

REMOTE ACCESS INSTRUCTIONS

We offer remote access to *Oxford Reference Online (ORO)* by library card and/or referring URL.

1) Library Card Access:

If you have a library card range that is unique and contains a constant element (e.g. B368 followed by nine digits), we can register your library card range.

If your library card range is not unique or doesn't contain a constant element (such as "any seven digit number"), we can prefix the library card range with a word or code such as OXFORD56 so that effectively, the library card range will be OXFORD56 followed by seven random digits.

If you currently do not have a library card range, we can assist your library in setting up a range. We would need to agree on a range of numbers (such as OX56 followed by nine digits). We would then add this range to your account on our access control system. You will then need to create a simple spreadsheet in a package such as Microsoft Excel starting at OX56000000001.

Library card login page to link to:

Oxford Reference Online: <http://www.oxfordreference.com>

2) Access by referring URL:

A referring URL can only be allowed if it is set-up on a **password protected website**, or an **intranet site** that can only be accessed **internally**. If a referring URL was set-up on a public site it could potentially allow access to all internet users. We ask all institutions to allow us to test the referring URLs where possible.

To set up a referring URL to *Oxford Reference Online*, you will need to create a link on a secure area of your site (password protected/internal access only intranet), to the following website: <http://www.oxfordreference.com/views/GLOBAL.html>. You will then need to provide us with the URL of the page that holds this link to *Oxford Reference Online*. We will register your URL in our access system and, as a result, our servers will recognise the location your users are coming from, and will grant access.