AIP Publishing

Migration Checklist for Administrators

Now that we are fully functional on the new Silverchair platform, **administrators are required to perform a few simple steps** to ensure the seamless migration of their institution's account. Administrator login credentials are the same for **pubs.aip.org** and the **Librarian Portal**. Administrators can visit pubs.aip.org to access published content and the Librarian Portal to manage their institution's account.

Required Actions	
Check each box when complete.	
User Name and Password	**Action is required.** Administrators need to reset their password. User names and account information have been transferred to the new site, and you will need to reset your password the first time you log in. Please check your email or refer to the **user guide** for instructions to update your password.
Proxy Server Authentification	**Action needed.** If you are using proxy server services for access to AIP Publishing's digital content, you will need to update your proxy servers with a new stanza to ensure uninterrupted service after migration. **Click Here** for the stanza.
SUSHI	**Action is needed.** SUSHI credentials have been changed. Instructions for harvesting usage through SUSHI will be available through our new Librarian Portal. **Librarian Portal Login**

Many institutions have customized configurations, and a few more actions MAY need to be taken. Please check your individual settings for the following:

Customized Actions	
Check each box when complete.	
Referrer URLs	**Action may be needed.** If your institution uses a referrer URL, you will need to make updates to the configuration on your side.
OpenAthens or Shibboleth	**Action optional.** Your access via Shibboleth or other federated authentication was transferred automatically; account administrators do not need to take any actions regarding Shibboleth access. Should you wish to update your Shibboleth set up, you can log onto the **Librarian Portal** to maintain your profile.
Usage Statistics	**Action may be needed.** During the migration month will you have to access two different reports: those for the period prior to the migration, in the legacy report folder, and one for the remainder of the month. The COUNTER 5 reports will continue to be available through the **Librarian Portal**.
MARC Records/KBART Files	**Action recommended.** While it is not necessary to replace MARC records since they automatically resolve via DOIs, we recommend that KBART files be replaced following the migration and monthly thereafter to reflect changes to the available content.
Institutional Logos	**Action optional.** Administrators can upload their logo at the **Librarian Portal**. Once uploaded, the logo will be displayed when clicking on the institution's name at the top of the web page on the **content platform homepage**.

The following items are being configured by AIP Publishing and require no action:

No Action Needed	
Platform URL	**No action needed.** The publishing domain for AIPP and our partners changed to **pubs.aip.org**. The URLs for our publishing partners will follow the format: pubs.aip.org/societypartnername. For example: pubs.aip.org/aapt
Update IP Addresses	**No action needed.** AIPP migrated all of your current IP addresses to ensure continuous access to published content. To review and verify your IP addresses, visit the **Librarian Portal**.
IP Authentification	**No action needed.** AIP Publishing migrated all of your current IP addresses to ensure continuous access to published content. Administrators can manage their institutional IPs through the **Librarian Portal**.
Holdings Report	**No action needed.** You can view and download up-to-date holdings reports from the **Librarian Portal**.
Update Bookmarks	**No action required.** Redirects are in place on the new platform to automatically direct any links to the new URLs. An exception will be RSS Feeds. Old RSS URLs will not be supported and users need to update any bookmarks and aggregators with new URLs.
Licenses/Subscriptions	**No action needed.** The move to the new platform does not have any effect on license and agreement terms.
Institutional Admin Account	**No action needed.** Interfaces are different, but the **Librarian Portal** will continue to allow you to view current subscriptions, manage authentication methods, set up OpenURL links resolvers, and retrieve COUNTER 5 usage reports.
My Account and My Profile	**No action needed.** While the user interface will be slightly different, users can still manage alerts, view subscription holdings, save searches, and change their passwords.
Content Submission, Review, and Publication (for researcher patrons)	**No change to current processes.** The migration to Silverchair only affects the platform which hosts published research, conference proceedings, and other content. It does not impact external systems/services such as Peer X Press, which will continue to serve as our submission and peer-review platform.

Questions?

Please contact our Customer Experience team at **help@aip.org** with any questions or if you need assistance with any of the action items listed.