Optimize Your *Chronicle of Higher Education* Site License Access

To ensure your community is receiving access to *The Chronicle*'s articles, data, and more, you can take the following steps to confirm that your site license access is optimized:

1. ADD *THE CHRONICLE* TO YOUR CATALOG.

List *The Chronicle* in your library's discovery service/catalog and journal-search records as well as in your database list.

For discovery/catalog and journal-search records, be sure a direct link to *The Chronicle* is included (not a link to an aggregator like ProQuest or Lexis Nexis), so that your patrons have access to *Chronicle* content as soon as it's published.

2. CHECK ANY PROXY SERVERS.

While we encourage our site license account managers to promote IP-based access to *The Chronicle,* we understand that proxy servers allow users to gain access while off campus.
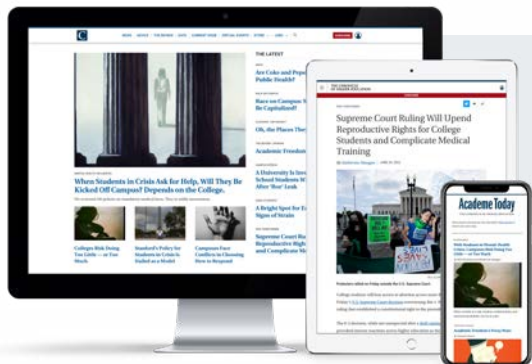
If you are using a proxy server, make sure your users know that they will have to log into that server before gaining access to chronicle.com.

If you use Shibboleth, *The Chronicle* is not currently a federation member. Please ensure you also have a proxy server in place, so that your users are getting the most up-to-date information from *The Chronicle.*

3. CHECK FOR MISSING IPs.

Confirm that your IP addresses align with what's on file with *The Chronicle,* by emailing sitelicense@chronicle.com.

Once you've taken these important steps, you'll be ready to share site license access with everyone at your institution. If you have questions, reach out to Rosemarie O'Connor, Site License Engagement Manager, by emailing her at rosemarie.oconnor@chronicle.com.