

Updated October 26, 2017

Dear Librarians,

Below is our checklist for what you can do to prepare for our platform migration on November 20. We know that publisher migrations add to the workload of our already busy librarian customers, and we appreciate the time you put into making this a smooth transition.

As a reminder, the HighWire administration site is now locked down. Changes made now will not move to the new Silverchair platform. You will have the opportunity to update your information after the new platform launches on November 20.

You can find the following checklist and other helpful documents about our platform migration on our web site.

There will be another communication before launch letting you know what to expect on launch day, November 20.

## **Checklist**

### **Pre-launch (before November 20)**

- ❑ **Confirm your book and journal entitlements.** Note what content you currently have access to on the HighWire platform so you can confirm you have access on the new Silverchair platform. (We will be in touch when we are ready for you to review information on the new platform.)
- ❑ **Prepare for link resolver, URL, discovery layer, and ERM changes.** Examine your system's requirements. Will updates to records occur through an automated process through your vendor, or do you need to deactivate any old records and activate new records? Do you need to update any URLs? We will be in touch with vendors including EBSCO, OCLC, and ProQuest/Ex Libris.
- ❑ **Gather usage statistics.** Pull all historic usage statistics from before November 20, 2017. Statistics from the HighWire platform (usage prior to November 20) will not be available from the new Silverchair platform.

- **Note that MARC records for books will remain usable.** The Links in MARC records are DOI-based, so they will resolve to the book pages on the new platform. After November 20, you can find our MARC records at <https://www.dukeupress.edu/Libraries/marc.php>.

### Launch Day (November 20)

- **On launch day, the content will propagate throughout the day.** We will be in touch with more information closer to November 20.

### Immediately after Launch (on November 21)

- **Verify you have access.** All current customers will have grace access to all book and journal content from Duke University Press until January 15, 2018. You will have the opportunity to verify access to purchased entitlements when this grace period ends. Duke University Press will notify you via email when it is time to review access to your entitlements.

### Post-launch (November and December)

- **Prepare third-party online authentication.** Update your proxy server information. The new stanza is available from OCLC as well as on our [FAQs](#). EZProxy updates must be made by December 2017.
- **Pull November 2017 usage from HighWire between Dec 15-31, 2017.** Usage will not be available from the HighWire platform after December 31, 2017. The new Silverchair platform will begin collecting usage on November 20 and can be downloaded from the library administration tool in early December. (We will be in touch with instructions at that time.)
- **Verify your library administration account information.** After launch, check your IPs and identify your proxy IP address, contact information, username, and email address. If you used Shibboleth authentication on the old platform, you will need to set this up in the new tool. Library administrators will receive an email after launch with a message from Duke University Press concerning Silverchair administrator access.
- **Update usage statistics links. The login to view usage statistics will change.** We will be in touch with instructions at that time.

- **Verify your access to purchased entitlements.** When the grace period ends on January 15, 2018, you must verify that you have access to your purchased entitlements.

Best,

Kim Steinle  
Library Relations and Sales Manager  
Duke University Press