

# International Network for the Availability of Scientific Publications

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To: Country coordinators and institutional representatives  
From: Anne Powell  
Subject: Help with IP Address Access for Librarians  
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## Document contents

IP addresses .....	1
Benefits of registering using an IP address .....	1
Step One. Application using an IP address .....	1
Step Two. Registration with publishers using an IP address .....	2
To use a resource once your registration has been processed .....	2
If you cannot access a resource .....	2
If your IP address has changed .....	3

## IP addresses

### Benefits of registering using an IP address

- Institutions are encouraged to register using IP addresses (ranges) if these are static.

This allows for:

- Seamless access
- Usage statistics for the institution
- Greater security (no misuse of user names and passwords)
- Can allow for access for all computers on campus to resources, releasing library terminals and staff time
- Direct recognition of institutional networks by publishers and vice versa
- Preferred by publishers.

If your institution does not have a fixed IP address, you will still be able to register. Your country coordinator may contact you to request you to complete agreements concerning the security of your user names and passwords. You may wish to refer to INASP's help document entitled: Help with Usernames and Passwords

### Step One. Application using an IP address

- Go to <http://peri.inasp.info/peri/peri.pl>

- Select your country
- Select the resource you wish to gain access to
- Click on the link to add your institution
- Complete the Information
- Enter your fixed, external IP address. If necessary, ask your IT department for the external IP address, not one starting 192.168. which could be your internal, institutional IP address and will not give access to the resources.
- When you submit this information, it is automatically sent to the country coordinator for your country so that s/he can verify your institute is eligible for access (all educational and not-for-profit institutes should be eligible for access).

### **Step Two. Registration with publishers using an IP address**

- After submitting your application, wait to hear from your country coordinator
- Allow 10 days for the country coordinator to respond
- Once the country coordinator has approved your application, register for each resource at <http://peri.inasp.info/peri/peri.pl>
- You must register with each publisher in order to gain access to each resource
- Clicking on the Submit button during registration, automatically sends your registration details to the publisher concerned.
- Each publisher will contact you to provide details allowing you to gain access to their resource
- Allow 10 days for the publisher to respond
- Further information can be found at <http://www.inasp.info/peri-reg/help/>

### **To use a resource once your registration has been processed**

- Go to the appropriate url
  - You can find this by going to <http://www.inasp.info/>, selecting your country, clicking GO and then choosing your resource and following the link to the publisher's url, or from your library's web site
  - You can bookmark to the publishers' sites or add them to My Favourites using your internet browser
  - Better still, create links from the Library's Homepage if there is one – this will help all users
- Your IP address will have been recognised and you may see the name of your institution appear on the screen
- The resource is now ready to be accessed by authorised users within your institute
- When users find useful articles, they will be able to open or download the full text, where this is offered by the resource.

### **If you cannot access a resource**

- Check that your institution has registered for this resource
  - If you are not the librarian, ask the librarian to do this
  - If you are the librarian, go to <http://peri.inasp.info/peri/peri.pl>, select your country, resource and institution and see if you are registered.
    - If not, register immediately
    - If registered, read the options below
- Check that the correct IP address has been registered
  - If you are not the librarian, ask the librarian to do this

- If you are the librarian, confirm the address with your IT department
- If the IP address is correct, contact the publisher to see what the problem is
  - Find the publisher's contact details by following the links at <http://www.inasp.info/file/186/publishers-working-with-inasp.html>
  - Email them, including your institution's full name and country, the url you have reached and any error message you have seen on the screen

### **If your IP address has changed**

- To do this, go to <http://peri.inasp.info/peri/peri.pl>  
Select "Update your institutional details"  
Enter your IP address/es carefully and double-check them.
- When you are happy, submit the form online. This will be sent to all publishers with which your institution is registered. They could take up to 10 working days to implement these changes.
- Please note that this does not apply to Mary Ann Liebert Inc, where you need to go to [www.liebertonline.com](http://www.liebertonline.com) and click "Administer I.P. addresses". Mary Ann Liebert, Inc. will not process IP address changes submitted via PERI or by e-mail
- If you are unsure about the IP address or IP range for your institution, we suggest you contact your systems administrator, the systems librarian and/or your IT department
- If you have persistent problems gaining access to a resource using IP, please contact the publisher directly as the issue may be at their end. Contact details for all PERI publishers are provided on the publisher homepages which can be linked to from:
- Some publishers allow librarians to make IP address updates themselves. To see if you can do this, check the publisher's page linking from <http://www.inasp.info/file/186/publishers-working-with-inasp.html>. Look at the end of the page to see if there is a link to information for librarians, where you may find a direct path to make the updates yourself.