

## **REMOTE ACCESS INSTRUCTIONS**

We offer remote access to our products 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 OX5600000001.

### **Referring library card access to the OED Online:**

Referring library card access to the OED Online works in a similar way to a regular referring URL (see below) but the links do not have to be placed behind a password protected area.

To set up referring library card access, please follow the instructions below:

Please place a link to the OED Library Card log-in page somewhere on your website. This can be your library catalogue web page or main public web pages or the web page that lists your online resources. It does not need to be a secure password protected page. (The link can also be added to several different web pages and we can restrict access to certain library card ranges with specific URLs.) The OED Library Card log-in page is available at: <http://dictionary.oed.com/cgi/lclogin>.

It is recommended to add text next to the link something like- 'to access the OED using your library card [click here](#)' and code the above link in to the web page. The OED library card log-in page URL should never change.

You must let us know the URL(s) of the web page(s) that you add the above link to - this part is similar to referring URL access. Without this URL, the access will not work. We also need to know your library card ranges. We may have these already if you access other products by library card.

Once the URL and the library card ranges are registered, your users can access the OED simply by clicking on the relevant links on your website and then entering their library card number.

### **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.

A referring URL works similarly to any normal hyperlink on a webpage, in this example we'll say that "University A" wants to link to OED Online.

University A would set-up a hyperlink on their password protected website to OED Online; they would use the entrance URL of the site instead of the public URL. For OED Online the URL is <http://dictionary.oed.com/entrance.dtl>.

University A would then need to give us the URL (webpage address located in the address bar of Internet Explorer e.g. <http://www.universitya.ac.uk/e-resources>) of the page which has the link to OED online and this would be registered in our access control system.

OED Online would then recognise the URL that University A's users were coming from and they would be granted access to the site.

To set up referring URL access, you will need to create a link or links on a secure area of your site (password protected/internal access only intranet). You will then need to provide us with the URL of the page that holds the links. We will register that URL in our access system and, as a result, our servers will recognise the location your users are coming from, and will grant access.

Links should be made to the following URLs:

Oxford Dictionary of National Biography: <http://www.oxforddnb.com/subscribed>  
Oxford English Dictionary Online: <http://dictionary.oed.com/entrance.dtl>  
Oxford Reference Online: <http://www.oxfordreference.com/views/GLOBAL.html>.  
Grove Music Online: <http://www.grovemusic.com/index.html>  
Grove Art Online: <http://www.groveart.com/index.html>