



## Procurement Services Contract Report Summary

<b>Commodity:</b>		<b>Contract Nbr:</b>	UCPJMU3441
<b>Contractor:</b>	Coutts Library Services	<b>Effective Period:</b>	7/1/2011 - 6/30/2013
<b>Address:</b>	1823 Maryland Avenue	<b>Renewals Left:</b>	0 of 3 two-year
	Niagara Falls, NY 14302-1000	<b>DMBE Certified:</b>	N/A
<b>Contact:</b>	Jeff Long	<b>Fax:</b>	(905) 356-5064
<b>Phone:</b>	(800) 263-1686	<b>E-mail:</b>	
		<b>Website:</b>	

**Contract Information:**

Contract to furnish and deliver in-print monographic materials through the following methods:

- Firm orders on a one time basis
- Approval orders according to profiles established by customer
- Standing orders – for monographic series both numbered and unnumbered and for sets with volumes issued over a period of time

Contractor to provide in-print monographic materials:

- in all available formats, including but not limited to hardbound, paperbound and e-book formats.
- in all subject disciplines .
- published in North America and Europe.
- from a variety of types of publishers including but not limited to trade, scholarly, societies, medical, and government/NGOs.

Contractor to provide a Web-based bibliographic database with an acquisitions and a selection tool for the institution's authorized users. Contractor's web-based acquisitions system to provide data transfer available between the Contractor and the Innovative Interfaces Millennium Library Management System.

**ORDERING/INVOICING/CLAIMING:** Contractor accepts orders by mail, EDI, electronic mail, facsimile, telephone, online or by other electronic means. The Contractor shall also provide physical invoices with shipment as well as electronic invoices which are compatible with the Library's Innovative Millennium Library Management System. The Contractor shall accept claims submitted by the following methods: mail, EDI, electronic mail, facsimile, telephone, online, or by other electronic means.

**OTHER SERVICE OPTIONS:**

- **Cataloging:** The Contractor offers options for cataloging support in providing MARC records (i.e. full, CIP, and upgraded CIP) and any enhanced features for both Firm and Approval plan materials. All services compatible with the Library's Millennium System.
- **Shelf-Ready Materials:** The Contractor is capable of supplying services for the preparation of materials for shelving upon receipt by the University.

**DISCOUNTS (Coutts)**  
 Approval Orders – 18.5% blanket discount, excluding select publishers  
 Firm Orders – 16.5% blanket discount, excluding select publishers  
 Standing Orders – 12% blanket discount, excluding select publishers

**Further Information:**