

SUBSCRIPTION INFORMATION FORM – ACCOUNT INFORMATION

Institution: _____

Account Administrator: _____

(usually a librarian)

Address: _____

City: _____ **Post Code:** _____

Administrator's Email: _____

Administrator's Phone: _____ **Fax:** _____

Total enrolment/population served covered by this subscription: _____

WORLD BOOK WEB PRODUCT PURCHASED: Standard Edition Senior Edition Complete Edition French Edition
 Public Library Edition Discover Living Green Early Peoples Inventions & Discoveries Dramatic Learning
 Early World of Learning Science Power

SUBSCRIPTION START DATE: _____ **SUBSCRIPTION END DATE:** _____

Purchasing on behalf of: Individual School/Library Multiple Schools/Libraries Consortium

*If you are purchasing on behalf of more than one institution **and** if you would like each school/library treated as a separate sub-account (with separate usage statistics and log-on), please complete a copy of this Subscription Form for each individual institution.*

FOR ACCESS WITHIN YOUR INSTITUTION

1) **IP AUTHENTICATION.** If an IP address exists for only your school, you may use IP authentication to connect to World Book Online.

a) **Go to <http://www.worldbookonline.com/test.html> and list the Internet IP address shown:** _____

b) **If you have additional IP addresses or ranges of IP addresses, please enter them here:** _____

(If needed, please send additional addresses in a spreadsheet) _____

If you are uncertain about your IP addresses, please contact your network administrator _____

2) **ID/PASSWORD ACCESS.** If you do not have a dedicated IP address/range, you will be connected to the World Book Web via ID & Password. Please indicate your preferred and second choices for your User ID and your preferred Password (*all must be from 5-16 characters in length*) for use within your institution. (example - ID: smith Password: badgers)

Preferred ID: _____ **2nd choice ID:** _____ **Preferred Password:** _____

FOR HOME ACCESS VIA USER ID & PASSWORD – SCHOOLS OR LIBRARIES

For home access, you only need a different ID & Password if you would like separate usage reports for home access. If one usage report is sufficient, you may use the same ID & Password for home access as you use for in-school or in-library access. Please choose an ID & Password your users will enter to access your World Book Web subscription from home (e.g. - ID: lincoln, Password: lions)

Preferred home access ID _____ **Preferred home access Password:** _____

FOR HOME ACCESS VIA LIBRARY CARD – PUBLIC LIBRARIES

Please indicate the first two to five (2-5) digits of your system's library cards. These digits identify your library and can be used to recognise your patrons. These digits should be the same for all library cards in your system. _____

Please indicate the total length of your Library Card numbers. It will either be a single length for all cards, a range of lengths for all cards or two different lengths for the cards. The maximum length is 16 digits. You need only fill out **one** of the choices below.

Single Length Total Digits (e.g. 14) _____ **OR** Range Between (e.g. 8 & 14) _____ & _____ **OR** Two Lengths (e.g. 8 OR 14) _____ or _____

For Referring URL Access

Available ONLY if your institution maintains a password protected web page.

List the referring URLs that World Book should recognise. Contact jrodrigues@worldbook.co.nz if you need help.

Additional comments: _____

Please save this completed Subscription Form and email it to _____

YOU WILL BE NOTIFIED BY E-MAIL WHEN YOUR ACCOUNT IS ACTIVATED