

**AMICO Distributor Specification**  
**On-line Trials Process**  
(Version .01 – Dec. 2001)

**1. AMICO process**

- Prospect requests trial (from one or many distributors) by completing AMICO's on-line form, see <http://www.amico.org/trial.w.html>.
- AMICO sends an auto-email acknowledgement to prospect; "you provided this info, you requested this".
- AMICO checks eligibility.
  - Eligibility checks include:
    - Legitimate non-commercial, educational institution
    - Legitimate representative of that institution (faculty or staff)
    - If university/college prospect, an email address that corresponds with that institution (K12 teachers often do not have .edu addresses, but members of higher education do)
    - Not currently subscribing to The AMICO Library from the requested trial Distributor
- Non-eligible requests are rejected.
- Eligible requests are sent messages (custom to each distributor requested and copying that distributor) which contain The AMICO Library Trial license agreement. Directions in the message will be to complete the particular Distributor trial request form.

**Distributors should confirm with AMICO the correct address to copy on these messages.**

**2. Distributor Process**

- Prospect completes Distributor On-line Trial form (either because they've been directed there by AMICO or found it on their own).
- Distributor sends an auto-email acknowledgement to prospect; "you provided this info, you requested this".
- Distributor checks eligibility.
  - Eligibility checks include:
    - Legitimate non-commercial, educational institution
    - Legitimate representative of that institution (faculty or staff)
    - If university/college prospect, an email address that corresponds with that institution (K12 teachers often do not have .edu addresses, but members of higher education do)
    - Not currently subscribing to The AMICO Library from the requested trial Distributor
    - Requesting school has not had a trial from this Distributor within a year (AMICO does not check this)

- Non-eligible requests are rejected.
- Eligible requests are then checked against messages already received from AMICO.
  - a. If there is a match between requests, then the Distributor may send a Trial Start message with unique ID and PW for the trial directly; copying AMICO (subscriptions@amico.org)
- OR**
- b. If there is no match, then the Distributor sends a Send AMICO Library Trial License message to AMICO (subscriptions@amico.org)
- AMICO sends on the AMICO Library Trial License and copies the Distributor.
- Back to Step a, since there is now a match, Trial set-up information may be sent to Prospect.

**3. Requirements**

- Click-through license must be accepted by trial participants prior to entry to The AMICO Library.