



## REMOTE ACCESS INSTRUCTIONS FOR CURRENT BORROWERS & BENEFIT HOLDERS

We have subscribed to an online proxy server (EZ Proxy) to allow us, for the first time, to offer three databases remotely to our current benefit holders and borrowers. These three vendors require us to “authenticate” the credentials of the person accessing the database.

These sources are:

Hein Online

NCLC Digital Library

Gale Legal Forms (California)

### **Here is how access for these three sources works:**

- You must be a **current** (expiry 1/1/2021) borrower or benefit holder with SDLL.
- You must have a barcode on your library card (starts with 22105) This is on the BACK of your library card. If you do not have this number, you will not gain access.
- If you cannot find your card or locate a barcode number, email our reference people at [refdesk@sandiegolawlibrary.org](mailto:refdesk@sandiegolawlibrary.org). They can find it for you.
- Some benefit holders were NOT issued cards. If this is the case contact [refdesk@sandiegolawlibrary.org](mailto:refdesk@sandiegolawlibrary.org) to get a barcode issued to you. This may take some time as we are presently closed and not able to access physical cards in a rapid manner.
- You must be in good standing with the library. If you owe more than \$10.00 you will not gain access. Contact a librarian for help in getting any charges cleared up.
- Navigate to our database page where you can see the links for Hein, NCLC, and Gale. This page is at: <https://sandiegolawlibrary.org/services/electronic-resources/>
- The links appear as below (NCLC is used as an example):

	<p><b>National Consumer Law Center</b></p> <p>Includes the National Housing Law</p> <p>Project's ebook title: HUD Housing Programs: Tenant's Rights (known as the Greenbook)</p>			 <p><b>Click Here</b></p> <p>Borrowers &amp; Benefit Holders ONLY</p>
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- Left click once on the “click here” language in the far-right column.
- You will be presented with the OCLC EZ Proxy login screen, see below:



Please enter your barcode:

Login

- Enter your SDLL library barcode number in the login box and click on login.
- You will be taken to the database you selected.
- Once you are logged in you can go between any of the 3 databases without entering your login again. If you move to a different computer or clear your computer cache/cookies you may have to enter your barcode again.
- Library card holders should in no circumstance share their barcodes with any other users.
- NCLC users must additionally click on the MY TREATISES link once they are on the San Diego Law Library NCLC page.