



# Taylor & Francis Online – Librarians’ go-live checklist

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We have put together a handy checklist to help you get started on [Taylor & Francis Online](#).

If you are unsure how to complete any of the listed tasks, we have indicated the appropriate tutorial you should follow at <http://resources.tandfonline.com/tutorials>

- Log in to your institution’s account at <http://www.tandfonline.com/action/showLogin>
- Update your catalog - you can download your holdings at:  
<http://www.tandfonline.com/action/institutionAccessEntitlements>  
**Please follow the tutorial entitled “Access Entitlements”**
- Brand Taylor & Francis Online with your university name and logo:  
<http://www.tandfonline.com/action/institutionAdminBannerUpdate>  
**Please follow the tutorial entitled “Co-Branding”**
- Make sure your IP addresses are correctly registered:  
<http://www.tandfonline.com/action/institutionMultiIpChange>  
**Please follow the tutorial entitled “ User Authentication”**
- Add your link resolver base URL and logo:  
<http://www.tandfonline.com/action/institutionAdminSfxUpdate>  
**Please follow the tutorial entitled “Link resolver”**
- Put up posters, circulate postcards, hand out userguides – available for download at  
<http://resources.tandfonline.com/downloads>
- Add the Taylor & Francis Online logo to your website – available at:  
<http://resources.tandfonline.com/downloads>

If you need any help please contact [support@tandfonline.com](mailto:support@tandfonline.com) and we will be delighted to assist.