

Please append descriptive information, brochure or webpage printout.

Selector: _____

E-Resource Information for Acquisition Record

| | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Order is already active | <input type="checkbox"/> place order | <input type="checkbox"/> update opr – only revised info. supplied below |
|--|--------------------------------------|---|

License Agreement Status:

Product: _____

- No license agreement
 - Agreement approved awaiting signature exchanges
 - Signed Agreement on file
 - No signature required, Terms of Use approved and on file
- Please copy and attach any sections of the license that cover payment expectations (often license addendum)

What is the expected price? _____

Periodicity of Renewal

- One-time-purchase
- Annual subscription
- Multi-year payment with expected renewal. # of years ____ starting _____
- Multi-year payment of one-time purchase. # of years ____ starting _____
- Other unique expectations on payment and invoicing. Describe below:
 Include statements about pricing interaction with print equivalents, if any

Fund code:

If multiple funds involved, please list each and proportions, or \$ figures for each.

- Fund proportions are for first year only. (Re-negotiation expected)
- Fund proportions continuing until further notice

Expenditure Class Code(s):

If different amounts of the bill need to be coded with different expenditure classes, please list amounts by each.

- 0125: Monographic (e-books)
- 0225 Serial or continuation (e-databases or e-serials)

(Note: changes in Expenditure Classes for electronic resources may occur in the next year or two as Project X evolves)

Format: (if acquiring multiple formats or access modes, mark all that apply)

- Remote Web Access
- Remote telnet Access
- CD-ROM
- Diskette
- Locally loaded items (indicate if shipped to library or systems staff)
- Other: _____

Suppress Record: _____
(if for payment only)

Purchase Order:

- Produce purchase order. Mail to vendor ____ or send to selector ____
- Do not produce purchase order. Report PO# to selector _____

Vendor:

Use reverse to include contact name(s) and information for order & invoice clarification and technical support

Cataloging:

Don't forget to request cataloging -- now if the product is already active, or later when you are informed the product is active: <http://www.library.yale.edu/cataloging/netinfo/ecatreq.htm>