

Sharing licenses from NZ to IZ

This is for libraries that have not begun setting up licenses in the IZ. If the library subscribes to a resource from the same vendor the Chancellor's Office uses, a license template can be shared from the NZ to the IZ. Some basic information is included in the shared license, including license terms.

The shared license will not overwrite a local IZ license.

A green check will appear next to the IZ license. This means the license originated from the NZ. A local vendor record will need to be available in the IZ for the shared license.

Instructions for the NZ admin:

Description: On the Licenses and Amendments page ([Acquisitions > Acquisitions Infrastructure > Licenses](#)), select **Distribute to member** in the row actions list. This option only appears on the Network Zone for centrally managed licenses that have an **Active** status. A list of member institutions appears.

Create the License in the NZ, **do not** make it a **negotiated** license.

- Fill in the basic information for a license:
 - Name of the vendor
 - License Status = Active
 - Start Date of the license
 - License Review - Accepted

- Upload the vendor license terms in the NZ to be shared in the IZ.
- Click on Shared License in the Summary tab.
- Save the changes.
- Under the more option button, Click on Distribute to Member.
- Choose the member you want to distribute to.
- And distribute to that library.
- The license must be set to Active to be able to distribute.
- Once the license template has been shared, uncheck the Shared License box in the Summary tab.

Instructions for the IZ:

Create a template from this NZ license. This template can be used to create licenses for the same vendor.

- Go to More Options and click on View.
- Then choose Save as a Template.
- This template can now be used to create licenses for the same vendor.
 - The license terms will copy over from the NZ license and can be edited.

- When adding a new license, choose Load from Template
- Pick the template created from the NZ shared license