## Institutional Electronic Subscription Agreement (IESA) for Online Access to All NCTE Journals

Below are the Terms and Conditions under which institutional subscribers may provide to their authorized end-users electronic access to NCTE journals online for which a subscription has been paid. The agreement term is for a calendar year and is established between the institutional member and the National Council of Teachers of English.

Payment of the subscription fee shall constitute acceptance of these Terms and Conditions. Electronic access to the journals is available free of charge to those institutions with a paid subscription to the print version of a specific journal.

Online journals are accessed via the web, and access is controlled by IP number. Authorized users from the subscribing institution will have online access to the full text of articles. The subscription covers access to the current volume of the journal and to the electronic archive of back issues.

The subscribing institution is allowed to copy data from the electronic journal for the purpose of preservation and/or the creation of a usable archive. Use of any electronic archive copy shall be subject to these Terms and Conditions.

Access may be granted from computer workstations anywhere on the subscriber’s site falling under the IP numbers specified on the Institutional form.

Permitted access by authorized users includes the retrieving, displaying, searching, downloading, printing, and storing of individual articles for scholarly research and educational and personal use.

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The National Council of Teachers of English will make all reasonable attempts to make the server available to institutional subscribers 24 hours a day, but if the institution's access is interrupted or suspended or a defect occurs that prevents access to the server, liability to the National Council of Teachers of English will be limited to restoring access to the server as soon as is reasonably possible; otherwise, the National Council of Teachers of English will have no other liability to the institution.

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

Current subscribers to NCTE journals can access the journals online using IP addressing. To activate this service please fill out the online form at: <http://www.ncte.org/library/NCTEFiles/Member/IP%20Submission%20Form.pdf> or provide the IP addresses with your 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](http://www.ncte.org). If you have a current subscription and we have your IP addresses in our system, you will automatically be logged in to the page where the journals can be accessed. If you are unable to access your journals, contact Customer Service at (217) 369-6283 or email customerservice@ncte.org.

**What do I get for annual subscriptions to NCTE journals?**

Each active subscription entitles the user to a paper copy for regular subscribers or email access for online only subscribers. In addition, an active subscription entitles subscribers access to the journal's archive of all available articles published. See the table below:

The following table identifies the availability of electronic copies of all NCTE journal articles published.

|  |  |  |  |
| --- | --- | --- | --- |
| **Journal** | **Access Year On-Line** | **Journal** | **Access Year On-Line** |
| *Language Arts* | 1997 (Began 1923) | *College Comp & Comm* | 1950 (Began 1950) |
| *Voices from the Middle* | 1997 | *English Education* | 1963 (Began 1963) |
| *English Journal* | 1965 (Began1912) | *English Leadership Quarterly* | 1997 |
| *Teaching English in the Two-year College* | 1997 | *Research in the Teaching of English* | 1967 (Began 1967) |
| *College English* | 1966 (Began 1939) | *Talking Points* | 1997 |
| *Classroom Notes Plus* (No Longer Printed – Can only access back issues if client becomes a member of NCTE) | 1995 | *School Talk*  (No Longer Printed – Can only access back issues if client becomes a member of NCTE) | 1995 |

With regards to the Subscription *Talking Points*, Volumes 16, 17, and 18 are only available on-line. There were two issues published each year.

**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/library/NCTEFiles/Member/IP%20Submission%20Form.pdf> .

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 website?**

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.