

Access to Local Electronic Resources

Institution: _____ Date: _____

Name of individual completing form: _____

Phone: _____ Email: _____

Instructions: Refer to guidelines on the following page. List all databases to be added to or removed from your customized electronic resources page. Include vendor contact information, database names, and the expiration date for each current database subscription. Use additional pages as necessary.

Note: To make resources available through the catalog as well, please complete and submit the form [Add New MARC Record Vendor for E-Books or Print Books](#) (Form 030), available from the State College Library Staff Resources website.

Vendor contact information:

Vendor: _____ Contact: _____

Phone: _____ Email: _____

Database(s) to Add	Database(s) to Remove†	Expiration Date

* If removing databases, do MARC records need to be deleted from the catalog? ___ Yes ___ No

Complete the following information to have usage statistics published in your institution's monthly L010 reports:

Admin URL: _____

User ID: _____ Password: _____

If this is a journal rather than a database, indicate the coverage dates: _____

FORM SUBMISSION INSTRUCTIONS

Step 1: Initial Requestor

Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: _____

Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: _____

Guidelines for Access to Local Electronic Resources

To add your locally-owned databases to the FLVC Electronic Resources page, please follow the guidelines listed below.

Prerequisites

- Databases to be added to your Electronic Resources page must be available to the whole institution. Campus-specific databases cannot be added.
- Your library's contract with the vendor must allow for remote (off campus) access to the database.
- The database vendor must be able to provide patron validation using a proxy IP address or be willing to work with FLVC to provide an acceptable alternative method of validation.
- The additional database links must not interfere with the performance or gathering of statistics for FLVC-provided databases.
- Vendors must be willing to work with FLVC to facilitate the connection, including providing information such as usernames, account numbers, and passwords.

Procedures

Consult your database contract and vendor to ensure all of the above prerequisites have been met. Once it has been determined that a particular database is a candidate for addition to your Electronic Resources page, the following procedures should be followed:

1. Inform your database vendors that FLVC will be contacting them regarding the connection. For each vendor, obtain the name, phone number, and email address of a contact person for FLVC to work with.
2. Submit your request to add database connection(s) using the *Access to Local Electronic Resources* form (page 1 of this document). The completed form must be signed by the Institution Contact.
3. Once FLVC has received your request, we will keep you updated on the progress of your connection.

Each vendor is unique and, as such, may have certain processes or provisions in place that preclude online access. FLVC will make every effort to work with such vendors, but in some cases connectivity may not be possible. Please recognize that factors such as competing resources and vendor-unique situations may extend the time for activating the connection.

It is your library's responsibility to notify FLVC's Help Desk as soon as possible if the database contract expires, or if the terms or method of access change, so that we can plan to remove the link or change our connection process. While FLVC routinely checks LINCCWeb for broken links, you should pay careful attention to your own modified Electronic Resources page, and notify the Help Desk if there is a problem with validation or with the link.

By submitting this form, you authorize FLVC to represent your institution in this specific technical matter (establishing remote access with the specified vendor). In situations where the connection is working, but the database is experiencing service, response time, or content problems, it remains your library's responsibility to contact the vendor and report such problems.