

International Network for the Availability of Scientific Publications

60 St Aldates, Oxford, OX1 1ST • Tel: +44 (0)1865 249909 • Fax: +44 (0)1865 251060 • Web: www.inasp.info

To: Country coordinators and institutional representatives
From: Anne Powell
Subject: Record keeping for those registering for resources
Date: 28 September 2007

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Background

When registering for PERI resources, it is helpful to have some systematic record-keeping. This is useful:

- For the person doing the registration to keep track of which resources have and have not been registered for
- For the person doing the registration to know the access procedure for each resource
- For cover during any staff absences
- When following up access queries with publishers
- When marketing and promoting use of e-resources

For information on how to register, see here

[\\inasp-server2\inasp_data\programmes\peri\activities\c1_access\Registration process\Help documents\Institutions\Registration for institutions.ppt](#) and help documents at [\\inasp-server2\inasp_data\Programmes\peri\activities\c1_access\Registration process\Help documents\Institutions](#) [These documents are copied on the Access Support CD and will shortly be on the INASP website].

What information to store

Store any information which will help you to trace your registrations, to make enquiries to publishers and to provide access details and support to researchers.

A suggested minimum of information would be:

- A spreadsheet of standard information for each publisher
 - Resource
 - Date registered
 - Person registering
 - IP addresses used in registering
 - Email addresses used in registering
 - Date email with subject line xxxxxxx received
 - Date response from publisher received
 - Username supplied by publisher (if relevant)
 - Password supplied by publisher (if relevant)
 - URL to publisher's website
 - Administration details
- A print file, divided by publisher, of all emails relating to registration
- An email folder of all emails relating to registration
- If for any reason a password is changed, make sure this is recorded in all the above places.

Where to store this information

While one person is likely to have responsibility for registering and recording information, it is important to ensure that one or more colleagues can share this information.

If possible, use an Excel spreadsheet like the example at \\inasp-server2\inasp_data\programmes\peri\activities\c1_access\Access support\Access support CD\Record of registrations.xls [These documents are copied on the Access Support CD and will shortly be on the INASP website].

Save this in a shared file system or email a copy to colleagues each time it is changed.

It is a good idea to keep a print copy of this spreadsheet and the emails received from publishers in a file which is accessible to several colleagues.

Who can see this information

- Share this information with all librarians who are responsible for using electronic resources
- Develop an internal policy on who can change passwords or update details

When sharing access passwords with researchers and library users, please make sure they are aware of the INASP policy on the use of usernames and passwords \\inasp-server2\inasp_data\Programmes\peri\activities\c1_access\Publishers packs\INASP policy on username and password access.doc [These documents are copied on the Access Support CD and will shortly be on the INASP website].

What to do if you cannot access a resource

See help documents at \\inasp-server2\inasp_data\Programmes\peri\activities\c1_access\Access support\Help with IP Address Access for Librarians.doc and \\inasp-server2\inasp_data\programmes\peri\activities\c1_access\Access support\Help With Username and Password Access for Librarians.doc [These documents are copied on the Access Support CD and will shortly be on the INASP website].