

# Coordinated Ordering Offered by RCLS

*[Stephen Hoefler](#), RCLS Fiscal Officer*

- **Automation Equipment**

Orders are due at RCLS by the first of each month, except December and January. No purchase orders are issued during the accounting year-end/beginning process.

The [order form and detailed instructions](#) are available on the RCLS Website.

Libraries must anticipate their needs, especially during the no-processing period at year-end/beginning.

- **Barcode Labels**

Orders for barcode labels are due at RCLS on the first of February, May, August and November. Vendor minimum order quantity rules apply.

The [order form and detailed instructions](#) are available on the RCLS Website.

- **Patron Cards and Keytags**

Orders for patron cards and keytags are processed every two years. The next offering will be February, 2017.\*

- **Receipt Printer Paper**

Orders for receipt printer paper are processed annually. The next order will be April 2017.\*

- **Antivirus License Renewals  
(for unsupported machines only)**

The last coordinated order for antivirus license renewals expires 11/11/17. The next offering will be October 2017 for November purchase of a three year subscription renewal.\*

- **Reboot Restore License Renewals (formerly Drive Vaccine)  
(for unsupported machines only)**

The last coordinated order for Reboot Restore license renewals expires 12/8/19. The next offering will be November 2019 for December purchase of a three year subscription renewal.\*

- **NYLA Organizational Membership Renewals**

The coordination for NYLA Organizational Membership expires 4/1/17. The next offering will be March 2017.\*

- **Showing a Public Performance License is Needed to Show a Film (DVD)**

Showing movies in libraries today means that you must be conscious of the intellectual property and copyright issues. Public performance site licensing to public libraries provides a license on behalf of many of the major Hollywood motion picture studios.

For a single title, single date, single location showing, you may want to contact Movie Licensing USA. This license ensures that entertainment movies are used legally in libraries. Feel free to contact MJ Misselhorn, Customer Relationship Manager, by phone 1- 877-321-1300 or [e-mail](#).

If you are planning to show more than three or four titles during the calendar year, you might want to consider joining the RCLS Group License from Movie Licensing USA. The cost per title will be lower because the Group License is based on the number of libraries and their registered borrowers.

✓ The [Agreement/Renewal Form](#) for the 2018 RCLS Group License is due at RCLS by **Friday, August 11, 2017**. If you would like specific information about the cost to your library, contact Carol Martin (ext. 227 or [e-mail](#)).

✓ To locate whether a title is covered by [Movie Licensing USA](#), use the Advanced Search box on their website. [Frequently Asked Questions](#) can be also found on their website.

\*E-mail notification and order form will be sent to Library Directors.

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