



# INFOhio Discovery Portal School Year 2011-12 Subscriptions

THE INFORMATION NETWORK FOR OHIO SCHOOLS

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Instructions and Information for non-INFOhio automated schools to subscribe to INFOhio's Discovery Portal.

## SUBSCRIPTION TERMS and CONDITIONS

### 1. Subscriptions

#### 1.1 NEW Subscriptions for INFOhio's Discovery Portal

**NEW** Orders may be placed any time during the period beginning September 1 and ending September 30. Once the order is received by INFOhio, access should be available within two (2) weeks or less.

- Mail/fax/scan/email the completed Order Form and P.O.as directed on the order form.

#### 1.2 Purchase Order Information

**Please note the special instructions below. Failure to comply as specified below could result in a delay or non-fulfillment of your order.**

**A) Purchase orders should be made payable to: Northern Buckeye Education Council (NBEC) who as INFOhio's fiscal agent, will act as the vendor for your subscription.** You will be billed by NBEC and all payments should be sent to the address below.

Northern Buckeye Education Council  
209 Nolan Parkway, PO Box 407  
Archbold, OH 43502

**B) Complete the Order form and then mail/fax/scan/email it along with the original purchase order to INFOhio Technical Services at the address below.** Technical Services will set up the software for your use.

Northwest Ohio Area Computer Service Cooperative  
Attn: INFOhio Technical Services  
645 S. Main St. Lima, OH 45804  
FAX: 419-222-5635  
VOICE: 419-228-7417  
[support@infohio.org](mailto:support@infohio.org)

#### 1.3 Order Form

An order form must be completed for all New or Renewal orders. Please fill out the order form completely.

**Section A** - LOCAL CONTACT INFORMATION. Please provide contact information for the person who will be act as the local contact for communications related to the INFOhio Discovery Portal.

**Section B** - BILLING INFORMATION for where NBEC should send the invoice.

**Section C** - SUBSCRIPTION LEVEL. This is based on the ADM figure from section G.

**Section D** - REQUESTED USERNAME AND PASSWORD FOR AUTHORIZATION TO ACCESS SUBSCRIBED SERVICE. This will be a **district-wide** Username and Password that students use to access the INFOhio Discovery Portal. The U/P must be unique. INFOhio will attempt to honor your password request. In the event the U/P is not available for assignment, INFOhio will request you select another combination.

**Section E** - SIGNATURE. Before signing, please review all sections of this *Terms and Conditions* document.

**Section F** - LIBRARY AUTOMATION INFORMATION. Please indicate the library automation system that is being used in place of INFOhio's SirsiDynix software.

**Section G** - IDENTIFY STUDENT ADM TO BE COVERED BY THIS SUBSCRIPTION. Please complete a line for each building in the district that will use this Discovery Portal Subscription. Do not include ADM for any buildings already using INFOhio SirsiDynix Library Automation as they already have free access to Discovery Portal. For ADM, please specify the ADM officially reported to ODE last year. INFOhio will verify ADM figures against the ODE report.

## 2. Pricing

### 2.1 Annual Subscription Costs

Subscription costs are two tiered based on the participating student ADM in buildings who are not otherwise using INFOhio's SirsiDynix Library Automation product for circulating library materials. The full annual cost will apply to all subscriptions.

**Special Introductory pricing for school year 2011-12:**

**\$420.00 per district if participating ADM is equal or less than 2,500 students**

**-or-**

**\$0.17 per student for districts with participating ADM greater than 2,500 students**

## 3. Support and Training

### 3.1 Support

Technical support is available Monday – Friday 8:00 am to 4:00 pm (except for holidays) by calling 419-228-7417 or by emailing [support@infohio.org](mailto:support@infohio.org).

### 3.2 Training

INFOhio makes training materials for the Discovery Portal available on the INFOhio website. A trainer can be provided for an additional fee. For more information contact INFOhio Central at 614-485-6731 or 877-463-6450 or email [central@infohio.org](mailto:central@infohio.org).

## 4. Special Notices

### 4.1 Subscriptions are good until June 30 of the fiscal year for which they were purchased

There will be no refunds for any unused subscriptions. Unused subscriptions will not carry over to the next fiscal year.

### 4.2 Acknowledgement of INFOhio Discovery Portal Terms and Conditions

By signing the order form, the individual acknowledges having read the INFOhio Discovery Portal Service Terms and Conditions.

### 4.3 RENEWAL / NONRENEWAL orders for INFOhio's Discovery Portal

#### Proposed Annual Pricing for FY13:

\$500.00 per district if participating ADM equal or less than 2,500 students

-or-

\$0.20 per student for districts with participating ADM greater than 2,500 students

**NONRENEWAL:** Subscribers not wishing to renew service must send a non-renewal letter to INFOhio Technical Services no later than **May 26<sup>th</sup> of the current subscription period.**

**RENEWAL OPTIONS:** Choose **ONE of TWO** options below for uninterrupted service for the next fiscal year subscription period.

**OPTION 1:** Submit all forms by May 26 of the current subscription period.

- Mail/fax the completed Order Form and P.O as directed on the order form
- Schools will not be billed until after July 1.

**OPTION 2:** Send a letter of intent to INFOhio Technical Services by May 26 of the current fiscal year.

- The letter of intent must be on school stationery
- Include the statement that NBEC (Northern Buckeye Education Council) is authorized to bill your school/district anytime after July 1.
- Indicate the approximate student ADM figure for non-automated buildings (this will be verified with reported ODE enrollment figures for the prior fiscal year.)
- After July 1, mail/fax the completed Order Form and P.O as directed on the order form



**Mail/Fax/Scan/Email this completed form and accompanying PO to:**

**Northwest Ohio Area Computer Services Cooperative  
Attn: INFOhio Technical Services  
645 S Main St  
Lima, OH 45804**

[support@infohio.org](mailto:support@infohio.org)

**FAX: 419-222-5635**

**VOICE: 419-228-7417**

**New Order**

**FOR NON-INFOHIO AUTOMATED SUBSCRIBERS**

Form Last Revised: 08/29/2011

**A. LOCAL CONTACT INFORMATION**

Institution Name		
Contact Name (first name, surname)	Job Title	Department or Library
Street Address	P.O. Box	County
City	State	Zip
Telephone Number	Fax Number	Email Address where NBEC or INFOhio can contact you

**B. BILLING INFORMATION**

Institution Name		
Contact Name (first name, surname)	Job Title	Department or Library
Street Address	P.O. Box	County
City	State	Zip
Phone Number	Fax Number	Email Address

**C. SUBSCRIPTION LEVEL (based on total ADM figure from section G)**

<input type="checkbox"/>	<b>Subscribed ADM is less than or equal to 2500 students. Subscription price is flat fee of \$420.00.</b>
<input type="checkbox"/>	<b>Subscribed ADM is greater than 2500 students. Subscription price is ADM based at \$0.17 per student.</b> Last reported ADM figure: _____ (ADM will be crosschecked with ODE enrollment figures for prior fiscal year.)

**D. REQUESTED DISTRICT-WIDE USERNAME AND PASSWORD FOR AUTHORIZATION TO ACCESS SUBSCRIBED SERVICE**

Username:	Password:
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**E. SIGNATURE**

By signing below, the individual submitting this order warrants that he/she is authorized to sign or submit this order on behalf of his/her institution, has read and agrees on behalf of that institution to the current version of the INFOhio Discovery Portal Service Terms and Conditions which accompany this form, affirms that he/she has made no changes to the Terms and Conditions, and orders the INFOhio Discovery Portal Service.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**District IRN**

\_\_\_\_\_  
**P.O. Number**

\_\_\_\_\_  
**Date**

