

IP Address Basics for Library Access

KLISC Webinar
– August 2025 –
Facilitator: John Maina, Systems
Librarian

IP - Internet Protocol

- An IP address (Internet Protocol address) is a unique string of numbers and that identifies a device on a network, such as the internet.

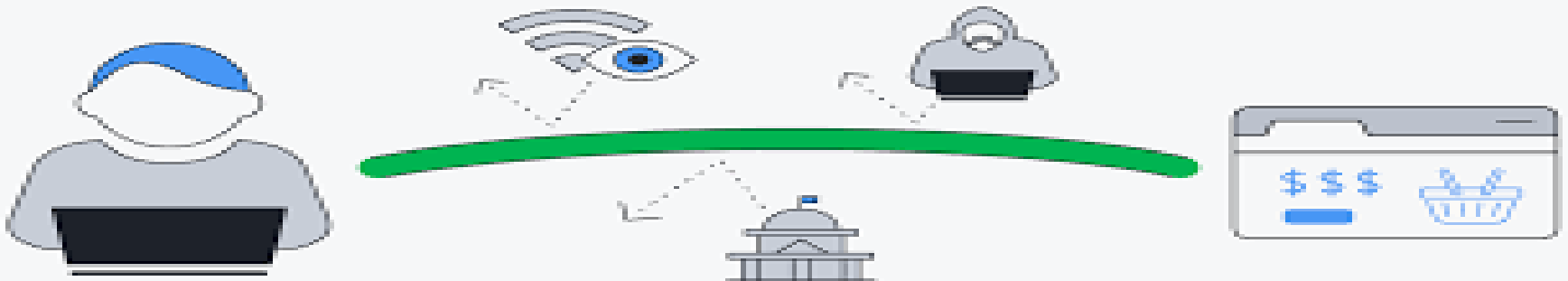


Why IPs Matter for Library Access

- Publishers use IP authentication to grant access to e-resources
- Correct IP registration ensures seamless campus & off-campus access
- **Wrong IPs = access failures & frustrated users**

Public vs Private IPs

- **Public IPs** → Routable on the internet, visible to publishers (✓ use these)
- **Private IPs** → Internal only (192.168.x.x, 10.x.x.x, 172.16–31.x.x) (✗ do not submit)
- Only **public static IPs** should be shared with KLISC/publishers



Static vs Dynamic IPs

- **Static IPs:** Permanent, do not change, best for e-resource authentication (✓ **recommended**)
- **Dynamic IPs:** Change each time, risk of broken access
- If only **dynamic available** → request **reserved static IP** from ICT

Common Errors by Libraries

- **Submitting private IPs** instead of public
- **Forgetting to update** publishers after IP changes
- **Registering IPs for wrong networks** (e.g., staff Wi-Fi only)
- **Using personal emails** instead of institutional
- **Not submitting** MyLOFT/ Remotex/ Ezproxy/ Open Athens IPs for off-campus access

Correct IP Submission Workflow

1. **Confirm** public static IP with ICT
2. **Submit** IP(s) to KLISC & publishers
3. **Document & update** changes promptly
4. **Communicate** internally to avoid disruptions

Practical Example

- **Incorrect:** 192.168.1.24 , 172.20.5.100 (**Private**) →
✗ Access denied
- **Correct:** 197.248.20.0-250, 41.89.229.0-250 (**Public Static**) → ✓ Seamless access

Key Takeaways

- Always **submit** public **static** IPs
- **Coordinate** closely with **ICT**
- **Update** **KLISC/publishers** promptly after changes
- **Ensure off-campus** tools (EZproxy, MyLOFT, Remotex, Open Athens) are **registered**

Q & A

Thank You