

RESOLUTION NO. 108, SERIES 2017

A RESOLUTION PURSUANT TO THE CAPITAL AND OPERATING BUDGET ORDINANCES, APPROVING THE APPROPRIATION TO FUND THE FOLLOWING NONCOMPETITIVELY NEGOTIATED SOLE SOURCE CONTRACT – (EBSCO PUBLISHING, INC. - \$75,000.00).

SPONSORED BY: COUNCIL MEMBER MARY WOOLRIDGE

BE IT RESOLVED BY THE LEGISLATIVE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT (THE COUNCIL) AS FOLLOWS:

SECTION I: The following appropriation for the listed contract is hereby approved:

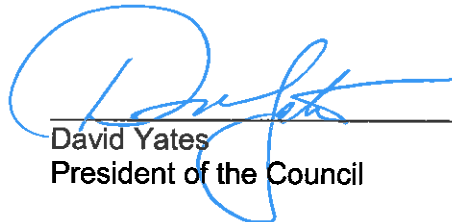
LIBRARY

\$75,000.00 for a noncompetitively negotiated Sole Source Contract with Ebsco Publishing, Inc. for the purchase of books, audio books, databases and other library materials for use by Library patrons from July 1, 2017 through June 30, 2018.

SECTION II: This Resolution shall take effect upon its passage and approval.



H. Stephen Ott
Metro Council Clerk



David Yates
President of the Council

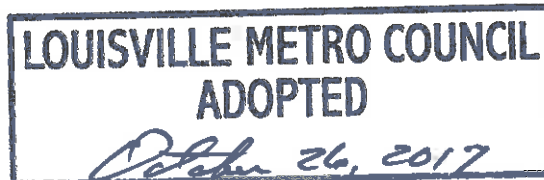


Greg Fischer
Mayor

10/30/17
Approval Date

APPROVED AS TO FORM AND LEGALITY:

Michael J. O'Connell
Jefferson County Attorney



BY: 



**Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form**

Department	Library	Department Contact	Belinda Catman
Contact Email	belinda.catman@lfpl.org	Contact Phone	502-574-1845

Contract Type: check one	<input type="checkbox"/> New	<input type="checkbox"/> Amendment		
		Additional Funds	Time Extension	Scope
Professional Service				
Sole Source (goods/services)	<input checked="" type="checkbox"/>			
Requested Contract Dates (MM/DD/YYYY)	Start	End		
	07/01/2017	06/30/2018		

VENDOR INFORMATION

Vendor Legal Name	Ebsco			
DBA				
Point of Contact	Rosalyn Englehardt	Email	renglehardt@ebSCO.com	
Street	5724 Highway 280 East			
Suite/Floor/Apt		Phone	1-800-653-2726 ext. 3484	
City	Birmingham	State	AL	Zip Code 35242
Federal Tax ID#		SSN# (if sole proprietor)		
Louisville Revenue Commission Account #				
Human Relations Commission Certified Vendors	Certified Minority Owned Business	Certified Woman Owned business	Disabled Owned business	
Select if applicable				

FINANCIAL INFORMATION

Not to Exceed Contract Amount	\$75,000	(including reimbursement expenses, if applicable)			
Fund Source: General Fund	<input checked="" type="checkbox"/>				
Federal Grant		Federal Granting Agency			
Other		Describe:			
Account Code String #	<input type="checkbox"/> 1101	<input type="checkbox"/> 730	<input type="checkbox"/> 5922	<input type="checkbox"/> 591270	<input type="checkbox"/> 521114
Payment Rate	per hour		per day		per service
	per month		Other	<input checked="" type="checkbox"/>	VARIES
Payment Frequency	Monthly		Upon Completion / Delivery		
	Quarterly		Other	<input checked="" type="checkbox"/>	Annual



**Office of Management and Budget
Division of Purchasing
Non-Competitive Contract Request Form**

CONTRACT SCOPE and PURPOSE (Attach additional documentation if necessary)

Amendments: Describe the circumstances under which a time extension or scope change is needed.

New: Be specific about the work to be performed / product to be purchased including but not limited to: scope of work; description of service; work product created; why the service / product is necessary; and benefit to Louisville Metro Government.

Ebsco provides a variety of databases. Through this vendor we receive access to thirty databases that range from small business resources to databases for students of all ages to collect reference material. We also subscribe to Novelist which is a reader's advisory source. In addition we also subscribe to Flipster which is an eMagazine provider.

JUSTIFICATION FOR NON-COMPETITIVE GOOD/SERVICE (Attach additional documentation if necessary)

Provide justification including but not limited to: a description of the unique features that prohibit competition; research conducted to verify the vendor as the only known source (sole source); why the service (PSC) is not feasible to be provided by LMG staff or expertise does not exist; known compatibility, proprietary and/or timing issues.

Ebsco is the only provider for these resources.

AUTHORIZATIONS: Per KRS 45A.380, I have determined that competition is not feasible for the above described good / service and there is a single source within a reasonable geographical area of the good / service to be procured; or the resulting contract is for the services of a licensed professional, technician, artist, or other non-licensed professional service.

Department Director _____

Signature

JAMES BLANTON

Printed Name

Date 6/12/17

Purchasing Director _____

Signature

Joel McNeill

Date 6/20/17

AGREEMENT FOR SOLE SOURCE PURCHASE

THIS CONTRACT, made and entered into by and between the **LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT**, by and through its **LOUISVILLE FREE PUBLIC LIBRARY**, herein referred to as "**METRO GOVERNMENT**", and **EBSCO PUBLISHING, INC.** with offices located at 5724 Highway 280 East, Birmingham, Alabama 35242, herein referred to as "**CONTRACTOR**",

WITNESSETH:

WHEREAS, the Metro Government wishes to purchase books, audio books, databases and other library materials for use by Library patrons; and

WHEREAS, the Contractor has been determined by the Metro Government to be a sole source to provide same,

NOW, THEREFORE, it is agreed by and between the parties hereto as follows:

I. SCOPE OF WORK

A. Contractor shall, at the request of the Metro Government, provide goods and services under the terms of this Agreement.

B. Contractor shall supply, upon an order from the Metro Government:

- 1.** Books, audio books, databases and other library materials as described by the Metro Government in its orders for same and as described on Attachment A attached hereto and fully incorporated herein.

II. FEES AND COMPENSATION

A. The Metro Government shall pay Contractor for services rendered and goods supplied as agreed to in writing between the parties and as described on Attachment A. Aside from Attachment A, the Library has attempted to define a pricing structure for this Agreement, but has found it cannot do so since the market for the goods to be purchased fluctuates and cannot therefore be committed to writing for the term of this Agreement. The Library and Contractor shall therefore agree in writing to pricing and any other terms for

each transaction they execute. Total compensation payable to Contractor under this Agreement shall not exceed **SEVENTY FIVE THOUSAND DOLLARS (\$75,000.00)**.

B. Payment shall be made pursuant to Attachment A and also pursuant to Contractor's detailed invoice, itemized by the specifications of each item purchased and any other terms related to the transaction.

C. The Metro Government shall not reimburse out of pocket expenses under this Agreement.

III. DURATION

A. This Agreement shall begin July 1, 2017 and shall continue through and including June 30, 2018.

B. This Agreement may be terminated by submitting thirty (30) days' written notice to the non-terminating party of such intent to terminate. This Agreement may also be terminated by any party, without notice to the non-terminating party, because of fraud, misappropriation, embezzlement or malfeasance or a party's failure to perform the duties required under this Agreement. A waiver by either party of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

C. In the event of termination, payment for goods and services delivered up to and including date of termination shall be made by the Metro Government.

IV. RECORDS-AUDIT

Contractor shall maintain during the course of the work, and retain not less than five years from the date of final payment on the contract, complete and accurate records of all of Contractor's costs which are chargeable to the Metro Government under this Agreement; and the Metro Government shall have the right, at any reasonable time, to inspect and audit those records by authorized representatives of its own or of any public accounting firm selected by it. The records to be thus maintained and retained by Contractor shall include (without limitation): (a) payroll records accounting for total time

distribution of Contractor's employees working full or part time on the work (to permit tracing to payrolls and related tax returns), as well as canceled payroll checks, or signed receipts for payroll payments in cash; (b) invoices for purchases receiving and issuing documents, and all the other unit inventory records for Contractor's stores stock or capital items; and (c) paid invoices and canceled checks for materials purchased and for subcontractors' and any other third parties' charges.

V. HOLD HARMLESS AND INDEMNIFICATION CLAUSE

The Contractor shall indemnify, hold harmless, and defend the Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors in interest from all claims, damages, losses and expenses including attorneys' fees, arising out of or resulting, directly or indirectly, from the Contractor's (or Contractor's Subcontractors, if any) performance or breach of the contract provided that such claim, damage, loss, or expense is: (1) attributable to personal injury, bodily injury, sickness, death, or to injury to or destruction of property, including the loss of use resulting therefrom, or breach of contract, and (2) not caused by the negligent act or omission or willful misconduct of the Louisville/Jefferson County Metro Government or its elected and appointed officials and employees acting within the scope of their employment. This Hold Harmless and Indemnification Clause shall in no way be limited by any financial responsibility or insurance requirements and shall survive the termination of this Contract.

VI. INSURANCE REQUIREMENTS

A. Prior to commencing work, Contractor shall obtain at its own cost and expense the following types of insurance through insurance companies licensed in the State of Kentucky. Insurance written by non-admitted carriers will also be considered acceptable, in accordance with Kentucky Insurance Law (KRS 304.10-040). Workers' Compensation written through qualified group self-insurance programs in accordance with Kentucky Revised Statutes (KRS 342.350) will also be acceptable. The Contractor shall not commence work under this Contract until all insurance required under the Contract Document has been obtained and until copies of policies or certificates thereof are submitted to Metro Government and approved by the Metro Government's Risk Management Division. The Contractor shall not allow any subcontractor to commence work until the insurance required of such subcontractor has been obtained and copies of Certificates of Insurance retained by Contractor evidencing proof of coverages.

Without limiting Contractor's indemnification requirements, it is agreed that Contractor shall maintain in force at all times during the performance of this agreement the following policy

or policies of insurance covering its operations, and require subcontractors, if subcontracting is authorized, to procure and maintain these same policies until final acceptance of the work by the Metro Government. Metro Government may require Contractor to supply proof of subcontractor's insurance via Certificates of Insurance, or at Metro Government's option, actual copies of policies.

B. The following clause shall be added to the Contractor's (and approved subcontractors) Commercial General Liability Policies:

1. "The Louisville/Jefferson County Metro Government, its elected and appointed officials, employees, agents and successors are added as an "Additional Insured" as respects operations of the Named Insured performed relative to the contract."

C. The insurance to be procured and maintained and minimum Limits of Liability shall be as follows, unless different limits are specified by addendum to the contract (and such minimum limits shall not limit access to the full amount of insurance available (whether through primary, excess or umbrella policies) on the contractors or subcontractors policy(ies), if that/those policy(ies) provide for Limits above the minimum):

1. **COMMERCIAL GENERAL LIABILITY:** via the Occurrence Form, primary and non-contributory, with a \$1,000,000 Combined Single Limit for any one Occurrence and \$2,000,000 aggregate for Bodily Injury, Personal Injury and Property Damage and Products/Completed Operations, including:
 - a. Premises - Operations Coverage
 - b. Products and Completed Operations
 - c. Contractual Liability
 - d. Broad Form Property Damage
 - e. Independent Contractors Protective Liability
 - f. Personal Injury
2. **WORKERS' COMPENSATION** (if applicable): insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and **EMPLOYERS' LIABILITY** - \$100,000 Each Accident/\$500,000 Disease - Policy Limit/\$100,000 Disease - Each Employee.

D. ACCEPTABILITY OF INSURERS

Insurance is to be placed with Insurance Companies with an A. M. Best Rating of no less than "A- VI", unless proper financial information relating to the Company is submitted to and approved by Metro Government's Risk Management Division.

E. MISCELLANEOUS

1. The Contractor shall procure and maintain insurance policies and shall furnish Certificates of Insurance upon the execution of the Contract. The Certificates shall include the name and address of the person executing the Certificate of Insurance as well as the person's signature. If policies expire before the completion of the Contract, renewal Certificates of Insurance shall be furnished to Metro Government at least fifteen (15) days prior to the expiration of any policy(s).

2. Upon execution of the contract, Certificates of Insurance as required above shall be furnished to:

Louisville/Jefferson County Metro Government
Office of Management and Budget
Louisville Fire Department
611 West Jefferson Street, 3rd Floor
Louisville, Kentucky 40202

3. Upon Renewal of insurance coverage (s), Certificates of Insurance evidencing renewal shall be furnished to:

Louisville/Jefferson County Metro Government
Office of Management and Budget
Risk Management Division
611 West Jefferson Street
Louisville, Kentucky 40202

4. **CANCELLATION OR MATERIAL CHANGE OF COVERAGE:** Contractor shall notify Metro Government's Risk Management Division of any policy cancellation within two business days of its receipt of same. Upon any material change (changes that reduce/restrict limit or terms and conditions to your insurance coverage) in coverage as required above, Contractor shall notify Metro Government's Risk Management Division within two business days. If Contractor fails to notify Metro Government as required by this Agreement, Contractor agrees that such failure shall be a breach of this Agreement. Metro Government reserves the right to require the insurance policy(s) required above to be specifically endorsed to provide notice of cancellation and/or material change of coverage in accordance with policy provisions. When requested by the Metro Government, a copy of the policy endorsement shall be provided to Metro Government's Risk Management Division.
5. Approval of the insurance by Metro Government shall not in any way relieve or decrease the liability of the Contractor hereunder. It is expressly understood that Metro Government does not in any way represent that the specified Limits of Liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

VII. REPORTING OF INCOME

The compensation payable under this Agreement may be subject to federal, state and local taxation. Regulations of the Internal Revenue Service require the Metro Government to report all amounts in excess of \$600.00 paid to non-corporate contractors. Contractor agrees to furnish the Metro Government with its taxpayer identification number (TIN) prior to the effective date of this Agreement. Contractor further agrees to provide

such other information to the Metro Government as may be required by the IRS or the State Department of Revenue.

VIII. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Kentucky. In the event of any proceedings regarding this Agreement, the Parties agree that the venue shall be the state courts of Kentucky or the U.S. District Court for the Western District of Kentucky, Louisville Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Agreement or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.

IX. AUTHORITY

The Contractor, by execution of this Agreement, does hereby warrant and represent that it is qualified to do business in the State of Kentucky, has full right, power and authority to enter into this Agreement.

X. CONFLICTS OF INTEREST

Pursuant to KRS 45A.455:

(1) It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:

(a) He, or any member of his immediate family has a financial interest therein;

or

(b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or

(c) Any other person, business, or organization with whom he or any member of

his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

(2) It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

(3) It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(4) The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.

(5) It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter set forth herein and this Agreement supersedes any and all prior and contemporaneous oral or written agreements or understandings between the parties relative thereto. No representation, promise, inducement, or statement of intention has been made by the parties that is not embodied in this Agreement. This Agreement cannot be amended, modified, or supplemented in any respect except by a subsequent written agreement duly executed by all of the parties hereto. In the event of a conflict between the terms of this Agreement and the terms in any of the Attachments, this Agreement shall govern.

XII. SUCCESSORS

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

XIII. SEVERABILITY

If any court of competent jurisdiction holds any provision of this Agreement unenforceable, such provision shall be modified to the extent required to make it enforceable, consistent with the spirit and intent of this Agreement. If such a provision cannot be so modified, the provision shall be deemed separable from the remaining provisions of this Agreement and shall not affect any other provision hereunder.

XIV. COUNTERPARTS

This Agreement may be executed in counterparts, in which case each executed counterpart shall be deemed an original and all executed counterparts shall constitute one and the same instrument.

XV. CALCULATION OF TIME Unless otherwise indicated, when the performance or doing of any act, duty, matter, or payment is required hereunder and a period of time or duration for the fulfillment of doing thereof is prescribed and is fixed herein, the time shall be computed so as to exclude the first and include the last day of the

prescribed or fixed period of time. For example, if on January 1, Contractor is directed to take action within ten (10) calendar days, the action must be completed no later than midnight, January 11.

XVI. CAPTIONS The captions and headings of this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning and interpretation of any provisions of this Agreement.

XVII. VIOLATIONS OF AND COMPLIANCE WITH KENTUCKY LAWS The Contractor shall reveal any final determination of a violation by the Contractor or subcontractor within the previous five (5) year period pursuant to KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor. The Contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor for the duration of the contract.

WITNESS the agreement of the parties hereto by their signatures affixed hereon.

APPROVED AS TO FORM AND
LEGALITY CONTINGENT UPON
METRO COUNCIL APPROVAL
OF THE APPROPRIATION FOR
THIS AGREEMENT:

LOUISVILLE/JEFFERSON COUNTY
METRO GOVERNMENT


MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY

Date: 7/12/17


JOEL NEAVEILL, DIRECTOR, PURCHASING
DEPARTMENT

Date: 10/3/17

LOUISVILLE FREE PUBLIC LIBRARY


JAMES BLANTON, DIRECTOR

Date: 10/2/17

EBSCO PUBLISHING, INC.

By: Clint Rumble 

Title: Senior Vice President, Inside Sales

Date: September 19, 2017

Taxpayer Identification No.
(TIN): [REDACTED]

Louisville/Jefferson County
Revenue Commission Account
No.: _____

ATTACHMENT A

Flipster Order

Customer Name: LOUISVILLE FREE PUBLIC LIBRARY

Customer ID: s9094793

Sales Rep: ROSALYN ENGLEHARDT

Title	Publisher	ISSN	Model	Term	Category	Start Date	Expire Date	Price	Discount	Net Price
Bloomberg Businessweek	Bloomberg, L.P.	77135	Unlimited	1.0 year	News & Politics	8/1/2017	7/31/2018	\$3,778.74	\$1,889.38	\$1,889.36
Cooking Light	Time Inc.	8864446	100 SIMUsers	1.0 year	Food & Cooking	8/1/2017	7/31/2018	\$840.00	\$420.00	\$420.00
Entertainment Weekly	Time Inc.	10490434	100 SIMUsers	1.0 year	Entertainment	8/1/2017	7/31/2018	\$2,517.90	\$1,258.96	\$1,258.94
Essence	Time Inc.	140880	100 SIMUsers	1.0 year	Women's Interest	8/1/2017	7/31/2018	\$924.00	\$462.00	\$462.00
Forbes	Forbes Inc.	156914	500 SIMUsers	1.0 year	Business	8/1/2017	7/31/2018	\$1,259.58	\$629.80	\$629.78
Fortune	Time Inc.	158259	100 SIMUsers	1.0 year	Business	8/1/2017	7/31/2018	\$2,937.90	\$1,468.96	\$1,468.94
Health	Time Inc.	1059938X	100 SIMUsers	1.0 year	Fitness & Health	8/1/2017	7/31/2018	\$670.74	\$335.38	\$335.36
Money	Time Inc.	1494953	100 SIMUsers	1.0 year	Business	8/1/2017	7/31/2018	\$1,761.90	\$880.96	\$880.94
People	Time Inc.	937673	100 SIMUsers	1.0 year	Entertainment	8/1/2017	7/31/2018	\$4,874.94	\$2,437.46	\$2,437.48
Real Simple	Time Inc.	15281701	100 SIMUsers	1.0 year	Lifestyle	8/1/2017	7/31/2018	\$1,215.90	\$607.96	\$607.94
Rolling Stone	Rolling Stone LLC	0035791X	500 SIMUsers	1.0 year	Entertainment	8/1/2017	7/31/2018	\$524.13	\$262.06	\$262.07
Southern Living	Time Inc.	384305	100 SIMUsers	1.0 year	Travel & Regional	8/1/2017	7/31/2018	\$837.90	\$418.96	\$418.94
Sports Illustrated	Time Inc.	0038822X	100 SIMUsers	1.0 year	Sports	8/1/2017	7/31/2018	\$3,735.90	\$1,867.96	\$1,867.94
Time	Time Inc.	0040781X	100 SIMUsers	1.0 year	News & Politics	8/1/2017	7/31/2018	\$3,197.46	\$1,598.74	\$1,598.72
Us Weekly	Rolling Stone LLC	15297497	500 SIMUsers	1.0 year	Entertainment	8/1/2017	7/31/2018	\$1,224.13	\$612.06	\$612.07

Total Before Discount: \$30301.12

Discount: \$15150.64

Total Net of Discount: \$15150.48

Subscription Service Fee: \$757.52

GRAND TOTAL: \$15908.00 USD

Total Excludes Tax

Bill To Contact: --- Select --- Address: --- Select ---

PO Number:

TERMS AND CONDITIONS:

By signing this document you hereby confirm that you agree to the terms and conditions of the EBSCOhost Terms of Use available here:

<http://support.epnet.com/ehost/terms.html>

For US Federal Government customers, all product pricing is Open Market.

DATE: 06/26/2017



10 Estes Street
 P.O. Box 682
 Ipswich, MA 01938
 USA
 www.ebsco.com

(978) 356-6300
 (800) 633-2726
 Fax: (978) 356-3640
 information@ebsco.com

Product Order Form

CostID: e9094793
 OrderID: WSR250865
 Date: 06/15/2017
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Purchasing Customer
 LOUISVILLE FREE PUBLIC LIBRARY
 301 YORK ST
 LOUISVILLE, KY, 40203-2257
 USA

Billing Address
 LOUISVILLE FREE PUBLIC LIBRARY
 301 YORK ST
 LOUISVILLE, KY, 40203-2257
 USA

Contact:
 Debbie Oberhausen
 502-574-1647
 debra.oberhausen@lfp1.org

Your invoice will be sent to:
 Debbie Oberhausen
 debra.oberhausen@lfp1.org

Product Name	Begin Date	Invoice Date	Price
EBSCO Renewal 17-18			
Small Engine Repair Reference Center	07/01/2017	06/30/2018	\$34,500.00
Graphic Novels Core Collection (H.W. Wilson)	07/01/2017	06/30/2018	
Core Collections - 5 Pack (H.W. Wilson)	07/01/2017	06/30/2018	
Auto Repair Reference Center	07/01/2017	06/30/2018	
Novelist Plus	07/01/2017	06/30/2018	
Novelist Select	07/01/2017	06/30/2018	

Total: \$34,500.00
 The above excludes all applicable tax
 Currency: US Dollar

Price represented is the cash discounted price for payments received by check or electronic payment. If paying by a method other than check or electronic payment, please inquire for non cash discounted pricing. Payment due upon receipt of invoice. Interest of 1 percent per month charged for payment received later than 30 days after invoice date. eBooks and eAudiobooks ordered are non-returnsable and non-refundable.

Terms and Conditions

Customer agrees to terms and conditions of the appropriate EBSCO License Agreement for usage of purchased access or subscription to electronic databases, eContent and services. If ordering eBooks or audiobooks, customer also agrees to the terms and conditions of the Library eContent Agreement.

Authorized Signature: _____ Date: _____
 Print Name: _____ Title: _____

Please sign, scan and email this form to: ROSALYN ENGLEHARDT at ronglehardt@ebsco.com

Thank you for your business!

If unable to scan, please fax to: 978-356-5640