SIRS Implementation Directions
September 13, 2000

Following is a summary of the contacts and procedure for implementing the SIRS database contract at Virginia institutions.

1. Each institution should complete the registration form at the Sirs web site at http://www.sirs.com/products/virginia.htm   All participants must complete this form before contacting SIRS for support or set-up assistance.

    SIRS will use the information from this form to set up access for the Virginia participants. Submissions from the site will be cross checked with the list of eligible sites that have been provided to SIRS.

    If a site does not have static IP addresses by which their use will be authenticated, that should be noted on the form and SIRS will establish logon identification for the site.

    Problems with registration should be referred to Robinh@sirs.com.

2. Training for SIRS database will be arranged through Donna Manges from SIRS. She can be reached at either 1-800-232-7477 x603 or Donnam@sirs.com

    The contract allows for training by county/city library system for public libraries and by school district for K-12 schools.

3. All support is handled by SIRS Technical Support staff at 1-800-232-7477. When calling for support, Virginia participants should identify themselves as part of the LVA contract or as a Virginia site and give the name of their site and/or the public library/school system of which they are a part. Before calling for support, however, the site should have registered as noted in 1 above.