



## PLAN Cooperative Purchasing Group Group Purchase of Recorded Books Products

### Overview:

The PLAN cooperative purchasing group for e-books and e-audio books from Recorded Books provides participating libraries significant cost-savings and access to a much larger. All PLAN member libraries are invited to join this group. If your library is already a customer of Recorded Books, Overdrive, or some other vendor, your current e-book service can be merged into the PLAN cooperative purchase, or phased out, to take advantage of the benefits enjoyed by the group.

A 'Shared Collection' of e-books and e-audios is available to participating libraries utilizing *Recorded Books' OneClickdigital* platform. The number of titles in the initial shared collection depends upon the number of participating libraries and the willingness of participating libraries to share their existing e-book and e-audio collections.

A three person e-Collection Committee, appointed by the PLAN Board of Directors manages the e-book and e-audio purchasing and develops the shared collection for participating libraries. The PLAN organization has contracted with *Recorded Books* and participating libraries are billed by PLAN. Further details are provided below...

### Benefits for Participating Libraries:

- ❖ **Pay Less** – By sharing the cost for the e-book collection, individual libraries can save money on their e-book purchases. The PLAN organization will pay the annual 'platform fee'.
- ❖ **Get More** – With multiple libraries contributing to a shared collection, participating libraries will have a greater selection of e-book titles available for their patrons.
- ❖ **Save Time** – The shared e-book collection will be managed by a committee of three librarians selected from participating libraries, relieving others from this task.
- ❖ **Cooperate** – Combining resources produces greater benefits for all. If successful, this initiative will be the 'proof of concept,' providing the basis for further cooperative purchasing ventures.

### How it Works at the Cooperative Level...

Annual Platform Fee – No annual Recorded Books 'platform fee' is required from participating libraries. This is an \$8,000 savings per year.

E-Collection Committee – The shared collection is managed by a committee of three collection development librarians. Centralized decision-making and purchasing for the group saves time for the other participating libraries and prevents the purchasing of too many duplicate titles. This committee is appointed by the PLAN Board of Directors and is charged with managing the shared collection, communicating with and receiving input from participating libraries.

The Shared Collection – As of December, 2015, the shared collection contains more than 5,000 titles (e-books and audio books).

Administration – The shared collection is managed through an administrative login available to PLAN staff and the E-Collection Committee. Each participating library also has a login to the administration system for managing their library’s ‘private’ collection where they can purchase additional titles for their ‘private’ collection, and obtain reports of their patrons’ use of the collections.

Billing – PLAN has contracted with *Recorded Books* and will bill participating libraries annually, during the months of August through October. New titles will be purchased with these funds for the shared collection during the course of the year.

### How it Works at the Library Level...

#### **The cost for participating libraries:**

Each participating library (or library cooperative) will pay for the ongoing development of the shared e-book collection through an annual participation fee. The amount paid by an individual library or cooperative each year is based on the latest published ‘Total Collection Expenditures’ as reported to the Florida Division of Library and Information Services and found online as the *Annual Public Library Statistics and Ranking Tables*.

<http://dos.myflorida.com/library-archives/services-for-libraries/more-programs/library-data-and-statistics/>

For academic, special, and school libraries, the participation fee will be based on the annual Total Collection Expenditures reported to the PLAN organization.

#### **The annual participation fee tiers:**

<b>Tier Level</b>	<b>Total Collection Expenditures</b>	<b>Annual Payment</b>
1	Less than \$25,000	\$1,000
2	\$25,000 to \$49,999	\$2,000
3	\$50,000 to \$149,999	\$3,000
4	\$150,000 to \$299,999	\$6,000
5	More than \$299,999	\$8,000

The above tier schedule is for the first and second fiscal years of this project, beginning October 1, 2015. In the third year, the amount of e-book usage may also be considered as a factor in determining the Annual Payments for participating libraries.

#### **Adding existing e-book collections into the new shared collection:**

All libraries are encouraged to add their existing e-book collections into the shared collection, making the shared collection much larger for all libraries in the group. The incentives for sharing existing collections include the cost savings on the *Recorded Books OneClickdigital* Platform Fee, the increased purchasing power for new titles gained by participating in the cooperative purchasing group, and access to a larger collection of e-book titles provided by other libraries also sharing their collections.

#### **If your library is already a *Recorded Books (OneClickdigital)* customer:**

Existing *Recorded Books* customers can change over to the PLAN Cooperative Purchasing Group free of charge. Existing *Recorded Books OneClickdigital* admin systems will be converted seamlessly into the CPG’s admin system with the new functions added to existing logins.

#### **If your library is currently an *Overdrive* or other e-book vendor customer:**

*Overdrive* or other e-book vendor customers may have their e-book collection moved over to the *Recorded Books ‘OneClickdigital’* platform, usually free of charge. If your library is under

contract with your vendor, you may choose to allow your contract to expire and, in the meantime, use your budgeted e-book funds to participate in the *Recorded Books* cooperative purchasing group. If participating libraries add their titles to the shared collection, you will have the benefit of the large PLAN CPG shared collection. At the end of your contract, *Recorded Books* will move your titles over to their platform. Or, you may choose to keep *Overdrive* for your library and add *Recorded Books* as an additional service.

**Adding e-book titles for the exclusive use of your library patrons:**

Each individual library may have its own 'private' collection of e-books that are not available to the other participating libraries in the shared collection. This private collection will be managed through the individual library's own login to the administration system. If a participating library wants titles that are not routinely selected for the shared collection or additional copies of popular titles, they may purchase these for their own patrons through their administrative logins. These private purchases are separate and not made with the annual participation fees.

**Training for staff and patrons will be available from *Recorded Books*:**

Free library staff training (in-person and online) will be available from *Recorded Books*. They also provide a toll-free number for library patrons to receive help.

## FAQs about the *Recorded Books* group purchase

- **Does my library have to pay the annual *OneClickdigital* \$8,000 Platform Fee to participate?**  
No. PLAN's contract with Recorded Book does not require a 'Platform Fee'.
- **Does *Recorded Books* offer incentives?**  
*Recorded Books* provides a 15% 'e-bate' on eBook purchases, which will be credited to new purchases.
- **How do the e-books available from *Recorded Books* compare with *Overdrive*?**  
*Recorded Books* has the same publishers as *Overdrive* and has access to every e-book *Overdrive* does, but at a 15% 'e-bate' discount. The *Recorded Books* collection now has almost 200,000 e-books and 42,000 audiobooks available.
- **What if my library is an *Overdrive* customer?**  
If your library is currently using *Overdrive* or some other digital platform, *Recorded Books* will work with you to transfer your titles to their *OneClickdigital* platform, usually at no cost for the transfer.
- **What if my library is already a *Recorded Books* customer?**  
If your library is currently using *Recorded Books*, you can change over to the PLAN cooperative purchasing group free of charge.
- **Do I have to pay for MARC records?**  
The full MARC records for your e-books and e-audio books will be provided by *Recorded Books* free of charge (*Overdrive* charges \$2 per title for this).
- **Is training available for my staff?**  
Free training (in-person and webinars) provided by *Recorded Books* will be available for your library staff.
- **What if my library users have questions?**  
A toll-free phone number will be provided for your patrons that have questions about how to use the system.
- **What about help promoting the new *Recorded Books* service?**  
Free promotional materials (flyers, posters, bookmarks, web site buttons, etc.) about the e-books and e-audio books for your library.
- **Will e-magazines and audio books be included?**  
Zinio, the magazine database offered by *Recorded Books* is also under consideration for inclusion in the cooperative purchasing arrangement. This will be pursued if there is sufficient interest for these among participating libraries.
- **How does the transfer of books from *Overdrive* to *Recorded Books*' platform work?**  
The transfer process works as follows: *Recorded Books* will send you an Excel template to fill out. This includes the book's title, publisher, ISBN, number of copies, etc. You send back the list showing which titles *Recorded Books* should transfer. If a book cannot be transferred, the reason will be provided by *Recorded Books*. *Recorded Books* then provides you with a letter for each publisher, with the contact name and email address. The letter you send out simply states, "At this date, we will be switching our content from *Overdrive* to *Recorded Books OneClickdigital*." The publishers will verify that you own the books and after these have been turned off in *Overdrive*, or some other e-book platform, they are activated in *OneClickdigital*. The whole process from start to finish is generally about 2-3 weeks.
- **Can my 'metered' titles in *Overdrive* be transferred to *Recorded Books*?**  
No, you can't transfer metered titles. You can order the same titles from *Recorded Books* as with *Overdrive*. To limit your financial investment loss, you can stop ordering these titles from *Overdrive* and start ordering them through the PLAN CPG. By the time your contract with

*Overdrive* ends, which you have already paid for the year, most of these metered titles will have expired, which means that you have not lost money on those.

- **Does *Recorded Books* work with Kindles?**

*Recorded Books* does work on the Kindle Fire and the Kindle HDs, which are the majority of Kindles. It does not work with the older white screen Kindles and the current Kindle Paperwhite. This is due to the high cost Amazon imposes for their proprietary access with the white screen and the older devices. Also, users of *Overdrive's* app for the 'white screen' Kindles are sent over to Amazon.com to get these e-books and are thus taken away from the library as their source for e-books. White screen Kindles comprise a small minority of library users. Note that in 2012 the Kindle Fire alone comprised 33% of the entire android tablet market.

- **Can we organize a cooperative purchase of *Overdrive's* e-books and services?**

No. *Overdrive* has restricted group purchasing of their e-books and other services to libraries with service populations of no more than 100,000. This limitation excludes the larger library systems and denies the benefit of the group purchasing power to all PLAN libraries.