Prior Information Notice for the supply of print books and audiovisual material to twenty-nine public library services – Additional Information. 11th November 2024.

We wish to draw attention to an upcoming tender for the provision of Print Books and Audio-Visual Material to twenty-nine public library services. The LGMA is seeking vendors that can supply books and AV material that reflect the Irish, UK and international publishing industry including bestsellers, new titles and back catalogue.

The framework agreement will be divided into nine (9) lots, as described below. Each Lot will result in a separate framework agreement (each a "Framework Agreement").

Estimated Total Value: €40million over the maximum duration of 4 years (1 year plus up to three one-year extensions) across all 9 lots.

For this framework:

- Tenderers may respond to one or more Lots. There are no restrictions on the number of Lots that a Tenderer can tender for.
- For Lots 1 to 4 a Tenderer may only be appointed to one Lot. For Lots 5 to 8 there are no restrictions on the number of Lots that a Tenderer can be appointed to.
- All Tenderers successfully appointed to Lots 1 to 8 will be offered a place under Lot 9.

Contents

Lot Titles and brief descriptions:

Lot One: Single vendor framework for Adult Fiction

Selection is made from newly published material, current in-print material and in response to requests from readers.

Multiple copy, single copy and specialist (non-Ireland or UK titles) orders.

Includes regular paperback, hardback and trade paperback.

Tenderers should have knowledge of Irish published material and be able to order from all listed members and associate members of Publishing Ireland as well as smaller Irish publishers.

Exclusions: Irish Language and Foreign Language material.

Lot Two: Single vendor framework for Adult Non-Fiction

Adult non-fiction books covering all subject areas, in paperback, hardback, trade paperback and general reference material.

Selection is made from newly published material, current in-print material and in response to requests from readers and programme facilitators

Multiple copy, single copy and specialist (non-Ireland or UK titles) orders.

Tenderers should have knowledge of Irish published material and be able to order from all listed members and associate members of Publishing Ireland as well as smaller Irish publishers.

Exclusions: Irish Language and Foreign Language material.

Lot Three: Single vendor framework for Junior Fiction, Non-Fiction and Young Adult

Children's fiction & non-fiction material for all ages from picture & board books to young adult (teen) titles in line with educational, recreational and leisure interests.

Reading material and non-fiction titles in support of the Irish primary and secondary curriculum. Tenderers should have a knowledge of the Irish educational field.

Selection is made from newly-published material, current in-print material and in response to user requests & demand.

Multiple copy and single copy and specialist (non-Ireland or UK titles) orders.

Tenderers should have knowledge of Irish published material and be able to order from all listed members and associate members of Publishing Ireland as well as smaller Irish publishers.

Exclusions: Irish Language and Foreign Language material.

Lot Four: Single vendor framework for Audio Visual (DVDs, including Foreign Language DVDs, Music CDs and Console Computer Games)

DVD's
The local authority public libraries policy is to provide a DVD collection for users which focuses on titles of popular releases, world cinema titles, foreign language titles and box sets. A range of non-fiction titles is also required in line with educational, recreational and leisure interests.
DVDs for children are required across all ages.
Music
The local authority public libraries policy is to include all types of music genres on CD, both adult and junior material, Irish-interest and Irish-produced material. This will include both single and multiple copy orders, based on user requests & collection development.
Console Games
A variety of Console games to be provided.

Lot Five: Single vendor framework for Irish Language Stock including Irish language learning material

Provision of material in the Irish Language.

Tenderer should have access to Irish Language imprints from worldwide publishers (beyond Ireland and UK publishers).

Provision of newly published materials, current in-print material and in response to requests from readers.

Multiple copy and single copy orders.

Materials to cover age suitability from children to adults.

Provision to include dual-language, parallel-text material.

Material to cover both educational and recreational language materials.

Includes fiction and non-fiction in board books, picture books, paperbacks, trade paperbacks, graphic novels and hardbacks.

Educational material to include language-learning materials in paperback, trade paperbacks, hardback, posters, flashcards, graded readers and AV formats.

Tenderers should have knowledge of Irish published material and be able to order from all listed members and associate members of Publishing Ireland as well as smaller Irish publishers.

Lot Six: Single vendor framework for Foreign Language books and language learning material

Provision of material in a wide range of world languages. Tenderer should have access to imprints from worldwide publishers (beyond Ireland and UK publishers).

Provision of newly published materials, current in-print material and in response to requests from readers.

Multiple copy and single copy orders.

Materials to cover age suitability from children to adults.

Provision to include dual-language, parallel-text material. Material to cover both educational and recreational language materials.

Includes fiction and non-fiction in board books, picture books, paperbacks, trade paperbacks, graphic novels and hardbacks.

Educational material includes language-learning materials in paperback, trade paperbacks, hardback, posters, flashcards, graded readers and AV formats.

Exclusions: Irish Language material.

Lot Seven: Single vendor framework for Graphic Novels

Materials to include fiction, non-fiction, one shot comic books, serialized comic books, volumes and anthologies of comics, serialized manga, stand-alone manga novels, Eisner award winners, long and short form narrative graphic novels, serialized graphic novels, sequential art literary adaptions, periodicals, comic trade paperbacks.

Selection is made from newly published material, current in-print materials and in response to user requests and demands.

Multiple copy and single copy orders.

Materials to cover age suitability from children to adults. The tenderer must supply age rating for all titles supplied, to include Junior, Teen/YA (12+), Older Teen /YA (15+), and Adult.

Tenderer should have access to imprints from worldwide publishers (beyond Ireland and UK)

Lot Eight: Single vendor framework for Non-serviced Stock

This lot to include a range of book stock purchased by libraries but not intended to be distributed via public lending. This stock would not have the same servicing requirements as the other lots.

Material to include fiction and non-fiction stock for readers of all ages.

Selection is made from newly published material, current in-print materials and in response to user requests and demands.

Multiple copy, single copy and specialist (non-Ireland or UK titles) orders.

Tenderers should have knowledge of Irish published material and be able to order from all listed members and associate members of Publishing Ireland as well as smaller Irish publishers.

Lot Nine: Multi-vendor framework for Incidentals

This lot to include material from all other lots. The purpose of this Lot would be to order stock where the holder of a framework for another lot is unable, for any reason, to fulfil an order.

All tenderers successfully appointed to Lots 1 to 8 will be offered a place under Lot 9.

Shelf ready stock:

The ultimate goal of local authority library services is for all new stock to arrive ready to place on the shelf of each branch library with a minimum of intervention by library staff. Delivery will be primarily to each library authority headquarters. Local authorities may require deliveries directly to specific libraries, this requirement must be facilitated by suppliers for Lots One to Four.

Supplier integration with the LMS.

LMS Introduction: Civica Spydus

Spydus, a hosted library management system provided by Civica has been implemented in all library authorities in Ireland. The system is managed by the Local Government Management Agency (LGMA). The contract for the supply and maintenance of the shared LMS expires in 2026 and a procurement exercise will be undertaken to agree a successor contract. It is not possible to say at this point whether the successor LMS will be Spydus or another product.

Civica implements EDI according to the BIC standard: https://bic.org.uk/resources/edi-implementation-for-the-book-trade/

For details of Civica's implementation in practice see:
https://librariesireland.spydus.ie/onlinehelp/EDI_Requirements_notes_for_vendors.html

For Lots One to Four we expect all framework holders to implement and be able to accept orders fitting the criteria below from the start of the Book Tender framework agreements. Compatibility must be maintained through any future change of LMS.

Ordering

- All ordering must be facilitated via the supplier website using EDI as implemented by Civica. (Compatibility must be maintained through any change of future LMS).
The supplier website must have a full range of new materials due to be published 8 weeks prior to the publication date
- The supplier website must include the following fields for all EDI/ future API ordering:
  o Quantity
  o Location (receiving branch)
  o Fund code
  o Collection (e.g. 10 Day Short Loan, DVD PG, etc.)
  o Additional Notes field – for specific order instructions
  o Category or Material (e.g. Book, Graphic Novel, Vinyl, etc.)
- The supplier website should include facilitates to do global updates on baskets or to create templates for baskets for different orders using different Funds, Categories, etc.
- The order should load onto the LMS (immediately for API, within a specified time-frame for EDI) and generate a Quote file.
- The order as it appears on the LMS must include the following fields:
  o Location
  o Collection
  o Call Number
  o Accession No. (i.e. library barcode number)

- o Status

Fulfilments/pre-loading key data

- The supplier must pre-load the correct data into the following fields:
  - o Call Number
  - o Accession No (i.e. library barcode number).
  - o Update the Status field from **On Order** to **In-process (*with the date*)** (or other appropriate and agreed description)
- Location and Collection fields should have been filled when the EDI/ API order was placed and uploaded onto the LMS.
- See **Figure 1** below for how the data as uploaded by the supplier should appear on the LMS without any intervention from library staff. [This example taken from Dublin City, text labels will vary for different Las]
- The Call Number field data as uploaded by the supplier on the LMS should include numerical strings, text strings, or a mix of both. See **Figure 2** below for proposed formatting of data for the Call Number field. To note, this table is not comprehensive and other text/numerical strings may be added. The values returned should be as required by the individual Local Authority.

EDI Invoicing

- EDI invoices must be loaded by the supplier for approval for payment against the Fund code on the LMS.
- The EDI invoice must be searchable by the supplier-designated invoice number.
- The EDI invoice should match the data on the supplier invoice including total amount, plus discounts, servicing charges, etc.
- See Figure 2 below for required data on the EDI invoice.

Figure 1: Holdings on Spydus

Location	Collection	Call Number	Accession No	Status/Desc
Dublin City Cabra	Adult Fiction	Adult fiction	DCPL8000138726	In-process (Set: 09 Sep 2024)
Dublin City Donaghmede	Adult Fiction	Adult fiction	DCPL8000138727	In-process (Set: 09 Sep 2024)
Dublin City Finglas	Adult Fiction	Adult fiction	DCPL8000138728	In-process (Set: 09 Sep 2024)

Figure 2: Table with proposed formatting of data for the Call Number field

Collections and categories	Proposed information to be included in the fulfilment files by the relevant suppliers (note: red highlighting for purposes of clarity only)	More information
Collection (fiction)	**Class number – text only**	
AF|Adult Fiction	Adult fiction	
YAF| Young Adult Fiction	Young adult fiction	
CF| Child Fiction	Child fiction	
Collection (non-fiction)	**Class number – Sample Dewey numbers including prefixes and suffixes**	
ANF|Adult Non-Fiction	891.623 466.22, and not 466.220 754.4 and not 754.400 305 and not 305.000	**Truncate the Dewey Decimal number to 3 digits after the decimal point but don't end with a zero.**
YANF| Young Adult Non-Fiction	Y891.623	Put a Y at the start of the Dewey number. Truncation of digits after the decimal as above
CNF|Child Non-Fiction	J891.823	Put a J at the start of the number. Truncation as above.
Non-fiction titles – Gaeilge (in the Irish language)		
Adult Non-Fiction – **Gaeilge**	891.623G 891.23G 641.5G	Put a **G** at the end of the Dewey number. Truncation of digits after the decimal as above.
Young Adult Non-Fiction – **Gaeilge**	Y891.623G Y891.23G Y641.5G	Put a **Y** at the start of the Dewey number. Put a **G** at the end of the Dewey number. Truncation of digits after the decimal as above.
Child Non-Fiction – **Gaeilge**	J891.623G J891.23G J641.5G	Put a **J** at the start of the Dewey number. Put a **G** at the end of the Dewey number. Truncation of digits after the decimal as above.

Figure 3: EDI Invoice on Spydus