

Personal Book Ordering FAQ

<http://www.saintpetershcs.com/MedicalLibrary/>

Q: May I place a personal book order through the Medical Library?

A: The Medical Library can place book orders for patrons in several ways. Put your cursor on the “Medical Library Resources” link, then click on the “Book Ordering Information” link to the right.

1) Rittenhouse Book Distributors

- Rittenhouse offers our patrons up to 16% off the list price for any book they carry.
- All shipments are free. No tax is charged.
- All orders must be placed through the library and must be delivered to the library.
- Fill out a Rittenhouse order form (paper copy available in the library, web copy available on our website).
- Payment can be made using a personal check made out to Rittenhouse, or using a credit card. Checks must be mailed; credit card information is faxed so orders are processed quicker. All credit card information is shredded once the order arrives.
- We will notify you when your order arrives.

2) Amazon.com

- Books and other items may be ordered using the Amazon.com website. Use the link on the library’s website at <http://www.saintpetershcs.com/MedicalLibrary> as described above.
- Orders may be placed by a library staff member or you may place them yourself.
- Patrons receive the discounted Amazon price. However your patronage benefits the Medical Library because Amazon gives the library 5% of all sales generated through our website. No tax is charged.
- Note the shipping requirements on each item you order. Some books will ship for free if your order totals \$25.00 or more.
- Deliveries may be made to any location you choose.
- Payments are by credit card unless you want a staff member to place the order for you in which case we can accept cash (exact amount, please) or a check made out to Amazon.com.

3) Elsevier

- Elsevier Medical Publishers offers our patrons 10% off the list price for any book published by the following publishers: W B Saunders, Mosby, Churchill Livingstone, Butterworth-Heinemann, and Hanley & Belfus.
- Shipments are free. No tax is charged.
- All orders must be placed through the library and must be delivered to the library.
- Fill out an order form. An invoice will be sent once the book is mailed.
- We will notify you when your order arrives in the library.