

IDS PROJECT CHECKLIST FOR NEW LIBRARY PARTNERS

- Submit, and update as required, contact names, email addresses, and photos for Director, Project Coordinator, Borrowing/Lending staff, and IT support to IDS Webmaster
- Subscribe appropriate staff to SUNYIDS listserv (through Mark Sullivan)
- Obtain URL and password for IDS website
- Set up Custom Holdings for all IDS project libraries
- Test Odyssey
- Designate Trusted Sender libraries in ILLiad
- Set up Direct Request Profile and turn on Direct Request
- Use Availability Server plug-in for ILLiad
- Sign Nylink Permission for Data Release form
- Register for OCLC eSerials Holdings
- If you choose to use 'Deflection' do not deflect the IDS project libraries (IDSZ)
- Keep OCLC Union Listing up to date
- Submit the following information to Mark Sullivan at SUNY Geneseo:
 - Read-only account on SQL server for ILLiad data
 - IP number of SQL server
 - Open firewall Port 1433 to 137.238.1.47
137.238.1.48
137.238.1.49
137.238.1.29