

Bulk purchasing is an easy way to augment your Russian-language collection quickly. FairVega will select a set of items for your library according to your criteria and your price and quantity specifications. You have two options, described below. Or we can craft a new approach just for you – just ask.

OPTION 1: We buy according to your criteria and ship to you

A hands-off option for libraries looking for a simple solution

1) Send us a description of what you're looking for, including:

- Types of items: formats, genres, age groups, release dates, and/or other criteria. You can be as specific or as vague as you like.
- Number of copies of each title. If you want multiple copies, please specify whether you'd accept a smaller quantity of some titles if fewer copies are available.
- Your do-not-exceed dollar amount for the order. This will include purchase price, ground shipping, and our service fee.
- Other instructions for selection.

2) Based on your description and estimate, we'll email you an estimate of what we expect to be able to provide and the timeframe.

3) Send an email approving the estimate or requesting changes, and provide your purchase order number.

4) FairVega will place orders with one or more vendors with whom we have established working relationships. They ship to us, and we review the contents of the shipments, repackage the items with identifying information you need for cataloging and OCLC numbers (if available) and send them on to your library.

5) Once your order is complete, you'll receive an invoice for the agreed amount. You can pay by check or PayPal within 30 days of the invoice date. Our screening usually identifies defective items before they reach your library, but if you need to return an item, you can send it back to FairVega for a refund of the purchase price.

OPTION 2: We set up an order for you to complete with a vendor

A hands-on option for libraries who want more involvement

1) Send us a description of what you're looking for, including:

- Types of items: genres, age groups, release dates, formats, and/or other criteria. You can be as specific or as vague as you like.
- Either a minimum and maximum number of titles or your do-not-exceed dollar amount for the order (specifying how many copies of each title). This will include purchase price only.

2) Based on your description, FairVega will set up a shopping cart for you with one or more online vendors with whom we have established working relationships. We will send you login and password

information for the vendor's website that you can use to access your cart. You change your password, adjust quantities, enter payment and shipping information, and pay the vendor directly. We will only send you to websites you can navigate in English.

3) You will receive an invoice for my services, based on a \$35 hourly fee covering time for research, selection and logistics. Time charged will vary based on the complexity and size of your order, but usually will not exceed 3 hours. Minimum fee is \$35. You can pay by check or PayPal within 30 days of the invoice date.

Please note that with this option, you will be responsible for payments to the vendor, negotiating returns if necessary, and identifying what you receive for cataloging.

If you have questions about ordering materials or have other ideas about how FairVega can help you develop and improve your Russian-language collection, please email us at libraries@fairvega.com.

We look forward to working with you!