

## APPROVAL PLAN DEPARTMENT

### What is an “Approval Plan”?

An **approval plan** is an agreement whereby a vendor supplies books to libraries based on a pre-determined profile and budget.

It is a service for library **assistance**, which includes **identification, selection and delivery** of new material, in our case with the goal of contributing to the collection development for Latin American studies.

In order to achieve this, we have created a *highly professional* structure that enables us to access the whole publishing production of **Argentina & Brazil**, getting a **total coverage** in these countries.

### How does an Approval Plan Service work?

#### Operative stages of an Approval Plan Service:

- **Identification:** Every month, our experienced staff checks local ISBN records and establishes exchange agreements not only with academic and commercial publishers but with independent authors, non-profit institutions and governmental organizations. We also visit books fairs and regions that are distant from publishing centers, enabling an unsurpassable coverage.
- **Selection & analysis:** The records for the purchased material are entered in our systems by the AP selector in order to be contrasted with the profile and mode that each library has previously chosen for the managing of their AP according to the topics of their interest and their budget possibilities.  
Our software was specially designed to get as much information as possible so it allows us to do a very detailed analysis at the moment of selecting:
- **Avoids duplication:** Identifies whether the book to be selected has been previously purchased by direct or standing orders.
- **Database checking:** Automatically checks Worldcat database.
- **Catalogue delivery:** with titles that have been selected but not sent to your library due to budgetary limitations.
- **Delivery and invoicing:** After its approval, the material is placed in a box assigned exclusively to each library and sent regularly in amount of 21 titles with their corresponding invoice, imprint or PDF.

- **Returns policy;** It is only necessary for you to send us a notification via e-mail to [reclamos@cambeiro.com.ar](mailto:reclamos@cambeiro.com.ar) mentioning the reason for the return and we will reply as soon as possible indicating the steps to be followed.

### How can my library get an Approval Plan Service?

Just get in contact with our company sending an e-mail to [libreria@cambeiro.com.ar](mailto:libreria@cambeiro.com.ar).

Through the years he have got the necessary *experience* to develop an approval plan service enough *flexible* to adapt to the different necessities of each library. That is why we can prepare a made-to-measure approval plan according to the specific interests of your collection considering *criteria of academic level, topics and coverage areas*.

- **Quality criteria:** We classify every material with a score from 1 to 10, according to our knowledge in relation to their academic quality and its relevance for the Latin American studies (prestige of the author, thematic, bibliography, publisher and extension are considered).

<b>AA</b>	High quality=	9 - 10
<b>AB</b>	Quality=	7 - 8
<b>AC</b>	Quality=	5 - 6
<b>BB</b>	Quality=	3 - 4
<b>CC</b>	Low quality=	1 - 2

- **Thematic criteria:** It gives us the possibility of designing your approval plan with one, several or all the topics that interest you.
- **Partial coverage of specific geographic areas (only available for Brazilian regions):** Your AP can include only the material published in one, several or all the regions that interest you.

We will supply to you detailed information about budgets, thematic, academic qualities and coverage areas of catalogued material during the previous year for Argentina & Brazil so you can decide the final structure of your AP.

Take the opportunity to also consult us for our DVDs Approval Plan (Argentina & Brazil).

## What is the benefit of having an AP Service?

The main benefit that libraries that decide to have an AP service achieve is to get an **integral solution** that considers their specific needs and contributes to the *resources maximization* whose global result intends a *strategic development* of their collections for Latin-American studies.

Libraries will get a comprehensive solution that fit their specific needs allowing them to obtain the material soon after being published, to reduce operating costs and to redirect resources to benefit the development of their collections.

## E-Books

### What is an “e-Approval Plan”?

An **e-AP is equal to an AP for imprint material**; the only difference is that the selection is based on **e-books**.

We understand our *assistance* to libraries in relation to electronic resources as a *natural extension* of our AP service for imprints, that is why they share the same constitutive general criteria of identification and selection of relevant material for Latin-American studies.

### What is an Approval Plan with e-Prefer?

The Approval Plan service with e-prefer (at present only available for Argentinean books) was thought as a **complement** for the **imprint AP**, where **preference** is given to the selection of the **digital version** of those new books that are also available as imprints, and with the obvious inclusion of those material that have only been issued in electronic format. This gives libraries the possibility of extending their coverage by the combination of both formats.

### **How are implemented e-Approval Plans & Approval Plans with e-Prefer?**

We have reached to an agreement with **Ebrary** in order to use their platform to assign channels to our clients. Through them and using I.P. control, their users are able to get a stable and safe access to the materials purchased by these institutions.

### **What is the benefit of having an e-AP and e-Prefer Service?**

E-app & e-prefer services, as well as the imprint approval plan service, offer a comprehensive solution to libraries; they incorporate the specific advantages of the format, consisting of lower operation costs in storage and shipment.

### **Purchase order & standing order service**

**Ventara S.A.-Librería García Cambeiro**, additionally to maintain exchange agreements with almost all commercial and noncommercial publishers who publish material in the Argentine & Brazilian territory, has a huge amount of titles in its holdings and a team trained in the ongoing search of books that are no longer available by the publishers. For this reason we can inform you the status of any book or DVD of your interest whose distribution has taken place in the countries of coverage, regardless of author, publisher or publishing date.

It is also possible to establish and standing order for continuing resources (series, collections, multipart items) just sending us an order to be recorded in our system, which also prevents any inadvertent duplication.

Books and DVDs orders

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