



SEND TO SUPPORT SERVICES SECTION, MC 437	<input type="checkbox"/> MEMBER <input type="checkbox"/> NONMEMBER	DATE
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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
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		

ORDER INFORMATION	NAME OF COLLECTION SET
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WARRANTY AND DISCLAIMER: Damaged or defective products will, upon verification by OCLC, be replaced provided OCLC is given written notification of such damage or defect within 90 days after shipment. NO OTHER EXPRESS OR IMPLIED WARRANTY IS GIVEN, INCLUDING THE WARRANTY OF MERCHANTABILITY. Although every reasonable effort has been made to create a full catalog record for each title in the set and to store the full record in the OCLC system, neither the original cataloging library nor OCLC warrants the completeness of the set of records.

PRODUCT(s) ORDERED (Check as many other products as required)
OCLC will set the institution holding symbol to the records in WorldCat.

- Standing Order (for those sets with additional units forthcoming.) Send after each unit is completed, on the following schedule:
- | | | |
|----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Bi-weekly |
| <input type="checkbox"/> Monthly | <input type="checkbox"/> Quarterly | <input type="checkbox"/> Semi-annually |

Note: Standing orders will be processed without notification and automatic billing will apply.

- EDX (If you do not have an existing EDX account, please submit a completed EDX Assessment form.)
- Product Services Web

OCLC RECORD PARAMETERS (Check and complete the following as needed to describe the order)
Electronic Location Access (applies to electronic sets only) See Product Code TAP 3964.

- Retain all 856 fields, without changes
- Replace existing 856 fields with a single 856 field containing the following values: *This option will delete all 856 fields within a record prior to adding a single 856 field, using the specified values, to each record.*
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- Retain only the first 856 field that has a \$u which contains the set domain URL. *Refer to the individual set information for specific 856 URL details.*
- Replace (or add if none exist) a public note (\$z) to existing 856 fields with the following text:
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Delete all occurrences of the following field(s): _____
Delete field requests will be processed prior to add field requests

Apply the following call number to field (supply tag and indicator codes) _____ in all records. (Print exactly as you want it to appear on OCLC-MARC tapes or files. Include subfields and spaces. Limit 37 characters)

Customized call number (available for some sets). For an additional charge, call numbers can be customized by adding information to the above call number. Depending on the set, information will be taken from the 533 or 830 fields. See Product Code 3952.

Insert \$a before the customized call number information.

Add the following fields: (Fields will be added to all records.)

Apply input stamp(s): (Eight-character limit per line. Print exactly as you want the stamp to appear on OCLC-MARC tapes.)

Left of holding library code (049)

Right of holding library code (049)

1. _____ 2. _____

1. _____ 2. _____

3. _____

3. _____

Holding Library Code (049) Enter four-character code _____ (This is required)

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

AUTHORIZATIONS

INSTITUTION:

To ensure the viability of the OCLC WorldCat Collection Sets, the ordering institution agrees, with OCLC, that it will not resell or transfer the ordered products or any copies to any party, nor will it make copies of the products except as necessary for its internal use and for archival purposes. This agreement does not prevent the ordering institution from making copies of the products available to its vendors, which the ordering institution has employed and agreed to pay to process the Collection Sets records, provided that each vendor has first signed an agreement to make no copies or transfers thereof and to return the same upon completion of the ordered service, nor does this agreement prevent the ordering institution from providing access to the Collection Sets records to its end-user patrons.

SIGNED _____ TITLE _____ DATE _____

NETWORK, SERVICE CENTER, OR DISTRIBUTOR

To ensure the viability of the OCLC WorldCat Collection Sets, network agrees, with OCLC, that it will not resell or retransfer the ordered products or any copies to any part other than the ordering institution, nor will it make copies of the products.

SIGNED _____ TITLE _____ DATE _____

OCLC ORDER CONFIRMATION (completed by OCLC)

Processing of order is completed.

SIGNED _____ DATE _____