

FEDLINK Bulletin

News from the Federal Library Information Network (FEDLINK)

Bulletin FY2019 - 3

Wednesday, March 13, 2019

New Account Management Forms Go Live This Friday

As announced in previous *FEDLINK Bulletins*, FEDLINK is replacing its Online Registration System to streamline account transactions. Customers will use fillable PDF forms to register, amend Interagency Agreements (IAAs), add new products or services, move funds, request refunds or terminations, or update contact information.

New Forms Streamline Transaction Requests

FEDLINK will post the new forms online later this week. Not only will these new forms simplify the accounts management process, FEDLINK will now be able to accept multiple transaction requests per day. Customers will complete the appropriate PDF form, save a copy for agency records, and email their signed form to fliccfo@loc.gov.

IAAs Available in Three Business Days

Within three (3) business days of receiving a complete registration packet, FEDLINK will email the IAA to your agency for review. (FEDLINK may request additional support documentation including Independent Government Cost Estimates, title lists, etc., to complete your registration.) If correct, customers can begin their agency's authorization process by securing the appropriate signatures. For more information, please contact the FEDLINK Hotline at (202) 707-4900.

Review Monthly Account Statements

By the 15th of every month, FEDLINK emails customers a copy of their monthly statements. Please review your statements to ensure fund balances and transactions are correct. *Beginning this month, online statements will no longer be available.* For additional information on your account at any time, please call the FEDLINK Hotline at (202) 707-4900.

Arriving in April: Request Direct Express Contract Information

Coinciding with the release of FEDLINK's new electronic resources contracts, FEDLINK will offer Direct Express customers a survey tool to request contract information. FEDLINK's Direct Express service allows agencies to purchase electronic resources, bibliographic utilities, or foreign language courseware by citing the FEDLINK contract number on a purchase order and sending it directly to the vendor. When citing FEDLINK procurement vehicles, customers are responsible for executing all contract actions in accordance with the FAR or other applicable regulations and sending FEDLINK a copy of executed orders. If you need current contract information or have any questions, please send an email to fliccfno@loc.gov.

Save the Date for the FEDLINK Spring Expo

Join your colleagues **May 7 and May 8** for the FEDLINK Spring Expo: *Preserving the Value of Federal Libraries*. This spring's expo will explore demonstrating library value, digital collection development, ILS implementation, preservation topics for projects both large and small, and more. If you would like to host a topic discussion or have a project to share with your colleagues at the Expo, please send an email to fliccfno@loc.gov.

Watch your email for more information!



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