

Dear Publisher/Vendor,

We hope the attached form and instructions will answer any questions you may have regarding your request to sell your books through either the **Barnes & Noble Retail Stores** and/or through the **Barnes & Noble Website**, www.bn.com. Please read carefully the criteria and instructions. In order for our staff to review your request, you must submit the following: (*Mailing address provided on page 7.*)

- A completed, signed copy of pages 5 through 7 of the attached Barnes & Noble Distribution Center Confirmation of Publisher Information form. **Please retain a copy of the application for your records.**
- A finished sample of your title(s) – Please see attached list of Acceptable and Unacceptable Products. No manuscripts, discs or flash drives, please.
- A title list presented in the format outlined in the “Title Information” section on a copy of your company’s letterhead.
- If you have more than 1 title you will be asked to email your title data using the Data Exchange Template
- A list of wholesalers/distributors you currently utilize.
- Trade Reviews-Store Placement consideration only
- Marketing/Promotional plans- Store Placement consideration only
- A note describing how your book meets the competition (what makes it unique.)- Store Placement consideration only

For a title to be considered, it must meet the criteria listed below. Please note: All titles go through a purchasing review process that determines whether or not an initial stocking order or re-order for www.bn.com will occur. Our purchasing review process looks at a variety of factors including but not limited to the items listed below when deciding to purchase or not.

- It must have an assigned ISBN-13 printed on the cover along with the Bookland EAN barcode featuring the price-encoding add-on portion, and a human-readable price.
- The retail price must be greater than \$1.00.
- Must have title and author printed on spine- Store Placement consideration only

Fill out as many of the fields on the form as possible. If you have questions, please indicate them on the form, return it to us, and we will contact you. The review process takes about 3 months; the Small Press Department responds to all submissions in writing. We ask for your patience as we are working with a large number of publishers. All submissions are reviewed in the order in which they are received. Please note we do not confirm receipt, you will be notified in writing once a decision has been reached regarding your Website and/or Store Placement submission.

Yours truly,

Merchandising Department
Barnes & Noble Distribution Center

Barnes & Noble Distribution Extended Title Base Program Acceptance Criteria

All books will be considered for the Barnes & Noble website, www.bn.com based on subject matter and salability. Please consider the following points when publishing and presenting your book.

1. Does your book have an ISBN - 13 (International Standard Book Number)?

We use the ISBN to track inventory and sales information. An ISBN is a thirteen-digit number that specifically identifies your title. ISBNs are furnished by:

ISBN Agency
630 Chanlon Road
New Providence, New Jersey 07974
877-310-7333
www.isbn.org

If your book has no ISBN, you can sticker your books with the ISBN once it is assigned. The ISBN and price should appear on the back cover of the book.

2. Does your book have a bar code?

Bar codes help our stores handle books more efficiently. The bar code, which incorporates your ISBN, is scanned at the time of purchase, thus accurately recording the sale of your book. The book industry uses the Bookland EAN bar code, not the UPC. Your Printer can incorporate bar codes into a cover, or if your book is already printed, you can have pressure sensitive labels produced for placement on the back cover. For more commercial bar code suppliers, visit BISG website <http://www.bisg.org/what-we-do-12-74-barcode-suppliers.php>. See sample barcode below:



If the barcode printed on your title(s) does not match the format and size of the barcode sample here, it **will not be accepted**. Please work with your printer to supply a barcode that meets industry standards as indicated in this image.

3. What sort of binding is your book (Trade Paperback, Hardcover, Audio, etc.)

For a complete listing of formats, please review the most recent version of the ONIX code lists at <http://www.editeur.org/14/code-lists/#code>.

Since most of the titles in our stores are placed on the shelves spine out, we strongly suggest having the title and author printed on the spine of the book

Acceptable & Unacceptable Product Types

Unapproved product types ordered by Barnes & Noble Distribution Center from a publisher's title list will be returned to the publisher at the publisher's expense.

Products carried at this time:

Trade Products

Books - With a retail price of at least \$1.00 per copy, if the same title comes in multiple versions/editions, each version/edition MUST have a unique ISBN number assigned.

Books on Compact Disc (CD) - Product must have been published as a stand-alone book with its own ISBN. Books on CD must have an ISBN and standard packaging.

EBooks – Please sign up at www.nookpress.com to make your eBooks available for sale on www.bn.com

EPeriodicals - Email NookNewsstand@book.com

Magazines -Please submit a sample of your publication for review to the following address:

Barnes & Noble Newsstand Division
122 5th Avenue, 8th Floor
New York, NY 10011

All magazines must be approved by Barnes & Noble, Inc. store personnel cannot approve your magazine. Barnes & Noble, Inc. currently works with the following national direct distributor. Please submit your title to the following national distributor listed below:

Ingram Content Group

www.ingramcontent.com

Debbie Burnette

New Accounts Representative, Ingram Periodicals, Inc.
18 Ingram Blvd.
Laverne, TN 37086
p.615-213-3583 f. 615-213-3376
debbie.burnette@ingramcontent.com

If the above company decides to distribute your publication, they will present it to the Newsstand Buyer at Barnes & Noble, Inc.

Music CDs and DVDs – Are supplied to Barnes & Noble through Alliance Entertainment, or Baker & Taylor Entertainment. To contact Alliance Entertainment, email artistsolicitation@aent.com

Volume Sets - Will not be accepted unless each volume has a unique ISBN assigned. There must also be a unique ISBN for the set. Sets must be Shrink-wrapped or Slip-cased

Specialty Products

Gift Product - Includes blank journals, logbooks, diaries, photo albums, scrapbooks, post cards, note cards, sticker books, stationary, etc. Vendors are welcomed to submit new gift product for consideration. Our gift hotline number is 212 -727- 4809. Allow 8 to 10 weeks for review. Please do not send any original artwork or photography because we are unable to return samples.

Barnes & Noble Booksellers Inc.
Attention: GIFT DEPARTMENT - 7th Floor
122 Fifth Ave
New York, NY 10011

Games - The manufacturer should send samples and/or sell sheets to the Toy & Game department at the address below. We typically respond to submissions within 8 - 10 weeks. Due to the high volume of sample submissions the product cannot be returned.

Toy & Game
ATTN: Sample Submission
Barnes & Noble
122 5th Avenue, 7th Floor
New York, NY, 10011

Calendars –Vendors are welcome to submit calendar samples for consideration. Allow 4 to 8 weeks for review. Please do not send any original artwork or photography because we are unable to return samples. For more information for the guidelines and procedures for presenting calendars, please call the hotline at (212) 633-3219.

Barnes & Noble Inc.
Attention: Calendar Submissions
122 5th Avenue
New York, NY 10011

Maps- Barnes & Noble purchases all of its maps through Rand McNally. If you would like to contact Rand McNally about the possibility of being picked up for distribution, please contact:

Rand McNally
customerservice@randmcnally.com
800-333-0136 Ext.2

Products NOT carried at this time include (but are not limited to):

Audio CDs - Stand-alone CDs will not be purchased (includes music or self-help with no published book counterpart). This does not include Books on CD product with standard packaging.

Card Files or Systems - Whether in combination with binders or books.

CD-ROM Product

Charts

Journals with Subscriptions or Inserts - Journals requiring subscription or inserts for updating purposes, regardless of an ISBN being assigned.

Pamphlets/Newsletters/Catalogs/Booklets

Posters

Pre-Packed ISBNs (An ISBN assigned to multiple copies of books packaged together.)

Three-ring Binders

BARNES & NOBLE DISTRIBUTION CENTER
CONFIRMATION OF PUBLISHER INFORMATION

PLEASE PRINT CLEARLY

ACCOUNT INFORMATION: ACCOUNT NAME MUST MATCH IRS RECORDS FOR TAX ID NUMBER

ACCOUNT NAME:	
Primary Contact Person:	
Phone #	
Email Address	
Website Address:	

CHECK REMITTANCE : CHECK REMITTANCE NAME MUST MATCH ACCOUNT NAME

Check Must be made out to:	
Accounting Contact Person:	
Phone # / Email address	
Mailing Address	

PURCHASE ORDER INFORMATION: EMAIL ADDRESS PROVIDED MUST BE ABLE TO ACCEPT AND OPEN PDF IMAGES

Purchase Order Contact Person:	
Phone	
Email address for Purchase Orders	
Mailing Address	

RETURNS INFORMATION (Required): THIS ADDRESS CANNOT BE A PO BOX, IT MUST BE STREET ADDRESS

Returns Contact Person:	
Phone # / Email address	
Mailing Address	

WHOLESALE/DISTRIBUTOR INFORMATION:

List Wholesalers/Distributors you currently have terms with below.

PURCHASING TERMS (Please specify Returnable or Non-Returnable)

Barnes & Noble offers standard Payment Day Terms of 90 Days from Invoice. The minimum acceptable Trade discount is 50% FOB. FOB=Freight On Board, Barnes & Noble pays shipping costs. Trade Publishers, please provide publicly announced terms if available. Professional/Academic publishers must provide publicly announced terms.

DISCOUNT (% off List Price) _____ %

STATE BOOKS SHIP FROM: _____

NUMBER OF TITLES PUBLISHED: _____

SHIPPING & ROUTING INFORMATION: Barnes & Noble's preferred carrier is UPS.

For more details, please see Page 7

TITLE INFORMATION:

If you are submitting **more than one title**, you will be contacted to provide these titles electronically via a B&N Data Exchange Template.

Upon Request, you will be asked to email your title data using the Data Exchange Template

Provide Data Exchange Template here.

We expect to receive all data changes on a timely basis to ensure the most accurate information is available to our customers. Therefore, we ask publishers to provide monthly updates (price, discount, status, carton quantity, etc.) as well as a full title review twice a year.

Barnes & Noble requires New Title Data 180 days pre-publication and acknowledges all data is subject to change. All data supplied to Barnes & Noble must also be submitted to R.R. Bowker. If you are not currently submitting data to Bowker please visit www.booksinprint.com/bip/.

All data elements in **bold** are mandatory fields.

ISBN (non-hyphenated)

Title

Author- (last name, first name; one column per contributor. If there is more than one contributor, extra columns can be added)

Series- a collection of books having certain characteristics in common that are formally identified together as a group.

Format/Binding (TP = paperback, TC = hardcover, CD, etc.)

Pages

Price- the List or Retail price of the book

Publisher Discount or Discount Code

Publisher

Imprint - If same as publisher, repeat name here

Status (ACT = Active, PC = Publication Cancelled, OP = Out of Print, OSI = Out of Stock Indefinitely,)

Status Date (availability date if Out Of Stock)

Publication Date (date available for sale *to the consumer*)

Bisac Subject Codes (available from www.bisg.org)

BISAC Audience Code (JUV = Juvenile, TRA = General Trade)

Casepack Quantity- A numeric value indicating the number of units of a given product that are packed in that product's standard shipping container.

Length: measurement of the spine (inches) (expressed as decimal values, i.e. 8.5)

Width: measurement perpendicular to the spine (inches) (expressed as decimal values, i.e. 8.5)

Depth: measurement of thickness of a book (inches) (expressed as decimal values, i.e. 8.5)

Weight: measurement of the weight of a book (pounds) (expressed as decimal values, i.e. 8.5)

Cover Images: images can be formatted according to the specifications listed here, under "Preparing Cover Images": http://www.BarnesandNoble.com/help/pub_submit_content.asp

Condition of Books: Barnes & Noble Distribution will only accept books for Purchase Order fulfillment that are in saleable condition. Books determined not fit for sale will be returned at the publisher's expense.

SHIPPING & ROUTING DETAILS:

FOB (Barnes & Noble pays) Freight Terms for ALL Shipments 400 lbs. Or Less:

Our primary small-parcel carrier is United Parcel Service. We ask that you use the UPS 3rd Party Billing Program. This shipping method enables a vendor, with a valid UPS account number, to bill to a 3rd party -- in this case Barnes & Noble Distribution Center. Please call UPS at 800-742-5877 and request an "occasional pick-up account number". This is a 6 digit account number for your location and will not have a weekly service charge.

Free Freight (Publisher pays) Freight Terms for ALL Shipments 400 lbs. Or Less:

Our preferred carrier is United Parcel Service. If you use a service other than UPS for shipping, you must use a traceable method, such as USPS Delivery Confirmation, FedEx, etc.

After review of this document, Barnes & Noble, Inc. may choose to purchase your titles in accordance with the terms outlined here. Any and all divisions of Barnes & Noble, Inc. may cancel this agreement at any time for any reason without notice. This agreement in no way constitutes a purchasing obligation on any division of Barnes & Noble, Inc.'s part.

Your signature below indicates to us that you are in agreement with all of the terms outlined in this document, including but not limited to: Purchasing Terms, Shipping & Routing Information, Wholesaler/Distributor Information, Title Information, Acceptable & Unacceptable Product Types and Condition of Books.

**Publisher/Vendor's
Authorized Signature** _____

Date _____

In order for Barnes & Noble to process this application, you must submit via mail:

- ✓ **The completed pages 5 and 7 of the application.**
- ✓ **A copy of your company letterhead. If submitting only one title, the bibliographic data should be printed here.**
- ✓ **A finished sample of your title.**
- ✓ **A list of wholesalers/distributors you currently utilize.**
- ✓ **Retain a completed copy of this document for your records.**

The items listed above must be mailed to the address listed below.

Mailing address:
Barnes and Noble, Inc.
Attn: Small Press Department
122 5th Avenue, 8th Floor
New York, NY 10011