JSTOR Metadata Recipient Information

Please provide the following information in an e-mail to JSTOR Discovery Services ([discoveryservices@ithaka.org](mailto:discoveryservices@ithaka.org)) and Peter Vlahakis ([peter.vlahakis@ithaka.org](mailto:peter.vlahakis@ithaka.org)) to begin receiving JSTOR Metadata.

1. **Contact Information**
   1. Technical contact(s), name and e-mail
2. **FTP Information**
   1. FTP address and credentials
   2. NOTE: Metadata will be sent via FTP to this location; if you require a specific directory structure, i.e., different sub-directories for Archive, Books, or CSP content, please notify us. If you do not have access to a FTP server, we may be able to deliver metadata to our own FTP site for your consumption.
3. **Delivery Frequency**
   1. After the initial metadata export, if you would only like to receive new/updated content going forward, please indicate how frequently you would like this data delivered from the options below:
      1. Weekly/Monthly/Quarterly/Yearly
   2. If you would like to receive the full set of metadata each delivery cycle, which will include new/updated content, please indicate how frequently you would like to receive this data from the options below:
      1. Quarterly/Yearly
4. **Access Credentials**
   1. We require some kind of access to your discovery interface so we may ensure our content is displayed correctly to end-users
5. **Indexing timeline**
   1. Estimated completion date of indexing and use in live environment. This will help us coordinate information with our mutual customers.