



## CatExpress Order Instructions: Texas Group Catalog Order

To use CatExpress as part of the Texas Navigator project, please complete the Order Form at this link:

<http://www.oclc.org/content/dam/oclc/forms/en/catind.pdf>

Please note the following choices on the form:

1. CATEXPRESS GROUP INFORMATION (Answer all that apply)
  - a. Group Purchase Member? **YES**
  - b. Add my Institution to an existing group. **YES**
  - c. GROUP NAME: **Texas Group Catalog**
  - d. GROUP SYMBOL: [Leave Blank]
  - e. Write in the Number of Records you expect to use: **[nnnnn]**
2. DELIVERY OPTION: Choose: **Export** Leave rest of information blank
3. Page 2: Please list the staff that will need authorizations for this service.

Upon completion, please send the form to **OCLC Orders, by fax or email.**

The fax number is: **1-888-339-3921**

The email address is [Orders@oclc.org](mailto:Orders@oclc.org) . Please include "CatExpress Order" in the subject line of your message. Attach the completed order form to your message.

With, questions, please contact OCLC Customer Support at 800-848-5800 or [support@oclc.org](mailto:support@oclc.org)