

## Bristol University Press Digital Migration Checklist

Below is a checklist for what you can do to prepare for our platform migration on 10 May 2022. 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.

You can find our [FAQs](#) and other [helpful documents](#) about the migration on our website.

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

### Pre-launch (before 10 May)

- Confirm your journal entitlements.** Note what content you currently have access to on the Ingenta Connect so you can confirm you have access to the new platform, Bristol University Press Digital. (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 have informed third parties about the platform move including EBSCO, OCLC and ProQuest and they are in the process of amending their links.

- Gather usage statistics.** Historic usage data will not be held on Bristol University Press Digital. All legacy usage data will be available to download on Ingenta Connect until 31 May.
- Download the KBART file for our journal titles.**

### Launch Day (10 May)

- On launch day, our books and journals will be available on the platform. We will be in touch with more information closer to 10 May. There will be a period of free access for subscribers to allow time for checking account details.
- Verify your access to purchased entitlements.** Institutional users will continue to be authenticated via IPs migrated from Ingenta Connect. Please do verify that you have access to your purchased entitlements and that the IPs are correct.

### Immediately after launch (11 May)

- Prepare third-party online authentication.**
- Verify your library administration account information.** After launch, check your IPs addresses, contact information, username, and email address.
- Add your library's information to your account, including:**  
Library logo and URL

OpenURL Information  
Shibboleth entity IDs and attributes if available

- **Update your EZ proxy server information** with our new stanza which you can find in our [Librarian FAQs](#).
- **Update usage statistics links.** The login to view usage statistics will change. COUNTER 5 reports for 10 May onwards will be available to access from 10 June 2022.

#### Post-launch (10 May)

- **Download April 2022 usage from Ingenta Connect from 15 May.** Usage statistics for April 2022 and all legacy usage data will be held on Ingenta Connect **until 31 May**. Please ensure you download your usage before this deadline. This information **will not** be available on Ingenta Connect or Bristol University Press Digital after this date.
- Usage stats from 10 May onwards will be available from 15 June on Bristol University Press Digital.
- When free access ends on 6 June you must verify you have access to purchased content.

If you would like further information, please see our [Librarian FAQs](#) or contact [bup-digital@bristol.ac.uk](mailto:bup-digital@bristol.ac.uk).