



CVS MARC ORDERING PROCEDURES

For Public Libraries

November 27, 2020

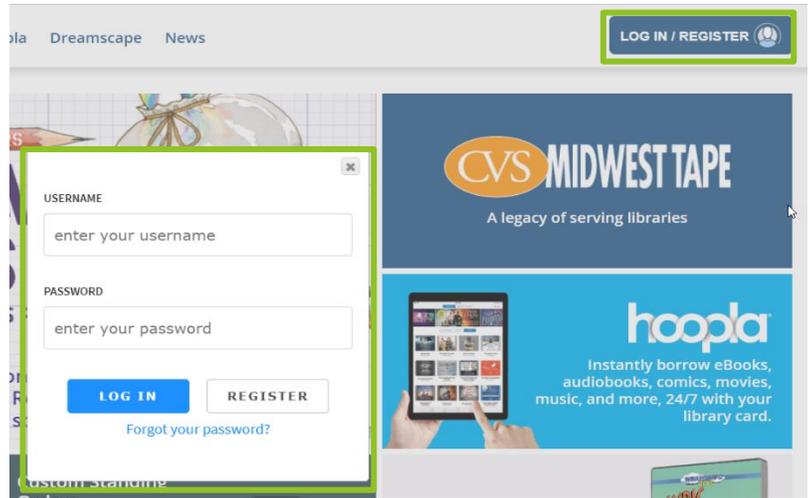
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Accessing CVS Midwest Tape

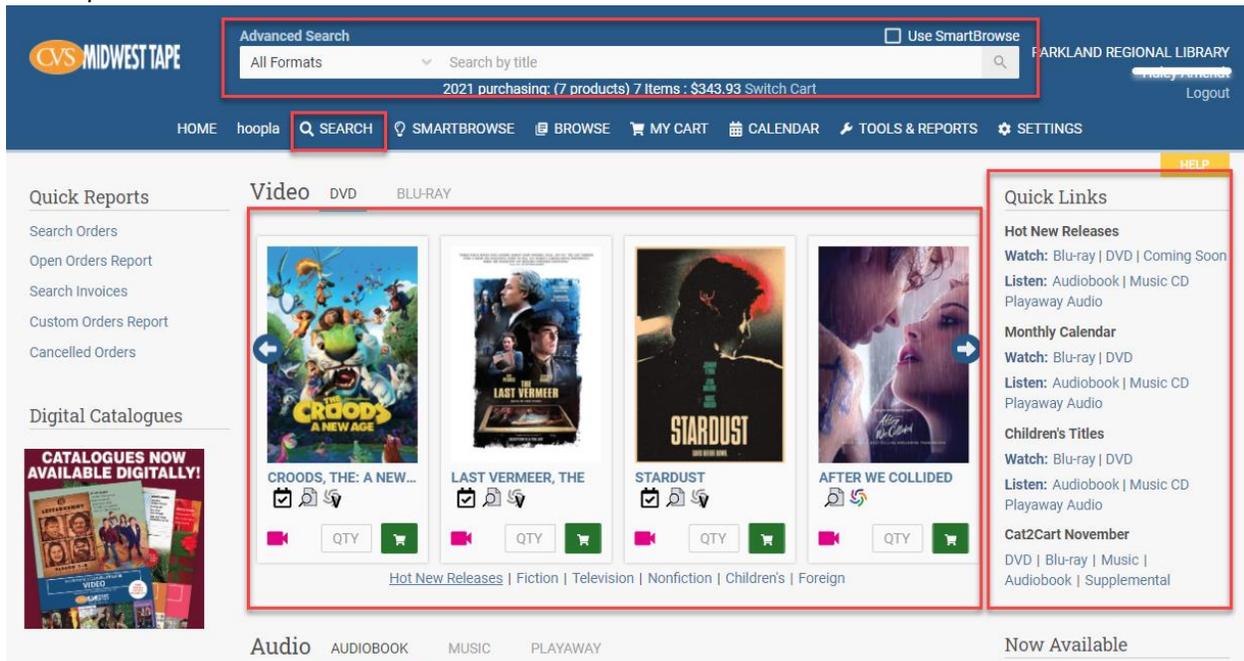
CVS Midwest Tape is a Canadian public library non-print vendor. This includes movies, music, and audiobook.

1. Go to the CVS Midwest Tape website.
<https://www.cvsmidwesttape.ca/>
2. Click the **Log In** button located in the top right corner.
3. Enter your login information and click log in.



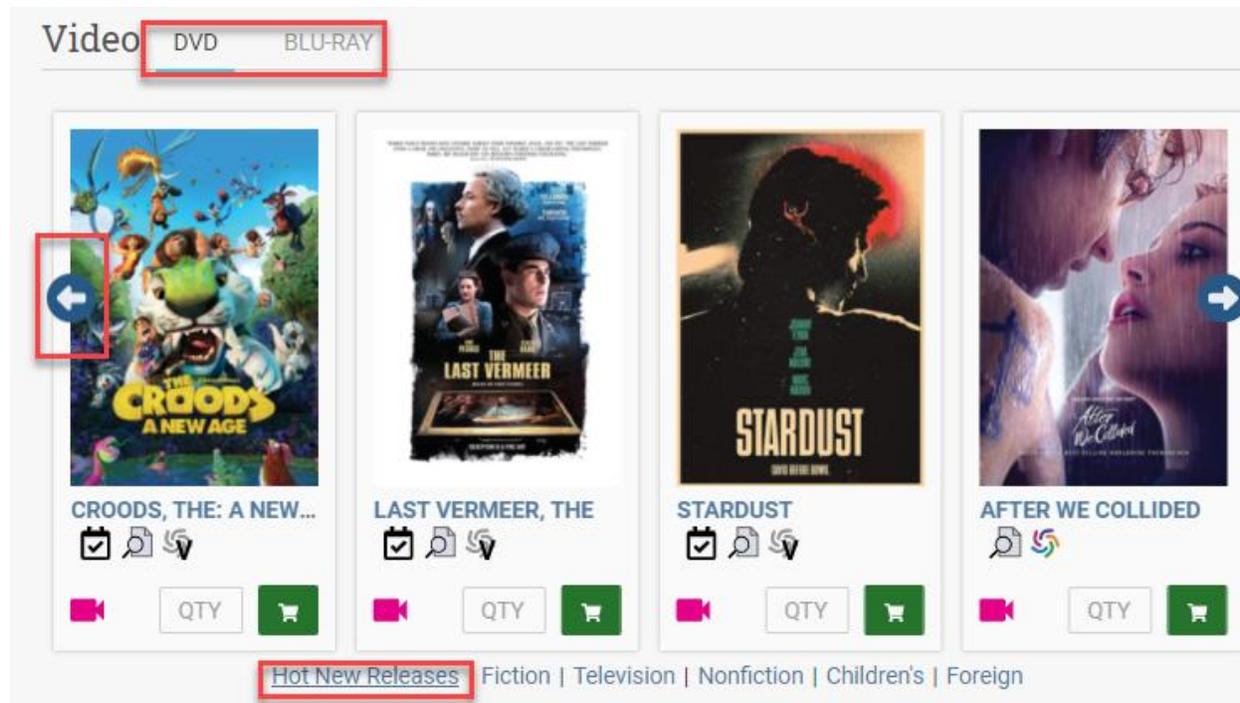
Finding Items

Items can be found by navigating the **content carousel** featured on the CVS Midwest Tape home page. You can also discover items through the **Quick Links** premade lists, or by **searching** for a specific item.



Searching

1. Navigate the **content carousels** by selecting the appropriate material type above the cover art and use the blue arrows to move through the list. You can hover over the cover art to view the item information. Double click the cover art to open the item record.



2. CVS Midwest Tape has four **pre-made lists** for you to browse. These lists are located on the left side of the web page.
 - **Hot New Releases:** Click a format to view the latest, most buzzworthy titles added to the website in the Browse function.
 - **Monthly Calendar:** Select your format of choice to view each month's new releases in the Calendar.
 - **Children's Titles:** Choose a format to view top selling titles specific to this collection in SmartBrowse.
 - **Cat2Cart:** Click a format to view every title featured in this month's Buyer's Guides in SmartBrowse.
3. To perform an **item search**, you can use the large search bar and enter title information. Or select the Search button from the menu bar. This will open a Searching for Titles page. Use the **filters** on the left side to narrow your search.

Add to Cart: From the Item Record

Regardless of how you choose to find items, there are a few things to look out for in the item records in CVS. When you have found the title, you want to add to your cart, open it by clicking the cover art or blue Title.

- Once in the item record verify the item information:
 - Title**
 - Abridged or Unabridged** audiobooks will be identified as part of the title information.
 - Format:** Ensure you are buying the format you want. This is particularly important for DVD, Blu-ray, and Blu-ray combo pack (contains both Blu-ray and DVD.)
 - Street date:** This is the release date. If not available, the item will say *Coming Soon*.
 - Price:** Both the full and discounted prices are displayed. Prices are approximate until the item is received by PRL.

HOME > CROODS, THE: A NEW AGE



CROODS, THE: A NEW AGE 

NEW COMING SOON

Delivery: Physical Media: DVD (1 disc) Rating: PG (MPAA) (view all ratings)
 Publisher: UNIVERSAL
 Director: Joel Crawford
 Starring: Ryan Reynolds, Nicolas Cage, Emma Stone, Kelly Marie Tran, Leslie Mann, Catherine Keener, Peter Dinklage, Cloris Leachman, Clark Duke, Chris Sanders

Switch Cart: 2021 purchasing QTY 

\$27.74
Save 25%
~~\$36.99~~

MEDIA	MODEL	PRODUCT ID	UPC	OCLC	SALES RANK	BOX OFFICE	RELEASE YEAR	STREET DATE	RETAIL PRICE	YOUR PRICE
Video: DVD		13699358	191329152171		11614		2021	Coming Soon	\$36.99	\$27.74

QUANTITY INSTRUCTIONS ALL

- Enter the quantity of item copies you want to purchase.
 Ensure the correct cart is selected in the cart dropdown menu.
 If a cart does not already exist, you will need to create one.

Switch Cart: 2021 purchasing QTY 

\$27.74

- To purchase an item, you **must fill in the fund information**
- Select the fund code (allotment or bill direct) and the collection code for the item. This will also impact the spine label information.

MEDIA	MODEL	PRODUCT ID	UPC	OCLC	SALES RANK	BOX OFFICE	RELEASE YEAR	STREET DATE	RETAIL PRICE	YOUR PRICE
Video: DVD		13699358	191329152171		11614		2021	Coming Soon	\$36.99	\$27.74

QUANTITY INSTRUCTIONS ALL

Fund: the default for its category and media type 

Branch Distribution: None 

Allot-Adult Audbk										
Allot-Adult Bluray				aami:		abam:		abash:		
Allot-Adult CD				abod:		abow:		abrow:		
Allot-Adult DVD				acado:		acaro:		acars:		
Allot-Jr Audbk				acor:		acre:		acz:		
Allot-Jr Bluray				adi:		ado:		aeck:		
Allot-Jr CD				af:		aha:		ahal:		
Allot-Jr DVD				ain:		aki:		alac:		
Allot-YA Audbk										
Allot-YA Bluray										
Allot-YA CD										
Allot-YA DVD										
BillD-Adult Adbk										
BillD-Adult Bluray										
BillD-Adult CD										

Switch Cart: 2021 purchasing QTY  \$27.74

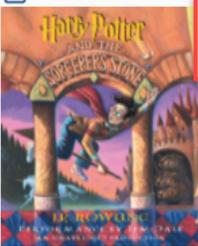
5. Click the cart button located next the price.

Note: If you select allotment, PRL will deduct the cost of the item from your library's allotment. If you select bill direct, your library will be invoiced by PRL for the item.

Add to Cart: From a list

1. You can also add an item to your cart directly from a pre-made list or from a list of search results. Verify the item information:

- **Title**
- **Abridged or Unabridged** audiobooks will be identified as part of the title information.
- **Format:** Ensure you are buying the format you want. This is particularly important for DVD, Blu-ray, and Blu-ray combo pack (contains both Blu-ray and DVD.)
- **Street date:** This is the release date. If not available, the item will say *Coming Soon*.
- **Price:** Both the full and discounted prices are displayed. Prices are approximate until the item is received by PRL.



6 more images

HARRY POTTER AND THE SORCERER'S STONE (UNABRIDGED)

REISSUE #1 NY TIMES BESTSELLING AUTHOR

NY TIMES BESTSELLING AUTHOR CHILDREN'S BESTSELLING AUTHOR

AUDIOFILE EARPHONE AWARD WINNER ALSC NOTABLE RECORDING

YALSA

Delivery: Physical Media: CD (7 discs) Length: 510 minutes
 Publisher: Listening Library
 Country: United States
 Author: J. K. Rowling
 Language: ENGLISH
 Genre: Children's
 Categories: Audiobook Children's : Fantasy
 Audiobook Children's : Modern Classics
 Narrator: Jim Dale

In the first book of J.K. Rowling's critically-acclaimed Harry Potter series, Harry doesn't think he's anything special, so he's stunned when a giant shows up explaining that Harry is a wizard with a mysterious past. Suddenly, Harry is thrown into a wonderful new world at Hogwarts School of Witchcraft and Wizardry, where he soon learns that the school is...

[view more](#)

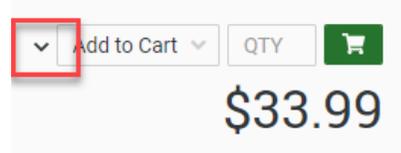
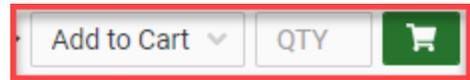
Add to Cart QTY 

\$33.99

Replacements Available (7)

PRODUCT ID	ISBN	UPC	OCLC	SALES RANK	RELEASE YEAR	STREET DATE
11653622	9781524721251	9781524721251	42883416	3888	2016	21/06/16

2. Enter the quantity of item copies you want to purchase. Ensure the correct cart is selected in the cart dropdown menu. If a cart does not already exist, you will need to create one.
3. To purchase an item, you **must fill in the fund information**. When adding from a list **you must select the gray arrow located beside the cart information**. This will open more product information
4. Select the fund code (allotment or bill direct) and the collection code for the item. This will also impact the spine label information.



QUANTITY INSTRUCTIONS ALL

Fund Branch Distribution

the default for its category and media type None

aal: aali: aami: abam:

abash: aben: abla: abod:

5. Finally click the cart button located next the price to add the item to your cart.

Carts

You can create a cart directly from the item record, select **New Cart** from the "to cart" dropdown menu. Please build carts separately for allotment and bill direct. Add a Cart name (include library code and fund information), Account and click **Create**.

sher	er	oclc	list price	your price
			\$41.99	\$31.49

to cart: AST_Allot ▼

New Cart

AST_Allot

New Cart [X]

Name:

PO:

Account:

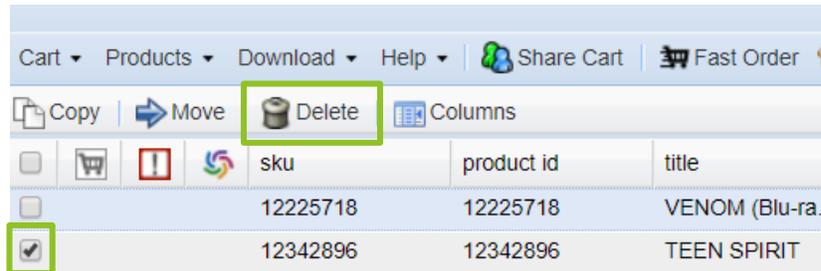
Create Cancel

View and Edit Carts

View the items in your cart by clicking **View Cart** at the top of the page. A carts details will display

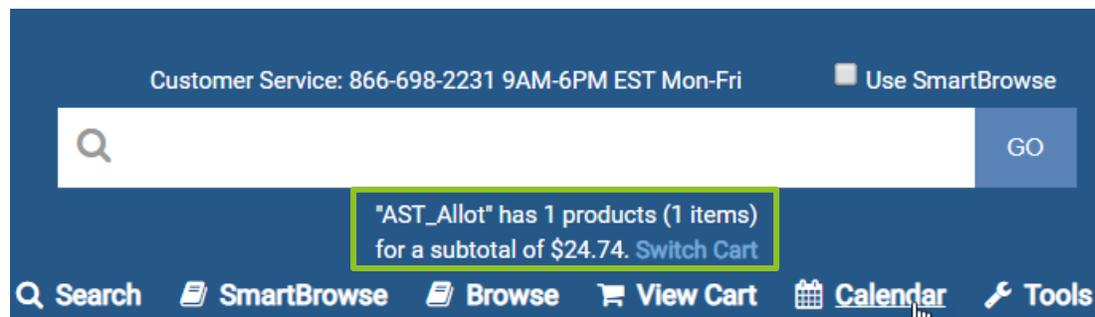


To remove an item from your cart, select the **check box** beside the item and click **delete**.

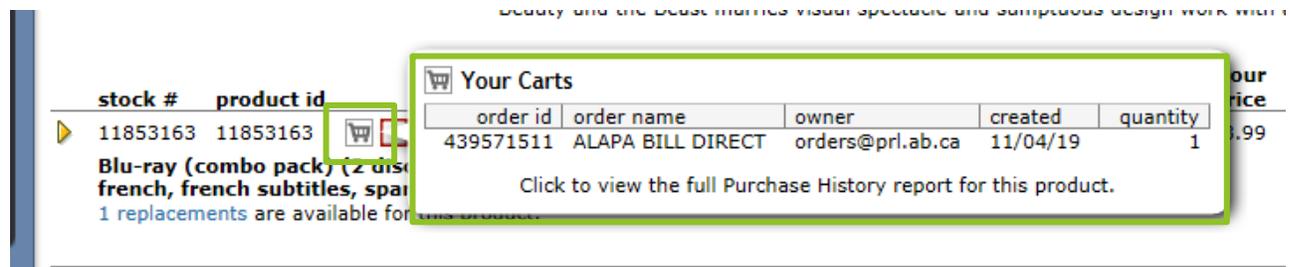


Switching Carts

The cart you have interacted with most recently will always display at the top of the web page. To switch between carts, click the **Switch Carts** link located under the large search bar. Select the appropriate cart from the pop-up list.



Once you have added the item to your cart, a cart icon will appear beside the product ID in the item record. If you hover over the icon, you can see the cart the item was added to and the number of copies.



Replacement Discs

Some items have replacement discs available for purchase. Instead of replacing an entire audiobook or TV season, you can choose to purchase the single lost or damaged disc.

Locate the item and open the item record. If an item is eligible for the CVS replacement program, this is indicated at the bottom of the record.

PRODUCT ID	ISBN	UPC	OCLC	SALES RANK	RELEASE YEAR	STREET DATE
11653622	9781524721251	9781524721251	42883416	3888	2016	21/06/16

Replacements Available (7)

To order a replacement disc:

1. Click on the replacements available link.
2. This will open a split screen with the disc information.
3. Select the disc you want to replace from the list provided. (The selected disc will be highlighted in blue.)
4. Follow the same steps for adding items to cart and then click the cart icon.

Returned Results: 7

View: Sort by:

1 - 7 of 7 View: Page 1/1

HARRY POTTER AND THE SORCERER'S STONE >

(UNABRIDGED) (disc 1) **\$12.99**

Delivery: Physical Media: CD (1 disc) Length:

Country:

Language: ENGLISH

Genre:

PRODUCT ID	ISBN	UPC	OCLC	SALES RANK	RELEASE YEAR	STREET DATE
11653623				46641	2016	21/06/16

HARRY POTTER AND THE SORCERER'S STONE >

(UNABRIDGED) (disc 2) **\$12.99**

Delivery: Physical Media: CD (1 disc) Length:

Country:

Language: ENGLISH

Genre:

PRODUCT ID	ISBN	UPC	OCLC	SALES RANK	RELEASE YEAR	STREET DATE
11653624				74133	2016	21/06/16

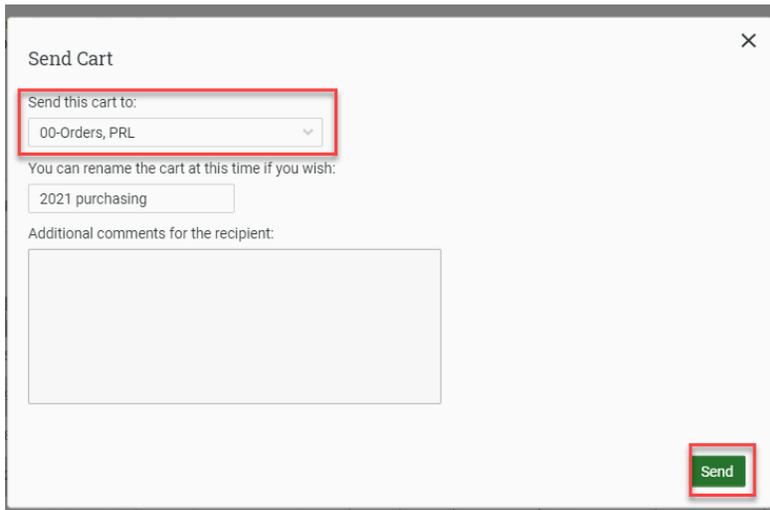
If you receive an item with damaged discs contact PRL operations immediately about a replacement.

Submitting Order

When all your items have been placed in your cart verify the correct title, formats, funds have been selected

Under Cart Actions select Send Cart from the cart drop-down menu located on the right side of the view cart page.

Select "00-Orders,PRL" as the recipient of the cart. You may also rename the cart and add additional comments at this point. Then click send.



Send Cart

Send this cart to:

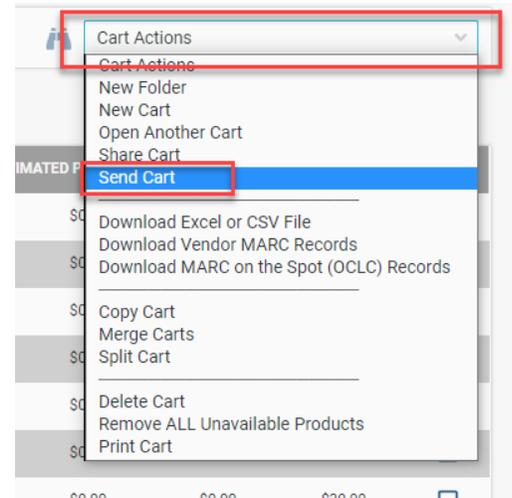
00-Orders, PRL

You can rename the cart at this time if you wish:

2021 purchasing

Additional comments for the recipient:

Send



Your cart has been sent to the PRL Operations department. You will receive an email from CVS with a list of items in the cart.

When the order has been processed by PRL, you will also receive an email from the PRL Operations department. (Note: Orders for Blu-ray/DVD combo packs may take longer to be processed.)

If you have any questions please contact your PRL library consultant.