

Activating Local E-Journals in SFX

Institution: _____ Date: _____

Name of individual completing form: _____

Phone: _____ Email: _____

Instructions: Refer to the guidelines on the following page. List all e-journals to be activated or deactivated in SFX. Include title, ISSN, vendor/publisher, and dates of coverage. Attach a spreadsheet if needed.

E-Journals to activate/update:

Title	ISSN	Vendor	Coverage Dates

E-Journals to deactivate:

Title	ISSN	Vendor

FORM SUBMISSION INSTRUCTIONS

Requestor

Enter your name below to approve these changes. The form will be delivered to the Help Desk by email as a PDF attachment.

Submitter's Name: _____

Guidelines for Activating E-Journals in SFX

To increase access to e-journals licensed to individual colleges and to better provide LINCC users with a one-stop search environment, services include activating local e-journals in SFX.

Prerequisites

- E-Journals activated in SFX must be available college-wide. Campus-specific e-journals cannot be added.
- Your library's contract with the vendor must allow for remote (off campus) access to the e-journal.
- The e-journal 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.

Procedures

Consult your e-journal contract and vendor to ensure all of the above prerequisites have been met. Once it has been determined that a particular e-journal is a candidate for activation in SFX:

1. Submit your request to activate e-journals in SFX using the *LINCCWeb Access to Local Electronic Resources* form. The completed form must be signed by the Administrative Contact.
2. Once FLVC has received your request, we will keep you updated on the progress of your connection.
3. Once the e-journal is active in SFX, it is the library's responsibility to provide the vendor with you unique EZ Proxy IP address. FLVC will provide you with this information.

Each vendor is unique and, as such, may have certain processes or provisions in place that precludes LINCCWeb 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 e-journal contract expires, or if the terms or method of access change, so that we can deactivate the e-journal. While FLVC routinely checks LINCCWeb for broken links, you should pay careful attention to your own local e-journals, 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. In situations where the connection is working, but the e-journal is experiencing service, response time, or content problems, it remains your library's responsibility to contact the vendor and report such problems.