

## Springshare

<http://www.springshare.com>

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# Amigos ORDER FORM LIBGUIDES

Please fill this out and either a) email it to [sales@springshare.com](mailto:sales@springshare.com), OR b) fax to 646-417-6439, attn: Sales

1. Name of your Institution:
2. Your city, state, zip code, and country:
3. Are you getting a custom domain mapping for your LibGuides? Write YES or NO:

If Yes, enter your custom domain here: <http://>

The custom domain mapping will increase the system's search engine ranking, making it easier for users to find your guides. It is also a great branding tool, since the users will access the system on your .edu (or .org) domain.

**IMPORTANT:** If getting the custom domain mapping, your IT folks managing your domain need to create an CNAME alias for your new domain and point it to [libguides.com](http://libguides.com) (or an A record pointing to 174.132.16.38). The DNS record has to be for both internal and external DNS.

**ALSO IMPORTANT:** If getting the custom domain, make sure it is live before returning this form. Use <http://springshare.com/dns/> to test your domain. Unless you are using LibGuides as your library website, do not pick [library.yourinstitution.edu](http://library.yourinstitution.edu) (or .org) for your custom domain.

Domain examples (assuming your institution's domain is midstate.edu): **valid choices:** [libguides.midstate.edu](http://libguides.midstate.edu), [guides.midstate.edu](http://guides.midstate.edu). **Invalid choices:** [www.midstate.edu/libguides](http://www.midstate.edu/libguides), [library.midstate.edu/guides](http://library.midstate.edu/guides)

4. Are you getting the Mobile Site Builder (\$299/year)? Write YES or NO:
5. Are you getting the enhanced LibGuides CMS upgrade (contact us for a quote)? Write YES or NO:

Here is the list of features included in LibGuides CMS: <http://help.springshare.com/whyhgcms>

6. Are you getting the E-Reserves module (contact us for a quote)? Write YES or NO:

Here is more info on the E-Reserves module: <http://help.springshare.com/ereserves>

7. The name and email of your LibGuides admin:

This is the person who will have the first superuser account in the system and be able to create accounts for others, as well as customize the look and feel. This admin can create other admin accounts, if needed.

**IMPORTANT:** Please make sure all your staff involved with LibGuides adjust their email spam filters to ensure they receive emails from [springshare.com](http://springshare.com) domain. Otherwise, they may miss important emails from us, including the "Welcome / Getting Started" info.

That's about it. Send us back this form and we'll build your system asap! Thanks for your time.