Gold Rush Staff Toolbox

Holdings Module Documentation

GOLD RUSH HOLDINGS MODULE

The Holdings module was built to help manage holdings and URL information for the databases and journals in the Gold Rush database. There are two sections in the Holdings Module, *Database Holdings* and *Journal Holdings*. Use the Holdings Module to populate your public Gold Rush interface as well as GR Linker (OpenURL Resolver).
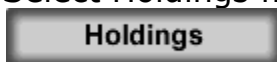
Holdings-Database Holdings

The following functions are available in the Database Holdings section:

*Add Gold Rush Database to My Holdings
*Manage Database URL's
*Full Provider/Database Table
*Remove Database from My Holdings
*Manage Database Dates

Add Gold Rush Database to My Holdings

Use this when you have just purchased a brand new database or to initially populate your holdings. You will need to know the database name, the Provider name and the database URL your library uses.
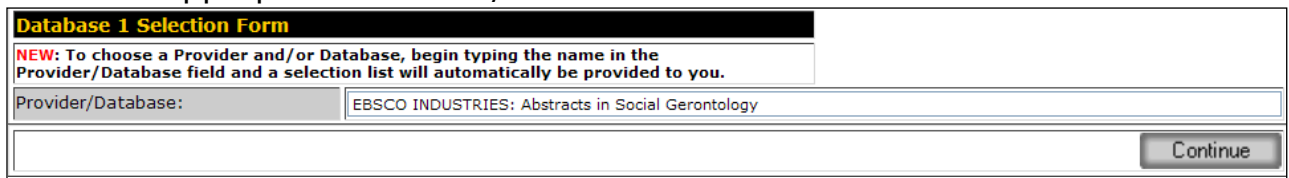
1. Select Holdings from the main menu.

2. Click on the 'Add Gold Rush Database to my Holdings' link on the Holdings menu.

3. Enter the appropriate Provider/Database combo. Click the "Continue" button.

4. The Provider and database name will be displayed along with any default database URL found for this particular database.

- o If there is no URL displayed, enter the URL you will be using to send people to this resource and click the "Continue" button. Remember to include the http:// part of the URL.

- o If there is a URL displayed, you can edit the URL to reflect the appropriate URL for your site (you may use a proxy address or some other authorizing URL) or you can accept the existing URL. Once the URL displayed is correct, click the "Continue" button.

- o If you use a proxy server, and you have entered your proxy server information in the Settings -> Manage Targets and Proxy Server menu, you can check the "Use Proxy Wrapper" checkbox, and Gold Rush will automatically add your proxy server to the URL.

- o Or, you can enter the URL with your proxy server address, and uncheck the "Use Proxy Wrapper" checkbox.

6. You will now see the Review screen which re-displays the information you have just entered. If everything looks correct, click the "Continue" button. If the information is not correct you can abort the process by clicking the "Cancel" button or clicking on one of the main menu items or the links in the Current Location Bar.

Add Database Review Form

Provider:	EBSCO INDUSTRIES
Database:	Abstracts in Social Gerontology
Database URL:	http://search.ebscohost.com/login.asp?profile=web&defaultdb=27h
Use Proxy Wrapper:	Y

[Continue] [Cancel]

7. The final screen is your confirmation that the information entered was written to the database. If you have more new databases, you can click on the "Add Another DB" button. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar.

Successful Database Add

Provider:	EBSCO INDUSTRIES
Database:	Abstracts in Social Gerontology

[Add Another DB]

Manage Database URL's

Use this menu item to update current database URLs for your library. This URL is used for any database links in the public interface and also used for all individual journal title URL's if there are not title-specific URL's available. (View online tutorial of this function at: http://grweb.coalliance.org/videos/ChangeDBURL_demo.htm)
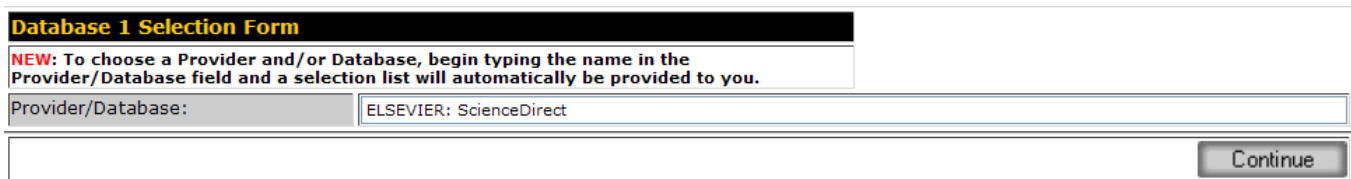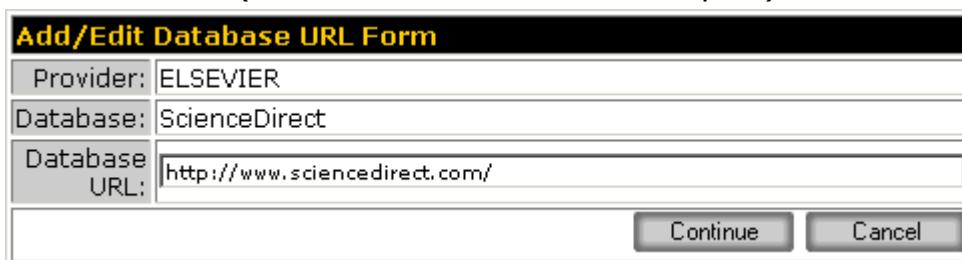
1. Select Holdings from the main menu.

    Holdings

2. Click on the 'Manage Database URL's' link on the Holdings menu.

    Database Holdings
    - Add Gold Rush Database to My Holdings
    - Manage Database URL's ←

3. Enter the appropriate Provider/Database combo. Click the "Continue" button.

    Database 1 Selection Form

    NEW: To choose a Provider and/or Database, begin typing the name in the Provider/Database field and a selection list will automatically be provided to you.

Provider/Database:	ELSEVIER: ScienceDirect
	Continue

4. Edit the URL information in the Database URL field in the Add/Edit Database URL Form (this field must start with http://) and click the "Continue" button.

    Add/Edit Database URL Form

Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/
	Continue Cancel

5. You will now see the Review screen which is re-displaying the information you have just entered. If everything looks correct, click the "Continue" button. If the information is not correct you can abort the process by clicking the "Cancel" button or clicking on one of the main menu items or the links in the Current Location Bar.

Database URL Review Form

Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/

[Continue] [Cancel]

7. The final screen is your confirmation that the information entered was written to the database. If you have more URL's to change, you can click on the "Manage DB URL's" button or you can return to the module menu by clicking the "Holdings Menu" button. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar.

Successful Add/Update

|	
Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/

[Manage DB URLs]

Full Provider/Database Table

This menu item displays the Providers included in Gold Rush and the databases associated with each Provider. It is only a report, you can not edit the data in Gold Rush through this menu option.

1. Select Holdings from the main menu.

    Holdings

2. Click on the 'Full Provider/Database Table' link on the Holdings menu.

    Database Holdings
    *   Add Gold Rush Database to My Holdings
    *   Manage Database URL's
    *   Full Provider/Database Table ←
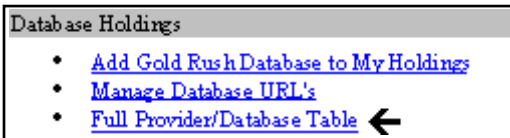
3. The table includes the Provider name and the database names associated with those Providers in Gold Rush.

4. If you wish to save the report shown on the screen, click the `Download` button on the top bar of the Chart. This will bring up the list in an Excel-like screen. To save the information, go to the File Menu on your browser and select "Save as...". You should now see a dialog box that will allow you to name and save the information on your screen in a variety of file types, including html, Excel, etc. You can get back to your Gold Rush Report using your Back Button.

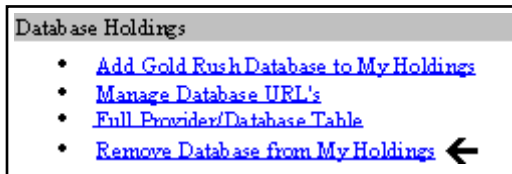| Provider - Database List	Download
Provider	**Database**
ABC-CLIO	America: History and Life
ABC-CLIO	Historical Abstracts
AMERICAN CHEMICAL SOCIETY	American Chemical Society (ACS) Publications
American Statistical Association	Current Index to Statistics

Remove Database from My Holdings

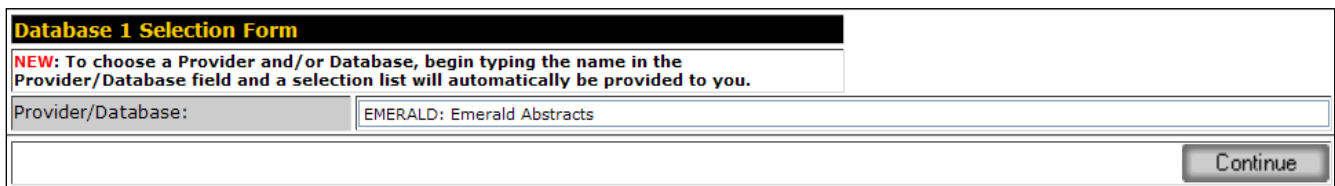Use this menu item to remove your library's holdings when you have cancelled a subscription to a specific database.
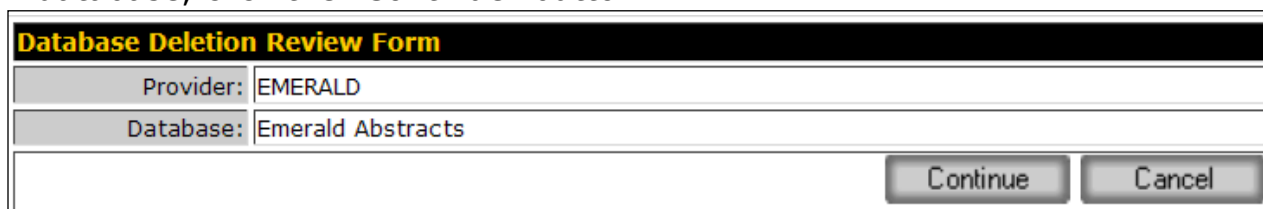
1. Select Holdings from the main menu.

   Holdings

2. Click on the "Remove Database from My Holdings" link on the Holdings menu.

   Database Holdings

   - Add Gold Rush Database to My Holdings
   - Manage Database URL's
   - Full Provider/Database Table
   - Remove Database from My Holdings ⬅

3. Enter the appropriate Provider/Database combo. Click the "Continue" button.

   Database 1 Selection Form

   NEW: To choose a Provider and/or Database, begin typing the name in the Provider/Database field and a selection list will automatically be provided to you.

Provider/Database:	EMERALD: Emerald Abstracts
	Continue

5. You will now see the Review screen which is re-displaying the information about the database you are deleting. You can click the "Cancel" button and return to the Holdings menu or if you are sure you want to delete the database, click the "Continue" button.

   Database Deletion Review Form

Provider:	EMERALD
Database:	Emerald Abstracts
	Continue Cancel

6. The final screen is your confirmation that the database has been deleted from your holdings. If you have more databases to delete, you can click on the "Delete Another DB" button. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar.

Manage Database Dates

This option can be used to make global changes to a date or note field of a database. (View online tutorial of this function at: http://grweb.coalliance.org/videos/Database_Dates_demo.htm)

1. Select Manage Database Dates from the Holdings module.
2. Enter the appropriate Provider/Database combo. Click the "Continue" button.

3. The Database Dates form will appear.

4. Data entered in the fields of this form will cascade to every title in the database. For example, if you enter full text start and end dates in this form, these same set of dates will display on every title in this database in the

public interface. This form can be also be used to make global changes to embargos, windows and date notes.

5. Be sure to click on the gray "set" button next to each field after making a change.

Holdings-Journal Holdings

The following functions are available in the Journal Holdings section:

*Manage Journal URL's
*Manage Journal Dates

Manage Journal URL's

Use this menu item to update current journal URLs for your library. This URL is used for any journal links in the public interface. Not all databases have journal level URL's, those that do not utilize the default database URL for the individual title URL. (View online tutorial of this function at: http://grweb.coalliance.org/videos/JURL_Update_Aug_2010_demo.htm)

If you have a number of updates to make or if you have overall changes you need to make to journal level URL's, please contact the Colorado Alliance regarding the possible loading of URL data or programmatic updates.

1. Select Holdings from the main menu.

   Holdings

2. Click on the 'Manage Journal URL's' link on the Holdings menu.

   Journals Holdings
   - Add Gold Rush Journal to My Holdings
   - Manage Journal URL's ←

3. Enter the appropriate Provider/Database combo. Click the "Continue" button.

   Database 1 Selection Form

   NEW: To choose a Provider and/or Database, begin typing the name in the Provider/Database field and a selection list will automatically be provided to you.

Provider/Database:	GALE GROUP: Expanded Academic Index ASAP
	Continue

4. The entire journal title list for the database you selected will be displayed. The display includes:

- o Alphabet Navigation Bar
- o Journal Title
- o ISSN
- o JT URL (journal title URL)
- o Hide (which hides or displays titles in the public interface)
- o Use Proxy
- o Lock (title unchanged by global updates)

Journal Titles (Total in Database: 154) | Download

Provider: **PROQUEST**
Database: **ABI/INFORM Dateline**

| Hide All | Show All | | Use Proxy on All | No Proxy | | Lock Journals | Unlock Journals |

Title	ISSN	JTurl	Hide	Use Proxy	Lock	Update
Alaska Business Monthly	8756-4092	http://gateway.proquest.com	N	Y	N	☐
Alaska Journal of Commerce	1537-4963	http://gateway.proquest.com	N	Y	N	☐
Amcham Business Journal	0116-452X	http://gateway.proquest.com	N	Y	N	☐
Arizona Capitol Times	0744-7477	http://gateway.proquest.com	N	Y	N	☐
Arkansas Business	1053-6582	http://gateway.proquest.com	N	Y	N	☐
Atlanta Business Chronicle	0164-8071	http://gateway.proquest.com	N	Y	N	☐
Austin Business Journal	0892-869X	http://gateway.proquest.com	N	Y	N	☐
AZB, Arizona Business	1079-4255	http://gateway.proquest.com	N	Y	N	☐
Baltimore Business Journal	0747-1823	http://gateway.proquest.com	N	Y	N	☐
BC Business	0829-481X	http://gateway.proquest.com	N	Y	N	☐
Birmingham Business Journal	0889-2237	http://gateway.proquest.com	N	Y	N	☐
Boston Business Journal	0746-4975	http://gateway.proquest.com	N	Y	N	☐
Boulder County Business Report	1528-6320	http://gateway.proquest.com	N	Y	N	☐
Business Courier Serving Cincinnati - Northern Kentucky	1096-8636	http://gateway.proquest.com	N	Y	N	☐
Business First of Buffalo	0749-9418	http://gateway.proquest.com	N	Y	N	☐
Business First-Columbus	0748-6146	http://gateway.proquest.com	N	Y	N	☐
Business First-Louisville	0748-6138	http://gateway.proquest.com	N	Y	N	☐
Business in Broward	1082-3778	http://gateway.proquest.com	N	Y	N	☐

5. Use the gray buttons at the top of the table to make global changes to the list. For example, if you wish to apply the proxy to all titles in the list, select "Use Proxy on All".

6. You can edit the URL for individual titles. Each time you make a change, click on the "Update" button to the right of that title to save your changes.

7. Use the hide button to display or remove a journal from the public interface. Hide serves the same function as delete.

8. You can edit the Use Proxy setting by changing the value in that column for

any individual journal, or all journals displayed on this page. If set to "Y", Gold Rush will automatically add your proxy server's address to the URL entered in the JTurl field.

Note: be sure that the proxy is entered in the Settings module under Manage Targets and Proxy Server before adding a proxy to a journal or database.

8. You can lock the title so that the title is untouched when the database is globally updated. There is no need to lock titles in aggregator databases as all libraries receive the same titles and these databases are centrally updated.

9. If you have made any changes, be sure to click the "Update" button before moving to another page.

10. If you wish to save the report shown on the screen, click the [Download] button on the top bar of the Chart. This will bring up the list in an Excel-like screen. To save the information, go to the File Menu on your browser and select "Save as...". You should now see a dialog box that will allow you to name and save the information on your screen in a variety of file types, including html, Excel, etc. You can get back to your Gold Rush Report using your Back Button.

Manage Journal Dates

Use this menu item to change the date of a journal in a database. (View online tutorial of this function at:
http://grweb.coalliance.org/videos/Journal_Dates_demo.htm)

If you need to make changes to several journals, it may be more efficient to use Match Titles under the Title Lists menu option. Contact the CO Alliance for assistance in using Match Titles.

1. Select Holdings from the main menu.

    Holdings

2. Click on the 'Manage Journal Dates link on the Holdings menu.

    Holdings -> Manage JT Dates -> Select Provider
    User: Rose Nelson
    Site: WSC

3. Enter the appropriate Provider/Database combo. Click the "Continue" button.

Database 1 Selection Form

NEW: To choose a Provider and/or Database, begin typing the name in the
Provider/Database field and a selection list will automatically be provided to you.

Provider/Database:	GALE GROUP: Expanded Academic Index ASAP

Continue

4. The entire journal title list for the database you selected will be displayed. The display includes:

- Alphabet Navigation Bar
- Journal title and ISSN
- Full text start
- Full text end
- Citation start
- Citation end
- Date notes
- Embargo months
- Window months
- Journal format
- Update

Provider: **GALE CENGAGE LEARNING**

Database: **Expanded Academic Index ASAP**

WARNING: If modifications have been made, hit the Update button before selecting another letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

There are more than 50 titles beginning with 'a'. To display the rest of the titles use page numbers.

WARNING: If modifications have been made, hit the Update button before selecting another number.

1 2 3 4 5 6 7 8 9 10 ► ►| Next 10 ►

Title (ISSN)	Full-Text start	Full-Text end	Citation start	Citation end	Date Notes	Embargo Months	Window Months	Journal Format	Update
AAPS Journal (1550-7416)	none	none	2005-03-0:	current		0	0	Citation ▾	☐
AAPS PharmSciTech (1530-9932)	none	none	2002-02-0:	current		0	0	Citation ▾	☐
ABA Journal, the Lawyer's Magazine (0747-0088)	2007-05-01	current	1984-01-0:	current		1	0	Full Text & Citation ▾	☐
Abacus (0001-3072)	none	none	1992-03-0:	current		0	0	Citation ▾	☐
ABNF Journal (1046-7041)	2002-01-01	2004-11-01	2002-01-0:	2004-11-01		0	0	Full Text & Citation ▾	☐
Aboriginal History (0314-8769)	none	none	1998-01-0:	current		0	0	Citation ▾	☐

5. Use this form to make individual changes to dates, *windows, embargos, and journal format. If you need to make changes to several journals, it may be more efficient to use Match Titles under the Title Lists menu option. Contact the CO Alliance for assistance in using Match Titles.

  * The "window" field is rarely used. This is almost the opposite of embargo. This means that you have immediate access to a journal for an initial period of months and then lose access to it.

6. If you enter an end date, be sure to also use a begin date. Use current or leave the end date blank to indicate the publication is ongoing. If you add an embargo or window, be sure to leave the end date blank so that Gold Rush will properly calculate the coverage dates. Select a journal format so that the journal displays in the proper area of the public interface. For example, select "local holding" for a journal in the library's print holdings. Be sure to click update to save changes to the record.

Match titles

Match titles allows you to make batch changes to particular fields within an existing database. For example, perhaps you have added the generic Springer list to your holdings. This list may have 2,000 titles and the maximum coverage dates for each title. Perhaps your library subscribes to 500 journals from Springer and the coverage dates vary on each journal. If you are able to get a title list from Springer that has ISSNs, titles and your actual coverage dates, you can use the Match Titles function to update the generic Springer list with the changes on the customized list. The Match Titles process will look for a match on the ISSN number, if a match is found between the two lists, it will override the dates of the generic list with the dates of the customized list and display the title. In cases when there is no match on ISSN, the title is hidden. After the Match Title process completes, the list will display the Springer journals to which your library subscribes with the appropriate coverage dates. You can use match titles to make batch changes to any number of fields in a spreadsheet. For assistance using Match Titles, contact the CO Alliance.
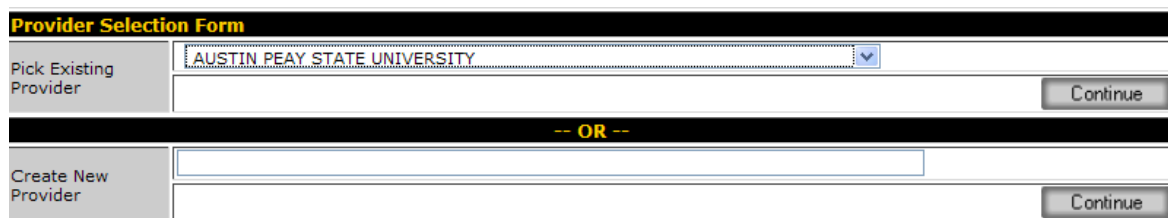
Upload a Title List (New or Existing)

(View the online tutorial for this function at:
http://grweb.coalliance.org/videos/Upload_Holdings_demo.htm)

1. From the Holdings module go to Title Lists and click on the menu option Upload a Title List.

   Title Lists
   - Match Titles (Update existing title list metadata via file upload)
   - Upload a Title List (New or Existing)   (Tutorial)
   - Add Journal to new or existing title list

2. From the Provider selection form, select the appropriate provider, or create a new one. Click the "Continue" button.

   Provider Selection Form

Pick Existing Provider	AUSTIN PEAY STATE UNIVERSITY	
		Continue
-- OR --		
Create New Provider		
		Continue

3. Select the appropriate database, or create a new one. Then click on the "Continue" button. .

A form will appear with the following fields:
- o Requested by
- o Report email address
- o Hide
- o Use Proxy
- o Database URL
- o General notes
- o Number of columns

2. Complete the form.
- o Be sure to keep hide set at No so that titles will appear in the public interface.
- o Use Proxy should be checked if you use a proxy server for authentication. Set the proxy to No if you use a VPN for authentication or if this is an open access resource.
- o The database URL is the URL that will display in the public interface when someone tries to access this database.
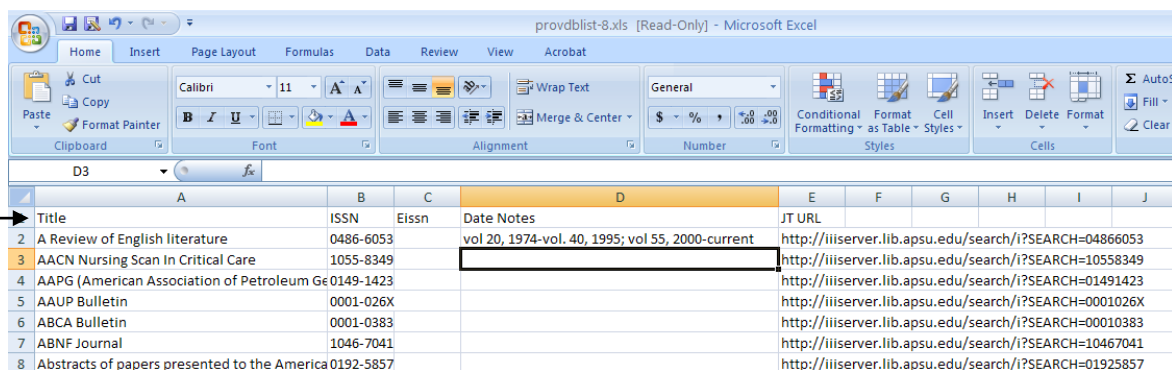
The number of columns corresponds to the number of columns in the spreadsheet that will be uploaded. Be sure that the spreadsheet has been saved as a text file. The first row of data must always be header fields-title, issn, dates, etc

First row headers-issn, title,etc

Criteria for uploading a spreadsheet
- o First row is reserved for header data. There should be nothing above the first row.
- o You must have at least a title and ISSN to upload a title list or enter a title in Gold Rush.
- o Enter metadata on the 2nd row. Don't skip any rows on the spreadsheet.
- o Be sure to save the spreadsheet as a text file with the extension "txt" before uploading the title list.
- o If there are columns on the spreadsheet that contain data you don't want to upload, select SKIP on the form loader for these columns.
- o Do not include any footer information on the spreadsheet

3. After completing the form, click the "Continue" button. The form will then be expanded so that you can map each field on the form to the spreadsheet. Each column on the form corresponds to the same column letter on the spreadsheet. Map the columns on the form to the spreadsheet.

Provider:	**AUSTIN PEAY STATE UNIVERSITY**		Database:	**Austin Peay State University Print Holdings**

Requested By:	rose nelson	
Report Email Address:	rose@coalliance.org	Seperate multiple emails with a comma.
Hide?	No	Should titles be hidden from public view? You will be able to modify this in Holdings -> Manage Journal URL's.
Use Proxy?	No	Matching titles in database should use the proxy as defined in Settings in Gold Rush Staff interface?
Database URL:	http://iiiserver.lib.apsu.edu/	
General Notes:		Use this space for any notes you wish to keep.
Number of Columns:	5	Enter the **total** number of columns in the list being uploaded even if some columns will not be used.
Column 1:	Title	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 2:	Print Issn	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 3:	Electronic Issn	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 4:	Date Note	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 5:	Journal URL	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Date Format:	None	If you have dates, choose what format. **Standard Dates:** yyyy, m/d/yyyy, yyyy/m/d, m-d-yyyy, yyyy-m-d. **Custom Dates:**If you choose custom, please click "Update" or "Continue" to display the custom date section.
Journal Format:	Local Holdings Journals	Please select the journal format. If choice is not 'Local Holdings Journals', then type will be based on dates provided.
Custom Code:	None	Select custom code

Continue

3. Enter a designated date format or select none if there is no date.

4. Select the appropriate journal format for the type of database you are uploading. ***NOTE: Be sure to select a format, so that the journal displays in the appropriate place in the public interface.

Note**: Custom code is rarely used. This feature is used if you are uploading a title list that uses a special perl script to create journal URLs.

5. After completing the form, click "continue" once more.

6. Click on the "upload a title list file" field at the bottom of the form. Select the browse button to pick the appropriate title list from your computer.

File Successfully Uploaded

Provider:	AUSTIN PEAY STATE UNIVERSITY	Database:	Austin Peay State University Print Holdings

Requested By:	rose nelson	
Report Email Address:	rose@coalliance.org	Seperate multiple emails with a comma.
Hide?	No	Should titles be hidden from public view? You will be able to modify this in Holdings -> Manage Journal URL's.
Use Proxy?	No	Matching titles in database should use the proxy as defined in Settings in Gold Rush Staff interface?
Database URL:	http://iiiserver.lib.apsu.edu/	
General Notes:		Use this space for any notes you wish to keep.
Number of Columns:	5	Enter the **total** number of columns in the list being uploaded even if some columns will not be used.
Column 1:	Title	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 2:	Print Issn	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 3:	Electronic Issn	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 4:	Date Note	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 5:	Journal URL	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Date Format:	None	If you have dates, choose what format. **Standard Dates:** yyyy, m/d/yyyy, yyyy/m/d, m-d-yyyy, yyyy-m-d. **Custom Dates:** If you choose custom, please click "Update" or "Continue" to display the custom date section.
Journal Format:	Local Holdings Journals	Please select the journal format. If choice is not 'Local Holdings Journals', then type will be based on dates provided.
Custom Code:	None	Select custom code
Update changes to the form?	Update	Use Update if you need to make changes. If no changes need to be made, use the options below to upload your file and then test the records.
Upload Title List File:	Browse.. Upload File	Locate and upload your title list file
How Many Test Records?	Test	Choose the number of test records to display.

7. Once the file has been uploaded, enter a number of records to test in the "test records" field at the bottom of the screen. 25 is usually a good number. Errors from test record are in red. Even if you enter a limited number of test records, such as 5, Gold Rush scans the entire database for errors. Errors will appear in the record itself, or at the bottom of the screen.

Test Records	
Record #1	
Title	A Review of English literature
Print issn	0486-6053
Journal URL	http://iiiserver.lib.apsu.edu/search/i?SEARCH=04866053
Full Text type	Local Library Holdings
Open Access	N
Date Notes	vol 20, 1974-vol. 40, 1995; vol 55, 2000-current
Record #2	
Title	AACN Nursing Scan In Critical Care
Print issn	1055-8349
Journal URL	http://iiiserver.lib.apsu.edu/search/i?SEARCH=10558349
Full Text type	Local Library Holdings
Open Access	N

Record #25	
Title	ACM Transactions on Asian Language Information Processing
Print issn	1530-0226
Journal URL	http://iiiserver.lib.apsu.edu/search/i?SEARCH=15300226
Full Text type	Local Library Holdings
Open Access	N
Error	Record 2623, Title but no issn, Title = Zone 3
Total titles in file	2624

Local List Options			
Test More?		[ ] [Test]	Enter number of test records to return
Return to Previous Form		[Return]	Return to the form

8. If there is an error, you will be prompted to run more test records. You must fix the errors before the file can be run. Errors will be on the spreadsheet or the loader form. Some common errors include incorrect mapping between spreadsheet and loader form, not including an issn for a journal, bad date format, text included on spreadsheet above the header, uploading the wrong type of file (e.g. xls instead of txt)

9. Once you have successfully uploaded a file and tested the records, the file will be staged to load and should be available in your holdings and the public interface the next morning.

Add a Journal to a New or Existing List

1. From the Holdings module under the Title list section click on the menu item link, "add a journal to a new or existing title list". Select an existing provider or create a new one. Click the "continue" button.

Title Lists
- Match Titles (Update existing title list metadata via file upload)
- Upload a Title List (New or Existing)   (Tutorial)
- Add Journal to new or existing title list

2. Select the appropriate provider from the Provider Selection Form, or create a new one.

Provider Selection Form		
Pick Existing Provider	AUSTIN PEAY STATE UNIVERSITY ▼	
		[Continue]
-- OR --		
Create New Provider	[ ]	
		[Continue]

3. Select the appropriate database from the Database Selection Form, or create a new one.

After you click continue, a form will appear with the following fields title, issn, eissn, journal format, full text start, full text end, citation start, citation end, date note, embargo period, window period, journal URL, open access journal, hide, use proxy, lock this title.

4. At minimum, you must enter a title and ISSN. Under journal format, be sure to select the appropriate date format so that the journal displays in the proper section of the public interface. If you enter an embargo or window, leave the full text end field blank so that Gold Rush can properly calculate coverage dates. When finished click on the "add" button.

If you choose yes to lock title, the record will not be touched when the list is globally updated. We do not make changes to titles on publisher lists, only aggregator lists where all sites get the same titles.

***NOTE: Be sure to select no for "Use Proxy" if the journal is open access or your library does not use a proxy server to authenticate.

Once the form is completed and you have clicked on the "add" button, there will be a confirmation that the journal was successfully added.

Add Journal for Austin Peay State University Print Holdings (AUSTIN PEAY STATE UNIVERSITY)		
Title Name: (required)	[ ] Lookup ISSN	❓
Issn: (issn or eissn required)	[ ]	Issn format: 2222-2222 or 2222-222X
Eissn: (issn or eissn required)	[ ]	Eissn format: 2222-2222 or 2222-222X
Journal Format:	Pick a Journal Format ▾	Should Journal show in the Local Library Resources, Full Text, or Indexing Section on Public Interface.
Full-text Start:	[ ]	Date Format: mm/dd/yyyy or mm-dd-yyyy
Full-text end:	[ ]	Date Format: mm/dd/yyyy, mm-dd-yyyy or leave blank if currently received
Citation Start:	[ ]	Date Format: mm/dd/yyyy or mm-dd-yyyy
Citation end:	[ ]	Date Format: mm/dd/yyyy, mm-dd-yyyy or leave blank if currently received
Date Note:	[ ]	Notes about dates that will appear on Public interface.
Embargo period: (months)	[ ]	Please enter as whole number
Window period: (months)	[ ]	Please enter as whole number
Journal URL:	http://	Please include beginning http://
Open Access Journal:	No ▾	Is this journal open access?
Hide:	No ▾	Should this journal be hidden from Public view?
Use Proxy:	Yes ▾	Should this journal be proxy wrapped?
Lock this Title:	Yes ▾	If Yes, this record can not be updated by a Global Load
		Add

4.   When finished updating the record, select add and the title will immediately be added to the database and the public interface.

***NOTE: If you can't find a title in the public or staff interface after it is added, try searching by the ISSN. It's possible that the item was added, but under the main entry title. Also, be sure that the title is not hidden. This setting is under manage journal URLs.