



PROVIDING AUTOMATIC ACCESS TO FIRSTSEARCH DATABASES TO YOUR IN-LIBRARY PATRONS

Would you like your patrons to get into FirstSearch and other select OCLC products without typing in those pesky authorization numbers and passwords? You can set it up so that patrons in your library can go directly into FirstSearch/SILC, Wilson Select Plus, or WorldCat with the click of a mouse.

Here's how...

1. You will need to know your library's IP Address. To find it, use one of your library computers and go to the website: <http://findmyipaddress.com/>. Take note of your library's IP address : ____ - ____ - ____ - ____

2. Login to the FirstSearch Administrative Module at <http://www.firstsearch.org/admin> using your:

Authorization number: _____

Admin password: _____

The admin password sometimes is different from your regular password. If you need help locating your password, contact ILLINET/OCLC at 217-557-3386 or contact Beth Duttlinger, Alliance Library System Library Development Consultant, at bduttlinger@alliancelibrarysystem.com or 309-694-9200 extension 2117.

3. Click on the Authentication/Access tab at the top of the screen.

4. Click on the IP Address Recognition tab at the side of the screen.

5. Enter your library's IP address in the 4 boxes provided. Click on Add. Save changes.

6. Go to <http://firstsearch.oclc.org/FSIP>. If you are using a computer in the library building, you should automatically get into the FirstSearch databases without having to type in the authorization number and password. Outside of your library, patrons will need the authorization number and password to login.

To allow in-library patrons direct access to a database from your library's website, add these links:

For all FirstSearch databases <http://firstsearch.oclc.org/FSIP>

For WilsonSelectPlus <http://firstsearch.oclc.org/fsip?dbname=wilsonselectplus>

For WorldCat <http://firstsearch.oclc.org/fsip?dbname=worldcat>

Again, these links will only work from your library's computers and on computers using your library's IP address to access the Internet.

To allow off-site patrons access to a certain database:

Off-site patrons will still need to have the authorization number and password. Provide your patrons with this information with a Microsoft Word form that you can customize here:

<http://www.alliancelibrarysystem.com/CEpdf/WSPAuthorizationandPasswordform.doc>

For more customization assistance:

For more information on customizing your OCLC databases, login to www.firstsearch.org/admin using your admin password, and click on Help.