TexShare Best Practices Checklist

ACTION ITEM	URL/MORE INFO
☐ Are YOU in the TexShare Program? Check your status	**www.tsl.texas.gov/findalibrary**
☐ LINK to the TexShare Databases on your website.	Whether you use the database portal or a menu on your website, create a prominent link to the TexShare Databases. If using the portal, be sure to include the text: "TexShare login/password required for home access. Ask your librarian."
☐ Enable "Automatic Login" for computers inside your library	Ask your IT staff or Internet Service Provider for your library's "broadcast IP addresses." With this information, TexShare can automatically recognize staff and patrons inside your library, allowing them to skip the login page.
☐ Brief your frontline staff about TexShare	Inform your staff about the TexShare program
☐ Promote!	Use TSLAC provided bookmarks and posters
☐ Add a separate link to Learning Express on your Library Homepage	Email **texshare@tsl.texas.gov** to request your library's unique link for LearningExpress Library
☐ Promote and Use Learning Express for CE Staff Training	**www.tsl.texas.gov/texshare/lefaq.html**
☐ Keep up with TexShare:	
• Sign up for the TexShare email List	**https://lists.tsl.state.tx.us/mailman/listinfo/texshare-users**
• Sign up for TexZine	**www.tsl.texas.gov/texshare/newsletter/texzine/**
☐ Prepare an elevator speech about the TexShare Databases when talking to your public	Prepare a quick elevator speech about what the TexShare Database program is and how it benefits your library.
☐ Take Advantage of TexShare FREE Training	
• TexShare Training Calendar	**www.tsl.texas.gov/ld/workshops/texshare/index.html**
• CE Calendar	**www.tsl.texas.gov/ld/librarydevelopments/?page_id=34**
• Library Developments Blog	**www.tsl.texas.gov/ld/librarydevelopments/**

In A Small Library using the TexShare Database Portal?

☐ Have you customized your TexShare Login/Password?	You can do this. Contact **databases@tsl.texas.gov** to find out more info

Maintain Your Own Links to the Databases?

☐ Use your library automation system's Remote Patron Authentication	All major library automation vendors provide a means to enable access to licensed databases using patron barcode IDs. Contact your vendor for information.

- [ ] Outreach to faculty/community

  TexShare resources are ad free and bring resources not found on Google (commercial search engines)

- [ ] Include information about TexShare in freshman orientation and bibliographic training

- [ ] Brand TexShare resources with TexShare logo in your search page

  We can provide you with TexShare logos for promotional use

- [ ] Prepare an elevator speech for your staff/webmaster

  Your internal customers/staff need to understand why the IT TexShare databases are important to YOUR students and patrons

Major Mistakes

- [ ] Posting Logons/Password on your website

  Posting your library's TexShare login/password on your website, blog, or publicly-accessible electronic forum is a violation of TexShare's licensing agreements with the vendors. If discovered (and we do discover this) we will take down your credentials until the situation is rectified.

- [ ] Not linking to TexShare Databases on library website

  Our latest survey shows many libraries do not link to the data bases or indicate a login/pw is required for patrons at home

- [ ] Confusing the TexShare CARD program with the Databases.

  The TexShare CARD is a statewide library card that permits patrons to borrow physical materials from participating libraries. It does not provide access to the Databases.

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