

Supply Ordering Guide (last updated 7/19/23)

When requesting supplies needed for work, please use [this form](#) on the staff site. The request should typically go to your direct supervisor, who will forward to Erica Schattle for final approval once they have reviewed it. Erica then forwards the approved request to the Director's Office, and we will reply to confirm the order has been placed (or if there is any delay, a confirmation that we have received it and are working on it). You should typically receive this notice within two business days of final approval, unless the request is time sensitive, in which case we will expedite the process as much as possible.

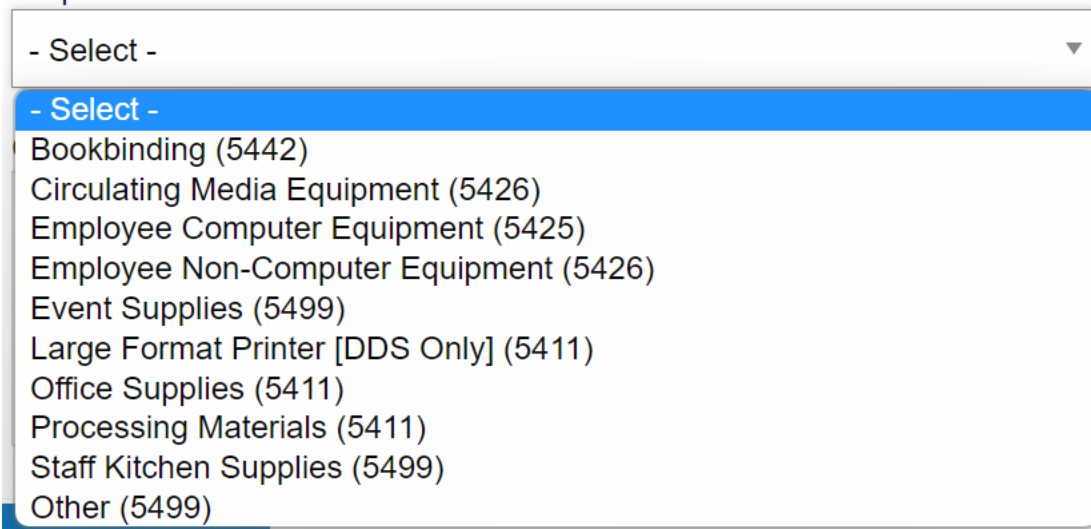
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Selecting a category under the Purpose dropdown:

The updated form now includes a "Purpose" dropdown menu to help inform our record-keeping. To clarify what some of these categories are for, please see the explanation below.

Purpose *



The image shows a screenshot of a web form's 'Purpose' dropdown menu. The dropdown is open, displaying a list of categories. The top option is '- Select -'. Below it, the following categories are listed: 'Bookbinding (5442)', 'Circulating Media Equipment (5426)', 'Employee Computer Equipment (5425)', 'Employee Non-Computer Equipment (5426)', 'Event Supplies (5499)', 'Large Format Printer [DDS Only] (5411)', 'Office Supplies (5411)', 'Processing Materials (5411)', 'Staff Kitchen Supplies (5499)', and 'Other (5499)'. The 'Bookbinding (5442)' option is highlighted with a blue background.

Purpose Category
- Select -
Bookbinding (5442)
Circulating Media Equipment (5426)
Employee Computer Equipment (5425)
Employee Non-Computer Equipment (5426)
Event Supplies (5499)
Large Format Printer [DDS Only] (5411)
Office Supplies (5411)
Processing Materials (5411)
Staff Kitchen Supplies (5499)
Other (5499)

Bookbinding: supplies for bookbinding

Circulating Media Equipment: for purchasing new or replacement items for circulating media kits

Employee Computer Equipment: any minor equipment specifically relating to computers (mouse, keyboard, etc.)

Employee Non-Computer Equipment: all other minor equipment needs not related to computers specifically

Event Supplies: any items or food needs for either internal or public-facing library events

Large Format Printer: supplies for the large format printer (DDS use only)

Office Supplies: basic office supplies such as paper, pens, etc.

Processing Materials: supplies for processing acquisitions

Staff Kitchen Supplies: coffee, snacks, utensils etc. for staff kitchen stocking

Other: to be used for items that don't fit in any of the other categories

If you're unsure what category your request might fall into, please don't hesitate to ask us or your supervisor.

Tips for selecting a vendor:

1. Tufts University is a tax-exempt organization. This means that with most new vendors, we have to request tax exemption before any orders can be placed, and the time needed for this process can range from a couple of hours to a couple of weeks, depending on the company. Because of that, we strongly encourage you to request supplies from vendors we already have tax exemption approved from (the list is below), particularly if you need the items quickly. If none of them have what you need (especially in the case of a specialty item needed for library work), we will be glad to order the item elsewhere, but be advised there will be a (hopefully short) delay for tax exemption purposes.
2. Electronic items cannot be ordered from WB Mason. Purchasing has blocked most electronic equipment from the WB Mason portal in Tufts Marketplace, which includes minor computer equipment such as mice and cables. A list of alternate vendors for equipment is provided below.
3. There are three supply closets in Tisch that have a bunch of basic office supplies such as paper, pens, etc. Before requesting office supplies, please check these closets to see if what you need can be found there.
4. At this time, we are discouraging orders from Amazon as drivers have had trouble in the past finding the mailroom and too often leave packages unattended at the ground floor entrance. Reaching out to Amazon customer service has been difficult and hasn't solved this problem, so we encourage you to choose another vendor where possible. Exceptions:
 - a. You need the item shipped to your home (for remote/hybrid employees), in which case Amazon is the best option
 - b. You can't get the item quickly or at all anywhere else
 - c. The price is significantly cheaper than another vendor

Common vendors – tax exemption approved, or available through Tufts Marketplace

- Office supplies
 - [WB Mason](#) (preferred)
 - [Staples](#)
 - [Demco](#)
 - [Office Depot](#)
- Electronics
 - [B&H](#)
 - [Apple](#)
 - [CDW-G](#)
 - [Best Buy](#)
- Library specific products
 - [Archival Products](#)
 - [Gaylord Archival](#)
 - [Hollinger Metal Edge](#)
 - [Library Advantage](#)
 - [Talas](#)
- Merchandise/swag for events
 - [4imprint](#)
 - [Sticker Mule](#)
 - Tufts Copy Services (email us re: your request and we can inquire with them)
- Other/bulk/specialty items
 - [Amazon](#) (again, please select as last resort only)
 - [Brodart](#)
 - [Home Depot](#)
 - [QSX Labels](#)
 - [University Products](#)
 - [Woodwind Brasswind](#)