

Thank you for your interest in our virtual library tool ***caboodle***. This North American online product resource library has been brought to you by **BIBLIOTECA**.

## FREE eCatalogue

Submit this completed form with your catalogue in PDF format (see attached "Format Preparation" document for details) and return to [admin@bibliotecainc.com](mailto:admin@bibliotecainc.com).

The contact listed below will be notified when your **eCatalogue** is ready to be reviewed before being uploaded by **BIBLIOTECA**.

We host ONLY current binders. If your binder becomes out of date, you have the option of "updating" it to continue to display on the **caboodle** shelves for \$250.00 plus GST. Non-current binders will be displayed in grey and unavailable to the users.

Should you require any assistance or clarification:

780 809 0639 Telephone

855 806 3516 Toll Free North America

## Manufacturers Head Office Details

Company Name	
Contact Name/Title	
Complete Mailing Address	
Head Office Phone	
Toll-Free Telephone	
Website	
Email Address	
Company Description (approx. 40 words)	

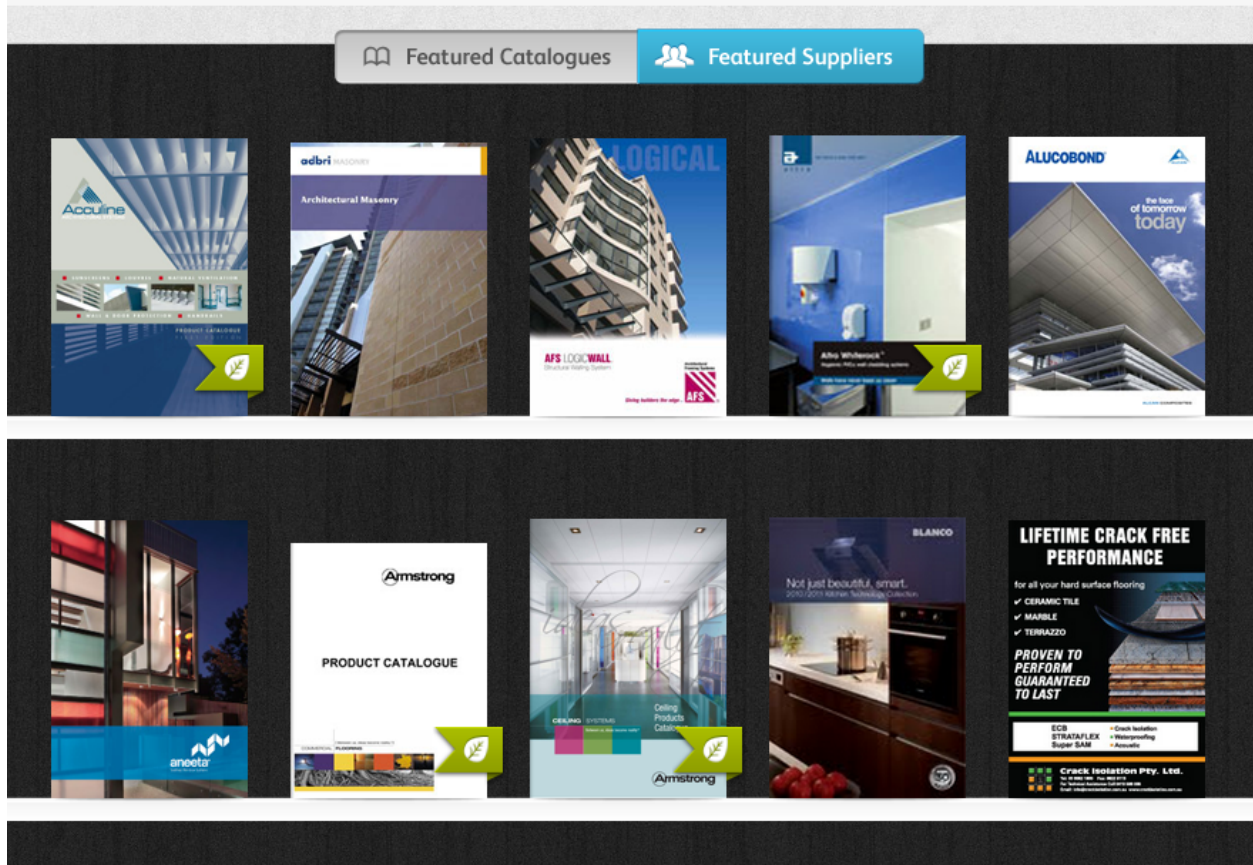
## Catalogue Details

Catalogue Title			
eCatalogue Display Selection	Canada	United States	Both
Applicable Masterformat Numbers & Titles	<p>To find your applicable numbers go to:  <a href="https://secure.spex.ca/siteadmin/freedocuments/images/1.pdf">https://secure.spex.ca/siteadmin/freedocuments/images/1.pdf</a></p>		

Other Search Keywords Up to 30  (company name, brands generic terms, spelling- alternatives, etc)	
--	--

Name  (Please Print)	
Signature	
Date	

# Format Preparation for caboodle eCatalogues



*caboodle* digital **eCatalogues** are an electronic version of your printed product catalogue. Simply, a compiled set of product brochures that normally form part of your catalogue that resides on the shelf in a Specifier's library.

# Formatting your files for use in the *caboodle* library “short caboodle”

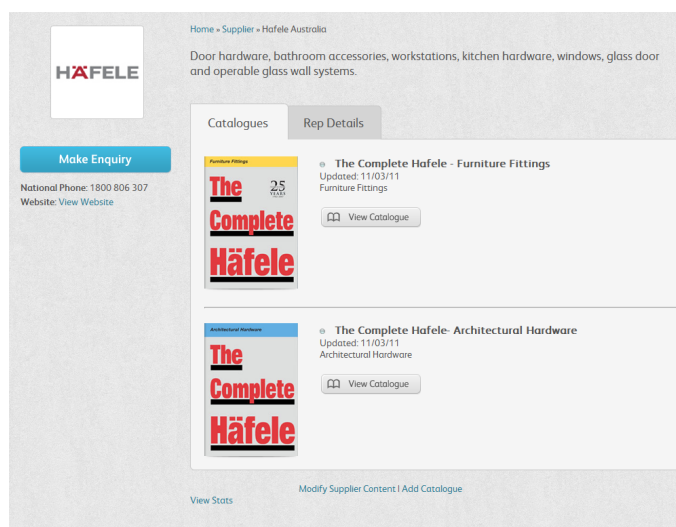
## One Complete PDF

Send your catalogue files to us in PDF format, as one complete file with all pages in their correct sequence, including bookmarks.

A PDF with bookmarks is more useful to a Specifier, also making it easy to produce and publish the document as an [eCatalogue](#) - with all of your bookmarks pointing Users to important sections and subsections of your [eCatalogue](#).

## eCatalogue Cover

The cover page is just like the cover of a book, which will be the first page of your PDF. When complete, your listing on *caboodle* will look something like the following example:



The short caboodle package does not contain access to your contact information, this will be greyed out.

[short caboodle package](#)

[info@caboodlelibrary.com](mailto:info@caboodlelibrary.com)

## Other Required Information.

Keywords for searching will be used to assist Specifiers, the short caboodle package includes 30 words.

We recommend you include all product Architectural specifications and MSDS sheets as part of your [eCatalogue](#) to satisfy all User groups. If you require the services of a RSW (Registered Specification Writer) the CSC or CSI (Construction Specifications Canada or Construction Specifications Institute) websites will have a list of RSW's in your area.

[www.csc-dcc.ca](http://www.csc-dcc.ca)

[www.csinet.org](http://www.csinet.org)

## File Transfer

### Uploading Your Files

Due to the large size of required PDF files we have set up an upload facility for your use, easy and free!

1. Zip your files and include company name in the zipped file name
2. Now go to [biblioteca.wetransfer.com](http://biblioteca.wetransfer.com)
3. Click "Add files" and select which files to be transferred
4. Click "Your email" enter your email
5. Add a message if required
6. Click "Transfer", wait for confirmation message "Transfer Complete"
7. You have successfully sent your file and will receive a confirmation email

## Sign – Up Checklist

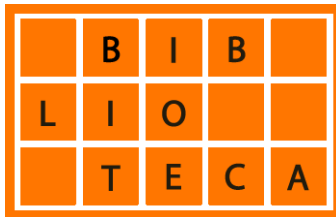
- One PDF (Zipped file) in sequence
  - Completed Sign-up Document
  - High Resolution Logo

## Contact Information

[info@caboodlelibrary.com](mailto:info@caboodlelibrary.com)

Telephone 780 809 0639

Toll Free (North America) 855 806 3516



You are officially part of this Library Evolution!