**Data and Organizational Information Form**

OrangeBoy offers our hosted Software-as-a-Service (SaaS) solution Savannah® to provide your library with customer intelligence to make informed decisions.

To begin using Savannah, OrangeBoy requires basic information about your organization to begin implementation and data integration.  Please complete the following form to tell us a little more about your organization. Upon completion, OrangeBoy will provide further instruction about using and accessing Savannah, including specifics related to your service-level agreement, data requirements, a data schedule, and assistance uploading files into Savannah’s data manager.

**Please fill out and return this form within 48 hours of receipt to our Savannah Support Team at** **support@orangeboyinc.com** **for processing. If you have any questions about this form please email our** **Support Team** **or call Shelby at (614) 981-5875.**

**Part I: Library Contact Information**

Please provide us with your primary points of contact for your organization, including your primary contact for data, a project lead/point of contact, library team members or others who will need access to Savannah throughout the terms of your agreement. This includes all members of your management or project team and other individuals who manage data in your organization. All individuals will receive a Savannah username and password, which will be emailed to them directly from Savannah upon set-up.

**Data Team Information**

**Primary Data Contact:** Enter the primary data contact

**Job Title:** Enter the primary data contact’s job title

**Email:**  Enter the email address of the primary data integration contact.

**Phone Number:** Enter the phone number of your primary data contact

 *Please also include additional members of your data integration team at the Library who will need access to Savannah.*

**Data Contact:** Enter the full name of the data integration contact.

**Job Title:** Enter the data contact’s job title.

**Email:** Enter the email address of the data integration contact.

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**Library Management/Project Team Information**

*Please tell us the key members of your team at the Library.*

**Library Director:** Enter the first and last name of your primary contact for the project.

**Email:**  Email address.

**Phone Number:** Enter the phone number of your primary contact.

**Library Team Lead:** Enter the first and last name of your primary contact for the project.

**Job Title:** Enter the job title of the project lead.

**Email:**  Email address.

**Phone Number:** Enter the phone number of your primary contact.

 *Please include additional members of your management team at the Library who will need access to Savannah.*

**Library Team Contact:** Enter the full name of the project contact.

**Job Title:** Enter the job title of the project contact.

**Email:** Enter the email address of the project contact.

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**Management/Project Team Information Continued**

**Library Team Contact:** Enter the full name of the project contact.

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**Need to add more contacts? Let us know at support@orangeboyinc.com**

**Part II: Data Facts**

In order to make this process as seamless as possible for you and your team, we’d like to get to know your organization a little better. Please answer the following questions to the best of your ability. Detailed information is appreciated. Your answers provide us with information for the project and how to best assist you with data set-up and integration. If you have any questions or need clarification, do not hesitate to call (614) 981-5875 or email our Support Team.

1. How is the library's service area defined? *Tell us specific geographic, municipal boundaries, etc. or other details about your service area.*

Click here to enter text.

1. Number of customers (enter the estimated number of patrons in your database)*.*

Click here to enter text.

1. What integrated library system (ILS) does your library use?

 Click here to enter text.

1. What digital subscriptions does your library subscribe to? *Please list eBooks, such as Overdrive, as well as database subscriptions.*

Click here to enter text.

1. What service or provider does your library use for public access computers (e. g. Envisionware, SAMe)?

Click here to enter text.

1. Do you require customers to login to access your wireless internet using a barcode or unique identifier? Are you able to identify patron WiFi usage by branch location? What service do you use to provide WiFi to customers?

Click here to enter text.

1. Do you provide self-checkout to patrons? If so, what service do you use? Is self-checkout usage indicated in the ILS?

Click here to enter text.

**Part III: SFTP Subscription**

*We take data security and confidentiality very seriously. Savannah offers a secure portal to host data sources. We also offer a dedicated SFTP for your convenience for large files or automating processes. Please indicate if you would like for OrangeBoy to add an SFTP as part of your Savannah subscription.*

Yes! [ ]  No, but thanks! [ ]

**Please return this to our** **Support Team** **for processing. Thank you!**