

## How to use the Numérique Premium platform?

Welcome to the Numérique Premium platform help pages for the librarians.

If you cannot find the information you need, please [contact us](#).

### LIBRARIANS HELP

If you are a librarian or an administrator then you have access to the Administration Area for the Numérique Premium platform where you can:

- Update your institutional profile
- Manage your institutional logo
- View your IP addresses
- View your current subscriptions
- Download your usage statistics
- Download MARC records
- Retrieve KBART file

#### 1. Getting Started

You need to log in as an Institutional Administrator to access the Administration page on the Numérique Premium platform.

To log in, you need to enter your administration username and password in the login area on the right hand side of the page, as for a user.

If you have not already created your username and password to access the administration area, please [contact us](#); you will receive an email inviting you to create your username and password on a registration form online.

The following authentication options are supported by the NP platform:

- IP address
- Proxy server
- Username / password (for personal subscribers only)
- Referring URL

For IP Address authenticated customers, your institution name will automatically be shown on the site so that your users are aware that access has been provided for them.

Please refer to our [Registration page](#) for further information.

## 2. Updating your Institutional Profile

The 'Update Institutional Profile' area enables you to update:

- Your postal address
- Administrator name and email address
- Change your administration password

To access this area click on 'My account' and 'update personal details' or 'change sign-in details' under 'My profile & favorites'.

The details on the page can be overtyped to the appropriate ones and the Update button selected once complete.

## 3. Manage Institutional Logo

This allows you to upload a logo for your institution. Your logo will then appear in the top right hand corner of the page and will appear on all pages of the site during an authenticated session.

For optimal display, your logo image should be no larger than:

Pour un affichage optimal, le fichier image de votre logo ne doit pas dépasser :

- 210 px (width)
- 80 px (height)

The most common file formats are supported, including gif, jpeg and png.

To add your institutional logo:

- a. Enter the Alt Text for the logo (e.g. *institution\_name.gif*) in the box marked Alt Text for logo
- b. Enter the logo image URL in the appropriate box
- c. Search for logo file using the 'Choose File' button and click 'upload'

If you have any problems in adding your institutional logo to the site, please [contact us](#).

## 4. Viewing IP Addresses

You can view the IP Addresses that are registered for your organisation's subscriptions by going to 'View organisation' and 'Authentication'. If you would like to add, remove or replace any of your registered IP Addresses, please [contact us](#).

## 5. View Current Subscriptions

This allows the administrator to see a list of their subscribed titles. You can find this information by clicking ‘Administration’ and look at ‘Current Subscriptions’.

## 6. Usage statistics

The following COUNTER reports are available via the Administration Area:

- BR1= Book Report 1: Number of Successful Title Requests by Month and Title
- BR3= Book Report 3: Turnaways by Month and Title
- BR5= Book Report 5: Total Searches and Sessions by Month and Title
- PR1= Platform Report 6: Total Searches, Results Clicks and Records Viewed by Month and Service

You need to enter the type of report, the date and the email address in order to obtain the requested statistic report.

## 7. Download MARC records

This provides a link to download the UniMARC records for the NP ebooks. Please refer to our [Download MARC records](#) page for further information.

## 8. Retrieve KBART file

This provides a link to download the KBART file of all existing ebook titles on the Numérique Premium site at a precise time in order to feed knowledge bases and other discovery and search tools.

Please go to [www.numeriquepremium.com/openurl/kbart/books](http://www.numeriquepremium.com/openurl/kbart/books) and convert the data into Excel format or any other.

## 9. Contact details

If you are having a technical problem with your access or have any questions regarding the NP platform, please do not hesitate to [contact us](#):

**Numérique Premium S.A.S**

**Address:** 21, square Saint-Charles  
75012 Paris France

**Email:** [info@numeriquepremium.com](mailto:info@numeriquepremium.com)

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Do not hesitate to refer to our other ‘Help pages’ to know more about the usage of Numérique Premium platform, as a user.