



June 10, 2009

Ms. Tina Hubert  
Director  
Lewis & Clark Library System  
6725 Goshen Road  
Edwardsville, IL 62025

RE: Revision to Transportation Policy for Public Library Members, Effective July 1, 2009

Dear Ms. Hubert,

As a follow up to our recent conversations, I'm pleased to offer the following revision to our current transportation policy for Public Library System members, reducing the amount of the transportation surcharge:

*Library orders will be delivered FOB Destination, with Free Shipping from the designated primary service center. Effective July 1, 2009, the transportation surcharge appearing on each invoice will be reduced to 0.5 % of the invoiced book and spoken word audio product amount (excluding cataloging and processing fees). The maximum fee will be \$25.00 per invoice. We will continue to evaluate this policy based on the various market conditions.*

*Staff accounts (for personal use) are available; orders for these accounts will be taxed appropriately and will be invoiced for any shipping costs.*

Thank you for your interest in Baker & Taylor. We appreciate your patronage and we look forward to working with you and the System members.

Best Regards,

A handwritten signature in blue ink that reads "Dave Hargrave".

Dave Hargrave  
Director of Sales