

The CLA Marketplace is your one stop shop for library-related literature in Canada! Choose from CLA books, ALA books, or CLA Boutique items!

Visit our catalogue of **CLA Books**, information about **ALA Books** for which CLA is the exclusive Canadian Distributor, or the **CLA Boutique**.

Ordering Instructions

Both members and non-members can purchase books and boutique items online. Simply follow the link at the "Shop CLA" link above and click on "Shop CLA" to browse marketplace items. CLA accepts both **VISA** and **Mastercard** for purchases.

To purchase books and boutique items online from the CLA store you are required to have a member or an account number.

NOTE: If you are a CLA member or have ever purchased a book or boutique item for an Institution, company or for yourself, you have an account number on our database.

PLEASE DO NOT CREATE A NEW ACCOUNT NUMBER EVEN IF THE ONLINE ORDERING SITE PROMPTS YOU TO DO SO.

"Login number" represents CLA plus the 5 digit member or account number assigned to you (in this example above it is CLA + 12345)

"Password" represents XXX (the first 3 letters of your last name + 12345) and your 5 digit member or account number.

****If you do not know your account number or password, please contact **Maria Blake, Orders Administrator** at: orders@cla.ca or **613-232-9625 ext 310** for assistance.

Personal Members:

When members enter with their login name and password their member discount will automatically be applied. If you do not know your member number or password please contact Maria Blake, Orders Administrator.

Institutional Members:

Please note Institutional account numbers can only be used by the member who is named on the account. Personal Memberships cannot be used for Institutional Orders. If you are uncertain if your institution has an existing account number or you need assistance in placing an order please contact Maria Blake, Orders Administrator.

Non-Members (Personal or Institutional):

Non-members will be prompted to create an account number in order to complete the online order. If you or your institution are uncertain if you have an existing account

number or you need assistance in placing an order please contact
Maria Blake, Orders Administrator

Bookstores:

Bookstores are welcome to order online. To order online payment must be made at the time of ordering using Visa or Mastercard. If you need assistance in placing an order please contact Maria Blake, Orders Administrator.

Ordering Procedure:

Click on: [Shop CLA](#)

Login:	<input type="text" value="CLA12345"/>
Password:	<input type="text"/>

You are now ready to shop. *It is imperative for members to login to receive their member discount.*

CLA Desk Copies

Examination copy requests should be mailed or faxed on university/college letterhead to:

Canadian Library Association
328 Frank Street
Ottawa, ON K2P 0X8
Fax: (613) 563-9895

Book(s) will be billed at the time of shipping, plus shipping charges, on a 45-day approval basis.

If the book is adopted as a course text, notification must be received within 45 days of invoice date along with the following information: name, complete address, and date ordered from the bookstore. Once this information is received, CLA will apply a reversal of billing to the original invoice.

If not adopted, book(s) must be returned in clean, saleable condition within 45 days; return shipping must be paid by customer. Once the book is received, CLA will apply a reversal of billing to the original invoice. Books damaged in return shipping due to poor packing will not be accepted, and payment in full must be remitted.

For more information, call (613) 232-9625.

CLA Microfilm Collection

Commonwealth is the exclusive distributor of the **CLA Microfilm** collection. Check out the **[Microfilm Collection catalogue](#)** available in pdf format.

Please address all orders to Martha Grant at mgrant@westcanadian.com.

Commonwealth

901 10th Avenue SW
Calgary, AB T2R 0B5
(403) 541-5644

President - Irene Price
iprice@westcanadian.com

Sales Representative - Martha Grant
mgrant@westcanadian.com