NOAA Fisheries
National Fisheries Information System
InPort Metadata Catalog (tel 808-983-5387, fax 808-9832922)

InPort Library Request Form

Please complete all fields on this form per instructions on the back of this form.

Organization

Organization Name

Acronym

Org. Type

Description

Street Address

City

State/Province   Postal Code

Country

Phone

URL

Business Hours

Library

Library Title

InPort Data Steward (full information should be provided on the *InPort Person Registration Form*)

First Name   Last Name

Email Address   Phone

InPort Librarian (full information should be provided on the *InPort Person Registration Form*)

First Name   Last Name

Email Address   Phone

By signing this request for an InPort Library, the InPort Data Steward for the above specified organization agrees to NOAA and NOAA Fisheries policies and guidelines with regard to Internet activities, computer account passwords, and data quality.

Authorizer's Signature   Date

Authorizer's Role

Instructions for Completing the InPort Library Request Form

The InPort Library Request form must be completed and signed by the organization's authorizing agent (director, IT manager, etc.), and fax'ed or mailed to the InPort Administrator along with completed and signed InPort Person Registration forms for at least one InPort Data Steward and one InPort Librarian for the requested Library.

Organization
Organization Name - the name of the organization
Acronym - an acronym of the organization
Organization Type - the selected organization type. [FIS (FIS Partner), FRO (Fisheries Regional Office), FSC (Fisheries Science Center)]
Description - a description of the organization
Street Address - the street address of the organization, including Suite# or P.O. Box
City - the city where the organization is based
State/Province - the state or province where the organization is based
Postal Code - the zip or postal code of the organization
Country - the country where the organization is based
Phone - phone number
URL - a Universal Resource Locator that can be used to reach the organization via the Internet
Business Hours - business hours of opertation

Library
Library Title- the proposed title of the new InPort Library

InPort Data Steward
Last Name - last name of the person
First Name - first name of the person
Email Address - contact email address
Phone - contact phone number

InPort Librarian
Last Name - last name of the person
First Name - first name of the person
Email Address - contact email address
Phone - contact phone number

Authorization
Authoirizer's Signature - signature of the individual authorizing this form[Director, IT Manager,, etc.]
Date -date the authorizer signed this form
Authorizer's Role - role that entitles the signer to authorize this form [Director, IT Manager, etc.]