New York City Department of Education

DIVISION OF CONTRACTS AND PURCHASING

FAMIS Library Ordering Services

Susan Dick-McKeon

Director, School Based Procurement

Prepared By: Myra Y. Estepa-Lee, Team Lead

Client Services Help Desk

NYC
Department of Education
Joel I. Klein, Chancellor

Agenda

- What is FAMIS Library Services Ordering?

- Who are our Contracted DOE Library Services Vendors

- Bowker/Books In Print (BIP 2.0) Presentation

- DCP FAMIS Library Services Ordering Module
  - Getting Started – Requesting a FAMIS User ID
  - Ordering Library Services
  - Webcast Training Information

- DCP Client Services Contact Information

- Q & A

WHAT IS FAMIS LIBRARY SERVICES ORDERING?

The Division of Contracts and Purchasing (DCP) and The Office of Library Services are implementing a new ordering procedure and tool for Librarians to order their School's Library Books.

The Ordering Tool is expected to be launched the week of **January 11-15, 2010**.

This Ordering Tool will incorporate all the functions of Books in Print (BIP 2.0) and the FAMIS Portal.

Librarians are required to obtain a FAMIS User ID in order to access the FAMIS Library Services Ordering Tool.

WHO ARE OUR CONTRACTED DOE LIBRARY SERVICES VENDORS?

DCP has established Library Services Contracts with 3 Major Publishers

Vendor ID: FOL025000 | Vendor Name: FOLLETT LIBRARY BOOK COMP

FOL025000 | Vendor ID | Inquire | Select Location | Vendor Search

> Contracts

Currently viewing all contracts for vendor: FOL025000

BOE Contract #	City Contract #	Title	Type	District (s)	Begin Date	End Date	Amount
P052532	NOTCONTRACT	LIBRARY & REFERENCE	Estimate	All	01/01/1998	07/05/2009	$50,000.00
7209042	NOTCONTRACT	LIBRARY MATERIALS AND PROCESSING CLASS A	Estimate	All	04/01/2009	03/31/2012	$75,000,000.00

Vendor ID: PER048000 | Vendor Name: PERMA-BOUND

PER048000 | Vendor ID | Inquire | Address Information | Vendor Search

> Contracts

Currently viewing all contracts for vendor: PER048000

BOE Contract #	City Contract #	Title	Type	District (s)	Begin Date	End Date	Amount
P052556	NOTCONTRACT	LIBRARY & REFERENCE	Estimate	All	01/01/1998	07/05/2009	$25,000.00
7000623	20059500051	TEXT BOOKS	Estimate	All	03/01/2004	03/31/2019	$2,000,000.00
7108104	NOTCONTRACT	CLASSB-SINGLE TITLE OR CLASSROOM LIBRARY	Estimate	All	07/01/2009	06/30/2014	$25,000,000.00
7209043	NOTCONTRACT	LIBRARY MATERIALS AND PROCESSING CLASS A	Estimate	All	04/01/2009	03/31/2012	$75,000,000.00

Vendor ID: BAK013000 | Vendor Name: BAKER & TAYLOR INC.

BAK013000 | Vendor ID | Inquire | Select Location | Vendor Search

> Contracts

Currently viewing all contracts for vendor: BAK013000

BOE Contract #	City Contract #	Title	Type	District (s)	Begin Date	End Date	Amount
P052507	NOTCONTRACT	LIBRARY & REFERENCE	Estimate	All	01/01/1998	07/05/2009	$25,000.00
7209041	NOTCONTRACT	LIBRARY MATERIALS AND PROCESSING CLASS A	Estimate	All	04/01/2009	03/31/2012	$75,000,000.00

BOWKER/BOOKS IN PRINT

DEMO

By: Donna Boecker

BIP 2.0 Home page
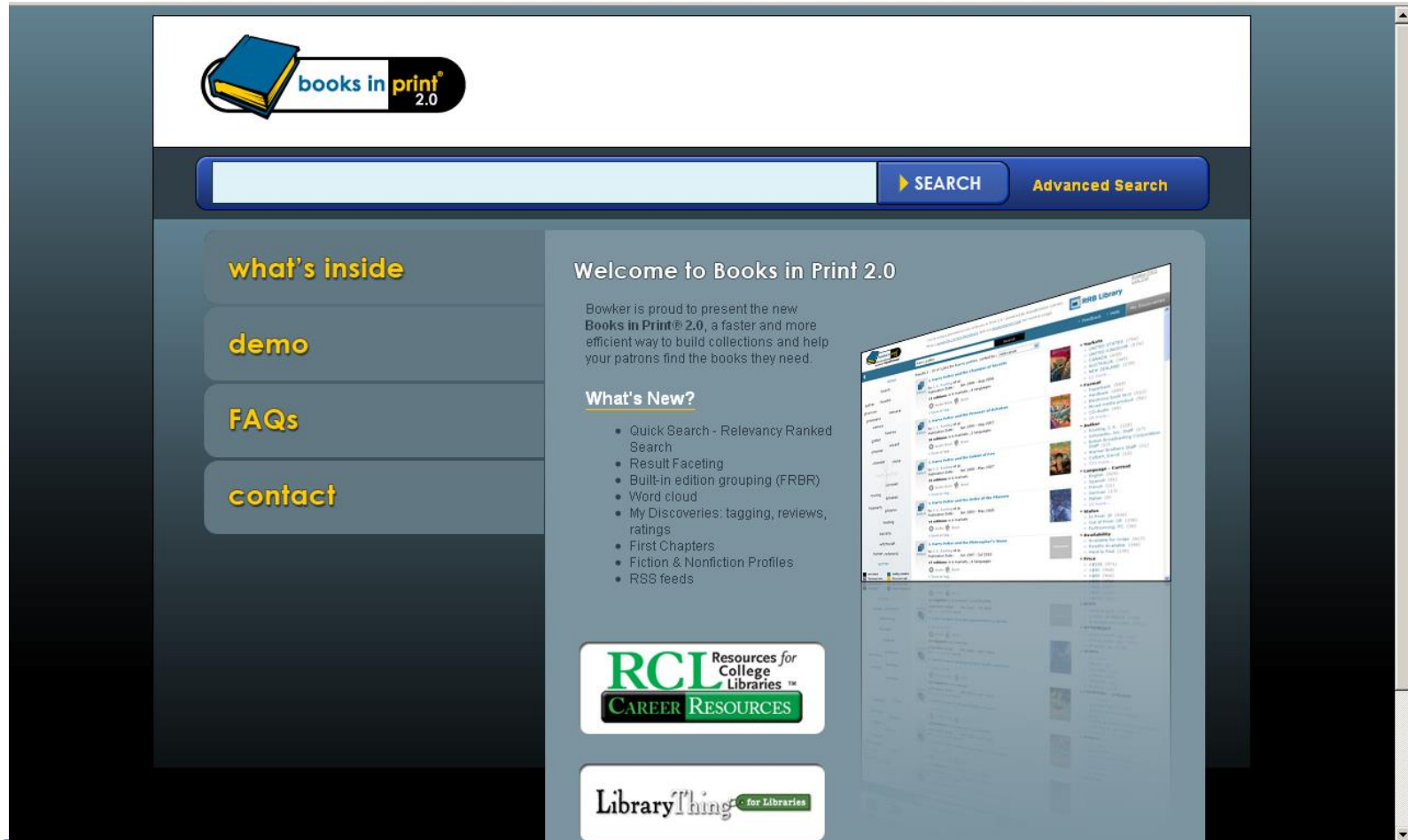
FAQ's

abraham lincoln | Search | > Advanced > List > Feedback > Help | My Discoveries

lincolne

moses   joseph

hay   cabin

log

douglas

stephen   gettysburg

presidency

roosevelt   slavery

jefferson

speech

abraham lincoln

president

franklin

assassination

todd

recollection

davis

brigade

prairie

boyhood

emancipation

abreham

Results 1 - 25 of 3,376 for **abraham lincoln**, sorted by: relevance

1. Abraham Lincoln

by Jean F. Blashfield et al.

Publication Date: Feb 1987 - Apr 2004

26 editions in 1 market. Has review(s).

◉ Audio   📖 Book   🎬 Video

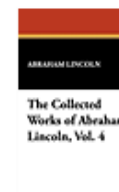**2. The Collected Works of Abraham Lincoln**

by Abraham Lincoln et al.

Publication Date: Jan 1953 - Oct 2008

19 editions in 1 market.

📖 Book

3. The Writings of Abraham Lincoln

by Abraham Lincoln et al.

Publication Date: Jan 2004 - Apr 2009

25 editions in 1 market.

📖 Book

4. Writings of Abraham Lincoln

Price:

5. The Boys' Life of Abraham Lincoln

by Helen Nicolay et al.

Publication Date: Feb 2002 - Jun 2009

16 editions in 1 market.

📖 Book

6. Abraham Lincoln

by Lord Charnwood et al.

Publication Date: Jul 1997 - Jul 2009

▼ Format
> Hardback (2,087)
> Paperback (1,988)
> Electronic book text (398)
> Audio cassette (121)
> CD-Audio (109)
> 28 more...

▼ Author
> Lincoln, Abraham (251)
> Nicolay, John G. (25)
> Tarbell, Ida M. (23)
> Sandburg, Carl (22)
> Abraham, Lincoln (20)
> 2,526 more...

▼ Language - Current
> English (3,350)
> Spanish (25)
> Spanish|English (4)
> English|Spanish (3)
> English|Japanese (1)
> 4 more...

▼ Status
> In Print: IP (3,049)
> Out of Print: OP (1,167)
> Forthcoming: FC (45)

▼ Availability
> Available for Order (1,770)
> Readily Available (1,203)
> Hard to Find (610)

▼ Price
> <$100 (3,199)
> <$90 (3,143)
> <$80 (3,096)
> <$70 (3,066)
> <$60 (3,033)

The Collected Works of Abraham Lincoln, Vol. 4

books in print 2.0
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RRB Library

abraham lincoln

Search

> Advanced > List > Feedback > Help

My Discoveries

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Available Facets:

Sort by: relevance | alphabet

Advertising Budget (3)

Audience (9)

Author (2531)

Availability (3)

Award (89)

Bestseller (19)

Country of Publication (15)

Dewey # (706)

Edition Info (28)

Fiction: Character (87)

Fiction: Character Traits (63)

Fiction: Genres (57)

Fiction: Location (589)

Fiction: Setting (25)

Fiction: Time Frame (109)

Fiction: Topic (562)

Format (33)

Grade (9)

Imprint (400)

Language - Current (9)

LC Class (2279)

Lexile Measure (95)

Media Mention (20)

Miscellaneous (2)

> Hardback (2,087)
> Paperback (1,988)
> Electronic book text (398)
> Audio cassette (121)
> CD-Audio (109)
> Mixed media product (56)
> VHS video (32)
> Downloadable audio file (22)
> Other book format (14)
> Kit (10)
> DVD video (9)
> Undefined (9)
> Other merchandize (8)
> CD-ROM (6)
> Other audio format (6)
> Board book (5)
> Multiple copy pack (5)
> Pamphlet (5)
> Pre-recorded MP3 player (5)
> Spiral bound (5)
> Other video format (4)
> Betamax video (3)
> Book (3)
> Film (3)
> Leather / fine binding (3)
> Audio (1)
> CD-1 (1)
> Counterpack-filled (1)
> DAT (1)
> Diskette (1)

> Sheet map, folded (1)
> Trade-only material (1)
> Videodisc (1)

abraham lincoln

Search

> Advanced > List > Feedback > Help

My Discoveries

lincolne

moses   joseph

hay   cabin

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stephen   gettysburg

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roosevelt   slavery

jefferson

speech

abraham lincoln

president

franklin

assassination

todd

recollection

davis

brigade

prairie

boyhood

Results 1 - 25 of 2,351 for **abraham lincoln**, sorted by: relevance

abraham lincoln » Hardback

1. Abraham Lincoln

by Jean F. Blashfield et al.
Publication Date: Feb 1987 - Apr 2004

26 editions in 1 market. Has review(s).

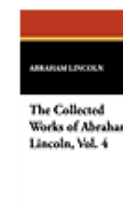Audio   Book   Video

2. The Collected Works of Abraham Lincoln

by Abraham Lincoln et al.
Publication Date: Jan 1953 - Oct 2008

19 editions in 1 market.

Book

3. The Writings of Abraham Lincoln

by Abraham Lincoln et al.
Publication Date: Jan 2004 - Apr 2009

25 editions in 1 market.

Book

4. Abraham Lincoln

by Ingri D'Aulaire et al.
Publication Date: Mar 1957 - Jan 2008

9 editions in 1 market. Has award(s).

Book

5. Writings of Abraham Lincoln
Price:

▼ **Format**
> Paperback (1,020)
> Electronic book text (267)
> CD-Audio (92)
> Audio cassette (85)
> Mixed media product (29)
> 23 more...

▼ **Author**
> Lincoln, Abraham (129)
> Nicolay, John G. (18)
> Holzer, Harold (17)
> Tarbell, Ida M. (17)
> Hay, John M. (15)
> 1,962 more...

▼ **Language - Current**
> English (2,334)
> Spanish (16)
> English|Spanish (4)
> Spanish|English (2)
> German (1)
> 3 more...

▼ **Status**
> In Print: IP (2,048)
> Out of Print: OP (1,098)
> Forthcoming: FC (41)

▼ **Availability**
> Available for Order (1,232)
> Readily Available (943)
> Hard to Find (620)

▼ **Price**

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AND ▼	Keyword in Subject	▼	
AND ▼	Author/Contributor	▼	
AND ▼	ISBN	▼	
AND ▼	Publisher Name	▼	

Ranges

Publication Year: [   ] to [   ]

Price Range: [   ] to [   ]

[Search] [Reset] or cancel

Advanced search

Search

Keyword in Title ▼		
Author/Contributor		
Awards		
BIC Subject		
Media / Format		
BISAC Subject		
Dewey #		
ISBN		
Keyword in Subject		
Keyword in Title		
Keyword in TOC		
Keyword in Fiction Profiles		
LC Class #		
Price		
Publication Year		
Publisher Name		
Review Source		
Series Title		
Status		
Subject - (All)		
Title - (Exact)		

AND ▼
AND ▼
AND ▼
AND ▼

Ranges

Publication Year: to
Price Range: to

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9780743289474 | Search

> Advanced > List > Feedback > Help

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Advanced search

Search

	Keyword in Title	
AND ⌄	Keyword in Subject	
AND OR NOT	Author/Contributor	
AND ⌄	ISBN	
AND ⌄	Publisher Name	

Ranges

Publication Year: [ ] to [ ]

Price Range: [ ] to [ ]

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abraham lincoln | Search | › Advanced › List › Feedback › Help | My Discoveries

Results 1 - 25 of 3,379 for **abraham lincoln**, sorted by: [relevance ▾]

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lincolne

moses   joseph

ay   cabin

log

douglas

stephen   gettysburg

presidency

roosevelt   slavery

jefferson

speech

abraham lincoln

president

franklin

assassination

todd

recollection

davis

brigade

prairie

boyhood

1. Abraham Lincoln

by Jean F. Blashfield et al.
Publication Date: Feb 1987 - Apr 2004

26 editions in 1 market. Has review(s).

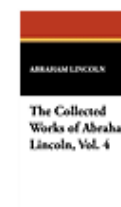◉ Audio   📖 Book   🎬 Video

2. The Collected Works of Abraham Lincoln

by Abraham Lincoln et al.
Publication Date: Jan 1953 - Oct 2008

19 editions in 1 market.

📖 Book

The Collected Works of Abraham Lincoln, Vol. 4

3. The Writings of Abraham Lincoln

by Abraham Lincoln et al.
Publication Date: Jan 2004 - Apr 2009

25 editions in 1 market.

📖 Book

☐ **4. Writings of Abraham Lincoln**
Price:

5. The Boys' Life of Abraham Lincoln

by Helen Nicolay et al.
Publication Date: Feb 2002 - Jun 2009

16 editions in 1 market.

📖 Book

6. Abraham Lincoln

▼ **Format**
> Hardback (2,090)
> Paperback (1,990)
> Electronic book text (399)
> Audio cassette (121)
> CD-Audio (111)
> 28 more...

▼ **Author**
> Lincoln, Abraham (251)
> Nicolay, John G. (25)
> Tarbell, Ida M. (23)
> Sandburg, Carl (22)
> Abraham, Lincoln (20)
> 2,529 more...

▼ **Language - Current**
> English (3,353)
> Spanish (25)
> Spanish|English (4)
> English|Spanish (3)
> English|Japanese (1)
> 4 more...

▼ **Status**
> In Print: IP (3,052)
> Out of Print: OP (1,169)
> Forthcoming: FC (46)

▼ **Availability**
> Available for Order (1,771)
> Readily Available (1,206)
> Hard to Find (613)

▼ **Price**
> <$100 (3,202)
> <$90 (3,146)

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hay   cabin

log

douglas

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roosevelt   slavery

jefferson   speech

abraham lincoln

president

franklin

assassination

todd

recollection

davis

brigade

prairie

boyhood

emancipation

abreham

■ Association   ■ Spelling variation
■ Discovery trail

« Return to result list

Editions 1 - 19 of 19 for **The Collected Works of Abraham Lincoln** by **Abraham Lincoln**, sorted by: year (descending)

You have 2 items selected. Clear | Show Selected | Print | E-mail | Download | List Action ...

Book ☑ **1. The Collected Works of Abraham Lincoln**
Authors: by Abraham Lincoln
ISBN-10:   1-4344-7698-7
ISBN-13:   978-1-4344-7698-2
Format: Hardback
Publisher: Wildside Press
Publication Date: Oct 2008
Availability: Available for Order
Price: USA $19.95 In Print

» Save or tag...

Book ☐ **2. The Collected Works of Abraham Lincoln**
Authors: by Abraham Lincoln
ISBN-10:   1-4344-7699-5
ISBN-13:   978-1-4344-7699-9
Format: Hardback
Publisher: Wildside Press
Publication Date: Oct 2008
Availability: Available for Order
Price: USA $29.95 In Print

» Save or tag...

Book ☑ **3. The Collected Works of Abraham Lincoln**
Authors: by Abraham Lincoln
ISBN-10:   1-4344-7703-7
ISBN-13:   978-1-4344-7703-3
Format: Paperback
Publisher: Wildside Press
Publication Date: Oct 2008
Availability: Available for Order
Price: USA $29.95 In Print

» Save or tag...

Book ☐ **4. The Collected Works of Abraham Lincoln**
Authors: by Abraham Lincoln
ISBN-10:   1-4344-7706-1
ISBN-13:   978-1-4344-7706-4
Format: Hardback

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▼ **Format**
  › Hardback (10)
  › Paperback (9)

Publication Information
  ▶ **Publisher Name**

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lincolne

moses   joseph

hay   cabin

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stephen   gettysburg

presidency

roosevelt   slavery

jefferson

speech

abraham lincoln

president

franklin

assassination

todd

recollection

davis

brigade

prairie

boyhood

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Editions 1 - 19 of 19 for **The Collected Works of Abraham Lincoln** by **Abraham Lincoln**, sorted by: year (descending) ▾

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List Action ...
add to existing list
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1. The Collected Works of Abraham Lincoln

Book
☑

Authors: by Abraham Lincoln
ISBN-10:   1-4344-7698-7
ISBN-13:   978-1-4344-7698-2
Format: Hardback
Publisher: Wildside Press
Publication Date: Oct 2008
Availability: Available for Order
Price: USA $19.95 In Print

The Collected Works of Abraham Lincoln, Vol. 4

mat
ardback (10)
› Paperback (9)

Publication Information

▸ **Publisher Name**

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2. The Collected Works of Abraham Lincoln

Book
☐

Authors: by Abraham Lincoln
ISBN-10:   1-4344-7699-5
ISBN-13:   978-1-4344-7699-9
Format: Hardback
Publisher: Wildside Press
Publication Date: Oct 2008
Availability: Available for Order
Price: USA $29.95 In Print

The Collected Works of Abraham Lincoln, Vol. 6

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3. The Collected Works of Abraham Lincoln

Book
☑

Authors: by Abraham Lincoln
ISBN-10:   1-4344-7703-7
ISBN-13:   978-1-4344-7703-3
Format: Paperback
Publisher: Wildside Press
Publication Date: Oct 2008
Availability: Available for Order
Price: USA $29.95 In Print

The Collected Works of Abraham Lincoln, Vol. 2

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abraham lincoln | Search |

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lincolne

moses   joseph

hay   cabin

log

douglas

stephen   gettysburg

presidency

roosevelt   slavery

jefferson

speech

abraham lincoln

president

franklin

assassination

todd

recollection

davis

brigade

prairie

boyhood

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Editions 1 - 19 of 19 for **The Collected Works of Abraham Lincoln** by **Abraham Lincoln**, sorted by: year (descending) ▼

You have 2 items selected. Clear | Show Selected | Print | E-mail | Download | List Action ... ▼

List Action ...
add to existing list
create new list

1. The Collected Works of Abraham Lincoln

Book ☑

Authors:	by Abraham Lincoln
ISBN-10:	1-4344-7698-7
ISBN-13:	978-1-4344-7698-2
Format:	Hardback
Publisher:	Wildside Press
Publication Date:	Oct 2008
Availability:	Available for Order
Price:	USA $19.95 In Print

» Save or tag...

2. The Collected Works of Abraham Lincoln

Book ☐

Authors:	by Abraham Lincoln
ISBN-10:	1-4344-7699-5
ISBN-13:	978-1-4344-7699-9
Format:	Hardback
Publisher:	Wildside Press
Publication Date:	Oct 2008
Availability:	Available for Order
Price:	USA $29.95 In Print

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3. The Collected Works of Abraham Lincoln

Book ☑

Authors:	by Abraham Lincoln
ISBN-10:	1-4344-7703-7
ISBN-13:	978-1-4344-7703-3
Format:	Paperback
Publisher:	Wildside Press
Publication Date:	Oct 2008
Availability:	Available for Order
Price:	USA $29.95 In Print

ormat

ardback (10)
> Paperback (9)

Publication Information

▸ **Publisher Name**

The Collected Works of Abraham Lincoln, Vol. 4

The Collected Works of Abraham Lincoln, Vol. 6

The Collected Works of Abraham Lincoln, Vol. 2

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Results 1 - 25 of 3,812 for **abraham lincoln**, sorted by: relevance ▾

You have 1 items selected. Clear | Show Selected | Print | E-mail | Download | List Action ... ▾

1. Abraham Lincoln

by Jean F. Blashfield et al.
Publication Date: Feb 1987 - Apr 2004

Edition

Add 1 items to New List

List Name: 12A234_presidents

Create List or Cancel

Edition

25 editions in 1 market.

📙 Book

☑ **4. Writings of Abraham Lincoln**
Price:

5. The Boys' Life of Abraham Lincoln

by Helen Nicolay et al.
Publication Date: Feb 2002 - Jun 2009

Edition

16 editions in 1 market.

▾ **Format**
> Hardback (2,351)
> Paperback (2,234)
> Electronic book text (418)
> Audio cassette (128)
> CD-Audio (116)
> 29 more...

▾ **Author**
> Lincoln, Abraham (289)
> Nicolay, John G. (35)
> Tarbell, Ida M. (26)
> Sandburg, Carl (24)
> Holzer, Harold (21)
> 2,754 more...

▾ **Language - Current**
> English (3,781)
> Spanish (29)
> English|Spanish (4)
> Spanish|English (4)
> English|Japanese (1)
> 4 more...

▾ **Status**
> In Print: IP (3,413)
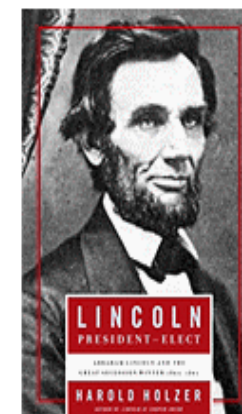> Out of Print: OP (1,333)
> Forthcoming: FC (50)

▾ **Availability**
> Available for Order (1,918)
> Readily Available (1,330)
> Hard to Find (717)

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> **Overview**

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> Annotations

> My Discoveries

> Chapters

> Professional reviews

> Author biography

> Publisher info

> Stock availability

Lincoln President-Elect

Abraham Lincoln and the Great Secession Winter 1860-1861

Title:	Lincoln President-Elect Abraham Lincoln and the Great Secession Winter 1860-1861
Author:	Harold Holzer
Publication Date:	UNITED STATES: 21 Oct 2008
Copyright Date:	2008
Ship Date:	UNITED STATES: 21 Oct 2008
Publisher:	Simon & Schuster
Publisher Country:	UNITED STATES
Market:	UNITED STATES
ISBN-10:	0-7432-8947-1
ISBN-13:	978-0-7432-8947-4
EAN:	9780743289474
Item status:	UNITED STATES: Active Record
Returnable:	UNITED STATES: Yes
Format:	Book: B , BB, Hardback
Pages:	640
Edition Information:	Illustrated
Price:	UNITED STATES $30.00 (USD Retail Price, Active Record)
Discount Code:	UNITED STATES: 001
Also available through:	Baker & Taylor Books, Blackwell, Bookazine Company, Incorporated, Brodart Company, Emery-Pratt Company, Ingram Book Company, Simon & Schuster

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LAN: 9780743289474

Item status:	UNITED STATES: Active Record
Returnable:	UNITED STATES: Yes
Format:	Book: B , BB, Hardback
Pages:	640
Edition Information:	Illustrated
Price:	UNITED STATES $30.00 (USD Retail Price, Active Record)
Discount Code:	UNITED STATES: 001
Also available through:	Baker & Taylor Books, Blackwell, Bookazine Company, Incorporated, Brodart Company, Emery-Pratt Company, Ingram Book Company, Simon & Schuster Canada
Language:	English
Age:	UNITED STATES: Unknown
Grade:	UNITED STATES: Unknown
Audience:	UNITED STATES: General Adult
General Subjects (BISAC):	Biography & Autobiography / Presidents & Heads Of State History / United States / 19th Century History / United States / Civil War Period (1850-1877)
General Subjects (BIC):	American Civil War Biography: Historical, Political & Military History Of The Americas Modern History To 20th Century: C 1700 To C 1900 Political Leaders & Leadership Usa C 1800 To C 1900
Timeframe:	1860-1861 , 19th century
LCCN:	2008-021520

List Actions ...

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> My Discoveries

> Chapters

> Professional reviews

> Author biography

> Publisher info

> Stock availability

Professional Reviews

Lincoln President-Elect

Abraham Lincoln and the Great Secession Winter 1860-1861
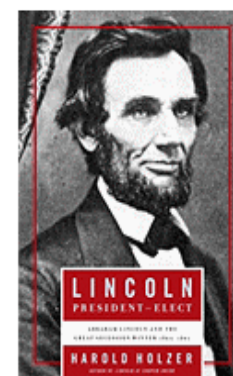
Choice

Just as any newly elected president has to face the complicated problems inherited from the previous administration, so Abraham Lincoln was faced with the breakup of the US and the problem of slavery. Lincoln was criticized for apparent inactivity during the four months between his election and inauguration while his country drifted toward civil war. Well-known Lincoln scholar Holzer (Lincoln Bicentennial Commission) makes an almost day-by-day analysis of Lincoln's actions and inactions during this period. Powerless until his inauguration, Lincoln spent his time trying to learn all the ramifications of the problems he would face and formulate a plan for solving them, "within the constraints of reigning political tradition." Not all of his actions were successful, and some were disastrous, but he was able to more or less start the term running when the time came. In an excellent introductory essay, Holzer concludes that without this period of transition, Lincoln would not have become the president known and revered today. This excellent study fills a gap about which not much has been written in Lincoln's presidential career. Summing Up: Essential. All levels/libraries. R. J. Havlik emeritus, University of Notre Dame

Chicago Tribune

Library Journal

In a persuasive, almost day-by-day review of Lincoln during the secession crisis, Holzer (cochair, Lincoln Bicentennial Commission; Lincoln at Cooper Union) provides the first full-dress examination of Lincoln's "masterful inactivity," which, in fact, moved the Republican Party to resist accommodating secessionists, persuaded a politically diverse group of prominent figures to join his cabinet, sorted out the patronage necessary to ensure Republican government, molded his image in pictures and print to present a "presidential" aspect worthy of trust, made the case for majority rule as the central issue, and managed the Fort Sumter crisis so as to make the South appear the aggressor. Drawing on Lincoln's many letters and carefully crafted speeches, as well as his strategic public silences, Holzer reveals an engaged President-elect, rapidly learning, with few missteps, to control the confusing swirl of competing political interests and personal expectations surrounding him. The public--including our next President-elect--will

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> Author biography

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Professional Reviews

Lincoln President-Elect

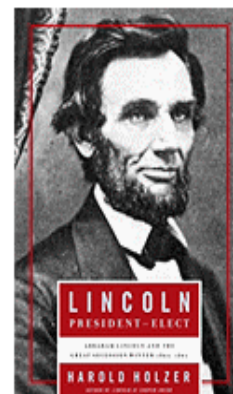### Abraham Lincoln and the Great Secession Winter 1860-1861

Choice

Just as any newly elected president has to face the complicated problems inherited from the previous administration, so Abraham Lincoln was faced with the breakup of the US and the problem of slavery. Lincoln was criticized for apparent inactivity during the four months between his election and inauguration while his country drifted toward civil war. Well-known Lincoln scholar Holzer (Lincoln Bicentennial Commission) makes an almost day-by-day analysis of Lincoln's actions and inactions during this period. Powerless until his inauguration, Lincoln spent his time trying to learn all the ramifications of the problems he would face and formulate a plan for solving them, "within the constraints of reigning political tradition." Not all of his actions were successful, and some were disastrous, but he was able to more or less start the term running when the time came. In an excellent introductory essay, Holzer concludes that without this period of transition, Lincoln would not have become the president known and revered today. This excellent study fills a gap about which not much has been written in Lincoln's presidential career. Summing Up: Essential. All levels/libraries. R. J. Havlik emeritus, University of Notre Dame

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Chicago Tribune

Library Journal

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09fallconferenc	Public	Oct-19-2009	Oct-20-2009	Oct-19-2012	127	Print	Email	Download	Delete
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8 million	Public	Dec-14-2008	Feb-23-2009	Feb-23-2012	195	Print	Email	Download	Delete
abc books new	Public	Nov-20-2007	Oct-27-2009	Oct-26-2012	15	Print	Email	Download	Delete
additional08	Public	Mar-25-2008	Apr-18-2008	Apr-18-2011	168	Print	Email	Download	Delete
African America	Public	Feb-14-2008	Feb-14-2008	Feb-13-2011	33	Print	Email	Download	Delete
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april08	Public	Apr-16-2008	Apr-18-2008	Apr-18-2011	191	Print	Email	Download	Delete
art	Public	Feb-11-2008	Aug-31-2008	Aug-31-2011	26	Print	Email	Download	Delete
BabuList102009	Public	Oct-20-2009	Oct-20-2009	Oct-19-2012	16	Print	Email	Download	Delete
Barack Obama	Public	Nov-14-2008	Oct-06-2009	Oct-05-2012	16	Print	Email	Download	Delete
bcs books	Public	Apr-08-2008	Apr-08-2008	Apr-08-2011	55	Print	Email	Download	Delete
bcs wishlist	Public	Sep-22-2008	Sep-24-2008	Sep-24-2011	17	Print	Email	Download	Delete
beyda library 1	Public	Dec-10-2007	Dec-10-2007	Dec-09-2010	1	Print	Email	Download	Delete
Bilingual Books	Public	Nov-12-2008	Aug-07-2009	Aug-06-2012	38	Print	Email	Download	Delete
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Bob	Public	Sep-28-2007	Oct-24-2008	Oct-24-2011	7	Print	Email	Download	Delete
bowker_test	Public	Dec-20-2006	Jan-11-2008	Jan-10-2011	1	Print	Email	Download	Delete

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		Title	Author	Publisher	ISBN/UPC	Format	Pub Date	Price	Qty	Note
Edit	☐	A Cultural History of Time, 1500-2000	Peter Burke	Yale University Press	978-0-300-11224-5	Hardback	2011-Oct-28	USA $30 Forthcoming	12	
Edit	☐	American	Chris Matthews	Simon & Schuster	978-0-7432-4086-4	Hardback	2002-Oct-29	USA $25 Out of Print	23	
Edit	☐	Applied Bayesian Forecasting and Time Series Analysis Second Edit	Pole Andy Staff	C R C Press LLC	978-1-58488-737-9	Hardback	2010-Dec-15	USA $89.95 Forthcoming	1134	Hello world, this is an interesting book. I like it very much! Hello world, this is an interesting book. I like it very much! Hello world, this is an interesting book. I like it very much! Hello world
Edit	☐	Biographica	Encyclopedia Britannica	Black Dog & Leventhal Publishers, Incorporated	978-1-57912-813-5	Hardback	2010-Nov-01	USA $50 Forthcoming		
Edit	☐	Blood, Sweat and Chalk	Charles Grodin	Time, Incorporated Home Entertainment	978-1-60320-061-5	Hardback	2010-Aug-01	USA $26.95 Forthcoming		
Edit	☐	Career Opportunities in Computers and Cyberspace, Third Edition	Harry Henderson	Facts On File, Incorporated	978-0-8160-7799-1	Paperback	2010-Oct-01	USA $18.95 Forthcoming		
Edit	☐	Dogs	Marjorie Newman	Oxford University Press, Incorporated	978-0-19-911971-4	Paperback	2009-Sep-03	USA $3.95 In Print		
Edit	☐	Far-Out Guide to Asteroids and Comets	Mary Kay Carson	Enslow Publishers, Incorporated	978-0-7660-3188-3	Hardback	2011-Jan-01	USA $ Forthcoming		
Edit	☐	Far-Out Guide to Earth	Mary Kay Carson	Enslow Publishers, Incorporated	978-0-7660-3182-1	Hardback	2010-Jun-01	USA $23.93 Forthcoming		
Edit	☐	Far-Out Guide to Jupiter	Mary Kay Carson	Enslow Publishers, Incorporated	978-0-7660-3184-5	Hardback	2010-Jun-01	USA $23.93 Forthcoming		
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Edit	☐		Mary Kay	Enslow Publishers,	978-0-7660-3180-7	Hardback	2011-Jan-01	USA $		

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		Title	Author	Publisher	ISBN/UPC	Format	Pub Date	Price	Qty	Note
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Edit	☐	Applied Bayesian Forecasting and Time Series Analysis Second Edit	Pole Andy Staff	C R C Press LLC	978-1-58488-737-9	Hardback	2010-Dec-15	USA $89.95 Forthcoming	1134	Hello world, this is an interesting book. I like it very much! Hello world, this is an interesting book. I like it very much! Hello world, this is an interesting book. I like it very much! Hello world
Edit	☐	Biographica	Encyclopedia Britannica	Black Dog & Leventhal Publishers, Incorporated	978-1-57912-813-5	Hardback	2010-Nov-01	USA $50 Forthcoming		
Edit	☐	Blood, Sweat and Chalk	Charles Grodin	Time, Incorporated Home Entertainment	978-1-60320-061-5	Hardback	2010-Aug-01	USA $26.95 Forthcoming		
Edit	☐	Career Opportunities in Computers and Cyberspace, Third Edition	Harry Henderson	Facts On File, Incorporated	978-0-8160-7799-1	Paperback	2010-Oct-01	USA $18.95 Forthcoming		
Edit	☐	Dogs	Marjorie Newman	Oxford University Press, Incorporated	978-0-19-911971-4	Paperback	2009-Sep-03	USA $3.95 In Print		
Edit	☐	Far-Out Guide to Asteroids and Comets	Mary Kay Carson	Enslow Publishers, Incorporated	978-0-7660-3188-3	Hardback	2011-Jan-01	USA $ Forthcoming		
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Update Cancel	☐	A Cultural History of Time, 1500-2000	Peter Burke	Yale University Press	978-0-300-11224-5	Hardback	2011-Oct-28	USA $30 Forthcoming	12	
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Edit	☐	Applied Bayesian Forecasting and Time Series Analysis Second Edit	Pole Andy Staff	C R C Press LLC	978-1-58488-737-9	Hardback	2010-Dec-15	USA $89.95 Forthcoming	1134	Hello world, this is an interesting book. I like it very much! Hello world, this is an interesting book. I like it very much! Hello world, this is an interesting book. I like it very much! Hello world
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Edit	☐	Career Opportunities in Computers and Cyberspace, Third Edition	Harry Henderson	Facts On File, Incorporated	978-0-8160-7799-1	Paperback	2010-Oct-01	USA $18.95 Forthcoming		
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Edit	☐	Far-Out Guide to Earth	Mary Kay Carson	Enslow Publishers, Incorporated	978-0-7660-3182-1	Hardback	2010-Jun-01	USA $23.93 Forthcoming		

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001KS Test 10_14						load	Delete
001minhh						load	Delete
00Kristina List 91009						load	Delete
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0101						load	Delete
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a b c	Public	Sep-01-2009	Sep-01-2009	Aug-31-2012	2	Print | Email | Download | Delete

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Market: Default

☐ Append synopsis? (ascii, csv, marc21)

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0008Alan   load | Delete

000Anthology   load | Delete

001KS Test 10_14   load | Delete

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001minhh   Public   Mar-09-2009   Oct-13-2009   Oct-12-2012   15   Print | Email | Download | Delete

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010   Public   Aug-12-2009   Sep-29-2009   Sep-28-2012   1   Print | Email | Download | Delete

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0003Alan					
0004Alan_new					
0005Alan_new					
0008Alan					
000Anthology					
001KS Test 10_14					
001minhh					
00Kristina List 91009	Public	2009	Oct-18-2009	Oct-18-2012	18
010	Public	Aug-12-2009	Sep-29-2009	Sep-28-2012	1

Save As

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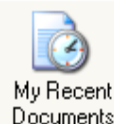
My Recent Documents

Desktop

My Documents

My Computer

My Network

File name: 102009 order

Save as type: Text Document

Save

Cancel

Delete

BIP 2.0 Home page
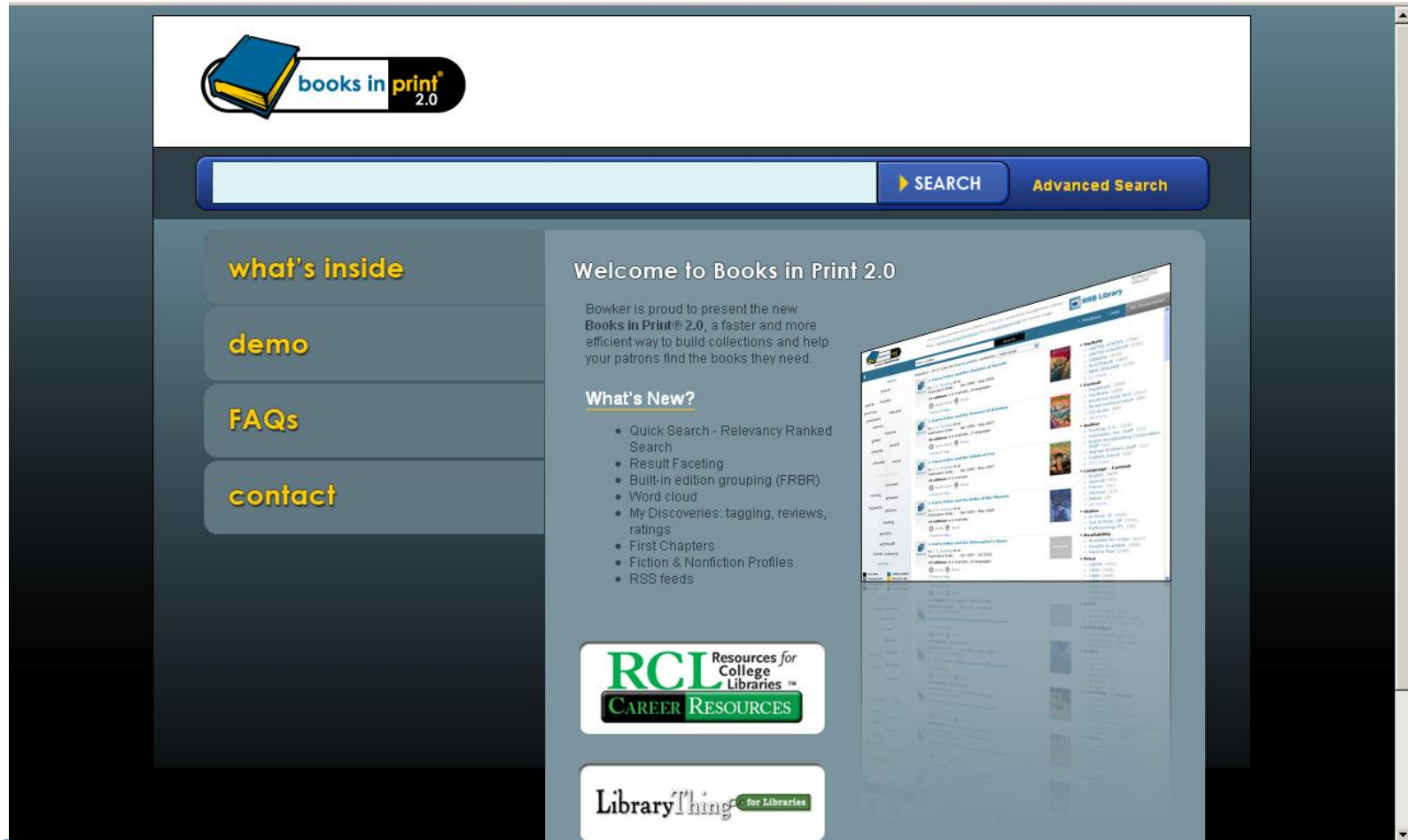
**Department of Education
Division of Contracts and Purchasing (DCP)**

FAMIS Library Services Ordering Module

January 2010

If you have never had a FAMIS User ID,

SCHOOLS: Principals (Approvers) should forward the completed FAMIS User ID Request Form(s) to their ISC/CFN Security Officer for processing **(contacts on next page).**

(**http://schools.nyc.gov/NR/rdonlyres/E31012F3-3C37-4E9E-98CD-D914663E1921/0/FAMISNewUserIDReq.pdf**)

CENTRAL OFFICES AND ISC/CFN STAFF: Should forward the completed form by fax to 718-935-5329.

Application Support Liaisons – ISC
Bronx – Queens - Manhattan

ASLs & ADMs Contact Information - Integrated Service Centers				
		ISC - Bronx		
	HotLine # 718-741-5161 Fax # 718-584-0266			
First Name	Last Name	Title	Phone #	Email
Lou	Lombardi	Data Manager	718-741-7901	Llombar@schools.nyc.gov
Artie	Khan	Application Support Liaison	718-741-3051	akhan32@schools.nyc.gov
Ingrid	John	Application Support Liaison	718 741 5668	ijohn@schools.nyc.gov
		ISC - Queens		
	HotLine # 718-391-8169 Fax # 718-391-6886			
First Name	Last Name	Title	Phone #	Email
Anthony	Monferrato	Data Manager	(718) 391-6861	AMonfer@schools.nyc.gov
Raul	Chiodo	Application Support Liaison	(718) 391-6860	Rchiodo@schools.nyc.gov
Abdel	Ghrabi	Application Support Liaison	(718) 391-6859	Aghrabi@schools.nyc.gov
Teresa	Wagner	Application Support Liaison	(718) 391-8170	Twagner@schools.nyc.gov
Vacancy		Application Support Liaison		
		ISC - Manhattan		
	HotLine # 212-356-3830 Fax # 212-356-3705			
First Name	Last Name	Title	Phone #	Email
Michael	Baker	Data Manager	212-356-3862	MBaker2@schools.nyc.gov
Frances	Burgos	Application Support Liaison	212-356-3829	fburgos2@schools.nyc.gov
Jolyn	Lisojo-Englenton	Application Support Liaison	212-356-3830	Jlisojo@schools.nyc.gov
Dan	Morio	Application Support Liaison	212-356-3831	Dmorio@schools.nyc.gov

Application Support Liaisons – ISC
Brooklyn – Staten Island

ASLs & ADMs Contact Information - Integrated Service Centers				
		ISC - Brooklyn		
	Hotline # 718-935-4402 Fax # 718-935-5941			
First Name	**Last Name**	**Title**	**Phone #**	**Email**
Francisco	Baez	Data Manager	718-935-5883	Fbaez@schools.nyc.gov
Yolanda	Danforth	Application Support Liaison	718-935-5877	YDanforth@schools.nyc.gov
Theodore	Gordon	Application Support Liaison	718-935-5922	Tgordon@schools.nyc.gov
Joel	Mendoza	Application Support Liaison	718-935-5882	Jmendoza@schools.nyc.gov
		ISC - Staten Island		
	HotLine # 718-556-8388 Fax # 718- 556-8333			
First Name	**Last Name**	**Title**	**Phone #**	**Email**
Vester	Rivera	Data Manager	718-556-8367	Vrivera@schools.nyc.gov
Migdalia	Lopez	Application Support Liaison	718-556-8390	MLopez13@schools.nyc.gov
Lori	Costello	Application Support Liaison	718-556-8369	LCoste4@schools.nyc.gov
Janet	Valenti	Application Support Liaison	718-556-8372	JValent@schools.nyc.gov

Department of Education
Joel I. Klein, Chancellor

Purchasing Setup

^ **Purchasing / Payments** | ^ **Approval** | ^ **Inquiry** | ^ **Miscellaneous**

Options

- □ Options
  - ⊞ Contracted
  - ⊞ Non-Contracted
  - Change Notice
  - ARRA/CDBG contracts

Welcome to the Purchasing application.

This screen allows authorized users to create purchase order documents on the web, which would eventually be posted to the mainframe. A Purchase Order (PO) may be used to order contracted or non-contracted (non-list/non regulated) items (not found in FasTrack) directly from the respective vendor. Before this document is sent to the selected vendor, it must be encumbered into FAMIS. This process ensures that funds are available and reserved to pay the vendor after the goods or services are provided. Although payment for items ordered via a purchase order should be made after the delivery of goods or services, circumstances may require exceptions to this rule. The purchase of postage, tickets/admissions, and travel are examples of these exceptions.

PURCHASE WITHOUT CONTRACT:
$0 to $5,000 - Approver: Principal or Site Supervisor
$5,000 to $15,000 - Approver: Principal and ROC
Over $15,000 - Approver: Principal and ROC (e-mail to OPM)

PURCHASE WITH CONTRACT:
$0 to $15,000 - Approver: Principal or Site Supervisor
Over $15,000 - Approver: Principal and ROC

NYC Department of Education
Joel I. Klein, Chancellor

When the user first enters the Library Ordering section of purchasing, they will be required to enter their accounting information. This includes the district (based on user's security), quick code, object code (always is 0338 for this section), location (based on user's security), and activity code. Once the user has added at least one accounting line to be charged, they will be able to proceed to the next screen.

Purchasing: Famis Library Module

FAMIS

Fiscal Year: 2010 ▼   ☐ Overide Spending Plan

		Pre Encumbrance		District	Quick Code	Object Code	Location	Activity	Balance	
Remove	Update	N/A	N/A	01	014344	0338	M184	0592	$28,012.69	
								Total	$28,012.69	

Add new account line

Click on "Next" ➡️ **Next**

NYC Department of Education
Joel I. Klein, Chancellor

Purchasing: Famis Library Module

Please note that in order to proceed further into the application, the user will need to have filled out a library processing profile for their location. This profile includes (but is not limited to) whether each item should include a mylar cover, spine labels, and circulation cards, etc. If this location does not have a profile associated, they will receive an error that will prevent them from proceeding any further. To create a profile for the location, the user can click on the 'Processing Profile' link to be taken to the Processing Profile application.

Clicking on the Processing profile link will allow the users to choose from various available Kit options mentioned above, these options will become the default processing option for the location and will be communicated to the vendors (Vendor's price for each option is displayed for reference and will be automatically added to the Item's discounted price on FLM)

Librarians will have two types available for Kits:

Automated Kits will have several individual items like Spine Label, Due date slip, Barcode Label combined as a package with a fix price, on the Kit selection menu the user can see the cost per kit for each individual vendor

Automated Kit Selection

Select	Kit name/description	Vendor1	Vendor2	Vendor3
○	**Automation Kit1** Marc Record(CD*), Spine label, Due Date slip Barcode label(including protector)	$0.13	$0.18	$0.20
○	**Automation Kit1** Marc Record(CD*), Spine label, Due Date slip Barcode label(including protector)	$0.13	$0.18	$0.20

Back   Save my library profile

Standard individual items will allow the user to select multiple items like Spine Label, Due date slip, Barcode Label and create a Manual kit for which the price will vary depending upon the number of individual items selected.
Librarian will need to select a one from Automated kits or create a Manual kit in order to process the Items from Library ordering tool. The processing profile can be edited at any given time from the 'processing profile' link

Purchasing: Famis Library Module

Once at this screen, the module allows a user to upload a library file downloaded from the Books in Print website as well as process existing files that have already been uploaded by the user. Please note that when the user first comes to the application, they will have need to upload an initial Library list which is expected to be in the CSV format. If a user has not yet created a library list, they can click the link "Click here to access the Books in Print website" to access the website.

Purchasing: Famis Library Module

Browse for Library File: `\\65CSRV03\jdawson2$\Winnt\System\Desktop\Maste` [Browse File]

[Back] [Upload & Process] [Reset]

Processing Profile
Click here to access the Books in Print website

List Name	Created Date	User Id	Total Books	Processed Book
October 28, 2009	10/28/2009	$d04	43	
J2	10/28/2009	$d04	43	
ASDFSADF456	10/28/2009	$d04	43	
ASDFSADF	10/28/2009	$d04	43	
01M184 Literature	10/28/2009	$d04	43	
askjdfjksadf	10/28/2009	$d04	43	
ASDKJFASDF	10/21/2009	$d04	43	
Demo for today	10/20/2009	$d04	43	
CHECK1	10/20/2009	$d04	43	
CHECK	10/20/2009	$d04	43	
Pre-Demo2	10/20/2009	$d04	43	
Pre-Demo	10/20/2009	$d04	43	
Jake test (1019)	10/19/2009	$d04	43	
Oneil	10/14/2009	$D04	30	
Oneil	10/14/2009	$D04	30	
Nandish 21231231	10/14/2009	$D04	30	

◄◄ ◄ Page 1 of 1 ► ►► ↻   Displaying 1 - 16 of 16

[Delete] [Process]

Once a list is ready to be processed, the user can simply highlight the list and click 'Process'. Please note that each list includes the name given upon upload, the date the list was uploaded, the user ID of the person who uploaded, the total number of books from the list, and the total number of books that have already been successfully processed. Also note that if a user no longer needs a list, they can click 'remove' when highlighting the list in question.

Purchasing: Famis Library Module

Books available from uploaded file

Title	Author	Bindin	Vendor #	Vendor	Contract #	Price
⊟ Isbn: 9780061375101 (1 Item)						
La Ciencia de la Salud: Mis consejos p: **Description:** long desc	Valentin Fuster	Perfec	Boo028000	BOOKSOURCE, INCORPORATED	7105782	$16.72
⊟ Isbn: 9780061431562 (1 Item)						
The Sixth Wife **Description:** long desc	Suzannah Dunn	Perfec	Boo028000	BOOKSOURCE, INCORPORATED	7105782	$13.20
⊟ Isbn: 9780199212606 (1 Item)						
Christ as Mediator: A Study of the The **Description:** long desc	Jon M. Robertson	Trade	Boo028000	BOOKSOURCE, INCORPORATED	7105782	$98.56

First | Previous | Next | Last

[⊕ Add] [🔄 Refresh]

Books to be processed

Isbn	Title	Vendor Number	Vendor Name	Contract	Binding	Quantity	Price
9780060505219 **Description:** long desc	The Bridge	Boo028000	BOOKSOURCE, INCORPORA	7105782	Trade Paper	1	$14.96

Shopping Cart Total: $14.96

[⊖ Remove] [🔄 Refresh]

[Previous] [Next]

This screen will show the user all of the books that are available from the uploaded file for each vendor. Each price will show the unit price of the book less the discount from the vendor plus the unit price from each book added from the profile (depending on options selected for location and vendor). There will also be an availability call to Bowker for each item (subject to the same rules as Trade Book items).

The top section shows the books available for upload. The fields include the book's Title, Author, Binding Type, Vendor Number, Vendor Name, Contract, and Price. To add a book (or books) simply highlight the books you wish to order and click 'Add'. You will notice the books that have been added on the bottom section (currently labeled Books to be processed).

Purchasing: Famis Library Module

Books available from uploaded file

Title	Author	Bindin	Vendor #	Vendor	Contract #	Price
⊟ Isbn: 9780060284473 (4 Items)						
Brendan and Belinda and the Slam Dur Description: long desc	Anne F. Rockwell	Librar	Boo028000	BOOKSOURCE, INCORPORATED	7105782	$17.60
Brendan and Belinda and the Slam Dur Description: long desc	Anne F. Rockwell	Librar	FOL025000	Follet	7209042	$16.00
Brendan and Belinda and the Slam Dur Description: long desc	Anne F. Rockwell	Librar	FOL025000	FOLLETT LIBRARY BOOK COMP	7209042	$16.00
Brendan and Belinda and the Slam Dur Description: long desc	Anne F. Rockwell	Librar	PER048000	PERMA-BOUND	7108104	$8.84
⊟ Isbn: 9780060505219 (1 Item)						

First | Previous | Next | Last

Books to be processed

[Add] [Refresh]

Isbn	Title	Vendor Number	Vendor Name	Contract	Binding	Quantity	Price
9780060505219 Description: long desc	The Bridge	Boo028000	BOOKSOURCE, INCORPORA	7105782	Trade Paper	1	$14.96
9780061375101 Description: long desc	La Ciencia de la Salud: Mis consejos p	Boo028000	BOOKSOURCE, INCORPORA	7105782	Perfect	1	$16.72
9780061431562 Description: long desc	The Sixth Wife	Boo028000	BOOKSOURCE, INCORPORA	7105782	Perfect	10	$13.20

Shopping Cart Total: $44.88

[Remove] [Refresh]

[Previous] [Next]

The bottom section of the screenshot above shows the Books to be processed. The fields currently being displayed are the book's ISBN, Title, Vendor Number, Vendor Name, Binding Type, Quantity, and Price. When the books have been added and are set to be processed, the quantity will default to 1. The user can double click the item in question to change the quantity of the item (in the example below, I changed the last item to show a quantity of 10). Once the user enters the quantity and hits enter, the shopping cart total will be reflected. Once the user is satisfied, they can hit the next button to proceed to the shopping cart page.

NYC Department of Education
Joel I. Klein, Chancellor

Purchasing: Famis Library Module

Isbn	Title	Vendor Number	Vendor Name	Contract	Binding	Quantity	Price
9780060505219 **Description:** long desc	The Bridge	Boo028000	BOOKSOURCE, INCORPORA	7105782	Trade Paper	1	$14.96
9780061375101 **Description:** long desc	La Ciencia de la Salud: Mis consejos p	Boo028000	BOOKSOURCE, INCORPORA	7105782	Perfect	1	$16.72
9780061431562 **Description:** long desc	The Sixth Wife	Boo028000	BOOKSOURCE, INCORPORA	7105782	Perfect	10	$13.20

Shopping Cart Total: $163.68

[Remove] [Refresh]

[Previous] [Next]

The next screen is the shopping cart screen. This allows users to confirm if they wish to order the items they have selected and their quantity. Like the previous screen, they have the option to change the quantity and remove items from their shopping cart. Please note that all items are subject to the standard $25 minimum that E-Catalog orders currently have (a user cannot order from a vendor/contract if the total amount ordered from said vendor/contract totals less than $25). If they wish to add more books to their shopping cart, they can go back to the previous screen. Otherwise, they can proceed to the next page.

NYC Department of Education
Joel I. Klein, Chancellor

Purchasing: Famis Library Module

📂 Load Project   💾 Save Project   🔄 Restart

Select Location: NEW LDA ▼   Look Up | Favorites | Add Address

*Required Information

Location Name*: NEW LDA

Attention*: JAKE   Telephone*: (273)848-7234

Address*: JAKE   Room#:

City*: 2U834234   State*: NY   Zip Code*: 23472

Optional Information

Delivery Instructions:

Delivery must be completed within 30 days of order by

Any Additional Information (Max 972 Char)

[Previous] [Next]

This screen shows the user's location delivery address screen. This screen shows the address that the order(s) is expected to be delivered to. This screen includes the location name, attention to, telephone number, address, room number, city, state, and zip. All of these fields with the exception of room number are required. Please note that similar to the accounting security, the user will only be able to select from the addresses that are available to them based on their location security (with the attention and telephone number fields being the only ones the user can change the previously uploaded information).

On this screen, the user can also enter further delivery instructions, a delivery by date (if they need it completed before the 30 day window), and any additional information. This information is optional.

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Department of Education
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Purchasing: Famis Library Module

⟳ Restart

| Vendor Name: | BOOKSOURCE, INCORPORATED | | | Vendor #: | Boo028000 | Contract #: | 7105782 |

Account details

Fiscal Year: 2010   **Start Date:** 10/28/2009   **End Date:** 10/28/2009

Pre Enc	Suffix	District	Quick Code	Object Code	Location	Activity	Amount Charged
		01	014344	0338	M184	0592	$163.68

Edit Account Details

Item details

Item #	Description	Quantity	Net Price	Total Amount
9780060505219	The Bridge	1	$14.96	$14.96
9780061375101	La Ciencia de la Salud: Mis consejos para una vida sana	1	$16.72	$16.72
9780061431562	The Sixth Wife	10	$13.20	$132.00
			Total Order Amount	$163.68

Edit Item Details

Delivery Information

Location:	NEW LDA
Attention:	JAKE
Telephone:	(273)848-7234
Address:	JAKE
City/State/Zip:	2U834234, NY 23472
Special Inst:	None
Receive By:	

Invoice Information

Location:	NYC Department of Education
Attention:	Office of Payable Operations
Telephone:	(718)935-2850
Address:	65 Court Street, ROOM 1001
City/State/Zip:	Brooklyn, NY 11201

Initiating Department: 1300K067 ▾

After the user has entered the delivery information and has proceeded to the next screen, the user will be taken to the confirmation page. This page will show the purchase order(s) set to be created by vendor/contract as well as the account being charged and the items being ordered. Please note that if the user is ordering from more than one vendor, this will be split into multiple purchase orders.

The user will also be shown the delivery information, invoice information, and the approval box the document will be sent to in cases of users with access to more than one location (initiating department). The user will also have the option to edit aspects of their order should it be necessary.

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Note: After the order has been submitted, the user will receive a purchase order number (starts with WR) for each vendor that has been ordered from. The purchase orders will be sent to the city for validation before reaching the principal's approval box. At that point, the document would be subject to principal approval (in some cases, ISC approval is also required depending on the dollar amount).

WEBCAST TRAINING SESSIONS

DCP and Bowker will be holding the following Live Webcast Training Sessions on the new FAMIS Library Services Ordering Tool.

Librarians and others are encouraged to participate in one or more of these sessions:

Friday, November 13, 2009 at 8:00AM

Thursday, November 19, 2009 at 1:00PM

Monday, December 14, 2009 at 2:00PM

Thursday, December 17, 2009 at 9:30AM

Thursday, January 7, 2010 at 9:30AM

Registration is required. To sign up, please contact Ms. Donna Boecker at
Donna.Boecker@bowker.com

DIVISION OF CONTRACTS AND PURCHASING (DCP)

CLIENT SERVICES HELP DESK

Tel: **718-935-4444**

E-Mail: ClientServices@schools.nyc.gov

8:00AM – 5:00PM

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Q & A