

**Reading**  
Is Fundamental

# RIF BOOKSTORE

A guide to ordering books from RIF



**RIF.org/Bookstore**

Contact [LiteracyNetwork@rif.org](mailto:LiteracyNetwork@rif.org) for assistance.

# CONTENTS

<b>Introduction</b> .....	2
<b>The RIF Bookstore’s Inventory</b> .....	3
<b>Who Can Use the Bookstore</b> .....	4
<b>How to Access the RIF Bookstore</b> .....	5
<b>Searching for Books</b> .....	7
<b>Purchasing Books</b> .....	10
<b>Receiving Your Book Shipment / FAQs</b> .....	15

For general program, account, resources or other RIF questions, please contact [LiteracyNetwork@rif.org](mailto:LiteracyNetwork@rif.org) for assistance.

# INTRODUCTION

Books are a critical component of RIF's program models and an essential tool to help advance RIF's mission to create a literate America. To that end, RIF, in partnership with program sites across the country, distributes thousands of books each year. For some children, this may be the first book they can call their own. RIF program sites are able to browse, select, and order books for programmatic activities through the RIF Bookstore.

The RIF Bookstore allows program sites to order low-cost, high-quality books to implement RIF programs or local literacy initiatives. Whether you are purchasing books for a Books for Ownership book celebration event or stocking your classroom library with children's books, the RIF Bookstore provides a turnkey solution to your book needs. RIF works with a number of major children's book publishers to bring relevant, engaging titles at affordable prices. The RIF Bookstore serves the entire RIF community whether your organization is self-funding your RIF program or you're purchasing books through a RIF grant award.

The RIF Bookstore online platform is powered by Scholastic. Our RIF partners will benefit from a streamlined, efficient storefront and a wide selection of quality books with this new bookstore. Note you may receive some emails from Scholastic and some from RIF and want to erase any confusion that may cause. We are partners in offering you this storefront and books from a wide variety of publishers.

This guide provides an overview of the RIF Bookstore, its contents, and its functionality. In addition to purchasing the physical books, you may want to access our library of digital support materials for these books, offering supplemental literacy resources for caregivers, educators and community volunteers. Visit RIF's Literacy Central ([RIF.org/literacy-central](https://www.rif.org/literacy-central)) to further children's reading enjoyment and learning beyond the book.

# THE RIF BOOKSTORE'S INVENTORY

Currently, RIF's book inventory includes children's books from preschool to high school. Most of the titles are suitable for elementary school students. You will also find books within these categories and many others:

- Diverse, multicultural titles
- STEM and STEAM books
- Bilingual editions
- Board books
- Picture books
- Chapter books
- PK-2: Over three thousand titles
- Grades 3-5: Nearly one thousand titles
- Grades 6-12: Several hundred titles

The RIF Bookstore inventory changes from time to time, and we encourage the RIF community to visit the Bookstore to see the current selection and inventory of books.

The reading levels for these books cover the span from beginning readers to fluent readers.

**All books in the Bookstore are offered at \$3.**





# WHO CAN USE THE BOOKSTORE

The RIF Bookstore differs from a typical bookstore in that access to the store is limited to those who are members of the RIF community and partners in our mission to distribute high-quality books to children, especially those who come from low-income communities, and to help RIF in building a culture of literacy. The books ordered from the RIF Bookstore are not intended for resale. We want these books in the hands of children.

While the main users of the RIF Bookstore are RIF program site coordinators, the bookstore can also be used to stock a school library, your classroom, or can even be used by a homeschool parent.

If you would like to open a RIF Bookstore account, please contact the RIF Community Team at [LiteracyNetwork@rif.org](mailto:LiteracyNetwork@rif.org).



# HOW TO ACCESS THE RIF BOOKSTORE

## To access and use the RIF bookstore, follow these steps:

1. The first step in accessing the RIF bookstore is to register on RIF's community portal, Literacy Network ([RIF.org/literacy-network](https://RIF.org/literacy-network)). Only registered members of the RIF community can access the bookstore.
2. Next, you need to fund your account in order to purchase books. All bookstore accounts must be uploaded with prepaid book allocations. RIF bookstore accounts can be updated with additional book balances. Please contact the RIF team for assistance with this. There are several ways to fund an account:
  - Some RIF program sites are funded through RIF partners. In these cases, your RIF bookstore account may get pre-populated with a book award.
  - You can send RIF a check in the amount that you want to fund your bookstore account by joining the [RIF Book Fund](#).
  - If you have purchased RIF's literacy programs—Read for Success or Books for Ownership—then your account may already be funded.

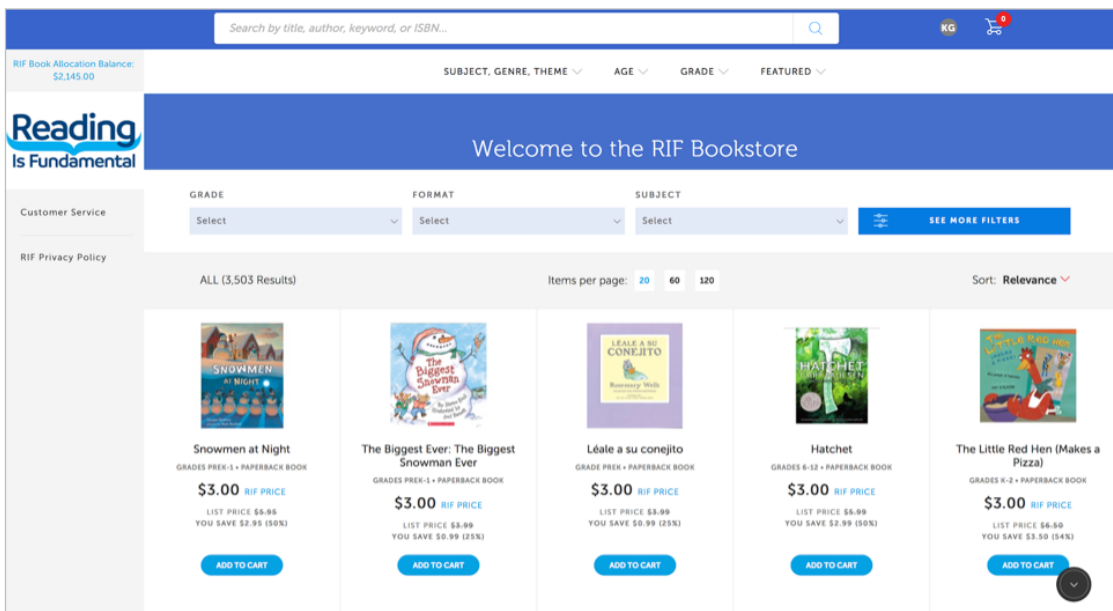
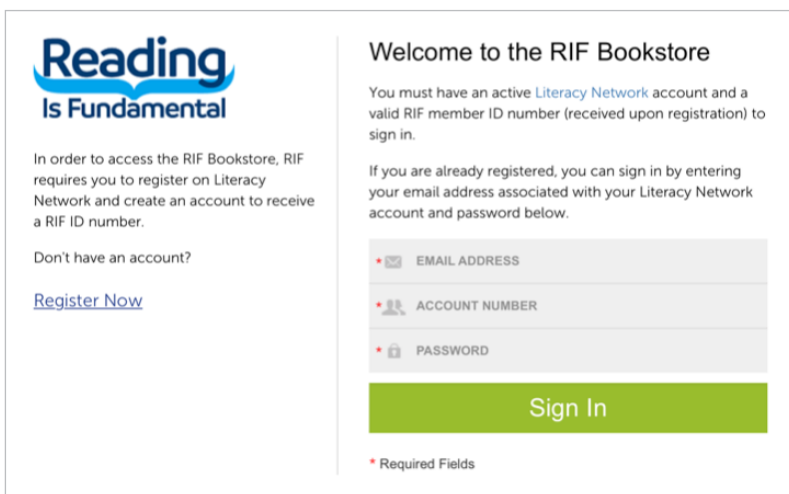
For all questions pertaining to funding your account, please contact RIF at [LiteracyNetwork@RIF.org](mailto:LiteracyNetwork@RIF.org).

3. Once you create a Literacy Network account and after your account has been funded, a RIF Bookstore account is created for you by the RIF Team. **Note: Only RIF can create bookstore accounts.** Once your account is created, you will receive the necessary log-in credentials by email in order to access the bookstore.

4. To access the RIF Bookstore, visit [RIF.org/Bookstore](http://RIF.org/Bookstore), input your log-in credentials, and click the Sign in button. You will then be taken to the main page of the RIF Bookstore. See below for an image of the login screen and the home page screen for the RIF Bookstore.

**Please Note:**

- E-mail address: The email address you used to register on Literacy Network.
- Account Number: The RIF ID number assigned to you when you registered.
- Password: The RIF ID number assigned to you when you registered is also used as your password.



# SEARCHING FOR BOOKS

Once you have logged into the RIF bookstore, you can begin searching for books using keywords or using filters.

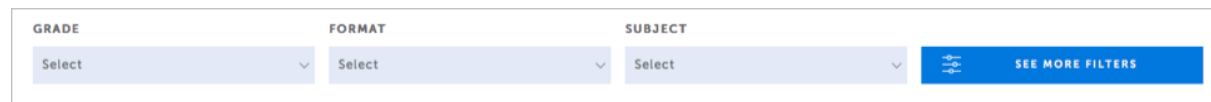
## Using Keywords:

You can search using keywords by simply typing one or more terms in the keyword field at the top of home page. You can also enter a book's ISBN, author, title, or other relevant terms.

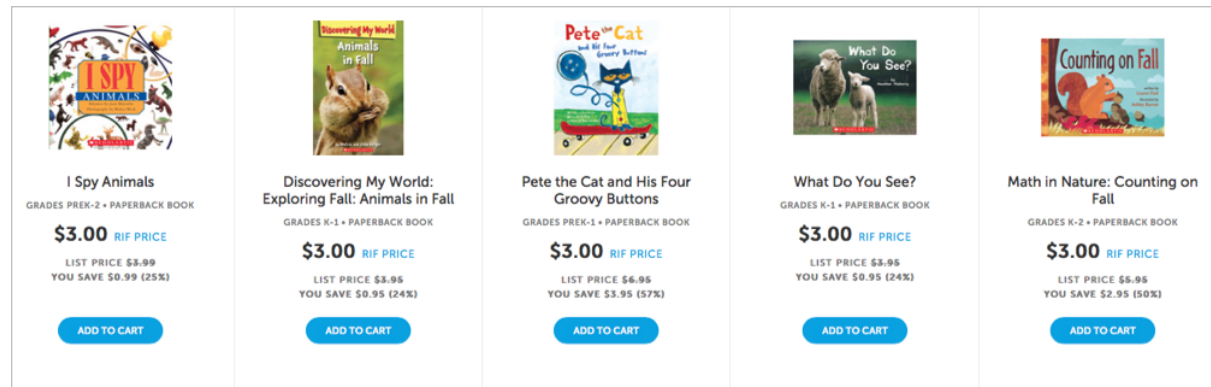


## Using Filters:

You can browse the bookstore by grade, subject, format, and other filters by clicking on the drop-down menu filters shown here (they are found in the middle part of home screen page):

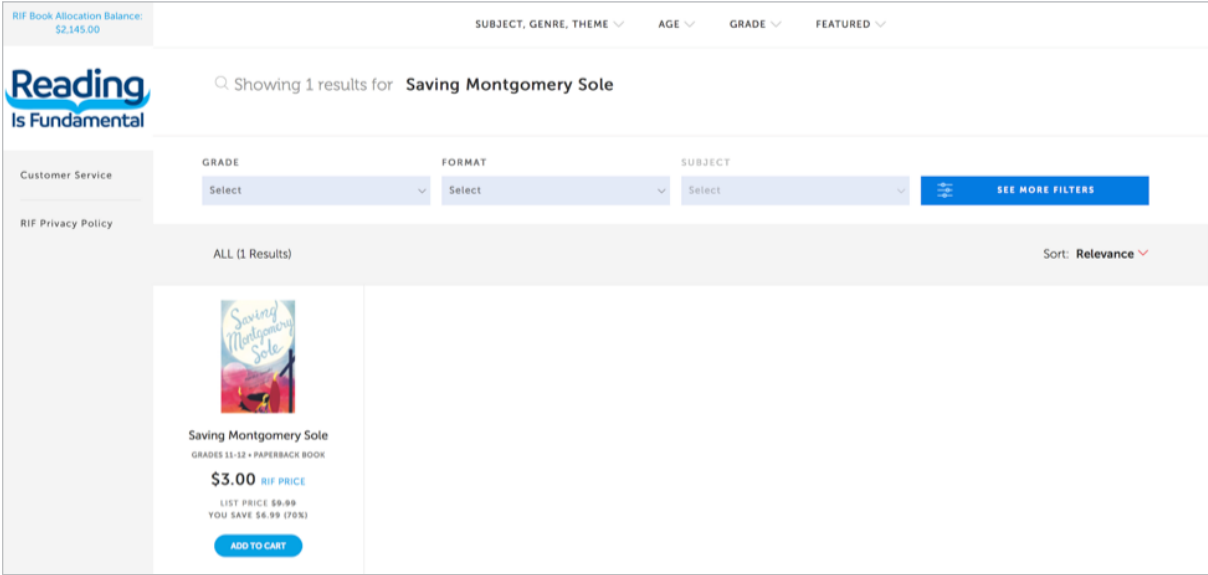


The results of your browse, keyword search or filter selection will show an array of titles that fit your criteria. For example, here is a snapshot of the search results using the keyword “animals.”

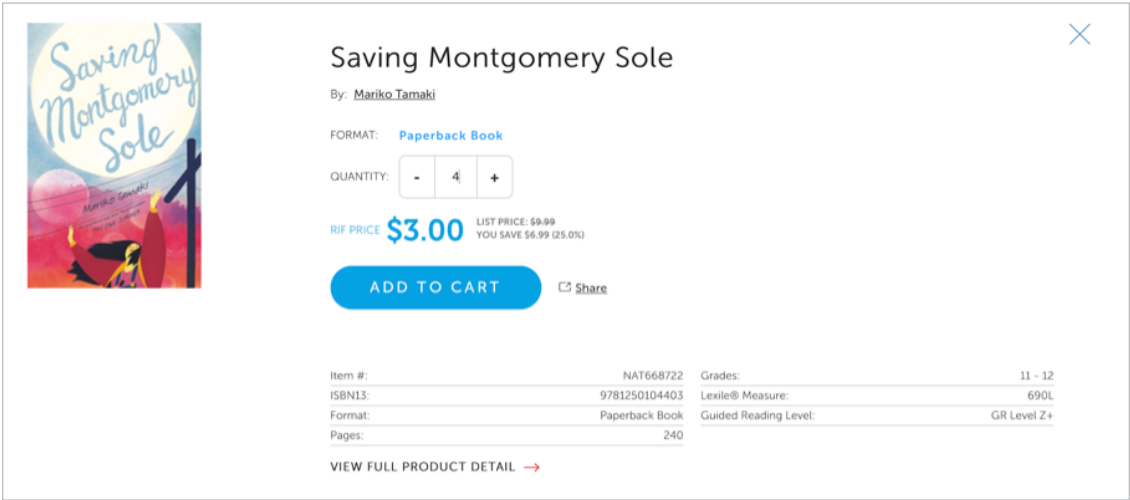




You might also know the specific title you're looking for. In this example, we are looking to purchase 4 copies of the book, *Saving Montgomery Sole*. The search result is shown here:

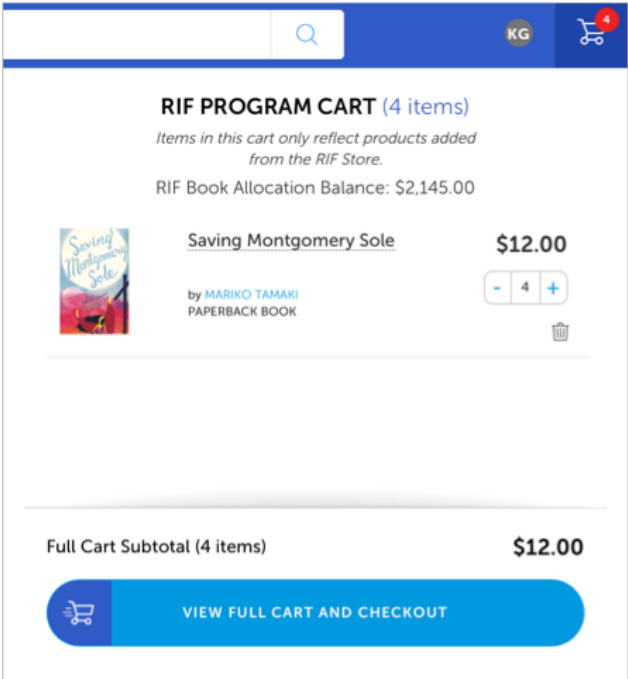


To see more detailed information about the book, click on the book cover itself.



From this screen, you have the option of adding this book to your shopping cart and also specifying the number of copies of the book you want to purchase. (Note: You can also "Add to Cart" from the search results page.)

When you add books to your shopping cart, the quantity is shown in the small red circle over the shopping cart icon located at the top-right corner of the screen. In the example below, we have added 4 copies of *Saving Montgomery Sole* to the shopping cart. Below is a depiction of what you will see when hovering the mouse over the shopping cart icon:



# PURCHASING BOOKS

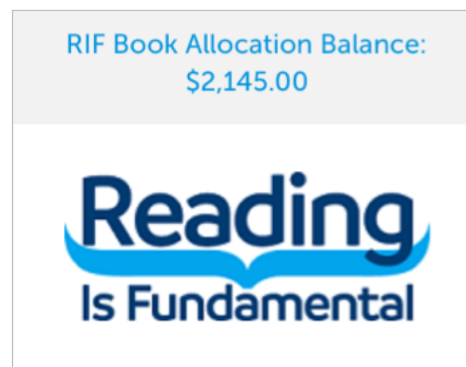
As noted earlier, to access the RIF Bookstore, you need a Literacy Network account and you need to have your bookstore account funded. In addition, you need to have RIF create your log-in credentials., The first time you log in, we recommend you start by verifying the accuracy of your RIF Book Allocation Balance. If you have any questions or concerns about your allocation balance, please contact RIF at [LiteracyNetwork@RIF.org](mailto:LiteracyNetwork@RIF.org).

You can view your balance in the upper-left corner of the screen, directly above the RIF logo as shown to the right.

The amount shown in your allocation balance, especially the first time you're accessing the store, will have a small cushion. This is because RIF covers the cost of tax applied to your order. However, if there is a significant discrepancy between the allocation shown and what you expect to see, please contact RIF immediately.

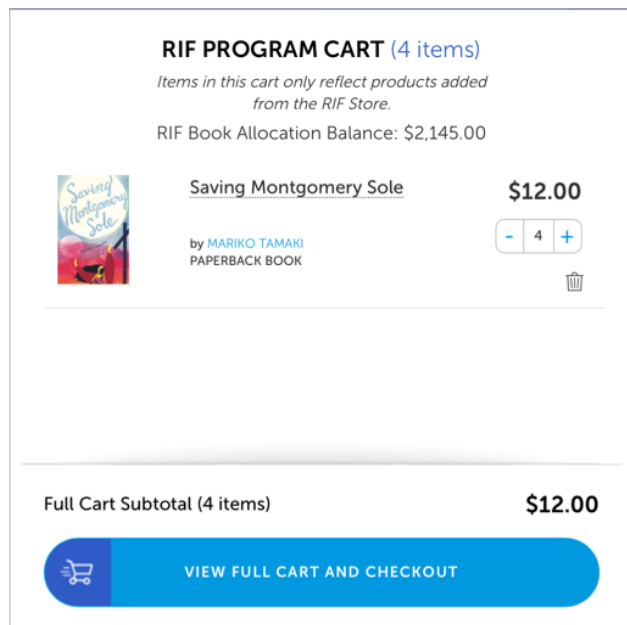
Once you have added all the books needed for your current order to your shopping cart, you are ready to finalize and submit the order. If you hover the mouse over the shopping cart icon, you'll see all the books that were added into your cart:

Click on "**View Full Cart and Checkout**" to proceed.





RIF Book Allocation Balance:  
\$2,145.00

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**RIF PROGRAM CART (4 items)**  
*Items in this cart only reflect products added from the RIF Store.*  
RIF Book Allocation Balance: \$2,145.00

	<b>Saving Montgomery Sole</b> by <b>MARIKO TAMAKI</b> PAPERBACK BOOK	<b>\$12.00</b>
		- 4 +
		

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Full Cart Subtotal (4 items) **\$12.00**

 **VIEW FULL CART AND CHECKOUT**

Here you'll see a detailed view of your book order prior to submission:

Shopping Cart

← CONTINUE SHOPPING
RIF Program Number: AL000007486
RIF Book Allocation Balance: \$2,145.00
You have 4 items in your cart

	Name	List Price	Your Price	Quantity	Total	
	Saving Montgomery Sole Item #: NAT668722	\$9.99	\$3.00 <small>You Save: 70%</small>	- 4 +	\$12.00	

CLEAR CART

← CONTINUE SHOPPING
CHECKOUT NOW →

Sub Total: **\$12.00**

Reading Is Fundamental will cover the cost of sales tax and provide free shipping for all books purchased through the RIF Bookstore.

Total Estimated Tax: **\$1.22**

Order Total: **\$13.22**

When you are ready to purchase the books, click on the “**Checkout Now**” button. You will see the Checkout screen, which summarizes your order:

Checkout

RIF Program Number: AL000007486
RIF Book Allocation Balance: \$2,145.00
You have 4 items in your order | [Return to Cart](#)

PAYMENT METHOD
SHIPPING & BILLING
ORDER REVIEW

Payment Method

RIF Book Allocation Balance

Personal Information

Attn:

Email for order confirmation:

**Summary** 4 products | [EDIT](#)

Saving Montgomery Sole

4 × \$9.99 **\$3.00**

Sub Total: **\$12.00**

Total Estimated Tax: **\$1.22**

Order Total: **\$13.22**

SUBMIT YOUR ORDER



**Notice the following items:**

- Your RIF Program Number is the same as your Literacy Network account, which was also used for your log-in.
- The Payment Method is your RIF Book Allocation Balance.
- The Book Allocation Balance subtracts the total cost of the book plus estimated tax. (Note: RIF covers the cost of tax and this is why your book allocation will be slightly larger, to account for this tax calculation.)

Scroll down the Checkout screen to view the rest of the order information:

**Shipping Information**

Shipping Address

RIF BESSEMER CITY SCHOOLS  
1621 5TH AVE N  
BESSEMER, AL 35020

[Add an alternate shipping address](#)

Shipping Method

FREE STANDARD GROUND SHIPPING

RIF program sites receive free shipping on all books purchased through the RIF Bookstore  
Your order will arrive from 4-7 days from the day your order is placed

**Billing Address**

Bill To

Organization Address

Reading Is Fundamental, Inc.  
Attn: Finance Department  
750 First Street, NE, Suite 920  
Washington, DC 20002

**Notice the following items:**

- The Shipping Address is where the books will be sent. You have the option of changing the shipping address.
- If you are shipping to multiple addresses, a separate book order will have to be created and submitted for each shipping recipient.
- RIF covers the cost of shipping and uses postal standard ground shipping.

Confirm all the information on the Checkout screen and then press the button to continue:

CONTINUE →

You will be taken to the final Order Review screen. Double-check that all the information is correct. If so, press the **Submit Your Order** button.

Checkout

RIF Program Number: AL000007486 RIF Book Allocation Balance: \$2,145.00 You have **4 items** in your order | [Return to Cart](#)

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PAYMENT METHOD
SHIPPING & BILLING
ORDER REVIEW

Payment Method

RIF Book Allocation Balance

Personal Information

Attn: KIMBERLY GASTON

Email for order confirmation: khouston@bessk12.org

**Summary** 4 products | [EDIT](#)

Saving Montgomery Sole  
4 · \$9.99 **\$3.00**

Sub Total: **\$12.00**

Total Estimated Tax: **\$1.22**

**Order Total: \$13.22**

SUBMIT YOUR ORDER

If you need to make any last-minute changes to your order, click the **Edit** button, shown below. Selecting Edit will take you back to previous shopping cart review page.

**Summary** 4 products | [EDIT](#)

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**Saving Montgomery Sole**

4 · \$9.99 **\$3.00**

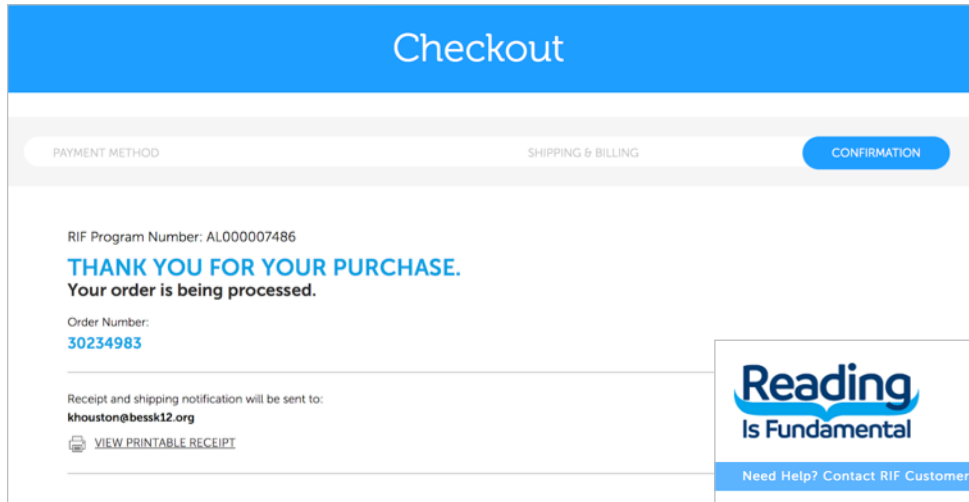
Sub Total: **\$12.00**

Total Estimated Tax: **\$1.22**


**Order Total: \$13.22**

SUBMIT YOUR ORDER

After you have pressed the **Submit Your Order** button, you will see this order confirmation screen:



Click on the **View Printable Receipt** option to see (and print) a receipt for this book order.

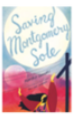


Need Help? Contact RIF Customer Service at [literacynetwork@rif.org](mailto:literacynetwork@rif.org)

Name: **KIMBERLY GASTON** RIF Program Number: **AL000007486**  
 Order Number: **30234983** Date of Order: **Nov 6, 2018**

Shipping Info	Billing Info
<b>Shipping Info</b> KIMBERLY GASTON RIF BESSEMER CITY SCHOOLS 1621 5TH AVE N BESSEMER, AL 35020 2054323049 khouston@bessk12.org	<b>Billing Info</b> KIMBERLY GASTON Reading Is Fundamental, Inc. Attn: Finance Department 750 First Street, NE, Suite 920 Washington, DC 20002 United States khouston@bessk12.org

Order Info

ITEM	DESCRIPTION	QUANTITY	PRICE	TOTAL PRICE
	<b>Saving Montgomery Sole</b> Item #: NAT668722 Paperback Book	4	\$3.00	\$12.00
Subtotal:			\$12.00	
Total Estimated Tax: *			\$1.22	
Order Total:			\$13.22	

The RIF Bookstore is powered by Scholastic’s platform. If you have any questions about your book order, its status, or questions upon its arrival to you, you will need your Order Number when contacting Scholastic. You can contact them at [rif@scholastic.com](mailto:rif@scholastic.com) or by phone at 1-800-724-2222, and select option 2.

For general program, account, resources or other RIF questions, please contact [LiteracyNetwork@rif.org](mailto:LiteracyNetwork@rif.org) for assistance.

# RECEIVING YOUR BOOK SHIPMENT

After you place your book order, the books will ship within 10-14 business days. During this period, when the books are shipped, you will get an email notification with a tracking number for the shipment. This email is from [rif@scholastic.com](mailto:rif@scholastic.com).

Once you receive the book shipment, please confirm that the contents of the shipment are correct by comparing the packing slip against your order confirmation receipt. If there is a discrepancy, you will need both forms. If you have any questions about your shipment status or the books received, contact Scholastic by phone call (1-800-724-2222, and select option 2) or by email ([rif@scholastic.com](mailto:rif@scholastic.com)).

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## FAQs

Some commonly asked questions about the RIF Bookstore can be found at this FAQ link: <https://scholastic.custhelp.com/app/answers/list/kw/RIF>