

**Instructions for Ordering OCLC CatExpress Service****April 22, 2002****1. Orders****1.1 NEW orders for OCLC CatExpress Service**

New orders may be placed monthly during the fiscal year (July 1-June 30). Orders received by the 5<sup>th</sup> of each month will be placed by the 10<sup>th</sup>. It takes 4 to 6 weeks for an order to be processed by INFOhio and OCLC so take this into consideration when determining a subscription quantity. Records MUST be used within the fiscal year they were purchased. Unused records are lost. There is no credit or refund per OCLC policy.

**1.2 RENEWAL / NONRENEWAL orders for OCLC CatExpress Service**

CatExpress subscribers ***not wishing to renew*** service must send a non-renewal letter to NBEC.

CatExpress subscribers ***wishing to renew*** subscriptions for the next fiscal year must send a P.O. or letter of intent to NBEC by *June 1* of the current fiscal year for uninterrupted service in the next fiscal year.

The ***letter of intent*** must be on school stationery and include the statement that NBEC is authorized to bill your school/district anytime after July 1. The letter must indicate the subscription level and whether it is an increase, decrease or no change in subscription level from the previous fiscal year. Only the letter of intent may be faxed (FAX: 419-267-5222). After July 1, you must send a P.O., CatExpress Order form and certificate of tax exemption to NBEC. The OCLC CatExpress Individual Order Form and certificate of tax exemption must be **mailed, not faxed**.

***Or send all forms now - Order Form, P.O. and Certificate of Tax Exemption***

The ***P.O.*** must include the subscription level and accompany a **certificate of tax exemption**. Complete the first page of the OCLC CatExpress Individual **Order Form**. If there is a change in the subscription level from the previous fiscal year please mark the change box on the Order Form. The second page of the form is required only if that information has changed. **The forms must be mailed, not faxed**. Schools will ***not*** be billed until after July 1.

**1.3 Purchase Order Information**

Purchase orders should be made payable to: Northern Buckeye Education Council (NBEC) who acts as INFOhio's fiscal agent. **Mail (do not fax)** the original purchase order and completed order form to:

***Northern Buckeye Education Council***  
***Attn: Sandy Houck***  
***22-900 State Route 34***  
***Archbold, OH 43502***

**1.4 Order Form**

An order form must be completed for *New or Renewal* orders. Please fill out the order form **completely** *except* for columns designated as *OCLC use Only*.

**Section A** - Mailing Address. Fill in all applicable section in your address. Fill in the *Assigned OCLC Symbol*, only if your district has previously been profiled by OCLC. Others will be assigned an OCLC symbol when your order is processed.

**Section B** - Billing Address. This section has been filled in for you. OCLC will bill INFOhio who will in turn bill you.

**Section C** - Tax Exemption. Please attach one copy of your Tax Exemption certificate with your order.

**Section D** - This section is filled in for you.

**Section E** - This section is filled in for you.

**Section F** - Desired CatExpress Activity Level. Specify your desired CatExpress subscription level for the fiscal year beginning July 1 and ending June 30. Consult Section 2 *Pricing* for Subscription levels and associated costs for CatExpress.

**Section G** - This section is filled in for you.

**Section H** - Before signing, please read the *OCLC Terms and Conditions* available at <http://www.infohio.org/catxsubscribe/> Complete *all* fields of Section H.

**Section I** - Library Information. Please complete. This background information about your library (ies) will be helpful to INFOhio, OHIONET and OCLC.

**Section J** - Authorizations. Enter the name, email address and desired password for CatExpress access for each person who will use CatExpress. Passwords should consist of up to 9 alphanumeric characters. No special characters are allowed in passwords.

**Section K** - Holding Library Name. Please list the names of all the libraries in your district that will use the CatExpress subscription. (NOTE: You must have at least one holding library.) MultiLIS users should also specify the MultiLIS General Location Code assigned to each library.

## 2. Pricing

### 2.1 Record Costs

Records must be ordered in multiples of 100. To keep administration costs down (and therefore, the cost per record!), school districts should anticipate their cataloging needs for the fiscal year and subscribe for an appropriate number of records.

Subscription price is: **\$100.00 per 100**

### 2.2 Additional records

Only **ONE** increase will be allowed to a subscription during the subscription period (fiscal year). Increases during the subscription period can only be purchased in blocks of 100 at \$1.00 per record. To add to a subscription during the subscription period, an additional PO must be submitted to NBEC. (An OCLC order form is only needed with new and renewal orders at the beginning of the subscription year.)

## 3. Special Notices

### 3.1 Records purchased are good until June 30 of the fiscal year for which they were purchased

There will be no refunds for any unused records. Unused records will not carry over to the next fiscal year. Districts will receive from INFOhio a regular accounting of their usage and remaining balance throughout the fiscal year.

### 3.2 Acknowledgement of OCLC CatExpress Terms and Conditions

By signing the order form, the individual acknowledges having read the OCLC CatExpress Service Terms and Conditions <<http://www.infohio.org/catxsubscribe/>>.

### 3.3 OCLC CatExpress record retrieval

Records exported from CatExpress will be made available to INFOhio the following day. INFOhio will retrieve the records from OCLC for *all* types of subscribers. Records for INFOhio MultiLIS libraries will automatically be delivered and loaded at each DASite. Records for INFOhio non-MultiLIS libraries will be made available for pick up from INFOhio's server.

### 3.4 INFOhio Union Catalog Participation

All records obtained by CatExpress subscribers will become part of the INFOhio Union Catalog.

### 3.5 Prices Subject to Change

The Management Council of the Ohio Education Computer Network - Value Added Resaler (MCOECN VAR) reserves the right to correct any errors or omissions in the above data. Prices subject to change and/or availability without notice.



New Order  Renewal  Change

**OCLC CATEXPRESS INDIVIDUAL ORDER**

Last Revised: 04/22/2002

**A. MAILING ADDRESS**

|                                  |            |   |                             |
|----------------------------------|------------|---|-----------------------------|
| Institution Name                 |            | Network or Distributor<br><b>OHIONET</b>            | Assigned OCLC Symbol        |
| Contact Name (firstname,surname) |            | Job Title   | Department or Library       |
| Street Address                   |            | P.O. Box  | Building (when appropriate) |
| City                             |            | State   | Zip                         |
| Telephone Number                 | Fax Number | Email Address where NBEC or INFOhio can contact you |                             |

**B. BILLING ADDRESS**

|   |                                   |   |                                     |
|---|-----------------------------------|---|-------------------------------------|
| Institution Name<br><b>Northern Buckeye Education Council</b> |                                   | Network or Distributor<br><b>OHIONET</b>  | Assigned OCLC Symbol<br><b>OIAX</b> |
| Contact Name (firstname,surname)<br><b>Sandy Houck</b>        |                                   | Job Title<br><b>MCOECN Project Coord.</b> | Department or Library               |
| Street Address<br><b>22-900 State Route 34</b>                |                                   | P.O. Box                                  | Building (when appropriate)         |
| City<br><b>Archbold</b>                                       |                                   | State<br><b>OH</b>                        | Zip<br><b>43502</b>                 |
| Phone Number<br><b>1-800-214-6326</b>                         | Fax Number<br><b>419-267-5222</b> | Email Address<br><b>houck@mcoecn.org</b>  |                                     |

**C. TAX EXEMPTION INFORMATION**

Tax Exemption certification must be provided with the CatExpress Purchase order to INFOhio. OCLC requires proof of tax exempt status with the INFOhio group order. Please attach one copy of the certificate.

**D. CATEXPRESS GROUP INFORMATION**

|   |                              |   |
|---|------------------------------|---|
| Group Purchase Member? <b>YES</b>               | Group Name<br><b>INFOhio</b> | Assigned OCLC Group Symbol<br><b>OIAX</b> |
| Please add my Institution to an existing group. |                              |   |

**E. CATEXPRESS FILE PICK-UP**

All INFOhio CatExpress subscribers will participate in the INFOhio Union Catalog. A MARC subscription service request and EDX assessment are currently on file for INFOhio.

**F. DESIRED CATEXPRESS ACTIVITY LEVEL FOR THE DISTRICT (between July 1 and June 30)**

Select the number of records (in blocks of 100) to be purchased by your district during the fiscal year beginning July 1 and ending June 30. (See *Instructions for Ordering - Section 2 Pricing* for associated per record costs.)

100  
  200  
  300  
  400  
  500  
  600  
  700  
  800  
  900  
  1000  
 1100  
  1200  
  1300  
  1400  
  1500  
  1600  
  1700  
  1800  
  1900  
  2000

**G. ILL SUPPLIER INFORMATION**

Non-Supplier

**H. 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 OCLC CatExpress Service Terms and Conditions which accompany this form, affirms that he/she has made no changes to the Terms and Conditions, and orders the OCLC CatExpress Service.

|                             |                     |                    |             |
|-----------------------------|---------------------|--------------------|-------------|
| _____                       | _____               | _____              | _____       |
| <b>Authorized Signature</b> | <b>District IRN</b> | <b>P.O. Number</b> | <b>Date</b> |

