

IP Addressing Instructions and Information about Institutional Subscriptions to the Online *NCTE Journals*

To activate this service please provide the IP addresses with the order. When payment is received for a subscription and the IP addresses have been provided, access will be available within 48 hours from receipt of this information. If your client has a current subscription and wishes to have IP access please contact Customer Service at (217) 369-6283 or email customerservice@ncte.org.

Once IP addresses are provided and activated, how are the journals accessed?

Go to www.ncte.org. In the center of the page is "my ncte page", below in bold letters is "**Institutional IP Access**". Click on the icon and it should take you to your portal showing your active subscriptions. When you click on "**Institutional IP Access**" and you are asked for a user id and password, your IP addresses are not activated. Please contact Customer Service at (217) 369-6283 or email customerservice@ncte.org.

What do I get for annual subscriptions to NCTE journals?

Each subscription entitles the user to a paper copy (see chart for publication schedule) and online access to their journal. In addition, a subscription entitles subscribers access to the journal's archive of every article published since 1997. Journals from the years 1995 and 1996 are being added online as issues are available.

What is the Institutional Electronic Subscription Agreement?

The IESA (Institutional Electronic Subscription Agreement) details the terms and conditions of electronic access to NCTE journals.

What is an IP (Internet Protocol) address?

An IP address is the numeric address of a computer connected to the Internet. Every computer using the Internet must have a unique IP address (e.g., 128.92.337.18). IP addresses are not assigned randomly; a computer's IP address is based on the IP address of the local area network (LAN) through which it is connected.

How do I complete the IP address registration form?

Place each IP address or IP address range on the lines provided in the online IP address registration form <http://www.ncte.org/member/institutions?source=gs>. If you have more than three lines of addresses to enter, simply submit more than one entry. Be sure to enter your institution/office name in the "name" field, and your NCTE record ID number (the six numbers found on your renewal form and remittance stub above your name) in the appropriate blanks. Users on computers or networks that are not registered will not have access to full-text NCTE articles.

What about proxy servers?

Proxy servers are allowed under our current IESA provided they serve authorized users only. Therefore, a proxy server that enables public access outside of the defined set of authorized users (as defined in the IESA and described below) is prohibited. We ask that you identify any proxy servers when submitting your IP addresses.

Who is allowed to access the full text?

For institutional subscribers, any computer located on your authorized network (within your Class B or C IP range) is eligible to be included in the list of IP addresses with NCTE access. Subscribing institutions are expected to make all reasonable efforts to enable access only to authorized users: employees, faculty, staff, and students officially affiliated with the subscribing institution and authorized clients of the subscribing institution's library facilities. These authorized clients may include "walk-in" patrons who are not necessarily affiliated with the subscribing institution but who are using the library facilities.

May we download articles from the NCTE Web site?

Yes. Authorized users may:

1. Print one copy of any article from the database; such copies may be shared with others to the same extent as the print edition, provided such sharing is for the purposes of scholarly communication or personal educational use and there are no commercial benefits. Authorized users who print articles must preserve all copyright and other notices on the printed articles.
2. Download an article to personal hard disk, or other storage media for personal, non-commercial use. Authorized users who download articles must preserve all copyright and other notices on the articles.

What is the term of the subscription?

All subscriptions are on a rolling calendar year. A subscription entitles subscribers to twelve months access to the current volume of the electronic journal and the NCTE electronic archive.

What if we cancel our subscription?

Access to the article database is for the length of the agreement period only. There is no access to material after the agreement is terminated. However, you do have the right to download and store articles for future use while your subscription is active.

Is it possible for an Institution to renew online?

NCTE currently does not allow for Institutional purchases online.