Perma.cc ∞

Guide for Librarians

<u>Get started</u>: contact us at perma.cc/libraries and request an institutional account for your school to become a Perma registrar. You can then create '**Organizations**' - affiliations that allow your users to create Perma Links and share access to them - and add users as '**Org Users**' to these Organizations.

Create Organizations

- Log in and select **Organizations** in the upper-right menu.
- Click **Add Organization**, enter its name (the faculty member, research center, journal etc.) and click **Create New Organization.**

Add Organization Users

- Select **Organization Users** in the upper-right menu.
- Click **Add Organization User**, enter the individual's email, click **Add User.**
- Enter user's name, select the appropriate organization, click **Add.** This user can now add additional Org Users to their organization.

Create Perma Links

- Log in and enter the URL of the page you want to preserve.
- Select your organization in the **affiliated with** dropdown menu, click **Create Perma Link**. This brings you to the newly created Perma archive.

Link creation limits
Create up to 10 Perma Links/month in your Personal Links folder.
Create unlimited links affiliated with your organization.

Private Links
When a Perma Link defaults to private after creation, it's commonly because the original site has a 'no-archive' tag in its code. You can still access the link in your Perma account, and it can be used for citation, but those outside of your organization will have to be given access by you if they wish to view it.
For more on Private Records, see the User Guide: https://perma.cc/docs

Contact us at info@perma.cc if you encounter any bugs or technical issues.

Perma.cc was developed by the Library Innovation Lab at Harvard Law School.
Over 200 libraries and institutions have used Perma to create over 350,000 links, ensuring their citations and research will never succumb to link-rot.