



BIBLIOGRAPHIC RECORDS FOR ELECTRONIC COLLECTIONS ONLINE ORDER

SEND TO SUPPORT SERVICES SECTION, MC 437	Date _____	Page 1 OF 2
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My library is a cataloging member
 My library is not a cataloging member
 FirstSearch Authorization Number is _____

SUBMITTING INSTITUTION INFORMATION (completed by Institution)

Institution		Network Service Center or Distributor		OCLC Symbol	
Street Address				P.O. Box	
City		State or Province		ZIP or Postal Code	
Country					
Contact Person		Job Title		Telephone	
E-mail Address					
Bill To (if nonmember)		Job Title		Telephone	
Street Address				P.O. Box	
City		State or Province		ZIP or Postal Code	
Country					

WARRANTY AND DISCLAIMER:

While OCLC is exerting its reasonable best efforts to create catalog records for each publication accessible via Electronic Collections Online, certain catalog records may not yet be available at the time of your order hereunder. Catalog records delivered in fulfillment of your order are those available for relevant publications as of the date your order is submitted. Subject to the foregoing, damaged or defective products delivered hereunder will, upon verification by OCLC, be replaced provided OCLC is given notice of such damage or defect no later than 90 days after shipment. OCLC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, AND EXPRESSLY DISCLAIMS SUCH WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

RECORD SELECTION	DELIVERY OPTION
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<input type="checkbox"/> Include records for all ECO subscribed to <input type="checkbox"/> Include only the most recent subscription Date of most recent subscription _____	Records should represent: <input type="checkbox"/> Electronic version <input type="checkbox"/> Paper version EDX Only Use your existing EDX account or submit an EDX Assessment form to establish an EDX account.
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AUTHORIZATION

Institution:

By signing below, the ordering institution agrees that it will not resell or transfer the Electronic Collections Online records or any copies to any party, nor will it make copies of the records except as necessary for its internal use and for archival purposes. This agreement does not prevent the ordering institution from making copies of the records available to its vendors, which the ordering institution has employed and agreed to pay to process the records, provided that each vendor has first signed an agreement (a copy of which shall be provided to OCLC) to: (i) make no copies or transfers of the records; and (ii) return the records upon completion of its services. This agreement does not prevent the ordering institution from providing access to the Electronic Collections Online records to its end-user patrons.

_____	_____	_____
Signature	Title	Date

Network (if applicable):

By signing below, network agrees that it will not resell or retransfer the Electronic Collections Online records or any copies to any party other than the ordering institution, nor will it make copies of the records.

_____	_____
Network Signature	Date

Title	

RECORD OPTIONS Note: These fields will be added to every record in your order.

Add the following call number to field: 090 092 099

(Print exactly as you want it to appear in the records. Include subfields and spaces. Limit of 36 characters.)

Indicators (if applicable) __

Add the following local information to field(s):

Field 590 (limit 65 characters)

Field 949 (limit 115 characters)

Indicators --

Holding Library code in field 049 (required) _____

Note: If any of the following options are selected, Product Code TAP3964, WCS Electronic Records will be billed.

Replace existing 856 fields with a single field containing the following values (limit 250 characters). *This option will delete all 856 fields within a record prior to adding a single 856 field containing the specified values.*

Indicators (if applicable) __

Replace (or add if none exist) a public note (\$z) to existing 856 fields with the following text:

Delete all occurrences of the following field(s): ___ --- --- ---

Delete field requests will be processed prior to add field requests.

Add the following fields (limit 250 characters):

Fields will be added to all records.

Indicators --

Indicators --

Indicators --

Indicators --

Apply input stamp(s). (Limit 8 characters per line. Print exactly as you want the stamp to appear in the MARC record.)

Left of the holding library code (049)

Right of the holding library code (049)

1 -----

1 -----

2 -----

2 -----

3 -----

3 -----

Do not deliver records that already have the ordering institution's holding symbol attached in WorldCat.

OCLC Use Only

Authorization number

Date of Completion

Other _____