

Consortial purchase of RDA Toolkit – INSTRUCTIONS

- 1) Ask your library board and attorney to review the license. If they agree that it is a good opportunity for your library, sign the license agreement and fill out the order form according to the instructions below. Libraries will have until **Friday, December 14** to fill out the forms and **return them to the Evergreen Indiana Coordinator** (sborger@library.in.gov).

Fill in the excel spreadsheet order form according to the instructions below beginning on Row 4

- Column A Name of institution
- Column B: Contact person (for implementation purposes only)
- Column C: Type of license.

The **solo-user** subscription is for single-user environments where access to RDA Toolkit is not shared with other individuals in the same institution. By contrast, the **institutional** subscription is designed for multi-user environments where one concurrent user (with the option to add additional concurrent users) is shared with an unlimited number of individuals within the same institution. More information about subscription options here: <http://www.rdatoolkit.org/subscribe>

- Column E: Number of users- simply type in how many users each institution will need
 - Columns F, G, H, I: These columns will auto-fill with the total cost of your RDA toolkit order. NOTE: Please wait until you receive your invoice from the Evergreen Indiana Coordinator to write out a check for your RDA toolkit. Our ALA representative will review the final orders to ensure that all information was entered correctly in columns A-E which affects the total costs displayed in columns F-I.
- 2) Based on the order form, Evergreen Indiana Coordinator will create invoices for each library and **email them to directors the last two weeks of December**. Please **do not write a check** out to West Lafayette until you receive the final invoice from the Evergreen Indiana Coordinator. Invoices will include a summary of your final order. **Please review this summary to ensure that it is accurate**. Libraries should write checks out to West Lafayette Public Library and send their payment to West Lafayette Public Library **before Friday, February 1**. The sooner all libraries turn in their payments, the sooner we will be able to get access to the RDA Toolkit!

Mail to: West Lafayette Public Library
Attention: Gale Charlotte
208 West Columbia Street
West Lafayette, IN 47906-3010

- 3) Evergreen Indiana Coordinator sends the order forms and license agreements to ALA and **Melissa Wood** at ALA will get in touch with each library **most likely during the month of February** for the implementation.
- 4) Evergreen Indiana libraries will most likely begin using RDA toolkit at the **end of February – beginning of March**.

Questions about these instructions? Contact Evergreen Indiana Coordinator (sborger@library.in.gov).

Questions about implementation or RDA toolkit? Contact Melissa Wood (mwood@ala.org).

Questions about RDA standards? Contact the Evergreen Indiana Cataloging Committee (http://www.in.gov/library/files/Committee_member_contacts.pdf).