

Dear Colleague,

Target library decision makers with a mailing list you can trust

Facet Publishing offers its unique mailing list (sourced from the annual directory, *Libraries and Information Services in the United Kingdom and the Republic of Ireland*) in **electronic format**.

This exciting new service enables you – whether you're a publisher, list broker, government agency, charity, library supplier, training organisation – in fact anyone interested in reaching the library and information professional market – to promote its range of products and services via direct mail in a cost effective and measurable way.

How does it work?

1. First you make your list selection from the choice of breakdowns (see enclosed page one).
2. If you have a mailing house, you can decide on the format (CSV file via e-mail/disk or CD).
3. Decide how quickly you require the information (we charge £10.00 for rapid 48 hour delivery via e-mail and £30.00 for disk or CD via normal postal delivery).
4. You send us the order form with a signed agreement form and sample mailing piece.
5. We send the data direct to your mailing house.

What can we do if we don't have a mailing house?

We can still send self-adhesive mailing labels direct to you. Simply call Bookpoint on 01235 827702 or order online at www.facetpublishing.co.uk. Alternatively, we can recommend a mailing house that we use regularly.

To find out more please take a look at the enclosed information or browse our website at www.facetpublishing.co.uk. If you have any questions please do not hesitate to contact me or call *The Sales Department* on 020 7255 0590.

We look forward to hearing from you.

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Tel. +44(0) 20 7255 0597
Fax. +44(0) 20 7255 0591
Web. www.facetpublishing.co.uk

Please choose from the following breakdowns

Full set

Full public library headquarters list including central libraries and major branches (regional and district libraries), academic, selected government, national and special libraries, departments of librarianship, contacts for children's, youth and schools library services.

No.	Job title	ISBN	Price of list (in any format)	Price of list (inc VAT)
2099	Chief Librarians	978-1-85604-026-6	£320.00	£376.00
960	Acquisitions Librarians	978-1-85604-198-0	£155.00	£182.12

Public libraries HQs only

Includes main headquarters/central/largest libraries only.

341	Chief Librarians	978-0-85365-587-9	£100.00	£117.50
209	Acquisition Librarians	978-1-85604-199-7	£70.00	£82.25

Public HQs and Branches

Main headquarters/central/largest libraries and major branches that make up the regional and district libraries.

1344	Chief Librarians	978-1-85604-025-9	£175.00	£205.62
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Academic, Government, National and Special libraries

University and other higher education libraries, national libraries, selected government and special libraries (industrial and commercial), departments of librarianship and information science.

759	Chief Librarians	978-0-85365-959-4	£135.00	£158.62
759	Acquisition Librarians	978-1-85604-201-7	£135.00	£158.62

To order your mailing list data

You can request a CSV file via e-mail or disk/CD subject to our terms and conditions (or as laser-quality adhesive mailing labels from Bookpoint Ltd):

1: Facet Publishing

7 Ridgmount Street
London WC1E 7AE
Tel: +44 (0)20 7255 0590
Fax: +44 (0)20 7255 0591
Email: info@facetpublishing.co.uk
Web: www.facetpublishing.co.uk

Terms and conditions

- Data is sold on a single use basis only
- Data must be used with 30 days
- Copyright to the data belongs to CILIP absolutely
- The purchaser may not reproduce the data in any form without prior consent from the list owner
- Our labels are seeded and action will be taken against any misuse
- A sample mailing piece is required before data can be sent via e-mail, disk or CD.

Format

- CSV file via e-mail (to a third party mailing house only)
- CSV file on disk (to a third party mailing house only)
- CSV file on CD (to a third party mailing house only).

Rapid delivery (within 48 hours of receipt of order, signed agreement form and sample mailing piece)

- £10.00 for e-mail delivery of data (to a third party mailing house only)

Normal delivery

- £30.00 for data delivery via disk or CD (to a third party mailing house only) sent by normal post

To place your order please call 020 7255 0590 or fax back the order form overleaf to 020 7255 0591.

Mailing list order form

To place your order please call 020 7255 0590 or fax back this order form to 020 7255 0591.

List name

Number of contacts Total price

Format Delivery method

Attached is a cheque/International Money Order made payable to
BOOKPOINT LTD

Please charge my credit card account £.....

Visa Access MasterCard Diners Club American Express

No:

Security code: (last 3 digits on back of card)

Expiry Date Issue no: Signature

Billing Address:

Name:	
Job title:	
Organisation:	
Address:	
Postcode:	
Tel:	Fax:
E-mail:	

Please tick here if you do not want us to contact you via e-mail or direct mail.

Mailing House Delivery Address:

Name:	
Job title:	
Organisation:	
Address:	
Postcode:	
Tel:	Fax:
E-mail:	

To order your self-adhesive labels

You can order self-adhesive labels for a one-off mailing from our distributor Bookpoint Ltd or online at www.facetpublishing.co.uk.

2: Bookpoint Ltd

130 Milton Park
Abingdon
Oxon
OX14 4SB
UK
Tel: +44(0)1235 827702
Fax: +44(0)1235 827703
Email: facet@bookpoint.co.uk

Delivery

- £3.50 for self-adhesive labels

Format

- self-adhesive mailing labels

Orders for self-adhesive labels take approximately 5 working days to process from the time your order is received.

To place your order please call our distributor Bookpoint on 01235 827702 or fax back the order form overleaf to 01235 827703. You can also order online at www.facetpublishing.co.uk.

Mailing list order form

To place your order please call 01235 827702 or fax back this order form to 01235 827703. You can also order online at www.facetpublishing.co.uk.

List name

ISBN

Number of contacts Total price

- Please send me a pro-forma invoice
- Attached is a cheque/International Money Order made payable to **Bookpoint Ltd**
- Please charge my credit card account £_____

Visa Access MasterCard Diners Club American Express

No:

Security code: (last 3 digits on back of card)

Expiry Date _____ Issue no: Signature _____

(If the address below is different from the registered address of your credit card, please give your registered address separately.)

Name:	
Job title:	
Organisation:	
Address:	
Postcode:	
Tel:	Fax:
E-mail:	

- Please tick here if you do not want us to contact you via e-mail or direct mail.

**Libraries and Information Services in the UK and Republic of Ireland
Mailing List Rental Agreement Form – fax back to 020 7255 0591.**

List name.....

Number of contacts Total price.....

Format Delivery method

Format

- CSV file via e-mail
- CSV file on disk
- CSV file on CD

Delivery

- £10.00 for e-mail delivery of data
- £30.00 for data delivery via disk or CD

Terms and conditions

- Data is sold on a single use basis only
- Data can only be sent to a third-party mailing house
- Data must be used with 30 days
- Copyright to the data belongs to CILIP absolutely
- The purchaser may not reproduce the data in any form without prior consent from the list owner
- Our labels are seeded and action will be taken against any misuse
- A sample mailing piece is required before data can be sent via e-mail, disk or CD to a third party mailing house

I have read and agree to abide by the above terms and conditions:

Company/organization Name

Authorized signature **Date**

Name (printed)

Job title

Address

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