherwise, the order clerk will normally order the most current edition available.

9. **Quantity**

Always indicate the number of copies desired, even if it is only a single copy.

10. **Cost**

There can be several prices for an item depending on its format, (paperback, library binding, etc.). Be very careful to write down the price that matches the ISBN or the format that you want.

Please note that when ordering from an older source, the price may be out of date.

Please remember that if you are ordering from an American source, the prices indicated are in U.S. dollars.

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PREPAYMENT

If you are sending an order to PLS that requires prepayment, please indicate this in the *Special Instructions* box on the order form. Send the order in as you would any other along with a letter of authorization, not a voucher, because PLS is still doing the ordering for you.