

# Using the Form and Book lists

## Currently Available Bookshelves:

- [Minnesota History Bookshelf](#)
- [Minnesota Children's Bookshelf](#)
- [Museum Bookshelf](#)
- [Historic Preservation Bookshelf](#)

To order selections from the list, specify in the “Number of Copies” column how many copies you want of each title. In the “Enter the Price/Book” column, enter the price from the vendor you plan to use (remember to order the hardcover version rather than paper if available). Enter the total dollar amount per title in the right-hand column.

Once you have received the books, you will need to catalog the materials into your reference collections in order to make them accessible to your staff and the public. This work is part of the grant project; being able to retrieve information easily is essential for making it accessible.

Many of the books on the bookshelf lists are available online from the Minnesota Historical Society's Museum Store; or, you may choose your own online or local bookstore vendor. You also may use several vendors if all books are not available from just one vendor. Calculate the total costs for your grant application. If you use the Minnesota Historical Society Museum Store, follow the online ordering process. Libraries, educational institutions and other 501(c)(3) nonprofit organizations qualify for a 10 percent discount; enter “Legacy Grant discount” in the “Discount” field and enter your tax exempt number in Step 2. Calculate the shipping costs in Step 3 and continue to Step 4 to obtain the subtotal for books, shipping, and discount. After you have all the figures you need, cancel the order, hit “clear” and click “yes” to empty your shopping cart, then complete your grant application form.

If you use an outside vendor—a local bookstore, a library book jobber or another online source—call a representative or follow the vendor's online ordering process to obtain the cost totals you need for your grant application, then cancel the online order before completing the purchase. Be sure to ask about discounts for nonprofit organizations.

## Minnesota Bookshelf Budget

**Number  
of Copies**

**Enter the  
Price/Book**

**Total**

(Fields in gray will total automatically)

**Enter the  
Price/Book**

**Continued on next page**

<b>Minnesota Bookshelf Budget</b> (Fields in gray will total automatically)	<b>Number of Copies</b>	<b>Enter the Price/Book</b>	<b>Total</b>
Shipping			
TOTAL OF BOOK ORDER			
Optional cash match (if applicable) please indicate discount with a negative number, e.g. enter \$10 as -10			
TOTAL OF GRANT REQUEST			

Please Provide Name and Address of the Vendor/s You Plan to Use:

Name of Vendor 1

Address City State Zip

Name of Vendor 2

Address City State Zip

Name of Vendor 3

Address City State Zip

Name of Vendor 4

Address City State Zip