

# Create a Profile for Batch Loading Order Records

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Name of individual completing form: \_\_\_\_\_

Are you the Institution Contact? \_\_\_ Yes \_\_\_ No      Campus: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructions:** Complete the following information and return this form to the Help Desk. List **all** participating sublibraries and the contact email for each sublibrary. When the profile is created, follow instructions in the *Batch Loading Order Records* documentation available from the State College Library Staff Resources website at <http://staff.lincc.net>, to load the order records.

Vendor name: \_\_\_\_\_

Sublibrary: \_\_\_\_\_

Sublibrary email address: \_\_\_\_\_

Complete additional fields as needed:

## FORM SUBMISSION INSTRUCTIONS

### Step 1: Initial Requestor

Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: \_\_\_\_\_

### Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: \_\_\_\_\_