

Book Leasing

from Baker & Taylor

Simple.

Affordable.

*Book Selection
Made Easy.*

Popular Adult Book Leasing

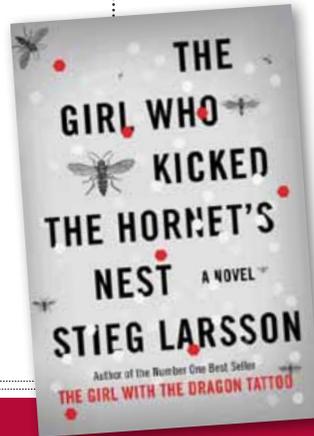
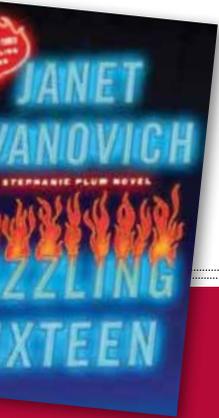
Categories

- Adventure and Suspense
- Biography
- Historical Novels
- Horror
- Large Print
- Mystery
- Seasonal
- Spanish Language
- Romance
- Science Fiction
- Western

We make it easy to order special requests, too. Trade hardcover and trade paperback titles not listed on the lease selection lists may be added to your monthly order. QuickCall orders may be placed via 800-775-3800 for shipment within 48 hours.

Title Selection Assistance

Every month you receive a prepublication list of new releases, as well as QuickCall, our informative listing of current best-sellers and other popular titles. Both are available through e-mail, Title Source™ 3 or the Book Leasing page at www.baker-taylor.com.



Popular Children's and Teen (CATS) Book Leasing

Children's and Teen Plans

- High Demand Series
- Graphic Novels
- Nonfiction
- Fiction
- Easy Readers
- Picture Books

Titles not listed on the lease selection lists may be added to your monthly order.

Title Selection Assistance

Monthly selection lists are separated by children's and teen audience levels. Featured titles are listed up to three months prior to publication date. These lists include popular hardcover titles with anticipated high demand. Selection lists offered include popular genres, authors and series. These lists are accessible through e-mail, Title Source 3 or the CATS Book Leasing page at www.baker-taylor.com.



Get the titles when they're hot, return them when they're not.

1. It's Simple.

Choose the size of your annual lease plan and begin selecting titles. Your leased books are delivered to your library, ready for use. After titles peak in popularity, they can be returned to make room for new titles in greater demand. A percentage of the titles leased may be retained as part of your permanent collection.

2. It's Affordable.

Your book lease plan may be invoiced annually, semi-annually or quarterly. Additionally, there's a 2% discount on annual invoices paid within 60 days of invoice date or a 1% discount for semi-annual invoices paid within 30 days of invoice date. This billing process greatly reduces the number of invoices that must be processed and paid. Administrative costs are significantly reduced, providing additional savings.

3. Book Selection Made Easy.

Every month Baker & Taylor produces a comprehensive prepublication list of new releases, accessible via e-mail, Title Source 3 or at www.baker-taylor.com.

Titles for the book leasing plans are selected by our staff of professional book buyers — and book lovers — and collection development specialists in anticipation of high patron demand. Our comprehensive annotations include all of the author and title information you need to make informed selections.

Computer Book Leasing

Categories

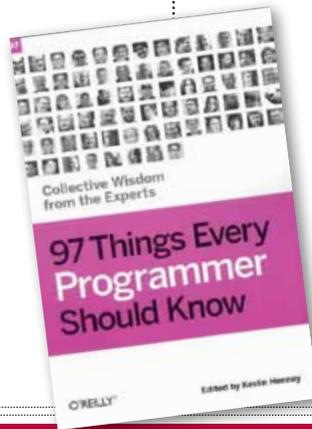
- Business
- Finance
- Databases
- General Computing
- Programming
- Word Processing
- Internet
- Operating Systems
- Client Server
- Groupware
- Integrated Software
- Utilities
- Networking
- Professional Reference/Electronics
- Games and Hardware

Trade titles not listed on the lease selection lists may be added to your monthly order.

Title Selection Assistance

Each month you will receive CompuBook, our prepublication list of new computer titles, as well as QuickClick, a listing of the current best-selling computer titles.

Both lists are accessible through e-mail, Title Source 3 or the Book Leasing page at www.baker-taylor.com.



Spirit Book Leasing

Categories

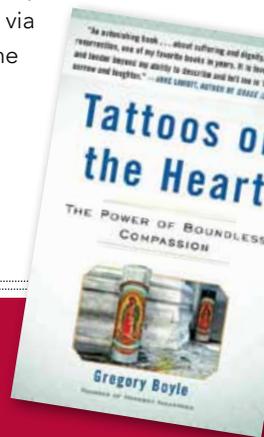
- Christian
- Religious
- Inspirational Fiction
- Inspirational Nonfiction
- Special Feature and Bonus Categories

Trade titles not listed on the Spirit lease selection lists may be added to your monthly order.

Title Selection Assistance

Baker & Taylor produces a prepublication list of new releases on a monthly basis.

Each prepublication selection list includes 50-75 titles. The monthly selection list can be accessed via e-mail, Title Source 3 or on the Spirit Book Leasing page at www.baker-taylor.com.



Convenient and economical, Baker & Taylor's book leasing plans increase the number of titles you have in circulation and satisfy patron demand for the hottest titles.

4. Books Delivered Fast & Ready To Use

We promise quick delivery. We ship books free of charge within the continental U.S. and on a priority basis as soon as we get them from publishers. This special handling, combined with regional distribution, provides your library with the ability to meet patron demand quickly and thoroughly. Distinctive program labels identify the shipments and make it easy for you to get your books out of the box and onto the shelves.

Your books arrive already processed thanks to B&T MARC™, the most sophisticated and comprehensive system of cataloging and processing available in the industry. Machine-readable records and bar code labels are available upon request. If you prefer, MARC records may also be downloaded from our website. To request a B&T MARC specification guide, please contact a Book Leasing Representative at 800-775-3800 x1.

5. Management Reports

Each month Baker & Taylor provides online management reports which are specifically designed to help track your leased book collection. The Monthly Quota Status Report allows a quick review of the quota allowance, the amount of quota used each month and the number available for the following month. Orders received and logged prior to the first of the month will reflect on the current month's report.

An updated Monthly Customer Inventory Report detailing your account's monthly lease activity provides total summaries. Each month, Baker & Taylor posts an online listing by title of all books in your collection as well as any books on order awaiting publication. (This report does not apply for Quick Returns customers.)

Sign Up Today!

Join the thousands of libraries worldwide now meeting increased patron demand while saving time and administrative dollars through Baker & Taylor's book leasing plans. To begin leasing from one of Baker & Taylor's book leasing plans, call 800-775-3800 x1 or e-mail leasing@baker-taylor.com.

6. Simplified Free Returns

When your library's basic collection is exceeded by 25%, you're ready to reduce inventory to restore the collection to its proper size. Returns, free books, purchases or lost books will reduce your collection. When you rotate your collection, 1 book out of every 5 books (20%) may be retained at no additional charge. These books may be added to your library's permanent collection at your discretion. Additional books beyond the 'no charge' allotment may be purchased at a 75% discount upon request.

If you do not elect to use our simplified Quick Returns program, be sure to mark the books to be deleted from your library's lease collection in the appropriate column on the Quarterly Customer Listing and enclose it with the returns. There is no additional charge for lost or damaged books when properly reported on the returns documents.

Please note that collection returns DO NOT affect the monthly allowance.

Please request a shipping label for each carton of books being returned as part of the normal book rotation cycle. Attach the shipping labels to cartons to be returned and alert your UPS driver during their next delivery. In the event that plan participation is discontinued, our support staff will assist in your return of materials and plan reconciliation.