



## Proscribe Terminology

- Proscribe:
  - a commercial, professional subscription management tool
- A customer who is a member of Proscribe is person who has:
  - An active account in Proscribe
  - A record (name & contact details etc) in Proscribe that was uploaded from their library
  - A record that was not uploaded from their library but has created an account via Proscribe.net. In this case, the person is considered to be a 'guest'
  - Access to enable them to subscribe & unsubscribe from topics, events etc in Proscribe
- An organisation that is a member of Proscribe when:
  - Any organisation, such as a library, that has an active account within Proscribe
  - The library, its branches, topics etc are available for viewing & subscribing by users/customers of Proscribe
- Topics & Events includes:
  - Topic(s): Any subject title that describes generally the expected content of each message. For example, a topic entitled 'School Holiday Programmes' is likely to have content related to this subject
  - Event(s): Any event that relates to a topic  
 The customer can register for an event or cancel their registration to an event
- 'Opt in' or subscriptions relates to:
  - A topic created by an organisation for their members to join (& to receive communications about that topic)
- Communications or notifications to customers
  - A message sent by the organisation to customers who have subscribed/opted in to the topic
  - Where the organisation provides alternative methods to receive communications regarding a specific topic, the customer may select their preference.
  - A communication may be sent by the organisation to the customer via Email, SMS, voice call, Fax, App
- Communications or notifications to social media

- A message sent by the organisation to Facebook and/or Twitter
- Followers of the organisation's Facebook & Twitter accounts may see the posted message(s)
- Proscribe login methods:
  - i) Library card number\*
  - ii) Email address
  - iii) Mobile/Cell number\*
  - iv) Landline number\*
- Time zone:
  - Can be set by the organisation as well as by the customer.
  - They are used to approximately determine business hours in accordance with the time zone selected.
  - Distribution of messages to customers on behalf of an organisation is controlled by the time zone. This is designed to alleviate distribution to customers outside business hours
- Security:
  - An organisation can set its own security logins. At a central level or on a per staff-member basis.
  - A customer can set their own login security according to the settings options within Proscribe
- Halmax policies
  - Please see footer items on [www.proscribe.net](http://www.proscribe.net)

Notes (\*):

- i) You can login to Proscribe using any one of the ways shown in a) above when you are a member of a library that uses Proscribe; otherwise email is the only login option available.
- ii) If your library is a member of Proscribe, login options for mobile & landline telephone numbers may be available to you if you have already provided them to your library. In this case, you can use them to login; however, the details must be entered here exactly as you provided them to your library.