INGRAM CONTENT GROUP | Library Services

offers the following Discounts and Terms to

Nebraska Library Commission

The following terms and discounts are offered to the public library members of the Nebraska Library Commission. The terms and conditions of this offer do not apply to existing staff accounts.

Effective Dates: February 1, 2026 – January 31, 2027

Discounts:

*Trade Hardcover	43.0%
*Trade Quality Paperbacks	38.0%
*Mass Market Paperbacks	38.0%
University Press Titles	13.0%
Library Bindings	15.0%
** Short Discounted Titles	8.0%
***Spoken Word Audio	0-45.0%
DVD	0.0 - 15.0%
Net Titles	0.0%

** Trade Hardcover, Quality Paperbacks and Mass Market Paperback titles ordered with a cover price of $14.99 or less will receive a 25% discount.*

***Short Discount/Non-Trade: Lower demand, small print-run books in various bindings, and includes graphic novels, legal, technical, reference, scientific, and medical titles as defined by Ingram subject categories. Titles are generally published by small or university presses. Also included are print and audiobook titles purchased at lower than full trade discount; titles with limited sales volume; and/or titles from publishers not in compliance with Ingram's purchasing requirements.*

**** Eighty to eighty-five percent of all Spoken Word Audio is at the 35% discount; however, some Spoken Word is short discounted by the publisher.*

Continuations and New Title Notifications/Standing Orders:

With Ingram, these special discounts also apply to our Continuations and New Title Notifications/Standing Order Programs. Please visit our website at www.ingramcontent.com/libraries or contact your Ingram Sales Representative for details.

Freight Terms:

Ingram is pleased to offer an Ingram-paid freight option from your primary and secondary distribution centers. Orders of 20 or more units from both your primary and secondary distribution center will ship with Ingram Paid Freight. Shipments of less than 20 units will be charged a flat $6.00 shipping fee. The qualifying unit quantity is subject to change with notice. Items picked, packed, and shipped together count as an individual shipment. Distribution center designation is subject to change by Ingram to provide the best service for your Library.

UPS ground service is used to transport the majority of Ingram's goods. Ingram will choose the most cost-effective shipping method. Ingram has the right to adjust distribution center designations in order to provide the greatest service to your Library. Orders will ship FOB Destination. Ingram defines FOB Destination as Ingram being responsible for the products until they are delivered to the library. Once the items have been delivered, liability lies with the receiving agency. When freight charges on an individual account surpass 2.5% of the account's expenditures, Ingram reserves the right to change the shipping settings under this offer. Changes to account settings such as one warehouse for shipments or shipment timetables and order consolidation levels are examples of such alterations. We will work closely with the Library to ensure if changes are made, they are in the best interests of both parties.

Due to the impact of rising oil prices, Ingram has instituted a $3.00 fuel surcharge per shipment. This charge is subject to change with notice. These charges will appear as a Shipping and Handling charge on your invoice.

Payment Terms:
Payment terms under this offer shall be Net 30 Days. Payment is required for invoices within these terms even when a purchase order has not been completed. Ingram does not invoice for items until they have been shipped.

While other vendors demand payment from invoice date, Ingram's terms are calculated on statement date at the end of each month. With payment due 30 days from statement date, the customer's payment is due an average of 45 days from invoice (30-59 days). Ingram reserves the right to assess a late charge on all past due invoices.

Ordering:
Ingram can accept orders by toll-free phone, mail, electronically, (email and/or EDI – Electronic Data Interchange), or through ipage. All orders receive immediate online order entry; phone and electronic orders receive title and stock verification.

Mail orders should be sent to:

Ingram Library Services LLC
Attention Order Entry
One Ingram Blvd.
PO Box 3006
La Vergne, TN 37086-1986

The toll-free number for telephone orders is **(800) 937-8200**. Emails with attached orders should be sent to ILS.orders@ingramcontent.com.

Ingram supports EDI Transaction types and formats based on the capabilities of the library automation system. Ingram EDI offerings include:

- Electronic ordering using the X12 format and FTP for communications.
- Enriched EDI ordering.
- Text format full order confirmation via email from Ingram email to user-specified email address.
- Electronic invoicing using the X12 format and FTP for communications.

ipage:
ipage is Ingram's web-based title selection, ordering, and account management tool. Customers with a current, active Ingram account are eligible for a free subscription to ipage, which offers libraries easy-to-use ordering capabilities and other features at no cost for unlimited concurrent users. Libraries recognize ipage as an integral timesaving tool whose collection development and acquisitions capabilities, along with its various account management tools, make day-to-day ordering and receiving tasks virtually hassle-free. ipage can be accessed at https://ipage.ingramcontent.com.

Account Set-up:
Libraries wishing to establish a new account will be asked to complete an Ingram New Account Application and Terms of Sale Form. When setting up an account under the terms of the offer, the Library will be asked to provide a copy of their tax exemption certificate. Any item ordered prior to the start date of this offer is not eligible to receive the terms of the offer. This applies to all backorders, standing orders, and firm orders placed prior to the enactment of this offer. Should a library receive a previously ordered item after the offer is in effect, previous discounts will apply.

Ingram Contact List:
Nebraska Library Commission public libraries have toll-free telephone access to any Ingram point of contact at (800) 937-5300, or you may reach your Senior Sales Representative at:

- Brette Dorris, Senior Sales Representative ..... (618) 210-3280
  Email: brette.dorris@ingramcontent.com
- Colin Poulton, Sales Specialist .....(615) 213-4708
  Email: colin.poulton@ingramcontent.com

- Ingram Library Services 615-793-5000
- Credit Department ..... (800) 937-8100

  Email: ILSCustomer.service@ingramcontent.com
  To Discuss Concerns or Issues Regarding Your Account
  Email: requirements@ingramcontent.com
  To Set Up / Update an Account

Remittance address:
Ingram Library Services LLC
P.O. Box 7411731
Chicago, IL 60674-1731
Please mail only payments to this address.