

FairVega would be happy to set up one or more **standing orders** of Russian-language material for your library based on criteria you specify. You will receive regular shipments, on your schedule, of materials we select following your guidelines.

HOW TO ESTABLISH A STANDING ORDER

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.
- Other instructions for selection.

2) Choose a **delivery frequency**. One delivery per month of each category of materials you are purchasing works well for most libraries (one delivery of children's books, one delivery of DVDs, etc.).

3) Set a **budget** for each delivery. No shipment will exceed the dollar amount that you set, and some may be less expensive. If you're having trouble estimating the cost of the materials you want to buy, FairVega can help you set your budget – just ask.

FairVega will draft a purchase order for you documenting the criteria for your standing order (or you can send your own). Once we have a written agreement, FairVega will begin placing orders for you. Our vendors 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.

You can cancel or amend your standing order at any time, though you will be responsible for payment for any materials for which orders have already been placed on your behalf.

PAYMENT

Libraries must prepay for their first standing order delivery. You will receive your first invoice with the written standing order agreement. FairVega will invoice you for subsequent deliveries as they ship. You can pay by check or PayPal within 30 days of the invoice date.

RETURNS

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.

OTHER ARRANGEMENTS

We pride ourselves on personalized service for all our client libraries. If you need to arrange a standing order in a different manner, just ask – we can probably work it out. Call Shelley at (503) 927-7550 or email us at libraries@fairvega.com.

We look forward to working with you!