

# SimplyE @Amigos Library Implementation Form

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Complete and return the following form to [technologysolutions@amigos.org](mailto:technologysolutions@amigos.org). Please let us know if you have any questions!

All items with an asterisk (\*) are required.

## General Information

\*Library Name: \_\_\_\_\_

\*Website URL (main website, not necessarily the ILS/catalog site):  
\_\_\_\_\_

Brief description or tagline

*This will be displayed under your library's name in the list of libraries in the SimplyE app.  
An example is included on the last page.*

\_\_\_\_\_

\*Patron support email address

*The SimplyE mobile apps include an option for users to submit an "issue" to the library.  
This email address is used for that communication.*

\_\_\_\_\_

\*No-delivery email account

*This is an email account for which email is either immediately deleted or rejected, e.g.,  
[no-reply@amigos.org](mailto:no-reply@amigos.org). If you have one, type it below. If you do not or are not sure, use  
ours – [no-reply@amigos.org](mailto:no-reply@amigos.org).*

\_\_\_\_\_

\*Color scheme (choose one)

- |                                    |                                      |                                 |
|------------------------------------|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Amber     | <input type="checkbox"/> Dark Orange | <input type="checkbox"/> Orange |
| <input type="checkbox"/> Black     | <input type="checkbox"/> Dark Purple | <input type="checkbox"/> Pink   |
| <input type="checkbox"/> Blue      | <input type="checkbox"/> Green       | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Blue gray | <input type="checkbox"/> Gray        | <input type="checkbox"/> Red    |
| <input type="checkbox"/> Brown     | <input type="checkbox"/> Indigo      | <input type="checkbox"/> Teal   |
| <input type="checkbox"/> Cyan      | <input type="checkbox"/> Light Blue  |                                 |

URL for privacy policy: \_\_\_\_\_

Logo

- *It is best if the logo provided does not include additional text, as the library name will appear next to it.*
- *Dimensions: approximately square, up to 135px x 135px*
- *Format: PNG with transparent background preferred*
- *The logo is optional*

## Contact Information

### \*Library Contact (primary)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Library Contact (secondary, if desired)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### \*Technical Contact (primary)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Technical Contact (secondary, if desired)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## ILS & Patron Authentication

Complete the following section with the details of your integrated library system (ILS). If you do not have these details, please provide the name of your ILS, and we will request this information for you.

\*ILS Name: \_\_\_\_\_

\*IP/URL for library's SIP or authentication service: \_\_\_\_\_

If SIP:

Is a login and password required? \_\_\_\_\_

Login: \_\_\_\_\_

Password: \_\_\_\_\_

Port Number: \_\_\_\_\_

Location code: \_\_\_\_\_

Is your SIP service encrypted with SSL/TLS? \_\_\_\_\_

Labels:

Label to be used for barcode ID field for patrons: \_\_\_\_\_

Label to be used for PIN field for patrons: \_\_\_\_\_

Default loan period (14 days if left blank): \_\_\_\_\_

## Patron Test Accounts

Please provide two patron test accounts below, one in good standing (can check out) and one restricted or blocked (cannot check out). We use these accounts for testing and troubleshooting, and we should be able to use this information to log into your ILS as a patron.

\*Test barcode – in good standing:

Barcode number: \_\_\_\_\_

PIN: \_\_\_\_\_

\*Test barcode – blocked account:

Barcode number: \_\_\_\_\_

PIN: \_\_\_\_\_

## Collections

Tell us about the ebook and audiobook collections you have by completing the items below.

## OverDrive

Are you a part of an OverDrive consortium?  Yes  No

If so, provide:

Name of the consortium: \_\_\_\_\_

Name and email address for the consortial contact, if available:

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Number of titles available to your patrons by format:

- # ebooks \_\_\_\_\_
- # audiobooks \_\_\_\_\_
- other formats (identify each format and number of titles)

Do you have an Advantage collection?  Yes  No

If so, provide:

Number of titles available to your patrons by format, e.g., # ebooks, # audiobooks:

## Baker & Taylor Axis 360

Are you a part of an Axis 360 consortium?  Yes  No

Do you have your own Axis 360 subscription?  Yes  No

Number of titles available to your patrons by format:

- # ebooks \_\_\_\_\_
- # audiobooks \_\_\_\_\_
- other formats (identify each format and number of titles)

## Bibliotheca cloudLibrary

Do you have your own cloudLibrary subscription?  Yes  No

Are you a part of a cloudLibrary consortium?  Yes  No

**Please note: Only cloudLibrary titles that your library owns will be available in the SimplyE. Shared consortia titles will not be available in SimplyE.**

Number of titles available to your patrons by format:

- # ebooks \_\_\_\_\_
- # audiobooks \_\_\_\_\_
- other formats (identify each format and number of titles)

## Bibliolabs Biblioboard

Are you a part of a Biblioboard consortium?  Yes  No

Do you have your own Biblioboard subscription?  Yes  No

Number of titles available to your patrons by format:

- # ebooks \_\_\_\_\_
- # audiobooks \_\_\_\_\_
- other formats (identify each format and number of titles) \_\_\_\_\_

## Palace Exchange

Are you a part of an Palace Exchange consortium?  Yes  No

Do you have your own Palace Exchange subscription?  Yes  No

Number of titles available to your patrons by format:

- # ebooks \_\_\_\_\_
- # audiobooks \_\_\_\_\_
- other formats (identify each format and number of titles)

## NoveList Select

Do you have an active NoveList Select subscription?  Yes  No

**List other ebook and audiobook providers you use:**

