

## Instructions for Completing the Classification Web Order Form

***Attention! The Classification Web Order Form MUST be Faxed or Mailed with Your Order for Your Class Web Subscription to be Processed.***

Get [Order Form](#)

Thank you for your interest in purchasing *Classification Web*. The Information provided here is to assist you in completing the *Classification Web* order form. Providing CDS with complete and accurate information regarding your purchase will expedite your order. We appreciate your help!

**1. New vs. renewing subscribers:**

- If you are a new subscriber to *Classification Web*, are interested in a trial account, or have allowed your old subscription to lapse for over two months before renewing, you will need to complete the end-user license 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 *Class Web*, you do not need complete the license process a second time and you may ignore all references to the license agreement in these instructions and in the attached form.

**2. Trial accounts.** Customers wishing to have a month-long trial account (1-4 concurrent users) must complete the entire *Class Web* order form and check off the “Trial account” option in question “III. 14. Subscription type.” Trial accounts are free and covered by the “click-through” end-user license for the duration of the trial.

**3. Completing the order form using either Acrobat software or a dark-colored pen.** The *Classification Web* order form is available in PDF format and can be completed either by keying the information using Acrobat software or by filling it out using a dark-colored pen.

- **Using Acrobat software:** Open the order form using Acrobat reader 4.0 or higher and type in the required information. Click on “Print” at the bottom of the last page. Once the form has been printed, include it with your order.
- **Using a dark-colored pen:** Use the Acrobat Reader to print the form. Fill in the required information using a dark-colored pen and include the form with your order.

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

**4. End-user license procedure.** [For new subscribers only]

New customers must complete a one-time, click-through license procedure before obtaining access to *Classification Web*. After a *Class Web* order has been processed, new customers will receive an email explaining the procedure for completing the click-through license. The license that appears on the click-through screen is identical to the license supplied on the *Class Web* order site. Once new customers have completed the click-through license online, they may print the completed license agreement. The completed license will include the institution's name and address and the date of completion of the license, as well as the name, title, and email address of the individual who completed the license process.

As an additional protection, the special username and password for the *Class Web* licensing procedure will be sent only to the individual designated as having licensing authority.

**Hard-copy license:** For those new customers who require hard-copy agreements for licensing software, the hard-copy approach is also available. For further information on completing a hard-copy license check the instructions that accompany the end-user license or URL [http://www.loc.gov/cds/classweb/CWorder\\_files/ClassWebTerms\\_704.PDF](http://www.loc.gov/cds/classweb/CWorder_files/ClassWebTerms_704.PDF).

**5. Submitting Your Order:**

Because of delays in mail service to Capitol Hill due to the anthrax attacks in 2001, CDS suggests that all customers use fax, private courier service (Federal Express, DHL, UPS, etc.), or a combination of the two to expedite the ordering process.

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

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Hours: 8:00 a.m.-4:30 p.m. (EST), Monday-Friday, excluding federal holidays.	