

**Digital Access Selection Form for California Public Library**

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| Primary Contact for Library System | |
| First Name |  |
| Last Name |  |
| System Name / Location |  |
| Number of Branches |  |
| Email Address |  |
| Contact Telephone |  |

**ON-SITE ACCESS:** While using a library computer or while connected to the library’s Wi-Fi, patrons can navigate directly to Nytimes.com. They would need to register then log in or if they are already registered they can simply log in with their email address and password. Limitations apply.

Technical requirements: Static IPs.

**What we need from you:** Please complete the attached Excel sheet with **external static** IP ranges within your system and email to: **nytcorpteam@nytimes.com**

**OFF-SITE ACCESS:** **Choose one** of the two options below by double-clicking the appropriate checkbox:

☐ **Option 1: Code-Based Authenticated Access**

* Your system will be given a unique URL which we recommend is placed behind a patron authentication page. Once a patron clicks on the URL, he/she will be asked to register and then log in or use an alreadyNYTimes.com registered email and password combination. Once either step is taken, then the code is redeemed and the patron has access for 24 hours. (Patrons must return to the URL to redeem another code after the 24-hour access has expired).
* **What we need from you:** A technical contact for the system to set up the code redemption url behind a patron authentication page.

☐ **Option 2: IP Authenticated Passes**

* **While Offsite,** patrons click on the proxy URL created by the library that redirects them to a login page for digital access. From there they need to register or log in if they already have registered nytimes.com credentials. Once either step is taken, then the pass is obtained and the patron has access for 24 hours. (Patrons must return to the URL to obtain another pass after the 24-hour pass has expired).
* **What we need from you:** Please complete the attached Excel sheet with the Proxy IP ranges within your system and email to: [nytcorpteam@nytimes.com](mailto:nytcorpteam@nytimes.com)Technical requirements: A Proxy IP (for remote authentication) and a technical contact for the system to configure the proxy setup.