

Questions about SUNLINK or the application process? Call or email:

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University of Central Florida
12443 Research Parkway, Suite 402, Orlando, FL 32826
1-800-226-0085 (FL only) sunlink@mail.ucf.edu

Yes! I Want to Be a SUNLINK School

Complete this form and mail it to the SUNLINK office or apply online at <http://www.sunlink.ucf.edu/application>. If your preliminary application is accepted, you will be required to submit 25 consecutive shelflist records. We will advise you on how to submit these later; however, your application is not complete until these are on file. Call the SUNLINK office (1-800-226-0085) for information on acceptable types of samples. You will be notified of a decision 3 weeks after we have received a completed application package. Once you've been accepted, you will have 90 days to ship your shelflist to Brodart Automation. Shipping labels and boxes will be provided at no cost to you.

District: _____ Date Submitted: _____

School: _____

School Address: _____

City: _____ Zip Code: _____

Library Media Center Phone: _____ School Phone: _____

LMC or School Fax: _____ Grade Levels Served: _____

Library Media Specialist's Name: _____

Library Media Specialist's Email: _____

Principal's Name: _____

Principal's Email: _____

District Media Contact's Name: _____

District Media Contact's Email: _____

About the Library Media Collection

Date of last inventory: _____

Estimated size of collection: _____

All items have a shelflist record: Yes No

Lost/weeded items have been removed from shelflist: Yes No

Essential minimum data is present on most records
(title, author, publisher, publication date, call number): Yes No

Note: If any of the above information is missing, that item cannot be included on SUNLINK.

About Being Part of SUNLINK

Since SUNLINK is absorbing the cost to bring our collection into SUNLINK on the Web, we agree to:

Keep the collection current by submitting adds and deletes yearly when requested. Yes No

Share in the spirit of resource sharing by participating in interlibrary loan when possible and send ILL statistics at the end of the school year as requested. Yes No

Notify SUNLINK of changes in school address and phone numbers as requested. Yes No

Mail application to:
SUNLINK Project
12443 Research Parkway, Suite 402
Orlando, FL 32826

Or fax to:
1-866-873-0721
(toll free number)

