

**CATALOGER'S DESKTOP ORDER DETAILS**  
**Payment successful! Please print or save this page as your receipt**

**8/9/2022**

CDS Fax:(202) 707-1771  
CDS Phone: (855) 266-1884 or (202) 707-6100

**Close this session (/subscribe?action=accountLogout)**

**Library of Congress Cataloger's Desktop Subscription**

**Subscription details:**

Institution: Pennsylvania Western University  
Primary contact: Teresa Stage  
Primary contact email: tstage@pennwest.edu  
License administrator: Patricia Johner  
License administrator email: pjohner@pennwest.edu  
License type: Subscription  
Transaction type: renewal  
CDS account number: 526483-004  
PO number: CSO-020447

**Account details:**

Concurrent user limit: 1  
License expiration date: 2023-08-09  
Account login: carlson

Account management instructions and initial password for managing  
the account will be sent to:

Teresa Stage at tstage@pennwest.edu

**Transaction details:**

Transaction Date: 2022-08-09  
Transaction Type: Sale  
Status: Success  
Payment Type: PLASTIC\_CARD  
Transaction amount: US\$ 525.00

**Tracking details:**

Library of Congress Tracking ID for this transaction: CD-103523  
Pay.Gov Tracking ID: 2717HGEN  
Time stamp: 2022-08-09T10:42:21

Print this page for your records

## Teresa Stage

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**From:** Cataloger's Desktop <desktop-info@loc.gov>  
**Sent:** Thursday, June 16, 2022 8:30 PM  
**To:** tstage@clarion.edu  
**Cc:** pjohner@clarion.edu  
**Subject:** Web subscription renewal for Cataloger's Desktop

Formal Proforma Invoice

06/17/2022

Web Subscription to Cataloger's Desktop  
PREPAYMENT REQUIRED  
Return this invoice with payment  
FED ID: 536002532

User name: **carlson**  
CDS Customer Account number: **526483-004**

**Clarion University of Pennsylvania**  
**Carlson Library - Acquisitions**  
**840 Wood Street**  
**Clarion PA 16214-1240**

Your Web subscription to Cataloger's Desktop expires on **July 21, 2022**. You must renew before this date to maintain continuous service.

Your current subscription is for **1** concurrent users at a cost of **\$525**.

Should you wish to increase your number of users, annual subscription prices are as follows:

Single concurrent user	\$525
Concurrent users for a site:	
Up to 4 concurrent users	\$685
Up to 9 concurrent users	\$865
Up to 14 concurrent users	\$1,100
Up to 19 concurrent users	\$1,275
Up to 24 concurrent users	\$1,460
Up to 29 concurrent users	\$1,645
30 or more concurrent users	Additional \$185 for each group of five additional users

### Renewal Procedure

1. Go to the Cataloger's Desktop Renewal Form. (<https://desktop.loc.gov/subscribe?action=renew>)
2. Enter your administrative account username and password and click the "Login" button.
3. Follow the instructions on the form to place your renewal order.
4. Submit your order using one of the following methods:
  - If paying by credit card (fastest service option), please follow these instructions:
    - Complete the Cataloger's Desktop Order Form by verifying information related to your order and accepting the license conditions.