

Workflow Solutions

This no obligation questionnaire is the first step in your setup.

Processing

Consistent label placement every time

Customized covers

Deters theft

Versatile

Cataloguing

MARC Records tailored to your specific needs

Saves time and money

Opening Day Collections

Knowledgeable & experienced collection development

Worry-free project management

Punctual delivery



Your Library’s Information

Please fill out the following information so we can learn more about your library.
If you need assistance with this questionnaire, please give us a call at 1.866.698.2231 or fax completed questionnaire to 1.866.698.1677.

Library Name _____ Current Account # _____

Address _____

City _____ Province _____ Postal Code _____

Contact #1 Name _____ Position _____

Email _____ Phone _____ Fax _____

Contact #2 Name _____ Position _____

Email _____ Phone _____ Fax _____

How did you hear about CVS Midwest Tape? _____

Budget Year: _____ Special Fund or Budget requirements: ☐ Yes ☐ No

Do you have multiple branches? ☐ Yes ☐ No. If yes, how many branches do you have? _____

Do you have a floating collection for AV materials? ☐ Yes ☐ No

ILS System: ☐ Horizon ☐ Dynix ☐ Symphony ☐ Unicorn ☐ Innovative ☐ Polaris ☐ CARL

☐ Other _____

Order Type: ☐ Submit cart on web ☐ Mail ☐ Fax ☐ Phone ☐ EDI (☐ Edifact ☐ X12 ☐ Bisac)

☐ Automatic order

Describe your ordering process: _____

Do you place bump orders (i.e. Order specific quantity of feature films and re-order based on patron holds)?

☐ Yes ☐ No If yes, explain how you handle this process: _____

Do you purchase under a contract? ☐ Yes ☐ No _____

Contract Name

Do your purchases fall under: ☐ Bid ☐ RFP ☐ Neither

Related to library network or consortium? ☐ Yes ☐ No _____

Name

What format(s) are you currently purchasing from CVS Midwest Tape? ☐ DVD ☐ CD ☐ Audiobook ☐ Playaway

Rank the following formats based on popularity in your library.

(Other than books): __DVD __CD __Audiobook __Playaway

Do you have special restrictions or interests in your collection development

(i.e. Widescreen only, no Parental Advisory CDs, Rental/Retail, etc)? _____

Please indicate if you are currently using or have interest in our services:

Services available	Currently using	Interested in
Customised Standing Orders	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway
Opening Day Collections	<input type="checkbox"/>	<input type="checkbox"/>
Collection development	<input type="checkbox"/>	<input type="checkbox"/>
Vendor records	<input type="checkbox"/>	<input type="checkbox"/>
9xx order record tags (imported into ILS)	<input type="checkbox"/>	<input type="checkbox"/>
EDI ordering (Edifact/ X-12)	<input type="checkbox"/>	<input type="checkbox"/>
EDI invoicing	<input type="checkbox"/>	<input type="checkbox"/>
Processing	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway
Cataloguing	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway

Do you have an established timeframe for setting up your NEW services? _____

Are there any known/planned events at your library that may impact this setup process? _____

How can we help your library more? _____

Your Library's Physical Processing Information

Please fill out the following information so we can learn more about your library's physical processing. If you need assistance with this questionnaire, please give us a call at 1.866.698.2231 or fax completed questionnaire to 1.866.698.1677. Refer to samples provided on page 4.

Do you currently outsource any processing? If so, what format(s)?
☐ Books/magazines ☐ DVD ☐ Blu-ray ☐ CD ☐ Audiobook ☐ Playaway ☐ Other _____

What format(s) are you looking to have CVS Midwest Tape process for you?
☐ DVD ☐ Blu-ray ☐ CD ☐ Audiobook ☐ Playaway

Please photocopy the outside cover of your materials (DVD, Blu-ray, CD, Audiobook, Playaway) so we can see how they are currently labeled and include photocopies when returning this brochure.

What case do you use to house your material? Please list per format.

DVD _____

CD _____

Audiobook _____

Playaway _____

Do you RFID your audio-visual material? ☐ Yes ☐ No _____
RFID System

What are you most interested in gaining from CVS Midwest Tape processing your material? _____

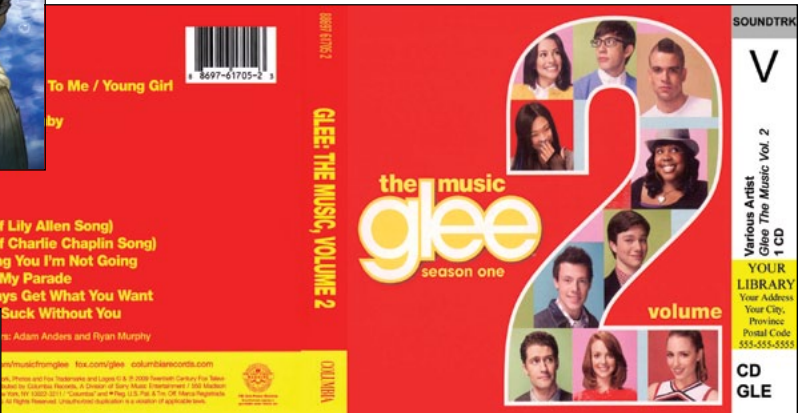


Here are some samples of popular processing services provided by CVS Midwest Tape

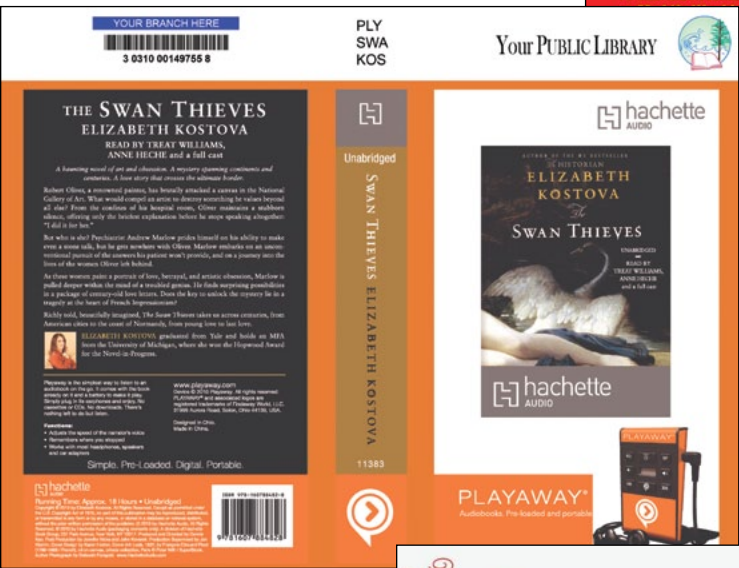
DVD Front Transparent Band



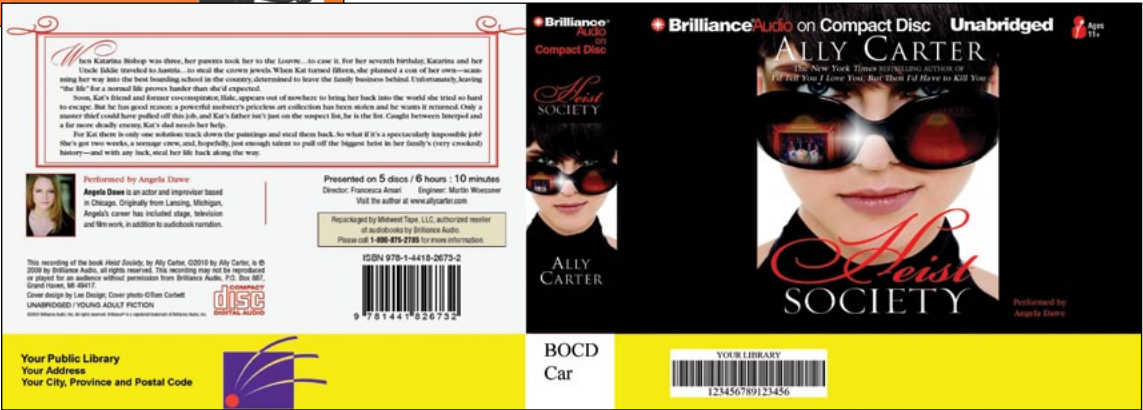
CD Right Side Band



Playaway Top Band



Audiobook Bottom Band



Help us find the best possible way to process your product by including an example of your processed DVD, Blu-ray, CD, Audiobook, or Playaway.

Your Library's Cataloguing Information

Please fill out the following information so we can learn more about your library's cataloguing. If you need assistance with this questionnaire, please give us a call at 1.866.698.2231 or fax completed questionnaire to 1.866.698.1677. Refer to samples provided on pages 6-8.

Do you currently outsource any cataloguing? If so, what format(s)?

☐ Books/magazines ☐ DVD ☐ Blu-ray ☐ CD ☐ Audiobook ☐ Playaway ☐ Other _____

Do you have a cataloguing subscription with OCLC? ☐ Yes ☐ No

Type of Records interested in setting up: ☐ Vendor ☐ Full ☐ Customised

Formats needing cataloguing: ☐ DVD ☐ Blu-ray ☐ CD ☐ Audiobook ☐ Playaway

Record delivery: ☐ Email ☐ FTP

Match point tag for overlay: _____

(☐ Bib # ☐ Order # ☐ OCLC # ☐ ISBN ☐ UPC ☐ Other_____)

Do you allow your patrons to place holds on material? ☐ Yes ☐ No

Are you looking to have barcode numbers linked to your MARC records? ☐ Yes ☐ No
(Your library will need to utilize CVS Midwest Tape processing services.)

What are you most interested in gaining from CVS Midwest Tape cataloguing your material? _____

Vendor Record Samples

Free DVD Vendor Record Sample

```
=LDR 01134ngm 22002652a 45x0  
=001 ocn429531015  
=003 MWT  
=005 20090930090937.1  
=007 vd\cvaizs  
=008 090930s2009\\|xxu096\e\\\\\\\\\\\\\\\\waeng'd  
=010 \\|a429531015  
=040 \\|aMidwest  
=020 \\|a|c[dollar]22.49  
=024 1\\|a786936786675  
=028 42|aDIS100412D  
=245 00|aUp |h[video recording].  
=250 \\|aWidescreen ed.  
=260 \\|a[United States] : |bDisney, |c 2009.  
=300 \\|a1 videocass. (ca. 96 min.) : |bsd., col.; ca. 3/4 in.  
=511 1\\|aChristopher Plummer, Delroy Lindo, Ed Asner, John Ratzenberger.  
=538 \\|aDVD.  
=546 \\|aEnglish audio.  
=521 8\\|aMPAA rating: PG.  
=520 \\|aSeventy-eight-year-old balloon salesman Carl Fredricksen finally fulfills thousands of balloons to his house and flies away to the wilds of South America in Wilderness Explorer named Russell has stowed away. Includes an exclusive at home  
=856 7\\|3View cover art|http://midwesttapes.com/images/movies/dia10  
=9xx \\|aOn Order|fDVD|BMN|p$29.99 (OPTIONAL Order tags)
```



Free CD Vendor Record Sample

```

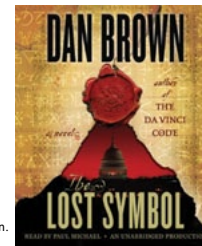
=LDR 01049njm 20020412g45.0
=001 ocn430101528
=003 MWI
=005 20090930090937.1
=007 sd\funngnmmed
=008 090930suuu\|xuppn\e\|leng'd
=010 \|a430101528
=040 \|aMidwest
=020 \|a|c(dollar)12.59
=024 1\|a02527147833
=028 42|aUMM147833C
=100 1\|aJackson, Michael.
=245 10|The definitive collection|~h[sound recording] /-|cMichael Jackson.
=260 \|a[United States] :|bUniversal Motown Records,|c 2009.
=300 \|a1 sound disc :|bdigital ;|c4 3/4 in.
=505 00|If want you back|tABC|tThe love you save|tI'll be there|tNever can say goodbye|tMaybe tomorrow|tAin't no
sunshine|tGot to be there|tRockin' robin|tI wanna be where you are|tBen|tWith a child's heart|tOne day in your life|tDancing
machine|tWe're almost there|tJust a little bit of you|tFarewell my summer love|tWho's lovin' you|tI'll be there (minus mix).
=511 1\|aMichael Jackson.
=520 \|aAs a phenomenon from the start, Michael Jackson was a pure singer with a remarkable voice that soared with
eagerness and confidence. Even though the famous icon is gone, his ability to live on comes in this collection that features classic
Jackson 5 and solo tracks, ten No. 1 hits, and a much talked-about B-side, 'Who's Loving You'.
=856 7\|3View cover art|uhttp://midwesttapes.com/images/movies/umm147833c.gif|thttp
=9xx \|aON Order|cD|bMN|p$13.99 (OPTIONAL Order tags)

```



Free Audiobook Vendor Record Sample

=LDR 01226nm 22002532a 35x3o
 =001 ocn416543395
 =003 MWTT
 =005 20090930090911.1
 =007 sd\fungnmmed
 =008 090930suuuu\||xuu\|n\|e\|leng|d
 =010 \\\a416543395
 =040 \\\aMidwest
 =020 \\\a9780739319178 :|c[dollar]49.99
 =024 T\\a9780739319178
 =028 42|aRDH73931917A
 =100 T\\aBrown, Dan.
 =245 14|aThe lost symbol [CD]|h[sound recording] /|cDan Brown.
 =250 \\\aUnabridged.
 =260 \\\a|aUnited States| :|bRandom House, Inc.,|c 2009.
 =300 \\\a14 sound discs :|bdigital ;|c4 3/4 in.
 =306 \\\105000
 =511 T\\aRead by Paul Michael.
 =520 \\\aHe saved the Church from a fundamentalist radical in Angels & Demons and exposed the worst cover-up in The Da Vinci Code. Now, symbologist and Harvard professor Robert Langdon returns to uncover a deadly game of cat and mouse. Scheduled to deliver a speech at the Capitol Building, Langdon is soon pulled into a deadly game of cat and mouse. A prominent Mason and Langdon's mentor, is kidnapped, and Langdon's only chance of saving him lies in a series of cryptic clues.
 =856 7\\3View cover art|http://midwesttapes.com/images/movies/rdh73931917a.gif|2http
 =9xx \\\aOn Order|f[AUDIO]|bMN|p\$49.99 [OPTIONAL Order tags]



[illegible][illegible]

Your Library's Opening Day Collection Information

Please fill out the following information so we can learn more about your library's opening day collection. If you need assistance with this questionnaire, please give us a call at 1.866.698.2231 or fax completed questionnaire to 1.866.698.1677.

Is this project a: ☐ New Branch ☐ Expansion/Renovation
☐ Existing Branch adding a New Format ☐ Other _____

If a new branch, how many branches will be opening? ☐ 1 ☐ 2 ☐ 3 ☐ _____

Estimated date of opening(s)? _____

What services are you looking to use for this project? (Please check boxes below)

Collection development	<input type="checkbox"/>
Vendor Records	<input type="checkbox"/>
9xx order record tags (imported into ILS)	<input type="checkbox"/>
EDI ordering (Edifact/ X-12)	<input type="checkbox"/>
EDI invoicing	<input type="checkbox"/>
Processing:	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway
Cataloguing:	<input type="checkbox"/> DVD <input type="checkbox"/> Blu-ray <input type="checkbox"/> CD <input type="checkbox"/> AB <input type="checkbox"/> Playaway

What is the projected budget and/or item count?

DVD _____ Audiobooks _____
Blu-ray _____ Playaways _____
CD _____

If the above budget does not include processing cost, please list processing budget: \$ _____

If the above budget does not include cataloguing cost, please list cataloguing budget: \$ _____

Partnered with ILS Vendors



Online Selection & Acquisitions™
Acquire the Power. Eliminate the Paper.



Streamline your workflow!

Integrated Library Systems manage the processes that move material quickly and efficiently

- 9XX Order Creation**
Import high-quality MARC records into the ILS database to create the purchase order, complete with distribution and fund information
Questions? Contact Lori Gambrell, lgambrell@cvsmidwesttapes.ca
- Z39.50 Interface**
Search CVS Midwest Tape's product catalogue without leaving your ILS system
Questions? Contact Walt Waltzer, wwaltzer@cvsmidwesttapes.ca
- Open URL**
View your library patron website through CVS Midwest Tape's website while shopping
Check status of your library's collection through ISBN, UPC, or OCLC search criteria
Allows holding questions and duplicate ordering questions to be answered quickly
Questions? Contact Walt Waltzer, wwaltzer@cvsmidwesttapes.ca
- EDI Ordering/Acknowledgement/Invoicing**
Orders are submitted to CVS Midwest Tape electronically, allowing us to send acknowledgements and an electronic invoice when the product ships
Questions? Contact Jamie Beard, jbeard@cvsmidwesttapes.ca

Other CVS Midwest Tape Services & Contacts

Collection Development

Mike Rankin mrankin@cvsmidwesttapes.ca

Customised Standing Orders

Amanda Adkins (DVD & Blu-ray) aadkins@cvsmidwesttapes.ca

Chris Shope (CD) cshope@cvsmidwesttapes.ca

Erica Messinger (Audiobooks and Playaway) emessinger@cvsmidwesttapes.ca

EDI Ordering (Edifact/x12)

Jamie Beard jbeard@cvsmidwesttapes.ca

9xx Order tags

Randy Selhorst..... rselhorst@cvsmidwesttapes.ca

Visit our home page at www.cvsmidwesttapes.ca for links to:

- View website demos and video tutorials
- Review white papers on 9xx ordering and EDI ordering and invoicing
- Learn more about our Replacement programs
- Browse the best selling titles you haven't ordered
- Download open orders and cancelled order reports
- Request a replacement invoice
- Purchase Security Cases and other supplies
- Set up open URL search tools
- And much more...

