



Librarian's
Guide to vLex

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Purpose and Audience

The purpose of this document is to give librarians of organizations that have purchased vLex licenses the ability to get the most value out of their purchase. The main topics covered are:

- linking vLex to existing Library systems
- setting-up the best authentication solution for your needs
- monitoring usage and training your users

This document does not cover usage of vLex.com from the point of view of the end user. Please refer to the [Help Center](#) for end-user documentation and training.

Giving access to vLex.com to your Users

■ IP Authentication

IP authentication is a simple and quick way to provide access to your users. You only need to e-mail your Sales Representative the list of public IP ranges your Organization uses to connect to the Internet, and point your users to the address:

http://vlex.com/account/login_ip

Direct linking to documents (i.e. chapters or journal articles), sources (books, journals, etc.) and search results is also allowed and the IPs will be recognized.

Drawbacks of IP Authentication

- Access from outside your Organization network is not allowed
- Personalization features are not enabled: users can't create search alerts, tag documents, get personalized recommendations or retrieve their search history.
- User-level statistics are not available
- Due to vLex commitment to preserve publishers and authors' intellectual property, if unusual and suspicious activity is detected we may be forced to temporarily block access while vLex and the customer jointly investigate the possible abuse. This risk can be avoided with other authentication systems that enable user-level activity tracing.

■ IP Authentication with Personal Accounts

IP authentication can optionally be combined with personal accounts. In this configuration, users that are successfully authenticated by IP are allowed to create a personal member account within your organization (choosing a username and password). Personalization features are enabled for users that create this personal account but disabled for those users that choose to skip the process.

■ HTTP Proxy Access

In that scenario, your organization already owns and maintains an HTTP proxy server (such as EZProxy) and authorizes the IP of the proxy server. This allows your users to log into vLex through your proxy even if they are outside your network (as long as they have access to the proxy) but this solution still shares the other limitations of IP authentication.

EZProxy™

vLex provides a certified configuration of EZProxy. See <https://gist.github.com/1050860>

If you are using another Proxy provider and want us to help certify the compatibility of vLex with it, please e-mail support_academic@vlex.com

■ User and Password authentication

In this scenario every user in your organization has his or her own username and password credentials, and logs in to vLex from the login link available at vLex's homepage.

Your account's administrator has special rights to add and delete members from your organization.

Limitations of User and Password authentication

- The maximum number of users that can be created is equal to the number of licenses purchased.
- Only one session may be active at any time with a certain username/password combination. Simultaneous access by two devices using the same username will not be allowed.
- For security reasons, the first login by a user from a new device may require device activation: the activation process sends an email to the user's address, and the user must click on a link in this email to activate the device. This process is necessary at most once for every device.

■ Single Sign-On

Single sign-on (SSO) is the authentication option that gives the best experience to your users: it enables access to authorized users from any network location, provides the full range of personalization features and avoids the need for the user to remember yet another user and password combination for vLex. vLex provides two SSO implementations:

- vLex SSO protocol
- Shibboleth

vLex SSO protocol

This is the simplest way to provide the Single Sign-On experience. Your IT team will install a helper page in the private area of your site and users pointed to this page will be redirected to vLex already authenticated.

The programming code for this helper page in several programming languages (PHP, ASP, ASP.NET, Ruby) is available at the public project https://github.com/vlex/remote_auth and is licensed to the public domain. Please contact support_academic@vlex.com if you need code in another programming language.

To learn more about vLex SSO protocol:

- General Introduction: <http://help.vlex.com/entries/20397932>
- Technical documentation: <http://help.vlex.com/entries/20403021>
- Sample Code: https://github.com/vlex/remote_auth

Shibboleth

The Shibboleth System is a Single Sign-On solution that has been standardized by the Internet2 Consortium. vLex Shibboleth Service Provider support is available in private beta as of July 2011. Please contact support_academic@vlex.com if you are interested in participating in the program.

■ Hybrid configurations

Hybrid configurations can sometimes be useful: for example some organizations choose to provide IP authentication to students but username and password access to researchers. Contact your Sales Representative if your are interested in a custom set-up.

■ Understanding the trade-offs

- IP Authentication has the simplest set-up but has two important drawbacks: access from outside your Organization IP network is not allowed and users will not be able to use personalization features.
- IP Authentication with personal accounts enables the personalization features at the cost of an intermediate step for your users and requires that the users remember their vLex login credentials.
- Proxy Access requires you to own and maintain a proxy server (such as EZProxy) and has similar limitations to IP authentication.
- User and Password Authentication has high administration costs for you and so it's only viable if you plan to give access to a small number of users.
- Single Sign-On (SSO) Solutions requires some help from your IT team but gives the best experience to your users. vLex resources are available to help you set-up SSO authentication for vLex.

Understanding how content is organized in vLex

vLex content is organized around the notion of jurisdictions: a **jurisdiction** can represent a fully sovereign country, a selfgoverning entity (such as Jersey or the Isle of Man), a multi national organization with a legal corpus (such as the European Union or Comunidad Andina) or a sui-generis legal system (such as Canon Law).

The “International Law” jurisdiction contains international treaties, content related to multi-national organizations that do not form their own jurisdiction and content covering more than one jurisdiction (such as comparative law studies).

Content is also organized around **libraries**:

Library Short Name	Contents
Legislation	Codes, regulations, and parliamentary acts.
Case Law	Cases and Administrative Decisions
Legal Books and Journals	Books & Journals with the law as their primary content.
News & Business	Newspapers, News Wires and Journals & Magazines not primary about law.
Legal Forms	Ready-to-use legal forms

Finally, a **source** is a set of documents with a common origin. Each Book, Journal, Newspaper, Official Gazette and Court is a source.

Users can search all content (global search) or restrict their search to only one source, jurisdiction, library, or jurisdiction/ library combination. Within a search context, users can further filter their search by other criteria (such as date, area of law, etc.)

Choosing your default search context

A default search context is automatically chosen according to your license level. Customers of VLEX GLOBAL product will search all content by default and customers of other products will search the main jurisdiction included in their license. Open a ticket with Customer Support if you want the default search context to be changed.

You can also choose to place more than one link in your library website: for example, one link to VLEX GLOBAL and another one to the most popular jurisdiction for your users.

Helping your users find vLex Content

■ Loading records to your organization catalogue

MARC records

One of the best ways to help your users will find vLex content is to ensure that every source in vLex has an entry in your Library catalogue. To ease this process vLex provides:

- The ability to download the full list of MARC cataloguing records and monthly updates from http://vlex.com/librarian_center/registros_marc
The files are in MARC21/ISO_2709 format.
- A direct link to the MARC record is also available from each source's page at the right side.

The screenshot shows the vLex website interface. At the top, there is a search bar with the text 'Buscar' and a button 'Buscar este libro'. Below the search bar, the main content area displays the title 'Competition Law and Regional Economic Integration. An Analysis of the Southern Mediterranean Countries'. To the right of the title, there are icons for a folder, a bookmark, and a share button. Below the title, there is a table of contents with two columns of links. On the right side of the page, there is a sidebar with several sections. The first section is 'Acerca de esta obra', which includes a small image of the book cover, the year 'en 2004', and the ISBN 'ISBN: 0821358928'. Below this, it says 'Escrito por: Damien Geradin' and a red box highlights a button labeled 'Registro MARC'. The second section is 'Publicado por', which features the logo of 'The World Bank Group' and contact information: 'World Bank', 'phone: +1 202 473 5149', 'pubrights@worldbank.org', and 'http://www.worldbank.org/ellibrary'. On the left side of the page, there is a vertical navigation menu with icons and labels: 'Inicio', 'Buscar', 'Historial', 'Carpetas', 'Favoritos', and 'Notas'.

Full list of sources in Excel (CSV)

Additionally, both the full list of sources and monthly updates are available in CSV (comma-separated values) format. This CSV file can be opened in any spreadsheet software (such as Microsoft Excel or Google Spreadsheets) and can be easily processed by automated scripts to import the data in any Library's system.

The CSV files can be downloaded at the Librarian Center (http://vlex.com/librarian_center)

Federated Search Solutions

Ex Libris™ Metalib™

Metalib™ is a popular federated search system developed by Ex Libris™ Ltd. If you are using Metalib™ the following resources are available in Metalib™:

VLEX GLOBAL
VLEX INTERNATIONAL LAW
VLEX EUROPEAN UNION
VLEX MEXICO
VLEX BRAZIL
VLEX SPAIN

Contact Ex Libris™ support If your Library has purchased another vLex resource and wants to make it available in your Metalib™ installation. Please notify also support_academic@vlex.com so we can track Ex Libris™' progress implementing the resource.

Proquest™ Summon™

Proquest™ Summon™ support it scheduled for Fall 2011

Linking to vLex Content

Direct linking

Every source and document in vLex contains a permanent link to the content (shown as “link as”). vLex has committed to preserve the validity of this link, and will implement any future change of URL as an HTTP redirect.

Linking through Ex Libris™ SFX™

vLex sources can also be linked using Ex Libris™ SFX™ link server. Contact Ex Libris™ support to add VLEX as a resource in your SFX™ installation.

Citing vLex Content

Exporting citations to Refworks™

Each document in vLex contains the information (such as Publication Name, Date, Author, Page numbers, etc.) to create an academic citation. If your center is a Refworks™ customer the process of creating a bibliography and exporting it in a specific citation style (such as Chicago or APA style) can be automated using the “Export Citation to Refworks” link available in the document page.

Monitoring vLex usage

Self retrieval of usage statistics

Your organization's administrator account provides access to aggregated usage statistics. The following statistics are available on the "Account > Statistics" page;

Daily and Monthly Number of Sessions
Daily and Monthly Number of Searches
Daily and Monthly Number of Documents Viewed

Statistics are preserved for 18 months (monthly data) and 30 days (daily data)
Contact your Sales Representative if you do not have a vLex account with administration rights.

Organization-level and center-level statistics

Please note that data is aggregated for the whole account. If you need statistics for each center please ask your Sales Representative to create a separate vLex account for each center within your organization.

User-level information

Accounts that have enabled personal accounts (IP authentication with personal accounts or SSO authentication) can list the end users that have logged in to vLex, and the time of their last login.

COUNTER statistics

vLex already supports COUNTER audited statistics. If you want more information, please contact your sales representative or send an email to: support_academic@vlex.com

What to do if usage is lower than expected

- Ensure that your users are aware that they have access to vLex and know the reach of the contents available.
- Ask for a Webex or in-campus training session for key users.
- Check that you have imported MARC records for vLex content into your Library catalogue.
- Ask your Sales Representative for free supporting material (such as brochures and posters) and make it available in your Library.
- Review that the authentication system chosen is not creating unnecessary barriers (for example, preventing your researchers from using vLex when outside the campus)

Getting Help

■ Help to End Users

Training

We encourage you to provide vLex training to your key users. On-site¹ and remote training sessions by vLex personnel are available free of cost. Contact your Sales Representative or check our training center at http://vlex.com/training_center/

Help Center

Direct your users to the Help Center at http://vlex.com/help_center for self-support. This page contains a list of Frequently Asked Questions, search tips and screencasts.

Contacting Support

Every page in vLex.com contains a HELP button on the left side of the page. Once you click on it, an option “contact with helpdesk” will be available. User will have the possibility to chat with a support agent or open a ticket.

Phone support is also available. See http://vlex.com/corporate/contact_information for an up-to-date list of phone numbers.

■ Help to Librarians

For assistance in the topics covered in this Guide, please contact support_academic@vlex.com. We are ready to assist you in setting up the authentication solution, linking your Library systems to vLex and helping your users use successfully our service. We are also interested in suggestions of improvements: please contact us if you would like to improve vLex compatibility with your linking server, Library catalogue, federated search solution, citations manager or any other component of your Library.

Legal Disclaimer

EzProxy™, Ex Libris™, SFX™, Metalib™, Refworks™, Proquest™ and Summon™ are Trademarks owned by their respective owners. VLEX is not associated with these companies or brands. Any claim of compatibility is made for informational purposes only. VLEX cannot guarantee that this compatibility will be maintained in the future.

Need more information?

Visit our Helpcenter: <http://help.vlex.com/entries/22034016-help-center>

Chat online: by doing click on HELP

Email: support@vlex.com

Customer Service Department:

Brasil

+55 (11) 3902 2462

+55 (21) 8268 5485

Colombia

+57 1 646 79 83

01 8000 940 950 (Nacionales)

Chile

+56 2 638 7082

+56 2 638 5448

España

902.301.402

+34 932 722 685

Francia

+33 170726541

Italia

+39 02 898 77507

México

+52 (55) 1500 6975

UK

+44 0 2030264251

USA

+1 888 2230621

+1 305 420 5791