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## MEMORANDUM

**TO: Potential University Licensees of the ANNUAL STATEMENT STUDIES® Data**

**FROM: RMA ANNUAL STATEMENT STUDIES® Licensing Department**

We thank you for your interest in the *ANNUAL STATEMENT STUDIES®* database for your university (through the *eStatement Studies* product). We are able to provide access to *eStatement Studies* for your entire university via IP-restriction.

Your answers to the following questions will be used for the sole purpose of helping us determine the appropriate fees and conditions of licensing. **Please provide your answers to the following questions, and reply via e-mail.**

### NUMBER OF USERS AND NATURE OF DATA USAGE

- Please provide some general information about your online references.
  - How many students attend your university?
    - Total student population (undergraduate/graduate level)
    - Total business school students (undergraduate/graduate)
  - Total alumni who have access to library's online resources
  - How do students generally access the university library's online resources?
  - To grant open access to the collection of online resources, do students use individual usernames and passwords, a single username and password, or is no username and password required?
  - Do your online resources reside behind a firewall or other type of security to prevent unauthorized access?
  - Do you use a proxy server to manage access to off campus resources, and if so which one (please provide manufacturer and version number details)
  - Are your other online resources also provided to you on an IP-restricted basis?
  - Do you provide off campus access through a VPN, and if so does it resolve to an identifiable range of IP addresses?
  - Do you have a caching server in place?
  
- Please include contact information (name, title, phone numbers, mailing address, and e-mail for your university, including a Primary Contact and a Secondary Contact).

Please send the information above to Allen King at RMA via one of the following methods:

Our mailing address is RMA, 1801 Market Street, Suite 300, Philadelphia, PA 19103

E-mail: [aking@rmahq.org](mailto:aking@rmahq.org)

Phone: 215.446.4110 / Fax: 215-446-4101

Thank you.