

## Guidelines for institutional subscribers to CHIMIA online

Dear subscriber,

thank you for your subscription to CHIMIA. These guidelines will help you to activate your subscription to the electronic edition of CHIMIA on ingentaconnect, <http://www.ingentaconnect.com/content/scs/chimia>

### Activating your subscription

Activating your subscription involves two steps from your side:

#### A. Registering your institution

If you have not already done so, you will need to register your institution once on <https://www.ingentaconnect.com/register/institutional>

Please have ready the following information: As administrator, your basic contact details, and your library/institution's name and address. Registration involves four screens:

##### *1 Provide institutional and administrator contact details*

##### *2 Authentication*

Access to CHIMIA on ingentaconnect can be set up in two ways. You may choose one or both methods of authentication: By IP address/range, or by user name and password.

##### *3 Administrator sign in*

This will be the login to access the administrator home page. From here you can create payment accounts, setup subscription access, view statistics, sign up for alerts, change administrator or authentication details, and configure library branding. The administrator username must be different from the shared username created in the previous step.

Once all details are complete, tick the box after "I agree to Ingenta's terms and conditions" and select the "Register" button.

##### *4 Confirmation of registration*

After you have registered, a confirmation e-mail will be sent to you. The confirmation screen will provide you with your ingentaconnect customer ID number. This is your registration ID - please provide this number whenever you contact Ingenta.

You may now continue directly by clicking the link "Set up subscriptions".

## B. Setting up your subscription

If you have already registered earlier and skipped step A, you may sign in with your administrator user name and password on <http://www.ingentaconnect.com/> to the administration home page. There, click the link "Set up subscriptions". Alternatively, you may choose the link "Set up subscriptions through your subscription agent". Your agent will receive notification that you wish them to activate your subscription access.

On the Add page, search or browse for CHIMIA.

On the following page (see image below), enter your publisher subscription number in the box provided on the right and tick the box to the left of the journal title, and click the 'Add' button at the top or bottom of the journal list. You will have received the publisher subscription number (a 6-digit number) with the invoice sent by SCS to your institution.

### Institutional Subscriptions

Current	Add
<p>Step 2: Check the box on the left to select a title If a text box is displayed to the right of the title, please enter your subscription number. If no box is displayed, then no subscription number is required for this title. Please click <b>add</b> to submit the form once you have made your choices.  indicates a subscription to this title has been activated. If you wish to claim additional access under this subscription please proceed as above.</p> <p><a href="#">Search again</a> <span style="float: right;"><b>Add</b></span></p> <p><input checked="" type="checkbox"/> <b>CHIMIA International Journal for Chemistry</b>, Swiss Chemical Society, ISSN 0009-4293 <input style="width: 100px;" type="text" value="xxxxxx"/></p> <p><a href="#">Search again</a> <span style="float: right;"><b>Add</b></span></p>	

A confirmation e-mail will be sent to you.

The CHIMIA editorial board member responsible for ingentaconnect will regularly validate subscription claims, and after payment of the invoice has been confirmed by the Swiss Chemical Society, will enable your online access. You will be notified by e-mail from ingentaconnect when your online access has been enabled.

### Access to CHIMIA publications

After your subscription has been activated, CHIMIA publications can be accessed on <http://www.ingentaconnect.com/content/scs/chimia>

Please provide this URL to your customers via your website and information systems used in your institution.

The publisher's homepage

<http://www.chimia.ch/>

provides information on the publisher's behalf, PDFs of freely available articles and additional materials, as well as announcements of public lectures at Swiss universities. The lecture announcements can be subscribed to using RSS.

### Annual renewal of your subscription

In November, Swiss Chemical Society will send a request to renew the subscription. After you have confirmed, an invoice will be sent to you. For the ingentaconnect site, no further action is required by you. To ensure that your institution has seamless online access, the grace time for renewals will be 3 months, starting January 1st and ending March 31st. After the invoice has been paid by your institution, the subscription will be enabled for the whole

year. In the last week of February, ingentaconnect will send a reminder to all graced but unrenewed subscribers informing them that it has not yet received their renewal details. Another reminder will be sent to graced but unrenewed subscribers in the last week of March.

### **Access statistics**

COUNTER3 compliant access statistics can be obtained using the ingentaconnect subscription administration tool.