



**REQUEST FOR PROPOSAL**

**Issue Date:** April 26, 2016

**RFP # 11-71500-01**

**Title:** Library Serials/Subscriptions

**Commodity Code:** 71500

**Issuing Agency:** Library of Virginia, on behalf of  
Mid-Atlantic Library Alliance, Inc. (MALiA)  
Carolea Newsome, Contract Administrator  
John Cook Wyllie Library  
University of Virginia's College at Wise  
One College Avenue  
Wise, VA 24293

**Using Agency:** Library of Virginia on behalf of Mid-Atlantic Library Alliance, Inc. (MALiA)

**Initial Period of Contract:** From July 1, 2016 through June 30, 2019 with two one-year additional renewal periods.

**Sealed Proposals Will Be Received Until 4:00 p.m. (Eastern Standard Time) on Tuesday, May 31, 2016, For Furnishing The Services Described Herein.**

**All Inquiries For Information Should Be Directed To:** Carolea Newsome, Contract Administrator, 276/328-0152 (V), 276/328-0105 (F), or maliacontract@ehc.edu.

**IF PROPOSALS ARE MAILED, ARE HAND DELIVERED OR EXPRESS MAILED, SEND DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.**

**In compliance with this proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the library materials in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.**

**Name and Address of Firm:** Jupiter Associates, LLC  
12 Aiken Ct  
Malvern, PA 19355

**Date:** May 24, 2016

\_\_\_\_\_  
**(Signature in Ink)** By: Pradeep Bansal

**Name:** Jupiter Associates, LLC, 12 Aiken Ct, Malvern, PA  
**Zip** 19355 **Title** Member  
**FEI/FIN No.** 36-4630138 **Phone:** 610-283-2560

**E-mail:** jamail@verizon.net/ cs@jupiter-llc.com **FAX:** 610-321-0427

**Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

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**SCHEDULE OF EVENTS**

<u>Activity</u>	<u>Date</u>
Release RFP	Tuesday, April 26, 2016
Proposal Due Date	Tuesday, May 31, 2016 4:00 PM EST
Contract Award	June 2016

## I. PURPOSE

The purpose of this Request for Proposal (RFP) is for the Library of Virginia to solicit sealed proposals from qualified sources and to establish contract(s) through competitive negotiations with one or more contractors to provide library serials/subscriptions to member libraries of the Mid-Atlantic Library Alliance, Inc. (MALiA).

This RFP outlines the terms, conditions, and all applicable information required for submitting a proposal. Proposal respondents should pay strict attention to the proposal submission date and time and follow the format and instructions in Section IV (Proposal Preparation and Submission) of this RFP.

## II. BACKGROUND

MALiA is an organization of public library systems, academic, school systems, institutional, and special libraries established to provide cooperative information services and programs. Full membership shall be conveyed to applicant libraries upon payment of applicable fees to the corporation.

The Mid-Atlantic Library Alliance (MALiA) consortium represents 224 libraries throughout the mid-Atlantic region, including Virginia, Tennessee, North Carolina, West Virginia, Kentucky, Alabama, Florida. Membership includes 170 public, 41 academic, 7 school, and 6 special libraries. See Attachment D: MALiA Member Libraries as of April 4, 2016 for a list of participating institutions or consult the MALiA Web site (<http://www.malialibrary.org/>) for a current list of members.

The purpose of MALiA is to encourage the development and improvement of all types of library service and to promote the efficient use of finances, personnel, materials and properties by enabling governing authorities having library responsibilities to join together in a nonprofit library consortium.

Participation by MALiA members in this contract is optional and is at the discretion of each participating member. It is understood and agreed between the parties to any agreement resulting from this RFP that any library that becomes a member of MALiA after the award of this contract will be accepted at any time under the terms of this contract.

The approximate, combined library serials/subscriptions budget per year is estimated at over \$3,000,000.00. The approximate stated dollar amount is not to be construed to represent any amount MALiA is obligated to purchase under the resulting contract or relieve the contractor of any obligation to provide service. Dollar amounts may change during the course of the contract and MALiA reserves the right to increase or decrease the amount as actual needs and funding determine.

### III. STATEMENT OF NEED

The contractor must be able to provide services necessary to fill orders for library serials/subscriptions placed by any MALiA member library on a consistent basis during the term of the contract.

Library serials/subscriptions are defined for the purpose of this RFP as:

Serials are defined the purpose of this RFP as stated in the 1983 edition of the *Glossary of Library and Information Science* edited by Heartsil Young:

"A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, proceedings, transactions etc. of societies; and numbered monographic series. (AACR2)."

A number of MALiA member libraries have varying subscription dates. Consideration must be given to pick up subscriptions at varied times during the contract. Consideration must also be given to provide common expiration dates when requested.

Participating MALiA member libraries that become dissatisfied with the service received during the course of this contract may withdraw at any time with no penalty.

The vendor must be capable of supplying serials subscriptions from various types of publishers and must be able to provide geographical coverage for serials published worldwide.

The vendor must provide continuous, uninterrupted service of serials subscriptions currently being received by MALiA member libraries.

### IV. PROPOSAL PREPARATION & SUBMISSION

1. RFP Responses:

In order to be considered for selection, offerors must submit complete responses to this RFP. Three (3) original print copies and one (1) electronic copy (on floppy disk, CD-ROM or via email) of the proposal must be submitted. No other distribution of the proposal shall be made by the offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the contractor. Failure to submit all information requested may result in the Library of Virginia requiring prompt submissions of missing information and/or giving a lower evaluation of the

- proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Library of Virginia. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
  - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
  - d. The original copies of the proposal should be bound or contained in single volumes where practical. All documentation submitted with the proposal should be contained in that single volume.
  - e. Ownership of all data, materials and documentation originated and prepared for the Library of Virginia pursuant to the RFP shall belong exclusively to the Library of Virginia and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the firm shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 11-52D of the Code of Virginia, in writing, either before or at the time the data or material is submitted. The written notice must specifically identify the data or material to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal to this RFP may be required to give an oral presentation of their proposal. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. If demonstrations are required, the Library of

Virginia will schedule time and location of these presentations. Oral presentations are an option and may not be conducted.

V. EVALUATION & AWARD CRITERIA

A. Evaluation Criteria: Proposals shall be evaluated using the following criteria:

POINT VALUE

- |                  |                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 Points        | SWAM: Small Business Subcontracting Plan                                                                                                                                                                                                                                                                                                                                                          |
| 20 Points        | Sound Business Environment: Sound business environment with experience in providing library serials/subscriptions as outlined Offeror Data Sheet in this RFP including the number of years the offeror has been actively engaged in the business and favorable references from current accounts.                                                                                                  |
| 20 Points        | Scope and Suitability: The scope and suitability of the work to be performed, capability and capacity to fully satisfy contract requirements, the manner in which these services are to be provided, approach to providing the service, and ability to meet schedules as represented by to the Service Requirements Deemed Important in Consideration of Contractor Selection portion of the RFP. |
| 20 Points        | Performance/Discount: Offeror shall supply evidence of adequate performance capability and provide standard prices as listed in the Pricing Offer Consideration portion of this RFP to indicate base price from which discount is taken. Offeror shall provide appropriate invoicing and payment methods as well as procedure to handle claims, cancellations, and replacements.                  |
| <u>20</u> Points | Past Performance: Past performance on similar types of contracts.                                                                                                                                                                                                                                                                                                                                 |
| 100 TOTAL        |                                                                                                                                                                                                                                                                                                                                                                                                   |

B. AWARD OF CONTRACT: Selection shall be made to two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria included in the Request for Proposals, including price/discount, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the Library of Virginia shall select the offeror(s) which, in its opinion, has made the best proposals, and shall award the contract to those offeror(s). Multiple contracts may be awarded. The Library of Virginia may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.). Should the Library of Virginia determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the



others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VI. GENERAL TERMS AND CONDITIONS:

- A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps) under "Manuals."
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).
1. During the performance of this contract, the contractor agrees as follows:
    - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment,

except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. **DEBARMENT STATUS:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR**

**RFPs** : Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. **CLARIFICATION OF TERMS**: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. **PAYMENT**:

1. **To Prime Contractor**:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges**. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the

Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

(1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

(2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

K. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and

Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. **QUALIFICATIONS OF OFFERORS**: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. **TESTING AND INSPECTION**: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. **ASSIGNMENT OF CONTRACT**: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. **CHANGES TO THE CONTRACT**: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or

- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
  
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
  
- Q. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
  
- R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless

the offeror clearly indicates in its proposal that the product offered is an equal product, such proposal will be considered to offer the brand name product referenced in the solicitation.

- S. **TRANSPORTATION AND PACKAGING:** By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
  2. Employer's Liability - \$100,000.
  3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
- U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA VBO ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.
- V. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in

conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- W. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. **eVA Business-To-Government Vendor Registration:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:



- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

Y. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to extent of the funds available or which may hereafter become available for the purpose of this agreement.

Z. **SET-ASIDES:** This solicitation is set-aside for award priority to DSBSD-certified micro businesses or small businesses when designated as “Micro Business Set-Aside Award Priority” or “Small Business Set-Aside Award Priority” accordingly in the solicitation. DSBSD-certified micro businesses or small businesses also includes DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. For purposes of award, bidders/offerors shall be deemed micro businesses or small businesses if and only if they are certified as such by DSBSD on the due date for receipt of bids/proposals.

AA. **BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, offerors shall offer prices in US dollars.

## VII. SPECIAL TERMS AND CONDITIONS

- A. **ADVERTISING** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the Library of Virginia will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. **AUDIT**: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **ADDITIONAL USERS**: This procurement is being conducted on behalf of state agencies, institutions and other public bodies who may be added or deleted at anytime during the period of the contract. The addition or deletion of authorized users not specifically named in the solicitation shall be made only by written contract modification issued by this agency or institution and upon mutual agreement of the contractor. Such modification shall name the specific agency added or deleted and the effective date. The contractor shall not honor an order citing the resulting contract unless the ordering entity has been added by written contract modification.
- D. **PROPOSAL ACCEPTANCE PERIOD**: Any bid in response to this solicitation shall be valid for (90) days. At the end of the (90 ) days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- E. **CANCELLATION OF CONTRACT**: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- F. **SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS**: The contractor shall extend any special educational or promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
- G. **IDENTIFICATION OF PROPOSAL ENVELOPE**: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: \_\_\_\_\_

Name of Bidder/Offeror

Due Date

Time

\_\_\_\_\_  
Street or Box Number

\_\_\_\_\_  
IFB No./RFP No.

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
IFB/RFP Title

DSBSD-certified Micro Business or Small Business No. \_\_\_\_\_

Name of Contract/Purchase Officer or Buyer \_\_\_\_\_

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

**H. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- A. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is not practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.

B. Each prime contractor who wins an award in which a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a \_\_\_\_ (insert monthly, quarterly, or other frequency) \_\_\_\_ basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.

C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a \_\_\_\_ (insert monthly, quarterly, or other frequency) \_\_\_\_ basis, information on use of subcontractors that are not DSBSD-certified small businesses. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

I. **REFERENCES:** Bidders shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>
<u>TELEPHONE</u>		

1. Bland\_\_\_\_\_

2. Greensville CC\_\_\_\_\_

3. Lunenburg\_\_\_\_\_

J. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for two (2) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

K. **eVA Business-To-Government Vendor Registration, Contracts and Orders:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov),

streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- L. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER**: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth’s use and acceptance of such form, or its acceptance of Contractor’s statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

**RFP**

**REQUEST FOR PROPOSAL**

**Title: Subscription Services for Serials**

**Mid-Atlantic Library Alliance, Inc. (MALiA)**

**ATTACHMENT A**

Offeror Data Sheet

**QUALIFICATIONS OF THE OFFEROR:** Offerors shall return a completed copy of this attachment with their proposals. Offerors shall exhibit sound business environment with experience in providing subscription services for serials, capability and capacity in all respects to fully satisfy the contractual requirements, including the number of years the offeror has been actively engaged in the business and favorable references from current accounts. To adequately evaluate proposals, MALiA requires the following information of all offerors.

1. **YEARS IN BUSINESS:** Indicate the length of time the contractor has been in business providing these types of goods and services. Years \_\_\_\_ 14\_\_\_\_ Months \_\_\_\_\_

2. **REFERENCES:** Offerors shall provide a list of 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

ORGANIZATION	ADDRESS	CONTACT	TELEPHONE
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2.1. GRCC - SU 3 Library, 901 Corrections Way, Jarratt, VA Joan Myers 434-602-3344

2.2. HCC Library, 421 Barnfield Road, Haynesville, VA, E. Hudgins 804-250-4158

2.3. Lunenburg CC Library, 690 Falls Rd, Victoria, VA 23974 D. Kinna 434-696-4849

3. CONTRACT ADMINISTRATION: List full names and addresses of the contractor and any branch offices that may be responsible for administering the contract.

3.1. Contractor:

Name: Jupiter Associates, LLC\_\_\_\_\_

Address: 12 Aiken Ct\_\_\_\_\_

Address: \_\_\_\_\_ City: Malvern State: PA Zip: 19355

3.2. Person to contact re proposal:

Name: Pradeep Bansal\_\_\_\_\_

Telephone: 610-283-2560 Fax: 610-321-0427 E-Mail: jamail@verizon.net

3.3. Person to contact re changes during the life of the contract:

Name: Pradeep Bansal\_\_\_\_\_

Address: 12 Aiken Ct\_\_\_\_\_ City: Malvern State: PA Zip: 19355

Telephone: 610-283-2560 Fax: 610-321-0427 E-Mail: jamail@verizon.net

4. Customer Service:

4.1. Contractor must have a sales representative for Virginia.

Name: Phil\_\_\_\_\_

Address: 12 Aiken Ct.\_\_\_\_\_ City: Malvern\_\_\_\_\_ State: PA\_\_\_\_\_ Zip: 19355\_\_\_\_\_

Telephone: 610-283-2560\_\_\_\_\_ Fax: 610-321-0427\_\_\_\_\_ E-Mail: jamail@veroizon.net\_\_\_\_\_

4.2. Contractor must provide toll-free customer service telephone number and/or E-Mail, and an account representative must be assigned to the library to respond to problems (e.g., with orders, claims, renewals, invoices, credits) and provide management reports and data.

Account Representative: Phil\_\_\_\_\_

Telephone: 610-283-2560\_\_\_\_\_ Fax: 610-321-0427\_\_\_\_\_ E-Mail: jamail@verizon.net\_\_\_\_\_

Web address: www.jupiter-llc.com\_\_\_\_\_



**RFP**

**REQUEST FOR PROPOSAL**

**Title: Subscription Services for Serials**

**Mid-Atlantic Library Alliance, Inc. (MALiA)**

ATTACHMENT B

**Service Requirements Deemed Important**  
**in Consideration of Contractor Selection**

Offerors shall return a completed copy of this attachment with their proposals, indicating how they will meet each requirement in regard to the scope and suitability of the work to be performed, capability and capacity to fully satisfy contract requirements, the manner in which these services are to be provided, approach to providing the service, and ability to meet schedules. The following section is an itemized checklist of the service requirements to be considered. In the **space provided**, describe the services that will be performed by the contractor. Additional documents may be attached **only** if necessary.

I. BUSINESS ENVIRONMENT

1. In the space provided, give a description of the offeror's related work experiences that would demonstrate the offeror's ability to fulfill the contract. Include the extent to which your company is actively engaged in providing library serials/subscriptions services.

Jupiter Associates has been in business since 2004, transferred to an LLC in 2008. We are a SWaM and Micro vendor providing complete educational & library services including subscription services. For subscription processing we have partnered with an established subscription agent for 30 years, Magazine Subscription Service Agency (MSSA). MSSA customers include school libraries, public libraries, institutions and Federal, State and city government agencies. We have developed a great reputation with our customers and publishers. We are accessible 24/7 for any problem resolution.

2. Describe your company's financial stability with regard to your ability to provide required services to MALiA members.

We are in a sound financial position, our cash reserves are very strong. We have the necessary financial resources to prepay the publishers.

3. Describe the available equipment, and other resources you have available that will ensure the delivery of acceptable services to MALiA.

Our experience and dedication coupled with the latest hardware, software systems and equipment caters to every client need.

4. Explain how your company is a prime serials vendor dealing directly with serial publishers.

We have relationships with most of the publishers, big and small and new relationships are formed as required. All the journal orders are placed directly with the publisher.

5. The contractor must handle all communication and correspondence with publishers in regard to orders, duplications, cancellations, claims, address changes, adjustments, and other service communications.

We handle all communications and correspondence with the publisher and act as a liaison with the publisher for orders, duplications, cancellations, claims, address changes, adjustments, and other service communications.

## II. SCOPE & SUITABILITY

1. Approximate number of serial publishers you can supply:

We can supply from most of the US, European and few Asian publishers. Current publisher number is over 9,800.

2. Approximate number of serial titles you currently supply:

We currently handle roughly 250,000 titles.

3. The contractor must place all orders directly with publishers and not through other vendors, jobbers, or fulfillment houses.

Orders are placed directly with the publisher.

4. The contractor must enter orders and make payments, as instructed with publishers throughout the world for serial literature available through agencies on subscription terms and standing order arrangements, except as modified by publisher policies, non-availability, or other uncontrollable restrictions, and to report on such modifications.

We prepay all publishers to provide uninterrupted and timely delivery.

Non- availability, or other uncontrollable restrictions will be reported to the clients.

5. The contractor must accept additional orders throughout the year and automatically merge those titles alphabetically into the following annual renewal invoice so that all titles being handled by the contractor will be listed on a single, updated invoice..

We will accept additional orders throughout the year and automatically merge those titles alphabetically into the following annual renewal invoice so that all titles being handled by us will be listed on a single, updated invoice.

6. The contractor must notify member libraries within thirty (30) days if unable to supply a title and must state the reason for non-fulfillment. Member libraries reserve

the right to obtain these and any other subscriptions that cannot be provided in a timely manner by the contractor from any other source.

We will notify member libraries within thirty (30) days if unable to supply a title and will state the reason for non-fulfillment. Member libraries will reserve the right to obtain these and any other subscriptions that cannot be provided in a timely manner by us from any other source.

7. The contractor must accept orders for and supply back issues of serials published during past year.

Depending upon the availability of the back issues with the publisher we will supply back issues of serials published during the past year.

8. The contractor must process and confirm new orders within ten (10) working days after receipt of orders from member libraries.

We will process and confirm new orders within (10) working days after receipt of the orders from member libraries.

9. The contractor must respond to inquiries from member libraries within three (3) working hours.

We will respond to inquiries from member libraries within three (3) working hours.

10. The contractor must provide at no charge to member libraries priority handling and delivery of “rush orders” within fifteen (15) days.

We will provide at no charge to member libraries priority handling and delivery of “rush orders” within fifteen (15) days. We will process the order immediately upon receiving but we cannot guarantee that issues will arrive in 15 days due to publisher restrictions and schedule.

11. The contractor must accept library supplied identification numbers (such as OCLC numbers) or other data and request that publishers include such numbers or data as part of the address label for each subscription.

We will work with the publisher to include supplied identification numbers (such as OCLC numbers) or other data include to be the part of the address label for each subscription.

12. The contractor must assure continued receipt and renewal of subscriptions.

We will assure continued renewal of subscription subjected to renewal notification or renewal order by the member library.

13. The contractor must establish a common expiration date for all subscriptions as instructed. When this is not possible due to publisher restrictions, an advanced expiration will be established to prevent expiration before next annual renewal.

We will establish common expiration dates for all subscriptions when permitted by the publisher.

14. The contractor must offer selective options of one-, two-, three-year ordering plans. Also, offer three-year plans permitting one-third of all titles with discounted and non-discounted rates to be renewed each year.

We will offer selective option of one, two, three year ordering plan subjected to publisher restrictions.

15. The contractor must accept subscription orders on the following basis: (1) "till forbid"; (2) multiple year plans; and (3) renewal authorization required.

Yes x No \_\_\_\_\_

16. The contractor must release orders and payments to publishers at least forty-five (45) days before the order standing date for new subscriptions or before the expiration date of renewal subscriptions.

We will release orders and payments to publisher at least forty-five (45) days before the order standing date for new subscriptions or before the expiration date of renewal subscriptions.

17. The contractor must not make any substitutions or additions of titles without the advance written approval of member libraries on a title-by-title, library-by-library basis.

We will not make any substitutions or additions of titles without the advance written approval of member libraries on a title-by-title, library-by-library basis.

18. The contractor shall describe the types and formats of reports that can be generated, schedule for supplying routine reports, list any costs, and **include sample copies.**

Customized reports are provided on an "as needed" bases at the requested intervals at no charge. Some of the reports are: Status Report, Renewal Report, Claim reports. Our reports are customized per clients request and usually are in spreadsheet or word format.

19. The contractor must maintain full and complete records of all financial transactions processed and, upon request, supply records to the member library.

We will maintain full and complete records of all financial transactions processed and, upon request, supply records to the member library.

20. The contractor must submit an annual report of total usage in US dollars of this agreement to the MALiA Contracts Administrator. This report must be submitted at end of each fiscal year without further request from Contracts Administrator.

We will submit an annual report of total usage to MALiA Contract Administrator.

### **III. Performance/ Discount**

1. The contractor must provide member libraries, at no charge, a copy(s) of the current title listing that shows titles available, prices, volume numbering, frequency, and other pertinent information.

We will provide member libraries, at no charge, a copy(s) of the current title listing that shows titles available, prices, volume numbering, frequency, and other pertinent information.

- The contractor must use the list of titles from the member libraries that appear at the end of this RFP in the Appendix B, “MALiA Serials Lists for Performance Capability” to indicate the number of titles that can be supplied from those submitted, the percentage fill rate, the total cost before discount, the total cost after discount, and the % of discount or service charge (discount to be indicated by – and service charge to be indicated by +).

	Academic	Public	School	Special
# of titles listed	502	350		
# of titles that can be supplied	423	276		
<u>Some titles are ceased, direct order or digital only</u>				
% fill rate	84.2%	78.8%		
Total cost before discount				
Total cost after discount	\$135,407.18	\$15,941.28		
% discount (-) OR Service Charge (+)				
	+0% to +5%	+0% to +4%		

- The contractor must provide an itemized invoice, billing each title at the current published price in effect at the time of the invoice processing.

We will provide an itemized invoice, billing each title at the current published price in effect at the time of the invoice processing.

- The contractor must accept credit card payment (American Express, VISA, MasterCard) without imposing an extra charge.

We will accept American Express, VISA, MasterCard without imposing any extra charge.

5. The contractor must prepay all publishers with each order, except for bill-later, continuation or bill-as-published titles.

We prepay all publisher to avoid breaks in service.

6. The contractor must deliver invoices to the address as supplied by member libraries.

We will deliver invoices to the address as supplied by member libraries.

7. The contractor must automatically order an invoice for any unscheduled, additional, or supplemental volumes that are a numbered part of the current year subscription.

We will automatically order an invoice for any unscheduled, additional, or supplemental volumes that are a numbered part of the current year subscription.

8. The contractor must process interim orders upon receipt and send interim invoices for all such orders.

We will process interim orders upon receipt and send interim invoices for all such orders.

9. The contractor must provide claim service for missing issues free of charge or secure an extension of the subscription. Claims may be submitted by mail, telephone, fax, or electronically.

Currently claims are handled via email, phone and fax. All claims are filled within the same business day free of charge.

10. The contractor must handle all claims with the publisher for materials provided through the contractor. A monthly summary of claims and their status must be provided to member libraries. On claims for missing issues, the vendor must secure replacement copies free of charge. Securing an extension of the subscription will be accepted only if a replacement copy cannot be secured or at the request of a member library.

We will handle claims with the publisher and provide replacement copies free of charge and if a replacement copy cannot be secured or upon member library request we will secure an extension of the subscription. Claim summary reports will be issued on a regular scheduled interval per member library request.



11. The contractor must supply all bibliographic and financial information needed to place a claim for missing issues through the vendor or directly with the publisher.

We will supply all bibliographic and financial information needed to place a claim for missing issues through us or directly with the publisher.

12. The contractor must provide preprinted claim forms and/or electronic claims for use in claiming missing issues.

Pre-printed claim and/or electronic claims will be provided to member libraries.

13. The contractor must submit claims to the publisher within five (5) working days of receipt from member libraries.

We will submit claims to the publisher within five (5) working days of receipt from member libraries.

14. The contractor must attempt to obtain refunds or substitute material from publishers for any non-expired portions of orders for discontinued publications.

We will attempt to obtain refunds or substitute material from publishers for any non-expired portions of orders for discontinued publications.

15. The contractor must request publishers to send replacement copies for serials found to be defective, mutilated, damaged, or lost in shipment, provided the loss is reported within the publishers' announced time frame.

We will request publisher to send replacement copies for serials found to be defective, mutilated, damaged, or lost in shipment if the loss is reported within the publisher's announced time frame.

16. The contractor must accept cancellations, as instructed during the term of an order (within publisher policies); process written cancellation notices to publishers with acknowledgement of action taken by you; request a refund for all timely cancellations of any un-expired portions of orders and process refunds or credits for the full amounts refunded by the publishers; automatically delete cancelled titles from the following main renewal invoice list.

We will accept cancellations, as instructed during the term of an order subjected to publisher policies. If a refund is received from the publisher then the account will be credited with full amount refunded by the publisher and serial will be removed from the renewal invoice list.

17. The contractor must supply, if requested, sample issues, at no charge to requesting member libraries.

Sample issues will be provided at no charge to member libraries as long as publisher does not charge for sample issues.

18. The contractor must clearly define any service charge as a total dollar amount at the end of each invoice and provide a detailed explanation of how the service charge is calculated.

Service charge will be calculated for journal orders and the calculations will be shown on the invoice. If case of magazines and newspaper service charge is calculated with the title price.

19. The contractor must not charge member libraries any delivery charges.

We will not charge member libraries any delivery charges.

20. The contractor must assign a separate account number for each “ship to” address.

We will assign a separate account number for each 'ship to' address.

21. The contractor shall specify other services provided:

We provide complete education & library services including books, library supplies and equipments, and Computer training.

22. The contractor shall specify any service requirements not met if not covered under the sections above and briefly list any specifications in this document that our company will be unable to meet and how you propose to meet service needs in an alternative fashion, give the alternative.

We will adhere to all service requirements specified in the RFP.

**REQUEST FOR PROPOSAL**

**Title: Subscription Services for Serials**

**Mid-Atlantic Library Alliance, Inc. (MALiA)**

**ATTACHMENT C**

**PRICING FOR OFFER CONSIDERATION**

**Discounts and Service Charges**

**Offerors shall return a completed copy of this attachment with their proposals. Specify pricing by type of library (academic, public, school, or special.)**

**MALiA desires an attractive, predictable pricing structure and, at the same time, a high level of service. Accordingly, MALiA seeks to select one or more primary contractors as well as one or more secondary contractors.**

**The offeror agrees to provide serial subscriptions in compliance with the specifications and the terms and conditions of the Request for Proposals at the discount quoted below:**

I. 1. \_\_\_\_\_ Discount from Publisher's List Price

The offeror may quote discount rates by type of library if these vary:

0% up to 5% \_\_\_\_\_ Discount for Academic Libraries

0% up to 4% Discount for Public Libraries

0% up to 5% Discount for School Libraries

0% up to 5.0% Discount for Special Libraries

The discount percentage quoted must be off the current price list furnished by publishers and/or as determined from standard sources.

The written statement of the offeror's proposed discount structure must be firm for the entire period of the contract.

Proposed discount structure will remain firm for the contract period. Any unforeseen reduction by publisher will be informed in advance.

## REQUEST FOR PROPOSAL

**Title: Subscription Services for Serials**

**Mid-Atlantic Library Alliance, Inc. (MALiA)**

### ATTACHMENT D

#### **MALiA MEMBER LIBRARIES as of April 4, 2016**

<u><b>Name</b></u>	<u><b>Member #</b></u>	<u><b>City, State</b></u>
Albemarle Regional Library	1129	Winton, NC
Alexander County Library	1103	Taylorsville, NC
American National University	1043	Roanoke, VA
Amherst County Public Library	1001	Amherst, VA
Appalachian Regional Library	1252	West Jefferson, NC
Appomattox Regional Library System	1002	Hopewell, VA
Augusta County Library	1089	Fishersville, VA
Averett University Library	1093	Danville, VA
Bedford Public Library	1003	Bedford, VA
Belington Public Library	1251	Belington, WV
Benton County Public Library	1220	Camden, TN
BHM Regional Library	1258	Washington, NC
Blackwater Regional Library	1004	Courtland, VA
Blue Ridge Community College	1006	Weyers Cave, VA
Blue Ridge Regional Library	1007	Martinsville, VA
Bluefield College/Easley Library	1008	Bluefield, VA
Boone County Public Library	1263	Burlington, KY
Boone Madison Library	1239	Madison, WV
Botetourt County Library	1009	Roanoke, VA
Alexander Mack Library/Bridgewater College	1085	Bridgewater, VA
Bristol Public Library	1010	Bristol, VA
Buchanan County Public Library	1011	Grundy, VA
Buncombe County Public Libraries	1144	Asheville, NC
Boynton Beach City Library	1265	Boynton Beach, FL
Caldwell County Public library	1101	Lenoir, NC
Campbell County Public Library	1012	Rustburg, VA
Cape Fear Community College	1188	Wilmington, NC
Caroline Library, Inc.	1112	Bowling Green, VA
Carroll County High School	1015	Hillsville, VA
Caswell County Public Library	1200	Yanceyville, NC
Central Rappahannock Regional Library	1016	Fredericksburg, VA
Central Virginia Community College Library	1094	Lynchburg, VA
Chapel Hill Public Library	1141	Chapel Hill, NC
Charles P. Jones Memorial Library	1197	Covington, VA

Charlotte County Library	1194	Charlotte Court House, VA
Charlotte Mecklenburg Library	1130	Charlotte, NC
Chesapeake Public Library	1107	Chesapeake, VA
Chesterfield County Public Library	1084	Chesterfield, VA
Chesterfield County Public Schools	1189	Midlothian, VA
Christopher Newport University/Trible Library	1213	Newport News, VA
Clarksburg-Harrison Public Library	1234	Clarksburg, WV
Clarksville-Montgomery County Public Library	1241	Clarksville, TN
Cleveland County Memorial Library	1123	Shelby, NC
Clifton Forge Public Library	1145	Clifton Forge, VA
College of William & Mary/Wolf Law Library	1149	Williamsburg, VA
Colonial Heights Public Library	1017	Colonial Heights, VA
Craft Memorial Library	1190	Bluefield, WV
Craig County Public Library	1115	New Castle, VA
Culpeper County Library	1114	Culpeper, VA
Cumberland County Public Library	1111	Cumberland, VA
Cynthiana Harrison County Public Library	1240	Cynthiana, KY
Danville Community College	1019	Danville, VA
Danville Public Library	1020	Danville, VA
Davidson County Public Library	1152	Lexington, NC
Davie County Public Library	1212	Mocksville, NC
Duplin County Public Library	1139	Kenansville, NC
Durham Technical Community College	1191	Durham, NC
East Albemarle Regional Library	1186	Elizabeth City, NC
Eastern Shore Community College	1193	Melfa, VA
Eastern Shore Public Library	1022	Accomac, VA
Elizabethton/Carter County Public Library	1172	Elizabethton, TN
Emory & Henry College	1023	Emory, VA
Essex Public Library	1113	Tappahonnock, VA
Falkville Public Library	1260	Falkville, AL
Farmville Public Library	1224	Farmville, NC
Fauquier County Public Library	1024	Warrenton, VA
Fauquier County Public Schools	1185	Warrenton, VA
Ferrum College/Thomas Stanley Library	1025	Ferrum, VA
Floyd County Public Library	1238	Prestonburg, KY
Fontana Regional Library	1173	Bryson City, NC
Franklin County Library	1171	Louisburg, NC
Franklin County Public Library	1026	Rocky Mount, VA
Galax-Carroll Regional Library	1027	Galax, VA
Garrard County Public Library	1250	Lancaster, KY
Gaston County Public Library	1147	Gastonia, NC
Germanna Community College	1118	Locust Grove, VA
Gibsonville Public Library	1255	Gibsonville, NC
Gloucester County Library	1087	Gloucester, VA
Grant County Public Library	1254	Williamstown, KY
Graves County Public Library	1233	Mayfield, KY

Greensboro Public Library	1143	Greensboro, NC
Halifax County-South Boston Public Library	1028	Halifax, VA
Hampden-Sydney College	1096	Hampden-Sydney, VA
Hampshire County Public Library	1243	Romney, WV
Hampton Public Library	1092	Hampton, VA
Handley Regional Library	1099	Stephens City, VA
Hanover County Public Schools	1136	Ashland, VA
Hardy County Public Library	1196	Moorefield, WV
Haywood County Public Library	1170	Waynesville, NC
Henrico County Public Library	1018	Henrico, VA
Henrico County Public Schools	1135	Henrico, VA
Heritage Public Library	1029	Providence Forge, VA
Heartland Library Cooperative	1264	Okeechobee , FL
Hickory Public Library	1256	Hickory, NC
Hocutt-Ellington Memorial Library	1214	Clayton, NC
J. Sargeant Reynolds Community College	1030	Richmond, VA
James L. Hamner Public Library/Amelia County	1083	Amelia Court House, VA
Jefferson Madison Regional Library	1031	Charlottesville, VA
Jessamine County Public Library	1210	Nicholasville, KY
John Tyler Community College Library	1032	Chester, VA
Kanawha County Public Library	1236	Charleston, WV
Keyser-Mineral County Public Library	1218	Keyser, WV
King University	1034	Bristol, TN
Laurel County Public Library	1242	London, KY
Liberty University/Jerry Falwell Library	1110	Lynchburg, VA
Library of Virginia	1134	Richmond, VA
Lincoln County Public Library	1245	Stanford, KY
Lincoln County Public Library	1128	Lincolnton, NC
Linebaugh Public Library System	1228	Murfreesboro, TN
Logan County Public Library	1232	Russellville, KY
Lonesome Pine Regional Library	1036	Wise, VA
Lord Fairfax Community College/ Paul Wolk Library	1037	Middletown, VA
Lunenburg County Public Library	1253	Victoria, VA
Lynchburg College/Knight-Capron Library	1226	Lynchburg, VA
Lynchburg Public Library	1038	Lynchburg, VA
Madison County Public Library	1225	Richmond, KY
Martinsburg-Berkeley County Public Library	1175	Martinsburg, WV
Mary Riley Styles Public Library	1039	Falls Church, VA
Mason County Public Library	1211	Point Pleasant, WV
Mauney Memorial Library	1133	Kings Mountain, NC
McDowell County Public Library	1146	Marion, NC
Mecklenburg County Public Library	1126	Boydton, VA
Mecklenburg County Sheriff's Office Libraries	1231	Charlotte, NC



Meherrin Regional Library	1040	Lawrenceville, VA
Menifee County Public Library	1246	Frenchburg, KY
Middlesex County Public Library	1104	Urbanna, VA
Montgomery County Public Library	1235	Mt. Sterling, KY
Montgomery County Public Schools	1090	Christiansburg, VA
Montgomery-Floyd Regional Library	1041	Christiansburg, VA
Mooneyham Public Library	1174	Forest City, NC
Morgantown Public Library	1208	Morgantown, WV
Mountain Empire Community College/Wampler Library	1042	Big Stone Gap, VA
Neuse Regional Library	1159	Kinston, NC
New Hanover County Public Library	1216	Wilmington, NC
New Martinsville Public Library	1205	New Martinsville, WV
New River Community College	1091	Dublin, VA
Newport News Public Library System	1044	Newport News, VA
Norfolk Public Library	1045	Norfolk, VA
Norfolk State University	1249	Norfolk, VA
Norris Library Foundation, Inc.	1247	Rutherfordton, NC
Northeast State Community College/ Wayne G. Basler Library	1046	Blountville, TN
Northern Virginia Community College	1132	Annandale, VA
Northumberland Public Library	1047	Heathsville, VA
Northwestern Regional Library	1165	Elkin, NC
Okeechobee County Public Library	1264	Okeechobee, FL
Orange County Public Library	1125	Hillsborough, NC
Orange County Public Library	1117	Orange, VA
Pamunkey Regional Library	1048	Hanover, VA
Patrick Henry Community College/ Lester Library	1049	Martinsville, VA
Paul D. Camp Community College	1151	Franklin, VA
Paul Sawyer Public Library	1266	Frankfort, KY
Pearisburg Public Library	1050	Pearisburg, VA
Pender County Public Libraries	1138	Burgaw, NC
Pendleton County Library	1183	Franklin, WV
Pendleton County Public Library	1261	Falmouth, KY
Perry Memorial Library	1223	Henderson, NC
Petersburg Public Library System	1051	Petersburg, VA
Piedmont Virginia Community College/ Betty Sue Jessup Library	1102	Charlottesville, VA
Pittsylvania County Public Library	1052	Chatham, VA
Polk County Library Cooperative	1267	Bartow, FL
Polk County Public Library	1184	Columbus, NC
Poquoson Public Library	1053	Poquoson, VA
Portsmouth Public Library	1127	Portsmouth, VA
Powhatan County Public Library	1088	Powhatan, VA
Prince William Public Library System	1054	Prince William, VA

Public Library of Johnston County & Smithfield	1160	Smithfield, NC
Pulaski County Library	1055	Pulaski, VA
Radford Public Library	1056	Radford, VA
Raleigh County Public Library	1259	Beckley, WV
Randolph County Public Library	1221	Asheboro, NC
Randolph-Macon College/McGraw Page Library	1058	Ashland, VA
Rappahannock Community College	1097	Warsaw, VA
Richmond Public Library	1108	Richmond, VA
Richmond Public Schools	1237	Richmond, VA
Ritchie County Public Library	1177	Harrisville, WV
Roanoke City Public Library	1109	Roanoke, VA
Roanoke County Public Library	1059	Roanoke, VA
Robeson County Public Library	1164	Lumberton, NC
Rockbridge Regional Library	1120	Lexington, VA
Rowan Public Library	1150	Salisbury, NC
Russell County Public Library	1061	Lebanon, VA
Salem Public Library	1063	Salem, VA
Sampson-Clinton Public Library	1137	Clinton, NC
Samuels Library	1064	Front Royal, VA
Scotland County Memorial Library	1222	Laurinburg, NC
Scott County Public Library	1262	Georgetown, KY
Selma Public Library	1166	Selma, NC
Shenandoah County Library	1179	Edinburg, VA
Sheppard Memorial Library	1182	Greenville, NC
Smyth-Bland Regional Library	1066	Marion, VA
Southern Pines Public Library	1158	Southern Pines, NC
Southern Virginia University/ Von Canon Library	1204	Buena Vista, VA
Southside Regional Jail Library	1187	Emporia, VA
Southside Virginia Community College	1203	Keysville, VA
Southwest Virginia Community College	1067	Cedar Bluff, VA
Spindale Public Library	1163	Spindale, NC
Stanly County Public Library	1195	Albemarle, NC
State Library of North Carolina	1248	Raleigh, NC
Staunton Public Library	1068	Staunton, VA
Suffolk Public Library	1069	Suffolk, VA
Sullivan County Public Library	1070	Blountville, TN
Tazewell County Public Library	1071	Tazewell, VA
Temple Rodef Shalom Library	1257	Falls Church, VA
Tennessee State Library & Archives	1199	Nashville, TN
Thomas Nelson Community College	1072	Hampton, VA
Tidewater Community College	1100	Norfolk, VA
Transylvania County Library	1156	Brevard, NC
Union County Public Library	1140	Monroe, NC

University of Virginia's College at Wise/Wyllie Library	1124	Wise, VA
Upshur County Public Library	1244	Buckhannon, WV
Vienna Public Library	1192	Vienna, WV
Virginia Beach Public Library	1073	Virginia Beach, VA
Virginia Department of Corrections- All Facilities	1201	Richmond, VA
Virginia Highlands Community College	1075	Abingdon, VA
Virginia State University/ Johnston Memorial library	1198	Petersburg, VA
Virginia Western Community College	1077	Roanoke, VA
Warren County Memorial Library	1217	Warrenton, NC
Washington County Public Library	1078	Abingdon, VA
Wayne County Public Library	1168	Goldsboro, NC
Whitley County Public Library	1215	Williamsburg, KY
Williamsburg Regional Library	1080	Williamsburg, VA
Wilson County Public Library	1162	Wilson, NC
Wythe-Grayson Regional Library	1098	Independence, VA
Wytheville Community College Library	1082	Wytheville, VA

## REQUEST FOR PROPOSAL

**Title: Subscription Services for Serials**

**Mid-Atlantic Library Alliance, Inc. (MALiA)**

### ATTACHMENT E

#### **Small Business Subcontracting Plan**

##### **Definitions**

**Small Business:** "Small business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

**Women-Owned Business:** "Women-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

**Minority-Owned Business:** "Minority-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.DSBSD.virginia.gov](http://www.DSBSD.virginia.gov) (Customer Service).

Bidder Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_ Date: \_\_\_\_\_

##### Instructions

A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.

B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the bidder's total price for the initial contract period. in Section B.

#### Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: 649227 Certification Date: 10-08-2014 to 10-08-2017

**B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

<b>Micro/Small Business Name &amp; Address DSBSD Certificate #</b>	<b>Status if Micro/Small Business is also: Women (W), Minority (M)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract (\$ or %)</b>
<b>Totals</b>					

**REQUEST FOR PROPOSAL**

**Title: Subscription Services for Serials**

**Mid-Atlantic Library Alliance, Inc. (MALiA)**

**ATTACHMENT F**

**State Corporation Commission Form**

**Virginia State Corporation Commission (SCC) registration information. The bidder:**

is a corporation or other business entity with the following SCC identification number:

T043435-9 **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

**REQUEST FOR PROPOSAL**

**Title: Subscription Services for Serials**

**Mid-Atlantic Library Alliance, Inc. (MALiA)**

**ATTACHMENT G**

**Serials List for Performance Capability**

**ACADEMIC LIBRARY**

<b>Title:</b>	<b>ISSN:</b>
Abafazi	1078-1323
Accounting Horizons	0888-7993
Acres, USA	1076-4968
Action in teacher education	0162-6620
Adjunct Advocate	1078-5264
Advances in Physiology	1043-4046
Advertising age	0001-8899
Affirmative Action Register	0146-2113
Agronomy journal	0002-1962
Albemarle Magazine	0273-7841
Alpha Chi Recorder	0893-889x
AMATYC News	0889-3845
America	0002-7049
American artist	0002-7375
American biology teacher	0002-7685
American Ceramics	0278-9507
American <i>Craft</i>	0194-8008
American Dietetic Association	0002-8223
American Forests	0002-8541
American Gardener	1087-9978
American Heritage	0002-8738
American Historical Review	0002-8762
American Journal of Alternative Agriculture	0889-1893
American Journal of Botany	0002-9122
American Journal of Distance Education	0892-3647
American Journal of Family Therapy	0192-6187
American Journal of Psychology	0002-9556
American Journal of Public Health	0090-0036



American Journal of Sociology	0002-9602
American Journal of Sports Medicine	0363-5465
American Journal of Surgery	0002-9610
American Midland Naturalist	0003-0031
American Naturalist	0003-0147
American Nurseryman	0003-0198
American Poetry Review	0360-3709
American Psychologist	0003-066x
American Scientist	0003-0996
American Theatre	8750-3255
Animal People	1071-0035
Annals/Am. Acad. Of Pol/Soc Science	0002-7162
Aperture	0003-6420
Appalachia:Jrl. Of the Appalachian Regional Comm.	0003-6595
Appalachian Journal	0090-3779
Aquatics International	1058-7039
Archeology	0003-8113
Art in America	0004-3214
Art in America Annual Guide	0736-7619
Art Journal	0004-3249
Art Papers Magazine	1524-9581
Artforum International	1086-7058
Artist's Magazine	0741-3351
ARTnews	0004-3273
Arts and Activities	0004-3931
Astronomy	0091-6358
Athletic Business	0747-315x
Atlantic Monthly	1072-7825
Audubon	0097-7136
Auk	0004-8038
Avant Gardener	0005-1926
AWHONN Lifelines	1091-5923
AWI Quarterly	1071-1384
Backpacker	0277-867x
Barron's	0005-6073
Bible Review	8755-6316
Biblical Archeology Review	0098-9444
Bicycling	0006-2073
Bidoun	1551-4048
Billboard	0006-2510
Biology Digest	0095-2958
Bioscience	0006-3568

Black Collegian	0192-3757
Black Enterprise	0006-4165
Blue Ridge Business Journal	Roanoke, VA: James R. Lindsey, Jr. Publisher
Blue Ridge Traditions	1072-8864
Bluegrass Unlimited	0006-5137
Bowhunting World	1043-5492
Buchanan County Times Past	Buchanan County Hist. Society, Rt. 2, Box 3, Grundy, VA 24614
Business Ethics	0894-6582
Business Owner	0190-4914
Business Week	0007-7135
Camping Magazine	0740-4131
Canoe & Kayak	1077-3258
Castanea	0008-7475
Cataloging Service Bulletin	0160-8029
Central European History	0008-9389
Ceramics Monthly	0009-0328
Child Study Journal	0009-4005
Child Welfare	0009-4021
Childhood Education	0009-4056
Children & Schools	1532-8759
Choice	0009-4978
Choral Journal	0009-5028
Christian Camp & Conference Journal	1094-3455
Christian Century	0009-5281
Chronicle of Higher Education	0009-5982
Church & Society	0037-7805
Church History	0009-6407
Civil War Times	0009-8094
Clay Times	1087-7614
Clinical Social Work Journal	0091-1674
Coach & Athletic Director	1087-2000
College & Research Libraries	0010-0870
College Composition & Communication	0010-096x
College English	0010-0994
College Mathematics Journal	0746-8342
Commentary	0010-2601
Commonweal	0010-3330
Communication Briefings	0730-7799
Community College Journal	1067-1803
Community Links	
Computer Graphics World	0271-4159
Congressional Digest	0010-5899

Congressional Digest Cumulative Index	
Congressional Quarterly Almanac	0095-6007
Conservation Biology	0888-8892
Consumer Reports	0010-7174
Contingency Planning & Management	1086-0932
Cooperative Living	Glen Allen, VA: Va.,Md. & Del. Assc. Of Electric Cooperatives
Corrections Today	0190-2563
Cosmopolitan	0010-9541
CQ Weekly	1521-5997
Crime & Justice International	1096-8733
Crime Control Digest	0011-1295
Criminology	0011-1384
Crisis	0011-1422
Current History	0011-3530
Dance Magazine	0011-6009
Der Stern	0039-1239
Developmental Psychology	0012-1649
Disaster Recovery Journal	1079-736x
Discover	0274-7529
Dissent	0012-3846
Dr. Dobbs Journal	1044-789x
Dramatics	0012-5989
E	1046-8021
EAP Digest	0273-8910
Early Childhood Education Journal	1082-3301
Ebony	0012-9011
Ecological Applications	1051-0761
Ecology	0012-9658
Economic Review	0161-2387
Economist	0013-0613
Education Week	0277-4232
Educational & Psychological Measurement	0013-1644
Educational Leadership	0013-1784
EDUCAUSE Review	1527-6619
Edutech Report	0883-1327
Emergency Medical Services	
English Historical Review	0013-8266
English Journal	0013-8274
Entertainment Design	1520-5150
Environment	0013-9157
Environmental Ethics	0163-4275
Environmental Health	0013-9270

Environmental Sc/Tech	0013-936x
Esquire	0194-9535
Essays in Criticism	0014-0856
Essence	0014-0880
Ethics	0014-1704
European Journal of Philosophy	0966-8373
Exceptional Parent	0046-9157
Faith & Philosophy	0739-7046
Families in Society	1044-3894
Farm Journal	0014-8008
FBI Law Enforcement Bulletin	0014-5688
Federal Probation	0014-9128
Feedstuffs	0014-9624
Film Quarterly	0015-1386
Fisheries	0363-2415
Fitness	1060-9237
Forbes	0015-6914
Foreign Affairs	0015-7120
Foreign Policy	0015-7228
Forest Landowner	1087-9110
Fortune	0015-8259
Foxfire	0015-9220
Georgia Review	0016-8386
Geriatric Nursing	0197-4572
German Life	1075-2382
Gnosis	0894-6159
Golf Digest	0017-176x
Golf for Women	0898-4719
Good Housekeeping	0017-209x
Governing	0894-3842
Guitar Player	0017-5463
Harper's	0017-789x
Harvard Business Review	0017-8012
Health	1059-938x
Health Psychology	0278-6133
History of Education Quarterly	0018-2680
History Teacher	0018-2745
History Today	0018-2753
Horizons (VPI & SU)	0360-9669
Horn Book Magazine	0018-5078
Horticulture	0018-5329
Human Rights Quarterly	0275-0392
Humanist	0018-7399

IBM Journal of Research & Development	0018-8646
IBM Systems Journal	0018-8670
Ideas on Liberty	1542-0698
Inc.	0162-8968
International Wildlife	0020-9112
Interpretation	0020-9643
Iris	0896-1301
Iron Mountain Review	Emory, VA: Emory & Henry College
Jaa Developers Journal	1087-6944
Java Pro	
JEMS	0197-2510
Jet	0021-5996
JOGNN	0884-2175
Journal for Research in Mathematics	
Education	0021-8251
Journal of Abnormal Psychology	0021-843x
Journal of Academic Librarianship	0099-1333
Journal of Accountancy	0021-8448
Journal of African American History	
Journal of Allied Health	0090-7421
Journal of American College Health	0744-8481
Journal of American Folklore	0021-8715
Journal of American History	0021-8723
Journal of Animal Science	0021-8812
Journal of Appalachian Studies	1082-7161
Journal of Applied Ecology	0021-8901
Journal of Applied Psychology	0021-9010
Journal of Asian Studies	0021-9118
Journal of Basic Writing	0147-1635
Journal of Business	0021-9398
Journal of Business Communication	0021-9436
Journal of Cell Biology	0021-9525
Journal of Chemical Education	0021-9584
Journal College Science Teaching	0047-231x
Journal College Student Retention	1521-0251
Journal of Consulting & Clinical Psychology	0022-006x
Journal of Contemporary History	0022-0094
Journal Counseling Psychology	0022-0167
Journal of Creative Behavior	0022-0175
Journal of Criminal Law & Criminology	0091-4169
Journal of Dairy Science	0022-0302
Journal of Developmental Education	0098-9134
Journal of Drug Issues	0022-0426

Journal of Economic Education	0022-0485
Journal of Educational Psychology	0022-0663
Journal of Environmental Education	0095-8964
Journal of Environmental Quality	0047-2425
Journal of European Studies	0047-2441
Journal of Experimental Psychology: General	0096-3445
Journal of Experimental Psychology: Learning	0278-7393
Journal of Family Issues	0192-513x
Journal of Forestry	0022-1201
Journal of Gerontological Nursing	0098-9134
Journal of Health & Social Behavior	0022-1465
Journal of Leisure Research	0022-2216
Journal of Mammalogy	0022-2372
Journal of Marriage & the Family	0022-2445
Journal of Modern History	0022-2801
Journal of Near Eastern Studies	0022-2968
Journal of Nursing Education	0148-4834
Journal of Peace Research	0022-3433
Journal of Personality & Social Psychology	0022-3514
Journal of Physical Education, Recreation & Dance	0730-3084
Journal of Political Economy	0022-3808
Journal of Popular Culture	0022-3840
Journal of Psychological Nursing & Mental Health Services	0279-3695
Journal of Religion	0022-4189
Journal of Research in Crime & Delinquency	0022-4278
Journal of Soil & Water Conservation	0022-4561
Journal of Southern History	0022-4642
Journal of Sport Rehabilitation	1056-6716
Journal of Teacher Education	0022-4871
Journal of the Amer. Academy of Religion	0002-7189
Journal of the Amer. Dietetic Assc.	0002-8223
Journal of the Amer. Taxation Assc.	0198-9073
Journal of the Assc. For Computing Machinery	0004-5411
Journal of the History Museum & Hist. Society	Roanoke, Va: The Museum
Journal of the History of Philosophy	0022-5053
Journal of Wildlife Management	0022-541x
Journalism & Mass Communication Quarterly	1077-6990
Kiplinger's Personal Finance	1528-9729
KMT: A Modern Journal of Ancient Egypt	1053-0827

Ladies' Home Journal	0023-7124
Language Arts	0360-9170
Latin American Politics & Society	1531-426x
Le Journal Francais	1089-1862
Leisure Sciences	0149-0400
Les Cles de L'Actualite	1167-9883
Library Journal	0363-0277
Library Resources & Technical Services	0024-2527
Lifeline	AIDS Council of Western Va.
Limnology & Oceanography	0024-3590
Live Design	1559-2359
Living Bird	0024-9262
Macleans Magazine	0024-9262
Magazine of History	0882-228x
Mathematics & Computer Education	0730-8639
Mathematics Magazine	0025-570x
Mathematics Teacher	0025-5769
MCN	0361-929x
Medicine & Science in Sports & Exercise	0195-9131
Metalsmith	0270-1146
Methodist History	0026-1238
Microbe	
Mid-Atlantic Journal of Business	0732-9334
Middle East Journal	0026-3141
Middle School Journal	0094-0771
Modern Asian Studies	0026-749x
Modern Bride	0026-7546
Modern Fiction Studies	0026-7724
Modern Language Journal	0026-7902
Money	0149-4953
Monitor on Psychology	1529-4978
Monthly Energy Review	0095-7356
Monthly Labor Review	0098-1818
Mother Earth News	0027-1535
Mother Jones	0362-8841
Ms.	0047-8318
NACE Journal	1542-2046
NASW News	0027-6022
Nation	0027-8378
National Assc. Of Secondary School Principals	0192-6365
National Geographic	0027-9358
National Geographic in Spanish	1138-1434

National Parks	0276-8186
National Review	0028-0038
National Wildlife	0028-0402
Nation's Health	0028-0496
Nature	0028-0836
NEA Today	0734-7219
Near Eastern Archeology	1094-2076
New England Journal of Medicine	0028-4793
New Republic	0028-6583
New River Free Press	Blacksburg, VA: The Press
New Scientist	0262-4079
New Statesman	1364-7431
New World Outlook	0043-8812
New York Review of Books	0028-7504
New York State Conservationist	0010-650x
New Yorker	0028-792x
Newsweek	0028-9604
North American Journal of Fisheries Management	0275-5947
Notes on Virginia	0163-1632
NSTA Report	
Nursing Clinics of North America	0029-6465
Nursing Outlook	0029-6554
Occupational Hazards	0029-7909
Office Professional	0739-3156
OfficePro	1096-5807
On the Line	0190-2571
Onearth	1537-4246
Orbis	0030-4387
Outdoor Life	0030-7076
Outside	0278-1433
Papers on Language & Literature	0031-1294
Parabola	0362-1596
Parent's Magazine	1047-8574
Paris Match	0397-1635
Parks & Recreation	0031-2215
PC Magazine	0888-8507
PC World	0737-8939
Pediatric Clinics of North America	0031-3955
People	0888-8507
Petersen's Photographic	0199-4913
Phi Delta Kappan	0031-7217
Philosophy Today	0031-8256



Physician & Sportsmedicine	0091-3847
Physics Teacher	0031-921x
Physics Today	0031-9228
Phytopathology	0031-949x
Plant Disease	0191-2917
Poetry	0032-2032
Poets & Writers Magazine	0891-6136
Police Chief	0032-2571
Policy Review	0146-5945
Policy Studies Journal	0190-292x
Popular Mechanics	0032-4558
Popular Science	0161-7370
Prehospital Emergency Care	1090-3127
Process Studies	0360-6503
Progressive	0033-0736
Progressive Farmer	0033-0760
Psychological Bulletin	0033-2909
Psychological Reports	0033-2941
Psychological Review	0033-295x
Psychology and Aging	0882-7974
Psychology of Addictive Behaviors	0893-164x
Psychology Today	0033-3107
Public Interest	0033-3557
Publications of the Modern Language Assoc.	0030-8219
Quarterly Journal of Speech	0033-5630
Quarterly Review	0270-9287
Quest	0033-6297
Reader's Digest	0034-0375
Reading Teacher	0034-0561
Recreation and Parks Law Reporter	0743-5649
Referee	0733-1436
Research in the Teaching of English	0034-527x
Research on Aging	0164-0275
Research Quarterly for Exercise and Sport	0270-1367
Resources	0048-7376
Response	0034-5725
Review of Educational Research	0034-6543
Review of Policy Research	1541-132x
Review of Politics	0034-6705
RN	0033-7021
Rolling Stone	0034-791x
Runner's World	0897-1706
Rural Sociology	0036-0112

Russian Life	1066-999x
Sage Family Studies Abstracts	0164-0283
Sales & Marketing Management	0163-7517
Saturday Evening Post	0048-9239
School Arts	0036-6463
Science	0036-8075
Science News	0036-8423
Science Teacher	0036-8555
Scientific American	0036-8733
Sculpture Review	0747-5284
Sea Frontiers	0897-2249
Search and Seizure Bulletin	0037-0193
Sewanee Review	0037-3052
Shakespeare Quarterly	0037-3222
Ski	0037-6159
Sky & Telescope	0037-6604
Smithsonian	0037-7333
Social Forces	0037-7732
Social Policy	0037-7783
Social Problems	0037-7791
Social Science Quarterly	0038-4941
Social Security Bulletin	0037-7910
Social Service Review	0037-7961
Social Services	0037-7996
Social Work	0037-8046
Social Work Abstracts	1070-5317
Social Work Research	1070-5309
Social Work with Groups	0160-9513
Sojourners	0364-2097
Southern Assoc. of Colleges & Schools	0038-3813
Southern Exposure	0146-809x
Southern Folklore	0899-594x
Southern Journal of Applied Forestry	0148-4419
Southern Living	0038-4305
Southern Quarterly	0038-4496
Sports Illustrated	0038-822x
Stage Directions	1047-1901
State of Rural Virginia	Dept. of Agricultural Economics, Virginia Tech
Stock Market Encyclopedia	0882-5467
Studies in Short Fiction	0039-3789
Studies in the Novel	0039-3827
Studio Potter	0091-6641

Successful Farming	0039-4432
Suicide and Life-Threatening Behavior	0363-0234
Sun	0744-9666
Surfer	0039-6036
Surgical Technologist	0164-4238
Teaching of Psychology	0098-6283
Teaching Pre K-8	0891-4508
Tennis	0040-3423
Theatre Journal	0192-2882
Theology Today	0040-5736
Therapeutic Recreation Journal	0040-5914
Time	0040-781x
Times of Franklin	Franklin County Historical Society, Inc.
Transactions of the Amer. Fisheries Society	0002-8487
Tricycle	1055-484x
Twentieth Century Literature	0041-462x
U.S. News and World Report	0041-5537
University Business	1097-6671
University of Virginia Newsletter	0042-0271
Urban Affairs Review	1078-0874
Utne Reader	8750-0256
VEA News	0042-1790
Virginia Business	0888-1340
Virginia Explorer	1085-5084
Virginia Forests	0740-011x
Virginia History and Travel	1017-9849
Virginia Journal	0739-4586
Virginia Journal of Education	0270-837x
Virginia Journal of Science	0042-658x
Virginia Libraries	1086-9751
Virginia Magazine of History and Biography	0042-6636
Virginia Quarterly Review	0042-675x
Virginia Town & City	0042-6784
Virginia United Methodist Advocate	0891-5598
Virginia United Methodist Heritage	Virginia Conference Historical Society
Virginia Water Central	Va. Water Resources Research Center
Virginia Wildlife	0042-6792
Visions in Leisure and Business	0277-5204
Vital Speeches of the Day	0042-742x
Volleyball Magazine	1058-4668
Washington Monthly	0043-0633
Washington Spectator	0877-428x
Water Environment & Technology	1044-9493

Wildlife Monographs	0084-0173
Wildlife Society Bulletin	0091-7648
William and Mary Quarterly	0043-5597
Windows IT Pro	1552-3136
Womans Art Journal	0270-7993
Working Woman	0145-5761
World Affairs	0043-8200
World Press Review	0195-8895
Writer	0043-9517
Writers Digest	0043-9525
Written Communication	0741-0883
YC-Young Children	0044-0728

**PUBLIC LIBRARY**

'Teen	0766-0731
Affirmative Action Register	0146-2113
Aging	0160-2721
American Artist	0002-7375
American Cheerleader	1079-9885
American Conservative	1540-966x
American Craft	0194-8008
American Girl	1062-7812
American Heritage	0002-8738
American History	1076-8866
American Libraries	0002-9769
American Patchwork & Quilt	1066-758x
American Spectator	0148-8414
American Theatre	8750-3255
Anna: Burda Knitting	0937-3535
Annie's Favorite Crochet	1525-5107
Antiques & Collecting Magazine	1084-0818
Antiques the Magazine	1464-9438
Appalachia	0003-6595
Appalachian Heritage	0363-2318
Appalachian Journal	0090-3779
Appalachian Trailway News	0003-6641
Archaeology	0003-8113
Architectural Digest	0003-8520
Art in America	0004-3214
Astronomy	0091-6358
Atlantic Monthly	1072-7825
Audiofile	1063-0244
Audubon	0097-7136
Arthur Frommer' s Budget Travel	1521-5210
Aviation Week & Space Technology	0005-2175
Backpacker	0277-867x
Backyard Living	1550-9990
Barron's	1077-8039
Beckett Baseball Card Monthly	0886-0599
Better Buys for Business	1084-2055
Better Homes and Gardens	0006-0151
Bicycling	0006-2073
Biography Today	1058-2347
Birds & Blooms	1084-5305
Black Enterprise	0006-4165

Blue Ridge Country	1041-3546
Bluegrass Unlimited	0006-5137
BMX Plus	0195-0320
Bon Appetit	0006-6990
Booklinks	1055-4742
Booklist	0006-7385
Bow Hunter	1043-5492
Boys Life	0006-8608
Brain, Child	1528-5170
Brides	1084-1628
Bristol Herald Courier	8750-6505
British Heritage	0195-2366
Business Week	0007-7135
Butterick Home Catalog	0895-6871
Byte	0360-5280
Calliope: World History for Young People	1050-7086
Car and Driver	0008-6002
Cat Fancy	0892-6514
Childrens Digest	0272-7145
Childrens Playmate Magazine	0009-4161
Christian Century	0009-5281
Christianity Today	0009-5753
Chronicle of Philanthropy	1040-676x
Civil War Times Illustrated	0009-8094
Coalfield Progress	0889-3330
Cobblestone	0199-5197
Coin World	0010-0447
Colonial Williamsburg	1064-2501
Computer Shopper	0886-0556
Computers in Libraries	1041-7915
Conde Nast Traveler	0893-9683
Congressional Quarterly Weekly Report	0095-6007
Consumer Reports	0010-7174
Consumers Digest Magazine	0010-7182
Consumer's Research Magazine	0095-2222
Cooking with Paula Dean	1558-1853
Cook's Illustrated	1068-2821
Copycat Magazine	0886-5612
Cosmo Girl	1528-4824
Cosmopolitan	0010-9541
Country	0895-0377
Country Home	0737-3740
Country Journal	0898-6355

Country Living Gardener	1086-3753
Country Living	0732-2569
Country Weekly	1074-3235
Country Woman	0892-8525
Crafting Traditions	1082-1376
Crafts n Things	0146-6607
Crafts	0148-9127
Create & Decorate	0891-0588
Creating Keepsakes	1091-3580
Creative Woodworks & Crafts	1055-6729
Cricket	0090-6034
Current History	0011-3530
Cycle World	0011-4286
DAR Magazine	1033-2987
Dealers Cost American Car Price Guide	1042-9441
Decorative Artists Workbook	0893-1097
Deer & Deer Hunting Magazine	0164-7318
Discover	0274-7529
Discovery Girls	1535-3230
Disney Adventures	1050-2491
Dog Fancy	0892-6522
Dog World	0012-4893
E: the Environmental Magazine	1046-8021
Ebony	0012-9011
Economic Review Fed. Reserve Bank of Kansas City	0161-2387
Economist	0013-0613
Education Digest	0013-127x
Elderhostel US & Canada	1530-1184
Elderhostel International Catalog	1543-4710
Entertainment Weekly	1049-0434
Entrepreneur	0163-3341
ESPN	1097-1998
Esquire	0194-9535
Essence	0014-0880
Everyday with Rachael Ray	1932-0590
Exceptional Parent	0046-9157
Family Circle	0014-7206
Family Circle Easy Knitting	
Familyfun	1056-6333
Family Handyman	0014-7230
Family PC	1076-7754
Farm & Ranch Living	0276-170x

Farm Bureau News	0197-5617
FDA Consumer	0362-1332
Federal Career Opportunities	0279-2230
Field and Stream	8755-8599
Film Comment	0015-119x
Fine Gardening	0896-6281
Flower & Garden	0891-9534
Flying	0015-4806
Food & Wine	0741-9015
Forbes	0015-6914
Foreign Affairs	0015-7120
Fortune	0015-8259
Foxfire Magazine	0015-9220
Freedom to Read	0046-5038
Futurist	0016-3317
Game Informer	1067-6392
Gentleman's Quarterly: GQ	0016-6979
George	1084-662x
Girl's Life	1078-3326
Glamour	0017-0747
Golf Digest	0017-176x
Golf Magazine	1056-5493
Good Housekeeping	0017-209x
Good Old Days	0046-6158
Gourmet	0017-2553
Governing	0894-3842
Grassroots Fundraising Journal	0740-4832
Guidepost	0017-5323
Harpers Bazaar	0017-7873
Harpers Magazine	0017-789x
Health	1059-938x
Highlights for Children	0018-165x
Holston Pastfinder	0887-3135
Home	0278-2839
Home Education	0888-4633
Horn Book Magazine	0018-5078
Horse & Rider	0018-5159
Horse Illustrated	0145-9791
Horticulture	0018-5329
Hot Rod	0018-6031
House & Garden	1522-0273
House Beautiful	0018-6422
Ideals	0019-137x



Inc.	0162-8968
InStyle	1076-0830
Jack & Jill	0021-3829
Jet	0021-5996
Kids Discover	1054-2868
Kiplinger Washington Letter	0023-1770
Kiplinger's Personal Finance	1528-9729
Kirkus Reviews	0042-6598
Ladies Home Journal	0023-7124
Ladybug	1051-4961
Library Hotline	0740-736x
Library Journal	0363-0277
Library Systems Newsletter	0277-0288
Maclean's Magazine	0024-9262
Macworld	0741-8647
Mad Magazine	0726-1810
Mademoiselle	0024-9394
Magazine Antiques	1464-9438
Mailbox-Preschool	1088-5536
Marketing Library Services	0896-3908
Marquee Magazine	0700-5008
Martha Stewart Living	1057-5251
McCall's	0024-8908
McCall's Quilting	1072-8295
Money	0149-4953
Monthly Labor Review	0098-1818
More	1094-7868
Morningstar Investor	1082-8001
Mother Earth News	0027-1535
Mother Jones	0362-8841
Motor Trend	0027-2094
Ms. Magazine	0047-8318
Muscle & Fitness	0744-5105
Muse	1090-0381
N.A.D.A. Official Used Car Guide	0027-5794
Nation	0027-8378
National Geographic	0027-9358
National Geographic Adventure	1523-6226
National Geographic Kids	1542-3042
National Geographic Traveler	0747-0932
National Geographic World	0361-5499
National Review	0028-0038
National Wildlife	0028-0402

Natural Health	1067-9588
Natural History	0028-0712
Natural Home & Garden	1553-0418
New Choices for Retirement Living	1061-2157
New England Journal of Medicine	0028-4793
New Republic	0028-6583
New York Review of Books	0028-7504
New York Times	0362-4331
New York Times Book Review	0028-7806
New York Times Magazine	0028-7822
New York Times Upfront	1553-3794
New Yorker	0028-792x
Newsweek	0028-9604
North American Whitetail	0746-6250
Now and Then	0896-2693
O: the Oprah Magazine	1531-3247
Occupational Outlook Quarterly	0199-4786
Odyssey	0163-0946
Old House Journal	0094-0178
Organic Gardening	0897-3792
Outdoor Life	0030-7076
Outside	0278-1433
Oxford American	1074-4525
Pack-O-Fun	0030-901x
Paper Crafts	1548-5706
Parenting	0890-247x
Parents	0737-8939
PC Magazine	0888-8507
PC World	0737-8939
People en Espanol	1096-5750
People Weekly	0093-7673
Plays	0032-1540
Poetry	0032-2032
Poets & Writers	0891-6136
Popular Mechanics	0032-4558
Popular Photography & Imaging	1542-0037
Popular Science	0161-7370
Premiere	0894-9263
Prevention	0730-7888
Psychology Today	0033-3107
Public Libraries	0163-5506
Publisher's Weekly	0000-0019
Quilter's Newsletter	0274-712x

Racing Milestones	1931-5082
Ranger Rick	0738-6656
Reader's Digest	0034-0375
Reader's Digest Large Print	1094-5857
Real Simple	1528-1701
Redbook	0034-2106
Richmond Times Dispatch	
Road & Track	0035-7189
Roanoke Times	
Rolling Stone	0035-791x
Romantic Homes	1086-4083
Runner's World	0897-1706
Rural Libraries	0276-2048
Saltville Progress	
Saturday Evening Post	0048-9239
School Arts	0036-6463
School Library Journal	0362-8930
Science News	0036-8423
Science World	1041-1410
Scientific American	0036-8733
Self	0149-0699
Seventeen	0037-301x
Sky & Telescope	0037-6604
Smithsonian	0037-7333
Sound & Vision	1537-5838
Southern Accents	0149-516x
Southern Living	0038-4305
Sows Ear	1066-3444
Spider: Magazine for Children	1070-2911
Sporting News	0038-805x
Sports Illustrated	0038-822x
Sports Illustrated for Kids	1042-394x
Taste of Home	1071-5878
Taste of Home Light & Tasty	1537-3134
Taste of Home Simple & Delicious	1099-632x
Taunton's Fine Gardening	
Tennessee Tomahawk	
Tennessee Wildlife	0886-1269
This Old House	1086-2633
Threads	0882-7370
Time	0040-781x
Today's Homeowner	1089-4810
Totline	0734-4473

Town & Country	0040-9952
Traditional Homes	0950-2181
Trains	0041-0934
Transworld Skateboarding	0748-7401
Travel Holiday	0199-025x
Traveler (Conde Nast)	0893-9683
True West	0041-3615
Twist	1094-4257
U.S. News and World Report	0041-5537
UN Chronicle	0251-7329
Us Weekly	1529-7497
USA Today	0734-7456
Va. Game & Fish	0897-8794
Va. Magazine of History & Biography	0042-6636
Value Line Investment Survey	0042-2401
Vanity Fair	0733-8899
Vegetarian Times	0164-8497
Victoria	1040-6883
Video Librarian	0887-6851
Virginia Business	0888-1340
Virginia Business Opportunities	
Virginia Cavalcade	0042-6474
Virginia Forests	0740-011x
Virginia Genealogist	0300-645x
Virginia Libraries	1086-9751
Virginia Living	1543-9984
Virginia Quarterly Review	0042-675x
Virginia Register	
Virginia Review	0732-9156
Virginia Wildlife	0042-6792
Vogue	0042-8000
Voice of Youth Advocates	0160-4201
Wall Street Journal	0099-9660
Washington Consumer's Checkbook	0272-0469
Washington Post	0190-8286
Washingtonian	0043-0897
Web Guide Magazine	1094-0340
Weekly Standard	1083-3013
Weight Watchers	0043-2180
Wired	1059-1028
Woman's Day	0043-7336
Women's Sports & Fitness	1099-6079
Woodworkers Journal	0199-1892

Workbench	0043-8057
Working Mother	0278-193x
Working Woman	0145-5761
World Press Review	0195-8895
Writer	0043-9517
Writer's Digest	0043-9525
Yankee	0044-0191
Your Big Backyard	0886-5299
Zoobooks	0737-9005