



CVS MARC ORDERING PROCEDURES

For Public Libraries

December 14, 2023

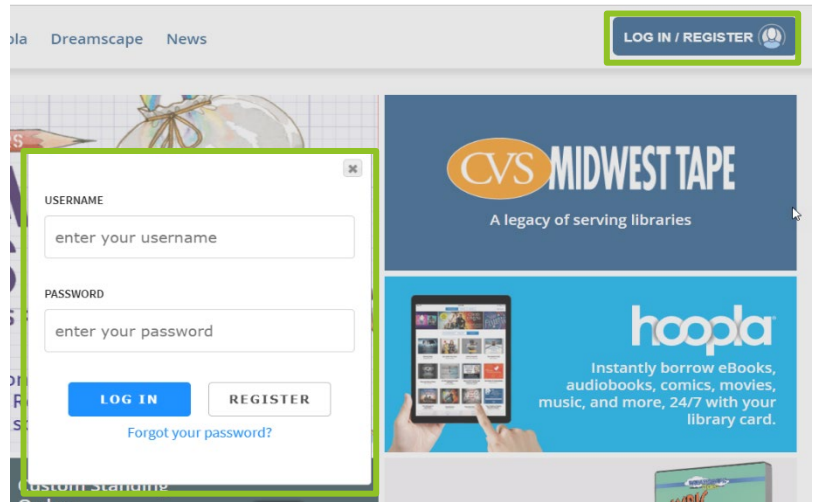
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Accessing CVS Midwest Tape

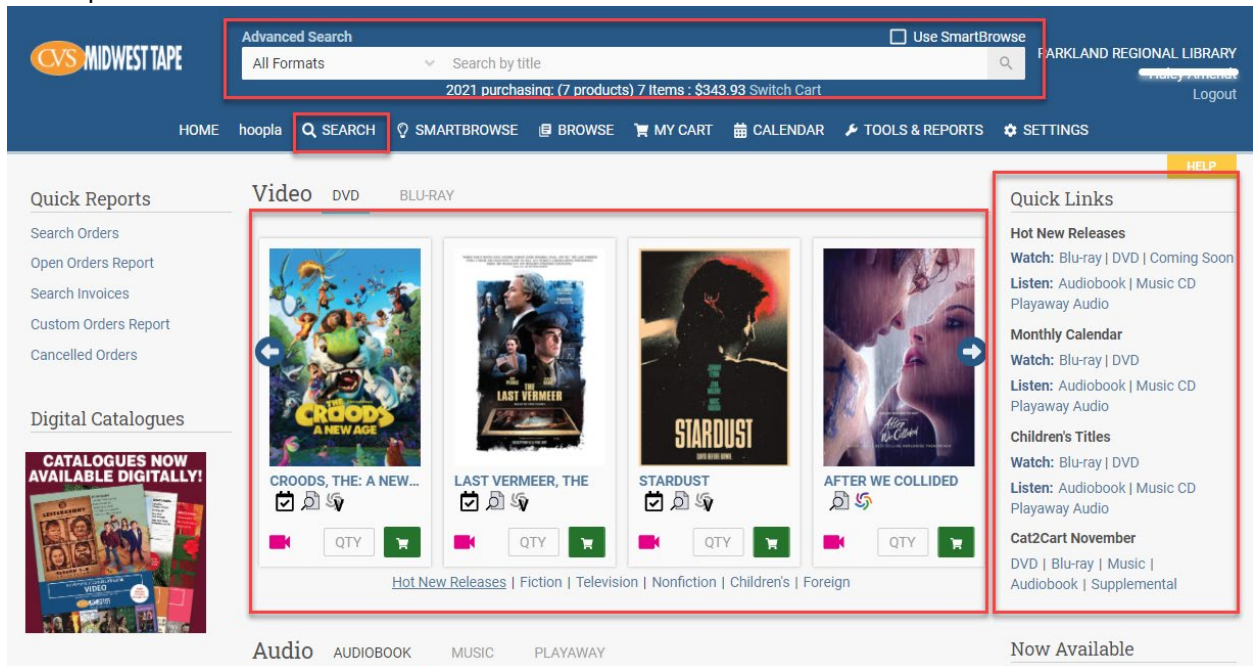
CVS Midwest Tape is a Canadian public library non-print vendor. This includes movies, music, and audiobook.

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.



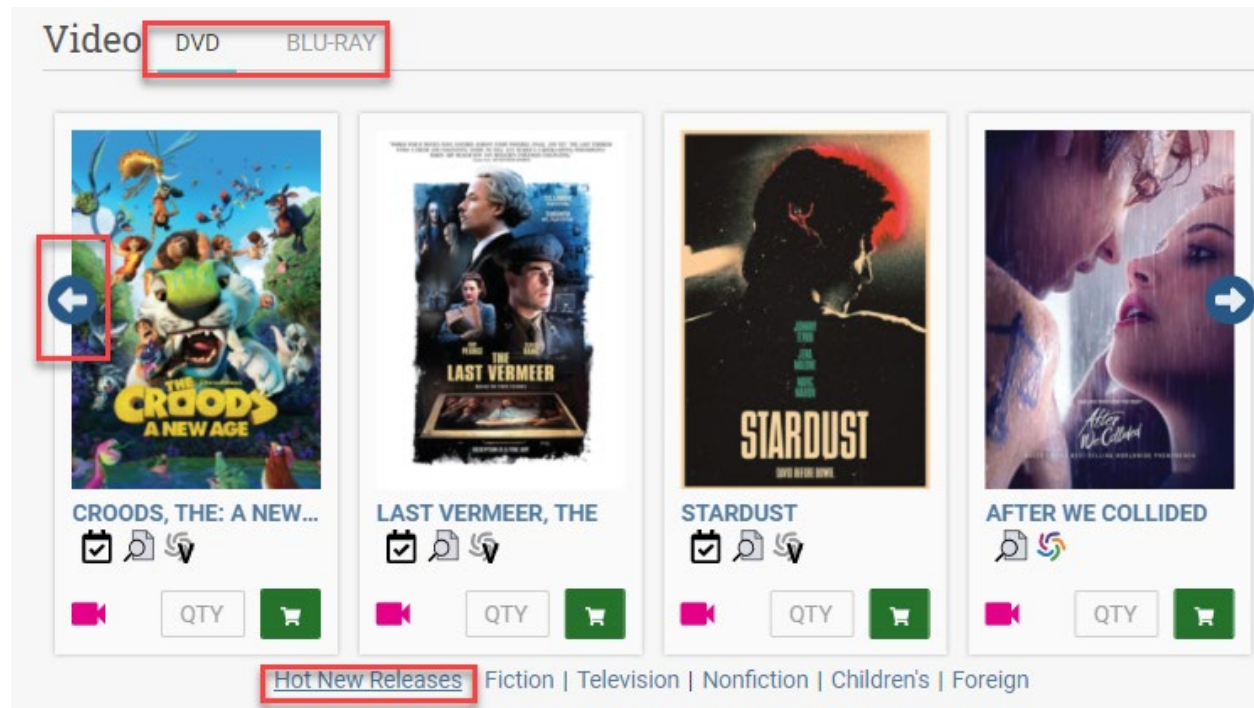
Finding Items

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.) ****Please note: You cannot purchase digital items from CVS.**
 - Street date:** This is the release date. If not available, the item will say *Coming Soon*. Release date for allotments should not exceed October 31st of the current year.
 - Price:** Both the full and discounted prices are displayed. Prices are approximate until the item is received by PRLS.

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

VIDEO

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

- Once in the item record, scroll down until you find "Formats & Media Types"
- Click the black arrow on the ribbon beside the small image of the items cover.

Formats & Media Types

MEDIA TYPE	PRODUCT ID	MODEL	UPC	OCLC	SALES RANK	BOX OFFICE	RELEASE YEAR	STREET DATE	RETAIL PRICE	YOUR PRICE
Video: DVD	13699358	Physical	191329152171	1228133161	17609	\$150M	2021	23/02/21	\$14.99	\$11.99

QTY

- This will give you the option to pick the correct fund and media type from the drop-down list and put the quantity of the item you want beside your library code. **This information is required to be able to purchase the cart.**

MEDIA TYPE	PRODUCT ID	MODEL	UPC	OCLC	SALES RANK	BOX OFFICE	RELEASE YEAR	STREET DATE	RETAIL PRICE	YOUR PRICE	
Video: DVD	13699358	Physical	191329152171	1228133161	17609	\$150M	2021	23/02/21	\$14.99	\$11.99	QTY

ALL QUANTITY INSTRUCTIONS

Fund: Branch Distribution:

aal: <input type="text"/>	aali: <input type="text"/>	aami: <input type="text"/>	abam: <input type="text"/>	abash: <input type="text"/>	aben: <input type="text"/>
abla: <input type="text"/>	abod: <input type="text"/>	abow: <input type="text"/>	abrow: <input type="text"/>	abv: <input type="text"/>	aca: <input type="text"/>
acado: <input type="text"/>	acaro: <input type="text"/>	acars: <input type="text"/>	acast: <input type="text"/>	acfi: <input type="text"/>	acor: <input type="text"/>
acre: <input type="text"/>	acz: <input type="text"/>	ada: <input type="text"/>	ade: <input type="text"/>	adi: <input type="text"/>	ado: <input type="text"/>
aeck: <input type="text"/>	aedm: <input type="text"/>	aelno: <input type="text"/>	af: <input type="text"/>	aha: <input type="text"/>	ahal: <input type="text"/>
ahei: <input type="text"/>	ahu: <input type="text"/>	ain: <input type="text"/>	aki: <input type="text"/>	alac: <input type="text"/>	alap: <input type="text" value="1"/>
alo: <input type="text"/>	ano: <input type="text"/>	aol: <input type="text"/>	ap: <input type="text"/>	apo: <input type="text"/>	apr: <input type="text"/>
ari: <input type="text"/>	armh: <input type="text"/>	ase: <input type="text"/>	ast: <input type="text"/>	asun: <input type="text"/>	asvc: <input type="text"/>
asyt: <input type="text"/>	awv: <input type="text"/>	amask: <input type="text"/>			

- After you have input all the information required, click the green cart button to add the item to your cart. (If you don't have a cart created, it will give you the option to create one at this point.)

Video: DVD	13699358	Physical	191329152171	1228133161	17609	\$150M	2021	23/02/21	\$14.99	\$11.99	QTY
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Note: If you select allotment, PRLS will deduct the cost of the item from your library's allotment. If you select bill direct, your library will be invoiced by PRLS for the item.

Add to Cart: From a list

- 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 packs (contains both Blu-ray and DVD). Combo packs should be in their own separate cart as they are ordered on a separate account (they can be split later by PRLS staff if they notice that the library forgot).
 - Street date:** This is the release date. If not available, the item will say *Coming Soon*. The release date for allotments should not exceed October 31st of the current year.
 - Price:** Both the full and discounted prices are displayed. Prices are approximate until the item is received by PRLS.

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 ALSO NOTABLE RECORDING

YALSA

6 more images

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

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

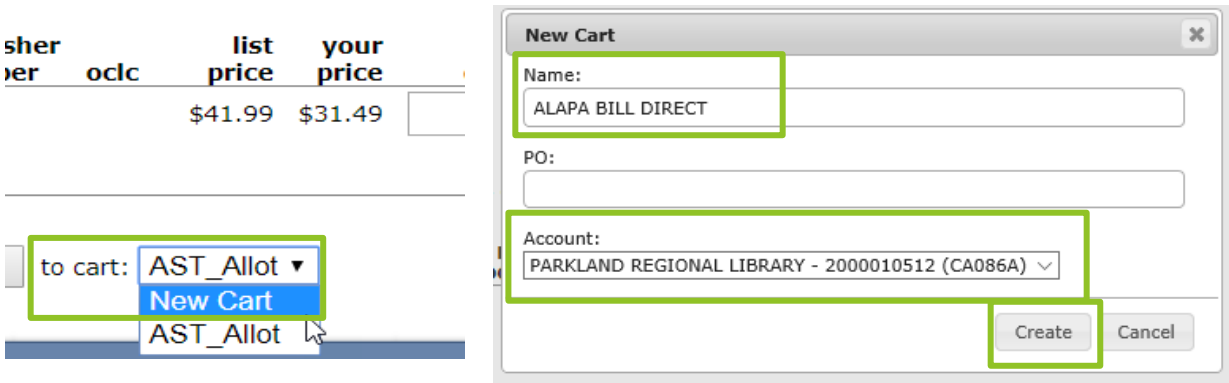
4. Select the fund code (allotment or bill direct) and the collection code for the item. This will also impact the spine label information. Enter quantity in the box next to your library code.

QUANTITY	INSTRUCTIONS	ALL
Fund		
the default for its category and media type		Branch Distribution
		None
aal:	aali:	aami:
abash:	aben:	abam:
		abla:
		abod:

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

Carts

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

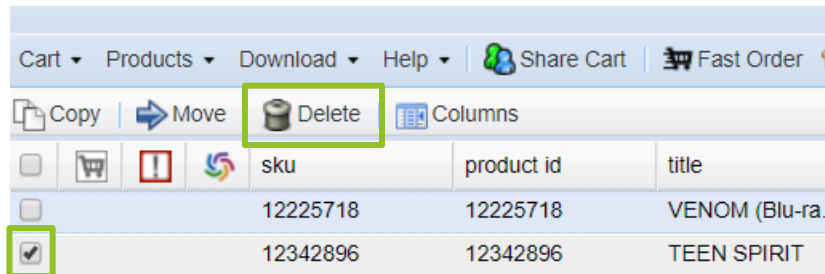


View and Edit Carts

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

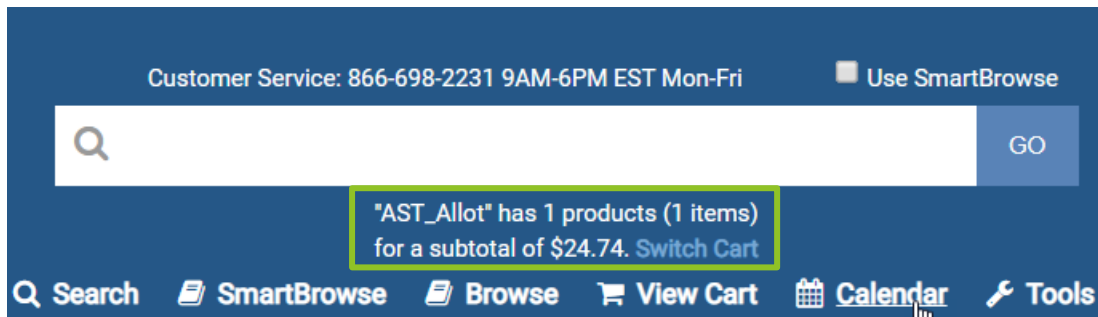


To remove an item from your cart, select the **check box** beside the item and click **delete**.

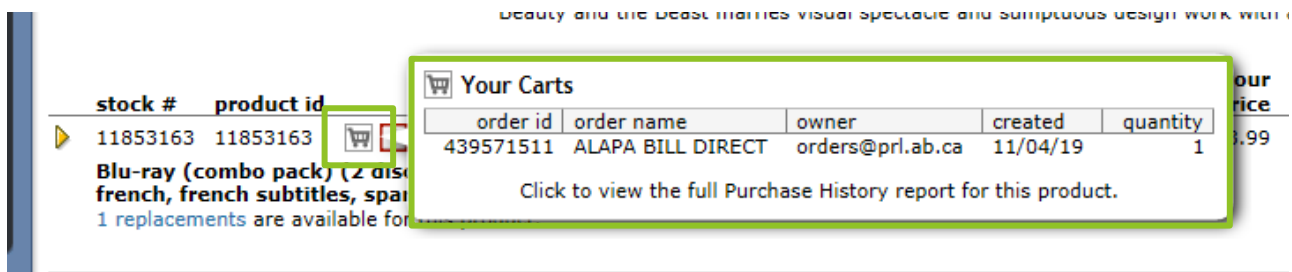


Switching Carts

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

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

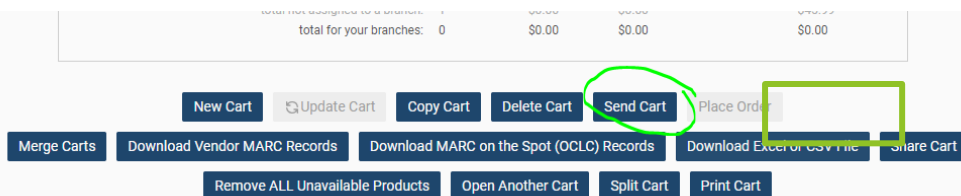
If you receive an item with damaged discs, contact the PRLS Finance Clerks at orders@prls.ab.ca immediately about a replacement.

Submitting Order

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

****Please note:** You will need to manually select the fund and media type for each item once it's been input into your cart.

At the bottom of the View Cart page, click on the 'Send Cart' button. ****Do not press the 'Place Order' button.**



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.

A screenshot of a 'Send Cart' dialog box. The title is 'Send Cart' with a close button (X) in the top right. The first section is 'Send this cart to:' with a dropdown menu showing '00-Orders, PRL'. Below this is the text 'You can rename the cart at this time if you wish:' followed by a text input field containing '2021 purchasing'. The next section is 'Additional comments for the recipient:' with a large text area. At the bottom right, there is a green 'Send' button.

Your cart has been sent to the PRLS Finance Clerks. You will receive an email from CVS with a list of items in the cart.

When the order has been processed by PRLS, you will also receive an email from the PRLS Finance Clerks. **Note:** Orders for Blu-ray/DVD combo packs may take longer to be processed.

If you have any questions, please contact your PRLS Library Consultant.