

Purchase Instructions for Cataloger's Desktop

(May 2013)

Attention! The *Cataloger's Desktop* order form **must** be faxed or mailed with your order for your *Desktop* on the Web subscription to be processed.

Thank you for your interest in subscribing to *Cataloger's Desktop*. The information provided here will help you complete the *Cataloger's Desktop* order form. *Providing CDS with complete and accurate purchase information will expedite your order. We appreciate your help!*

1. New vs. renewing subscribers

- If you are a new subscriber to *Cataloger's Desktop*, are interested in a trial account, *or have allowed your old subscription to lapse for two months before renewing*, you will need to accept the Terms and Conditions agreement. A one-time click-through license procedure is required to access new or trial accounts (see section 4 below).
- If you currently have an active subscription to *Desktop*, *you do not need to repeat the Terms and Conditions process.*

2. Trial accounts

Customers wishing to have a month-long trial account (1-4 concurrent users) must complete the entire *Desktop* order form and check the "Trial account" option in question "III.14. Subscription type." Trial accounts are free and covered by the "click-through" Terms and Conditions agreement for the duration of the trial.

3. Completing the order form

The *Desktop* order form is available at <http://desktop.loc.gov> and should be completed there.

- **Using the online form:** Type in the required information; print out the completed form, and fax to CDS – (202) 707-1771.
- **Using a dark-colored pen:** Print the form. Fill in the required information using a dark-colored pen and fax the form with your order.

Note: Please provide the order information in a clearly legible manner using appropriate upper and lowercase letters (typing is preferred). Your data will be input in the *Desktop* management system as it is presented.

4. Terms and Conditions procedure *(for new subscribers only)*

New customers must complete a one-time, click-through Terms and Conditions agreement before obtaining access to *Cataloger's Desktop*. After the order has been processed, new subscribers will receive an email explaining how to complete the click-through agreement. The agreement that appears on the click-through screen is identical to the agreement supplied on the *Cataloger's Desktop* order site. Once new customers have completed the click-through agreement online, they should print the completed agreement. The completed agreement will include the institution's name and address, the

date of agreement completion, as well as the name, title, and email address of the individual who completed the license. As an additional protection, the special username and password for the *Cataloger's Desktop* licensing procedure will be sent only to the individual designated as having that authority.

Hard-copy license: The hard-copy approach is also available for new customers who require hard-copies of the license. Information on completing the Terms and Conditions is available at: URL <http://www.loc.gov/cds/desktop/>.

My institution would like to edit the Terms and Conditions. Is this possible? Yes, but we discourage this step. The *Cataloger's Desktop* Terms and Conditions document have been carefully crafted to address problems found in early versions of the *Classification Web* Terms and Conditions document. While the Library of Congress is willing to consider modifications to the Terms and Conditions document, all such requests will be referred to LC's Office of General Counsel. Processing of your order will be delayed until your request has been carefully considered against the needs of other *Cataloger's Desktop* subscribers.

5. Submitting your order

Because of delays in mail service to Capitol Hill due to ongoing security measures, CDS suggests that customers use fax or a private courier service (e.g., Federal Express, DHL, UPS), or a combination of both to expedite the ordering process.

- If paying by credit card, deposit account, or if requesting a free trial account, fax the order form to CDS (for fastest service).
- For all other forms of payment, send the order form and payment to CDS via private courier service (e.g., Federal Express, DHL, UPS).

Library of Congress
Office of Business Enterprises
Cataloging Distribution Service
Customer Services Section
101 Independence Avenue SE
Washington, DC 20540-4910 USA

Phone: (855) 266-1884 (US only) or (202) 707-6100
Fax: (202) 707-1771
Web: www.loc.gov/cds
Email: cdsinfo@loc.gov

USA FED ID 536002532

Hours: 8:00 AM – 4:30 PM (EST), Monday – Friday except holidays