

# Database Access Registration Form for Access to All Statewide and Regional Databases

complete (print or type) and RETURN to your regional library system office; do NOT use to report changes\*

## LIBRARY INFORMATION

Institution Name: \_\_\_\_\_

Library Name: \_\_\_\_\_

Library Mailing Address: \_\_\_\_\_

Library's World Wide Web Address (URL): http://\_\_\_\_\_

Regional Affiliation (Circle One): BRLS CMRLS MMRLS NMRLS SEMLS WMRLS

Library Contact Person/Title: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

E-mail Address to which usage statistics should be sent (up to 2 addresses; PRINT LEGIBLY):  
\_\_\_\_\_

## Internet Access Information

### In-Library Internet Access Information - Check All That Apply

The following network supplies my Internet access (Circle One):

C/W MARS CLAMS FLO MBLN MLN MVLC NOBLE OCLN SAILS

Name other Internet/cable provider (commercial, municipal, etc.): \_\_\_\_\_

The IP address(es) from Other Internet Cable Providers are (circle one): **static** **dynamic**

(If IPs begin with 10, 172.16-172.31, or 192.168, circle dynamic.)

We use a firewall (or) proxy server. Its' IP address is: \_\_\_\_\_

**Public & special libraries:** Our static library workstation IP address(es)/ranges are:

**Academic & K-12 libraries:** Our static library and/or campus-wide IP address(es)/ranges are:

**Public & academic libraries:** For **Remote Access** provide sample of your library's barcode or student ID#:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Do not write below this line (Regional Office Use Only).

InfoTrac URL:

Other database User Name(s)/Password(s):

LIBKEY CODE:

IP authenticated

Cookie

Both

Date Received at Region:

Date Completed:

\*Basic Internet access & an email address are minimal requirements. Allow 3 weeks for processing.

# Instructions for Completing Database Access Registration Form

## Helpful Definitions

**External IP Address** - This is the number by which the vendor's computer recognizes your workstation. Every computer on the Internet has an IP (Internet Protocol) address that is made up of four sets of numbers. Each number is less than 255 and separated by a decimal point (e.g., 148.108.254.22). An address may be *static* or *dynamic*.

**External Static (fixed) IP Address** - IP address remains the same every time you turn on your workstation or access your Internet Service Provider (ISP). You may have one workstation, or a range for multiple workstations. **Please note, if the first digit of your IP number is 10, or if the first two digits are 192.168, or the first two digits are 172.16-172.31 (172.17, 172.18, 172.19, etc.), circle *dynamic*. These are NOT valid as external IP's.**

**Static IP Range** - IP address always falls somewhere within a specified range assigned for your library or institution every time you log on (e.g. 148.201.22.55-75 - addresses reserved for your library are 148.201.22.55, 148.201.22.56...148.201.22.75). Check *static* and provide the range on the form.

**Dynamic IP Address** - A fresh (new) IP address is assigned to your workstation each time you dial up your Internet Service Provider (ISP). Please contact your ISP to see if they can assign you a static IP address. If they cannot, you will be assigned a *password*. **Note:** if your IP address changes every time you log on, but it is always within the same fixed ranged of numbers, this is a *static* IP range. Check *static* and provide the range on the form.

**\*Cookie** - A cookie is a small piece of information placed on the your workstation by the database vendor via the Web browser when you are prompted to enter a user name and or password. Some vendor's cookies authorize the workstations to access the vendor's databases for the duration of the state/region contract period. This means you need to "set the cookie" only one time on each workstation in your library. For detailed information about cookies, visit [www.cookiecentral.com](http://www.cookiecentral.com) on the Web. The Gale Group requires Netscape Navigator or Microsoft Internet Explorer, versions 4.0 or greater to use cookie-based authentication.

**\*Firewall** - A firewall is a security measure that isolates and protects your internal network from the rest of the Internet, hiding your workstation's IP address from the vendor's computer. Even if you have a valid static IP address, a vendor's system cannot get through the firewall to see your individual workstation. Many hospital libraries, corporate libraries and municipalities use firewalls. *If all of the workstations behind your firewall are covered by the licensing agreement, you may be able to use the firewall's static IP address to authorize your institution.* However, the firewall address may open up workstations that **do not have legal access** to statewide or regional databases (i.e., desktop access in a corporation where the statewide contract has only negotiated rights for the library within the corporation, or school systems where not all schools in the are members of a region).

**\*Proxy server** - A proxy server acts as an intermediary computer that can cache and/or filter web pages. Like a firewall, a proxy server can disguise your static IP address, and make it impossible for some of the vendor's computers to recognize your workstation. Many schools use proxy servers. (*\*If you do have a firewall or proxy server in place, you will probably need to use the "cookie" option to access Info Trac. Also, some proxy servers and firewalls can be configured to give you unimpeded Info Trac access. Please discuss your options with your network administrator.*)

**Remote access barcode or student ID #** - Your patron's public library barcode number or student ID number may **possibly** be used to access databases whose licenses permit access from outside the library and K-12 or academic campus LAN.

**Filling Out the Form (If previously submitted, do not complete; CALL region with any changes.)**

**Library Information**

**Institution & Library Name and Library Mailing Address** - Name and address of Institution and library that will be access the databases (e.g., Anna Maria College, Mondor Eagan Library).

**Library's World Wide Web Address (URL)** - List the URL to which you want patrons to return after using the Gale databases. If your library or institution has a website, you will be able to set the "Return to Home Library" link back to your homepage from Info Trac. If you do not provide a URL, you will be linked back to MLIN. You can also link to your region, network, etc. This can be changed or added at a later date.

**Regional Affiliation** - To access the databases, libraries **must** belong to 1 of the 6 multitype Massachusetts regional library systems: Boston (BRLS), Central (CMRLS), Metrowest (MMRLS), Northeast (NMRLS), Southeastern (SEMLS), or Western (WMRLS).

**Library Contact Person, Title, Telephone, Fax, E-mail address** - The name/contact information for library staff person acting as primary database program contact. **You must supply an email address.**

**E-mail address to which database usage statistics should be sent** - List up to 2 Email address(es). Currently only Gale automatically emails monthly InfoTrac Usage Reports to your email address if requested. Receipt of statistics is recommended, but leave blank if you do not wish to receive statistics.

**In-Library Internet Access Information** (This information tells us about the workstations from which your patrons will be accessing the statewide or regional licensed databases in your library or on your campus.)

**The following network supplies my Internet access (Circle One):**

**C/W MARS, CLAMS, FLO, MBLN, MLN, MVLC, NOBLE, OCLN, SAILS** - Refers to one of the Massachusetts Automated Resource Sharing Networks. If this is your **only** means of Internet access, check this box, circle the appropriate network, sign and date the form, and submit.

**Name Other Internet/Cable Providers(s)** - You may **also** have Internet access through additional Internet providers. If so, check this box too. Write the name(s) of the providers and complete sections about firewalls, proxy servers, and IP addresses.

**If you checked other Internet/Cable Providers, IP addresses are static or dynamic.** Circle one. If dynamic, stop, sign and date form and submit. If static, list the IP addresses as requested.

**We use a firewall or proxy server?** Check box if you do and supply its' IP address. Then sign form, date, and submit.

**Public & Special libraries: Our static library workstation IP address(es)/ranges are: *Public & special libraries only*** - List the **static** IP addresses/ranges to be authorized for access to databases.

**Academic & K-12 libraries: Our Static library and or Campus-wide IP Address(es)/Ranges are: *Academic & K-12 libraries only*.** List the campus-wide static IP address(es)/ranges for your institution; if you do need campus-wide access, list your library static IP address(es)/ranges here.

**Remote Access**-Public & academic libraries may provide a sample of their library's barcode or student ID number. The region will determine if it can be used for remote access for their patrons.

**For questions or to send completed forms, contact your regional library system office:**

BRLS (Boston Region) Boston Public Library  
700 Boylston St. Copley Square P.O. Box 286  
Boston, MA 02116  
Tel.: 617-859-2380; FAX: 617-267-0364

CMRLS (Central Region)  
8 Flagg Rd. Shrewsbury, MA 01545  
Tel.: 508-757-4110; FAX 508-757-4370

MMRLS (Metrowest Region)  
135 Beaver St. Waltham, MA 02452  
Tel.: 781-398-1819; FAX 781-398-1821

NMRLS (Northeastern Region)  
175 Andover St. Danvers, MA 01923  
Tel.: 978-762-4433; FAX 978-739-4537

SEMLS (Southeastern Region)  
10 Riverside Dr., Lakeville Corporate Park  
Lakeville, MA 02347  
Tel.: 508-923-3531; FAX 508-923-3539

WMRLS (Western Region)  
4 Industrial Dr. -P.O. Box 609, So. Deerfield, MA 01373  
Tel.: 413-665-9898; FAX 413-665-8877

