

ADDENDUM 1: Request for Proposals (RFP) for Procurement, Cataloging and Processing of Library Materials FY27-FY30

Date: July 01, 2026

Issued by: Michael Johnson, Lara Spahr, Natalie Haskins

This Addendum is issued as an official amendment to the Enoch Pratt Free Library's Request for Proposals (RFP) for the Procurement, Cataloging and Processing of Library Materials originally released June 15, 2026. The following vendor questions and corresponding EPFL response are hereby incorporated into the RFP and shall be considered equally binding with all other sections of the solicitation.

Vendor Questions and EPFL Responses

Q1. Can you please provide your annual budget for the following:

- a. Print materials
- b. Audiobooks
- c. AV materials

A1. As of the date of this question, Collection Development has just received the FY27 print materials budget, and expenditures for specific areas of the collection have not been allocated at this time. FY26 totals have been provided instead: The print materials budget for FY26 was \$1,192,155.00.

- Print: \$1,048,655 was spent across various vendors; including automatic shipments (standing order titles)
- Audio books: \$700.00 (For FY27, approximately \$6k-10k will be spent on audiobooks)
- Media (combined formats: DVD, Blu-Ray, Record albums) \$106,500
 - This total does not include the \$37,000 that was spent for videogames
 -

The FY27 materials budget, which is \$1,525,286.00, will be allocated to pertinent stakeholders shortly.

Q2. Please confirm that the due date of the bid is July 15, not July 3.

A2. The bid deadline is July 31, 2026.

Q3. The cataloging specifications are attached; however, would you be able to provide your processing specifications as well?

A3. (a) Thanks for your patience. I am putting the finishing touches on our processing guidelines and I will share with you (and we will also update the official RFP) as soon as Michael (Johnson) okays all of the documents we've gathered to answer your questions. (b) I'm putting the finishing touches on the processing documents, and once they are approved by Michael (Johnson), we will update the RFP with this information.

Q4. Could you please confirm the correct deadline for responses? Page 1 shows 7/15/26, page 10 shows 7/31/26, and 7/3/26 is indicated on page 11.

A4. (My apologies). The deadline is July 31, 2026. Several iterations were obviously in process. Thanks for catching that, we will amend the online version.

Q5. Is the Pre-Bid Question Deadline still this week on June 26, 2026?

A5. Yes, the Pre-Bid Deadline ended on June 26, 2026.

Q6. Is cataloging and processing a requirement for Audiovisual materials, or can a vendor provide Audiovisual materials only?

A6. If the vendor provides cataloging and processing services for AV materials, the Library will request this service. If not, the Library will accept AV materials only.

Q7. Is pricing firm for all 4 years of the contract term?

A7. Pricing is firm for all four years of the contract.

Q8. Page 12/79 mentions the following:

- **INSURANCES:**

The undersigned further agrees that if awarded the Contract, it will submit to the Library any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

Are there any additional documents available that show the required insurance coverages?

A8. The insurance notification is part of the Library's broader RFP legal sections. It is mostly intended for other kinds of services that the library may be seeking work for, such as facilities and construction, and should not pertain to cataloging and processing.

Q9. Would a (leasing) plan (either traditional or a purchase type plan) be something you all would like us to respond to the RFP about?

A9. The library would like the company to respond to the request about the different plans that are offered by adding an Addendum to the document.

Q10. Or is that something that would exist outside of this VAS RFP?

A10. No, the leasing plans the company offers are not something that should exist outside of the VAS RFP.

ADDENDUM 2: Request for Proposals (RFP) for Procurement, Cataloging and Processing of Library Materials FY27-FY30

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Q1. Request for Processing Profile

A1. Inserted below.

Enoch Pratt Processing Profile

*Adapted from Baker & Taylor processing profile

Enoch Pratt Free Library – Ongoing
Laminates: N/A
Graphic Novels: process as they read

PRINT

KIT MATCHING

OUTSIDE FRONT COVER:

OUTSIDE SPINE:

Spine – Bottom of spine label should be flush with the bottom edge, left justified, centered if wide enough including closed spirals

Exception – If 3 characters cannot be read/Pamphlet/Spiral - place on lower left corner, 1/4" from bottom and spine/gutter

If label wraps to front - ok to move it down to avoid pertinent information. DO NOT turn Picture, Easy Readers, Concept, Board Books, Fiction books will NOT receive a spine label
African American Fiction WILL receive a spine label

Spanish and Bilingual labels – above the spine label, centered

JPZ7 and JPZ8 – Bottom of label should be flush with the bottom, centered, vertically, reading top to bottom

J label –

Fiction - Bottom of the label should be flush with the bottom, centered. If a graphic novel, yellow graphic novel should be directly above the J label

Adjust to avoid author or vol. #

Y label (red YA) –

Fiction – Flush with the bottom or directly below Graphic Novel label, centered. Adjust to avoid author or vol. #

Nonfiction - directly above the spine label

Large Print label – 1/4" from the top edge, centered

Graphic Novel label (yellow) – 1" from the bottom edge, centered

- Do NOT apply to books with spine labels

Exception-adjust slightly to avoid covering the volume number on the spine of book

Graphic Novel NON-Fiction (green) – directly above spine label, centered

Exception-adjust slightly to avoid covering the volume number on the spine of book, covering the volume is ok if it can't be avoided. Try to place labels closer to bottom if at all possible.

OUTSIDE BACK COVER:

Barcode – upper left corner, 1/4" from edges

Exception – Graphic Novels that read back to front: on back cover containing ISBN

If items have been placed in a case: outside back of case, upper left corner 1/4" from edges.

Branch label – flush directly to the right of the barcode

Exception - Do not apply when BN is indicated

Reference label (Library Use only) – to the right of the branch label or barcode, 1/4" from top edge of book

Content labels (4 different styles, listed at bottom in supplies) – directly to the right of the branch or

reference label, 1/4" from top edge. Print the number of items in black.

INSIDE:

Accompanying material books with CDs/Discs/Maps, etc. will be left as is

Exception – If loose, place in a clear pocket and attach to the back flyleaf, centered

Eye Readable Barcode Strip – title page, 1/4" from top edge, centered

Exception – Graphic Novels that read back to front: apply on actual title page, 1/4" from top edge, centered

If items have been placed in a case: inside front of case, centered, 1/4" from top

Exception - BOARD BOOKS – not to cover anything pertinent to the story

Hub label – (printed) all discs with item barcode and "Enoch Pratt Free Library"

JACKET SELECTING

Clear c-views – over all exposed labels

Exception – do not cover barcodes

Glued or Taped –

Exception – Pertinent information (maps or supplementary information crucial to understanding the text; not to include artwork) – Same, hinge front - Different: hinge both front and back - **Half jacket/belly band/transparent** – always apply mylar, tear off white backing when necessary, affix with 1/2" clear tape

Genre labels – on top of Mylar, flush with the bottom of spine, centered, or directly above the call number label.

Exception – African American can receive genre above the spine label, centered - do not apply to most nonfiction.

If genre and Short Story labels are indicated for one title, prefer Short Story

STAMPING

Ownership stamp (black) – top edge, centered reading left to right – regardless – no alternate

MEDIA

DVD/BLU-RAY

Barcode – Back of graphics, upper left, 1/4" from edges

Branch label – Back of graphics, directly to the right of the barcode, 1/4" from top edge

Exception – Central Library departments (AFA, B&N, BST, CDX, FAR, GRC, JBC, FIC/HUM, SSH, YAX) will not receive a branch sticker.

Content label – Back of graphics, upper right, 1/4" from edges, multiples only (ex. 2 DISCS)

Spine label – Spine of graphic, bottom of spine label flush with bottom of case, left-justified, centered. J or YA label should be placed directly above the spine graphic, as appropriate.

KIT MATCHING

Repackage – Repackage into One-Time Security cases appropriate to format

Exception – DVD/BLU-RAY combos – Repackage DVD into One-Time DVD case and repackage BLU-RAY into One-Time BLU-RAY case

INSIDE

Accompanying material – Place inside case

Exception – otherwise, rubber-band item to case

Hub label – Attach to each disc, should contain an eye-readable item barcode and the words Enoch Pratt Free Library

MUSIC CD

Barcode – Back of graphics, upper left, ¼" from edges

Branch label – Music CDs never receive a branch label, as music is only ordered for the Central Library.

Content label – Back of graphics, upper right, ¼" from edges, multiples only (ex. 2 DISCS)

Bibliographic label – Front left of graphic, ¼" from the bottom edge

KIT MATCHING

Repackage – Repackage into One-Time Security cases
Exception – If more than 2 discs, send unprocessed

INSIDE

Accompanying material – Place inside case
Exception – otherwise, rubber-band item to case

Hub label – Attach to each disc, should contain an eye-readable item barcode and the words Enoch Pratt Free Library

SPOKEN-WORD AUDIO

Barcode – Back of graphics, upper left, ¼" from edges

Branch label – Back of graphics, directly to the right of the barcode, ¼" from top edge
Exception – Central Library departments (AFA, B&N, BST, CDX, FAR, GRC, JBC, FIC/HUM, SSH, YAX) will not receive a branch sticker.

Content label – Back of graphics, upper right, ¼" from edges, multiples only (ex. 2 DISCS)

Spine label – Spine of graphic, bottom of spine label flush with bottom of case, left-justified, centered. J or YA label should be placed directly above the spine graphic, as appropriate.

KIT MATCHING

Repackage – Repackage into standard black cases

Exception – If more than 40 discs, cataloging will divide into multiple parts and provide barcodes for each part.

INSIDE

Accompanying material – Place inside case

Exception – otherwise, rubber-band item to case

Hub label – Attach to each disc, should contain an eye-readable item barcode and the words Enoch Pratt Free Library

SUPPLIES

Vendor supplied:

Hub label (Vendor printed ; to contain eye-readable barcode and "Enoch Pratt Free Library")

Verify __ CD(s) __ Insert label (custom printed by vendor)

Verify __ CD(s) __ Booklet label (custom printed by vendor)

Verify __ Parts label (custom printed by vendor)

Verify __ CDs label (custom printed by vendor)

Demco:

African American - WS12800020

Bilingual - W12809320 (library will supply custom file for printing)

Branch labels - W12809110 (black bold on white; library will supply list of branch codes)

CD 2-Ring Album Without Pages (black, various sizes) – for spoken word audio

CD album pages for 2-ring binder - W12217110

Concept - W12809110 (library will supply custom file for printing)

Biography - W20004560

Careers - W13821140

Fantasy - W13725510

Green Graphic Non-Fiction - WS12196070

Easy Reading - WS12802810

Espanol - W13775610

Holiday - WS12802890

J - W12814950

JPZ7 - W12809110 (black bold on white)

JPZ8 - W12809110 (black bold on white)

Large Print - W12816990

Mystery - W13200680

Reference (Library Use Only) - WS12850280

Romance - W13627250

Science Fiction - W20017860

Series - WS12802130

Short Story (for multiple authors only) - W12803170
Urban Fiction - W12196130
YA - W20004500
Yellow Graphic Novel - WS121961000

Midwest Tape:

One-Time DVD security case – 10094734, 10168876, 10168878, 10094737
One-Time Blu-Ray security case – 10654551
One-Time Music CD security case – 10124472, 10126460

ADDENDUM 3: Request for Proposals (RFP) for Procurement, Cataloging and Processing of Library Materials FY27-FY30
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This ADDENDUM covers STICKERING GUIDELINES, which is linked to this document.

[Spine label and stickering guide for RFP](#)