OCLC eSerials Holdings Service Ordering Checklist

In this checklist, write down the information that you need to order the OCLC eSerials Holdings service for your library. **You will need only some of the information listed.** Use this checklist with the *OCLC eSerials Holdings Service Ordering Guide*. The *Ordering Guide* describes the order information and helps you decide which information you need for your library.

The *Ordering Guide* is available at http://www.oclc.org/support/documentation/eserialsholdings/ordering/OrderingGuide.pdf

Before You Log On to the Online Service Center

The OCLC symbol for which you want to order: _____

Your Online Service Center User ID for that symbol: _____

Your Online Service Center Password for that symbol: _____

Part 1: Who is your eSerials Holdings contact?

Existing contact Name: _____

Or, new contact E-mail: _____

First name: _____

Last name: _____

Phone number: _____

Part 2: How would you like to contribute your holdings data?

❑	My serials management service will send data to OCLC	Service: ___ EBSCO ___ Serials Solutions ___ TDNet ___ WorldCat Link Manager
❑	Or, my library will create a data file for the eSerials service	Data format: ___ Tab-delimited ___ Google Scholar

Part 3: Holdings options

If your library will create a data file and use the Google Scholar data format:

___ OCLC can harvest from my server

___ Or, I will provide this file via FTP using an OCLC EDX account

If OCLC will harvest from your server:

URL of your Google Scholar holdings file: _____

Day and time to harvest data
Week: _____
Day of week: _____
Time (U.S. Eastern): _____

Part 4: WorldCat Resource Sharing options for eSerials

___ Option 1: Take me to the OCLC Policies Directory so I can deflect requests

___ Option 2: Keep our current preferences (I want to accept all requests)

___ Option 3: We will set our preferences later (I'm not ready to make a decision)

If you chose option 1:

WorldCat Resource Sharing Authorization: _____

WorldCat Resource Sharing Password: _____

Part 5: Review your order

Verify your order information, accept Terms and Conditions, and submit order.

Part 6: Receipt

If Serials Solutions is your serials management service:

Your serials management service login/account: _____

Password: _____