

AP

Your copy

27 September 2000

Annette Lane  
Technical Services Librarian  
Kapiti Public Library  
P. B. 601  
Paraparaumu.

Dear Annette

Thankyou for contacting Heather McKenzie about the supply of NZ fiction and nonfiction adult titles on approval to Kapiti Public Library. We are very pleased to be considered for such a project, and as you know, we already undertake this work for Wellington City Libraries, Hutt City Libraries and Victoria University of Wellington Library.

I enclose our general library terms of trade which are volume based. We would like to increase the discount we extend to Kapiti Public Library to match other libraries of similar size. We are pleased to offer a discount of 15% off retail price. Heather has passed on your estimation of the potential turnover but it would also be helpful for us to know whether we are to be the sole providers of NZ adult appro titles to KPL.

Appro titles will be delivered freight free but freight for any returns will need to be covered by your library. Supply of general titles (the mix you have been buying in recent years) will also now be supplied at 15% discount, but freight will be charged.

You will see attached our terms for preprocessing, which we are able to undertake for any books you specify.

You may wish to run a trial period of, say, 6 months and we would be happy with this.

I spoke briefly with Val Parker yesterday and we agreed that it would be valuable to get together. Our library liaison person, Karen McLeod will be back from holiday next week. If the idea appeals, please phone and we can organise a rendezvous - either at Kapiti or here at the shop.

Thankyou for thinking of us.

Yours sincerely

stop press:

Tilly Lloyd  
Manager

18/6/03 Val Andrews  
(was Parker) said they  
signed up with an  
Anck co called "Total  
Lib Solutions" which has  
turned sour (v expensive  
books, -30%) but remain  
contracted to them. TL

## LIBRARY TERMS OF TRADE

August 2000

Unity Books continues to be a stock-holding bookshop. Our NZ section is thorough and we enjoy a reputation as a bookshop which is committed to local publishing.

**Our discount rates for libraries are:**

- \* **nett plus freight where books are already discounted**
- \* **rrp minus 10% plus freight for one-offs & special orders**
- \* **rrp minus 15% and freight free on each invoice which totals \$1,000 retail or more**
- \* **Specific extra discounts for high volume libraries**

Because of our historical support for NZ publishing we access an almost complete range of NZ publishing (including Whitcoulls exclusives). This includes obscure publications which we hunt down without charging a special order fee. Unity Books is frequently obliged to buy obscure NZ publications at its retail price and we're happy to do so to fulfil our library orders. We reserve the right to add a margin for partial cost recovery. Free pamphlets/booklets etc will be supplied at \$4.35 incl GST.

Many library books are supplied pre-processed. The fee is \$2.60 per hardback and \$2.10 per paperback (both prices incl GST). These fees are invoiced separately. Prices may rise in 2001.

We can invoice libraries by two methods: retail-minus or cost-plus. Both methods supply GST information separately.

We provide a smooth appro system, computerised tracking (BookScan), and prompt supply. Our library liaison person is Karen McLeod.