

Gold Rush Staff Toolbox Subscriptions

Module Documentation



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(6/5/2007)

Gold Rush Subscriptions Module

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Subscriptions--Library Subscriptions

The Library Subscriptions Menu has the following functions available:



Browse My Subscriptions

1. Select Subscriptions from the main menu at the top of the page.



2. Click on the 'Browse My Subscriptions' link on the Subscriptions menu.



3. The next page will display all of the subscriptions that have been entered into Gold Rush for your library. The display includes Vendor, Product, Product Type, Group Purchase designation, subscription status and term of Contract. You can delete the subscription by clicking the "Delete" button  or if you wish to work with the full subscription record, find the subscription in which you are interested and click the "Details" button .

Subscriptions for A (46 records)						
Vendor ▼	Product ▼	Type ▼	Group ▼	Status ▼	Term ▼	
	Mountain bike.	Journal				 
	Mountain bike.	Journal				 
	The Denver Post	Database Package	N	Active	2008-12-31	 
AAAS	*OSU, Center for Health Sciences Local Library Journals	Database Package				 
AAAS	A Matter of Fact	Database		Active	2006-12-31	 
AARP	A Matter of Fact	Database				 
ABC-CLIO	America: History and Life	Database Package	N	renewed	2001-12-31	 
ABC-CLIO	Historical Abstracts	Database	Y	active	2005-12-31	 
ABC-CLIO	Historical Abstracts	Database Package	Y	active	2008-12-31	 
ADIS ONLINE	Adis Online Journals	Database				 
AJMC	AgeLine	Database				 

4. You are now viewing the first tab of information for your subscription. The tab you see is determined by your customization options, the order and the name and the order of the tabs in your display are fully customizable. The Help File contains screens which contain the out-of-the box Gold Rush with a few custom fields and sections added.

Vendor: EBSCO	Product: Academic Search Premier
Basics Dates/Fees Cost Details Statistics Access Terms Contacts All	
Vendor: EBSCO	
Product: Academic Search Premier	

5. The initial subscription record is divided into 7 Tabs--Subscription Basics, Subscription Dates & Fees, Cost Details, Usage Statistics, Access Information, Terms of Use, Contact Information and All. You edit the information one tab at a time. The fields associated with the tab selected will display. If you make any changes, you must click on the "Update" button before moving to another tab.
6. If you do not wish to make any changes while viewing the subscription record, you can use the buttons in the banner to go to a different functional area or you can use the text links that display beneath the banner to back up one or more steps.

Search Subscriptions

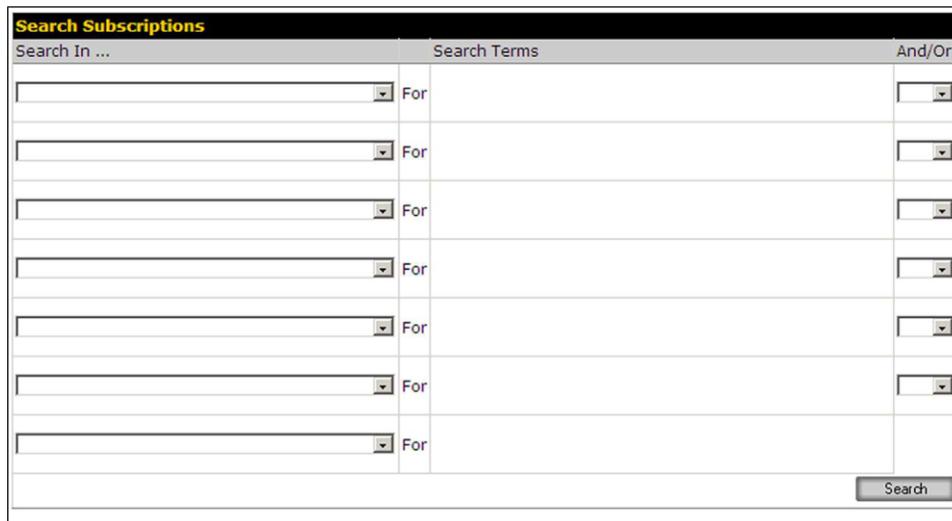
1. Select Subscriptions from the main menu at the top of the page.



2. Click on the 'Search Subscriptions' link on the Subscriptions menu.



3. The search function has a number of fields that can be used to search for a specific subscription.

A screenshot of the "Search Subscriptions" form. It has a title bar "Search Subscriptions" and a table with three columns: "Search In ...", "Search Terms", and "And/Or". The table has seven rows, each with a dropdown menu in the "Search In ..." column, the word "For" in the "Search Terms" column, and a dropdown menu in the "And/Or" column. A "Search" button is located at the bottom right of the form.

- Select one of the fields from the first drop-down box under "Search In...".

Search In ...	Search Terms	And/Or
[Empty]	For	[Empty]
Vendor	For	[Empty]
Product	For	[Empty]
Vendor Role (Basics)	For	[Empty]
Product Type (Basics)	For	[Empty]
Libraries (Basics)	For	[Empty]
Group Purchase (Basics)	For	[Empty]
Group (Basics)	For	[Empty]
Date Accessible (Basics)	For	[Empty]
Subscription Status (Basics)	For	[Empty]
Publisher (Basics)	For	[Empty]
[Empty]	For	[Empty]
[Empty]	For	[Empty]
[Empty]	For	[Empty]

- The "Search Terms" column will change as you select your fields for searching. If you select a field that has a pre-determined list of possible values, you will see a drop-down box that includes all of the possible values. If you select a field that is free-text, a text box will be displayed for you to use to enter your search terms. Once you have entered all of your search criteria, click on the "Search" button.

In the screen shown below, the first line of the search utilizes a free-text type of field whereas the second line utilizes a yes/no field type.

Search In ...	Search Terms	And/Or
Vendor	ABC-CLIO	And
Product	history	Or
Vendor Role (Basics)	Access	[Empty]
Product Type (Basics)	Database	[Empty]
[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]
[Empty]	[Empty]	[Empty]

This search groups all of the "Ands" together with parenthesis and then separates them with the "Ors"

If you enter:
 Search Vendor Field for *ABC-CLIO*
 Select And
 Search Vendor Field for *AAAS*
 Select Or
 Search VendorRole (Basics) Field for *Access*
 Select And
 Search Product Type (Basics) Field for *Database*

The Resulting Query:
 (vendor like abc-clio and vendor like aaas) or (vendorrole like access and
 producttype like database)

- A list of subscriptions that match your search will be displayed. Click on the "Details" button on the right hand side of the page to display the full record. You can also choose to delete the record from this brief display. You can sort your results by clicking on the heading of the column.

Subscriptions for AAA(5 records)							
Vendor ▾	Product ▾	Type ▾	Group ▾	Status ▾	Term ▾		
EBSCO INDUSTRIES	CINAHL	Database	Y	active	2006-04-30	Details	Delete
EBSCO INDUSTRIES	GeoRef	Database	Y	active	2004-06-30	Details	Delete
EBSCO INDUSTRIES	GeoRef	Database	Y	active	2007-06-30	Details	Delete
EBSCO INDUSTRIES	Mental Measurements Yearbook	Database	Y	active	2007-02-28	Details	Delete
EBSCO INDUSTRIES	SPORTDiscus	Database	Y	active	2006-09-30	Details	Delete

- If you do not wish to make any changes while viewing the subscription record, you can use the buttons in the banner to go to a different functional area or you can use the text links that display beneath the banner to back up one or more steps.

View-Only Mode

1. Gold Rush has a view-only mode available for the Subscriptions module. A user login can be set up that only allows people to search and/or browse the subscription records but does not allow the user to change or update any information for the subscription.
2. Select Subscriptions from the main menu at the top of the page.

A rectangular button with a dark background and light text that reads "Subscriptions".

3. Click on the option that you wish to use to search subscriptions.



4. The same searching capabilities are available in the view-only mode as described in the sections above for searching and browsing the Subscription module. The main difference is that when viewing a full subscription record, the view-only user will not have the option to edit or update any of the fields in the various subscription sections.

Add New Subscription

There are three types of subscriptions which can be added to Gold Rush, including journal, database and database package. The first steps in the process are the same for all types of subscriptions. Once the subscription has been created, the fields you fill out and the type of information placed into the different fields in the subscription form will differ, depending on what type of subscription you select.

First steps in creating any new subscription:

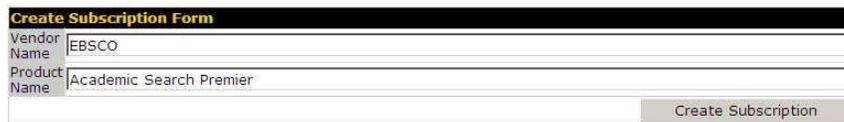
1. Select Subscriptions from the main menu at the top of the page.



2. Click on the 'Add New Subscription' link on the Subscriptions menu.



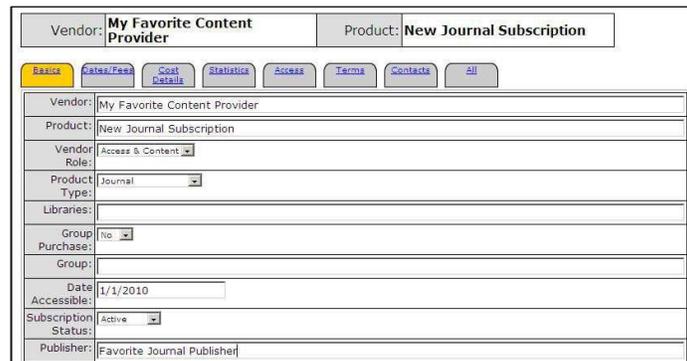
3. Enter the Vendor Name and the Product Name and click "Create Subscription."

A screenshot of a form titled "Create Subscription Form". It has two input fields: "Vendor Name" with the value "EBSCO" and "Product Name" with the value "Academic Search Premier". There is a "Create Subscription" button at the bottom right.

After a subscription record has been created, you can add the database(s) or journal to your holdings using the "Databases Associated with this Subscription" feature described in the "Subscription Basics Tab" section of this documentation.

How to add a new journal subscription to Gold Rush:

1. Select Subscriptions from the main menu, click on "Add New Subscription," enter the vendor and product names and click on "Create Subscription."
2. The next page you see is the full subscription record. The vendor and product names are automatically filled in and you are now in the edit mode for the first tab of the subscription record. Select "Journal" in the 'Product Type' field.



The screenshot shows a web form for editing a subscription record. At the top, there are two input fields: "Vendor: My Favorite Content Provider" and "Product: New Journal Subscription". Below these are several tabs: "Basic" (highlighted in yellow), "Rates/Fees", "Cost Details", "Statistics", "Access", "Terms", "Contacts", and "All". The "Basic" tab contains the following fields:

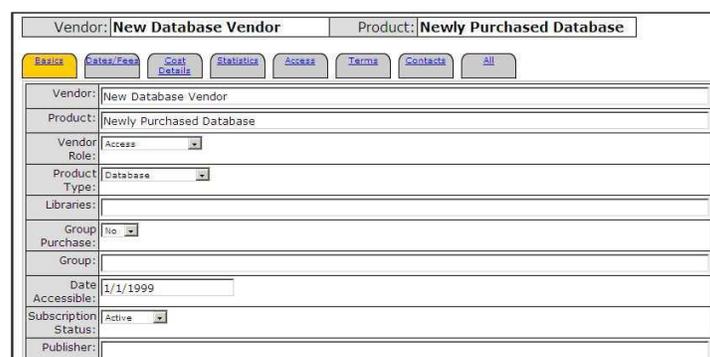
Vendor:	My Favorite Content Provider
Product:	New Journal Subscription
Vendor Role:	Access & Content
Product Type:	Journal
Libraries:	
Group Purchase:	No
Group:	
Date Accessible:	1/1/2010
Subscription Status:	Active
Publisher:	Favorite Journal Publisher

3. The subscription record into up to 11 tabbed sections, depending on your customization choices.
4. You can fill out as little or as much as you wish in the various tabs of the Subscription record. If you make any changes or additions under a tab, click on the "Update" button before moving to the next tab.

See the discussion of the "Databases Associated with this Subscription" function in the "Subscription Basics Tab" section of this documentation for information on attaching a subscription record to databases in the Gold Rush database. By associating a subscription with a Gold Rush database, a library can add the database to their holdings through the subscription module and can also display Terms of Use information to the public.

How to add a new database subscription to Gold Rush.

1. Select Subscriptions from the main menu, click on "Add New Subscription," enter the vendor and product names and click on "Create Subscription."
2. The next page you see is the full subscription record. The vendor and product names are automatically filled in and you are now in the edit mode for the first tab of the subscription record.
3. The subscription record into up to 11 tabbed sections, depending on your customization choices.
4. You can fill out as little or as much as you wish in the various tabs of the Subscription record. If you make any changes or additions under a tab, click on the "Update" button before moving to the next tab.



The screenshot shows a web-based form for editing a subscription record. At the top, there are two input fields: "Vendor: New Database Vendor" and "Product: Newly Purchased Database". Below these are several tabs: "Basic" (highlighted in yellow), "Dates/Fees", "Cost Details", "Statistics", "Access", "Terms", "Contacts", and "All". The "Basic" tab is active, showing a form with the following fields: "Vendor:" (New Database Vendor), "Product:" (Newly Purchased Database), "Vendor Role:" (Access), "Product Type:" (Database), "Libraries:" (empty), "Group Purchase:" (No), "Group:" (empty), "Date Accessible:" (1/1/1999), "Subscription Status:" (Active), and "Publisher:" (empty).

See the discussion of the "Databases Associated with this Subscription" function in the "Subscription Basics Tab" section of this documentation for information on attaching a subscription record to databases in the Gold Rush database. By associating a subscription with a Gold Rush database, a library can add the database to their holdings through the subscription module and can also display Terms of Use information to the public.

How to add a new Database Package to Gold Rush

1. Select Subscriptions from the main menu, click on "Add New Subscription," enter the vendor and product names and click on "Create Subscription."
2. The next page you see is the full subscription record. The vendor and product names are automatically filled in and you are now in the edit mode for the first tab of the subscription record.

Vendor:	New Database Vendor	Product:	Newly Purchased Database
Basic Dates/Fees Cost Details Statistics Access Terms Contacts All			
Vendor:	New Database Vendor		
Product:	Newly Purchased Database		
Vendor Role:	Access		
Product Type:	Database		
Libraries:			
Group Purchase:	No		
Group:			
Date Accessible:	1/1/1999		
Subscription Status:	Active		
Publisher:			

3. The subscription record into up to 11 tabbed sections, depending on your customization choices.
4. You can fill out as little or as much as you wish in the various tabs of the Subscription record. If you make any changes or additions under a tab, click on the "Update" button before moving to the next tab.

See the discussion of the "Databases Associated with this Subscription" function in the "Subscription Basics Tab" section of this documentation for information on attaching a subscription record to databases in the Gold Rush database. By associating a subscription with a Gold Rush database, a library can add the database to their holdings through the subscription module and can also display Terms of Use information to the public.

Manage Vendor Contacts

1. Select Subscriptions from the main menu at the top of the page.



Subscriptions

2. Click on the 'Manage Vendor Contacts' link on the Subscriptions menu.



3. To enter a new contact, fill in as much detail as you can into the 'Vendor Contact Detail' form at the top of the page and click the "Add" button.

[View Contact List](#)

Vendor Contact Detail

Last Name:	<input type="text" value="Smith"/>	Address 1:	<input type="text" value="100 First Street"/>
First Name:	<input type="text" value="Robert"/>	Address 2:	<input type="text"/>
Prefix:	<input type="text" value="Mr."/>	City:	<input type="text" value="Anywhere"/>
Title:	<input type="text" value="Regional Sales Man"/>	State:	<input type="text" value="CO"/>
Company:	<input type="text" value="CandleLight"/>	Zip (Postal Code):	<input type="text" value="80211"/>
		Country:	<input type="text" value="US"/>
Phone:	<input type="text" value="800-555-5555"/>	Affiliation:	<input type="text"/>
Phone Ext:	<input type="text" value="111"/>	Notes:	<input type="text" value="Robert works Monday - Thursday."/>
Phone 2:	<input type="text" value="333-777-8888"/>		
Fax:	<input type="text" value="333-777-8089"/>		
Email:	<input type="text" value="rsmith@candlelight.i"/>		

- You will receive a confirmation message telling you that the new contact information was written to the database.

[View Contact List](#)
Successfully Added Contact: Smith, Robert

Vendor Contact Detail Add Cancel

Last Name:	<input type="text"/>	Address 1:	<input type="text"/>
First Name:	<input type="text"/>	Address 2:	<input type="text"/>
Prefix:	<input type="text"/>	City:	<input type="text"/>
Title:	<input type="text"/>	State:	<input type="text"/>
Company:	<input type="text"/>	Zip (Postal Code):	<input type="text"/>
		Country:	<input type="text"/>
Phone:	<input type="text"/>	Affiliation:	<input type="text"/>
Phone Ext:	<input type="text"/>	Notes:	<input type="text"/>
Phone 2:	<input type="text"/>		
Fax:	<input type="text"/>		
E-Mail:	<input type="text"/>		

- Once you have added a contact, it will be available for linking to a subscription.
- All of the vendor contacts that have been entered in Gold Rush will be listed at the bottom of the page. If you wish to view or edit an existing contact record, just click the "Get Details" button to the right of that contact name.

Current Vendor Contacts		
Name	Company Name	
Graham, Karen	BCR	<input type="button" value="Get Details"/>
Service, Customer	Wiley Interscience	<input type="button" value="Get Details"/>
Smith, Robert	CandleLight	<input type="button" value="Get Details"/>
Stockton, Melissa	Colorado Alliance of Research Libraries	<input type="button" value="Get Details"/>

7. Add or update any information displayed in the 'Vendor Contact Detail' screen. When you are finished editing the record, click the "Update" button to save the new information.

Vendor Contact Detail		Update	Cancel	?
Last Name:	Smith	Address 1:	100 First Street	
First Name:	Robert	Address 2:		
Prefix:	Mr.	City:	Anywhere	
Title:	Regional Sales Man	State:	CO	
Company:	CandleLight	Zip (Postal Code):	80211	
		Country:	US	
Phone:	800-555-5555	Affiliation:		
Phone Ext:	111	Notes:	Robert works Monday - Thursday.	
Phone 2:	333-777-8888			
Fax:	333-777-8089			
E-Mail:	rsmith@candlelight.			

NOTE: Once you have entered a vendor contact you will need to go into the appropriate subscriptions and link that contact to the subscription. You can also add contacts as you complete your subscription record.

Manage Site Contacts

1. Select Subscriptions from the main menu at the top of the page.



Subscriptions

2. Click on the 'Manage Site Contacts' link on the Subscriptions menu.



3. To enter a new contact, fill in as much detail as you can into the 'Site Contact Detail' form at the top of the page and click the "Add" button.

[Contact List](#)

Site Contact Detail Add Cancel

Last Name:	<input type="text" value="Doeseverything"/>	Address 1:	<input type="text" value="1 Library Lane"/>
First Name:	<input type="text" value="Betsy"/>	Address 2:	<input type="text"/>
Prefix:	<input type="text" value="Ms."/>	City:	<input type="text" value="Biblioville"/>
Title:	<input type="text" value="Always in Charge"/>	State:	<input type="text" value="SD"/>
Site:	<input type="text" value="MY LIB"/>	Zip (Postal Code):	<input type="text" value="88888"/>
		Country:	<input type="text" value="US"/>
Phone:	<input type="text" value="999-999-9999"/>	Notes:	<input type="text"/>
Phone Ext:	<input type="text" value="123"/>		
Phone 2:	<input type="text" value="888-888-8888"/>		
Fax:	<input type="text" value="888-888-8889"/>		
E-Mail:	<input type="text" value="bdoeseverything@m"/>		

- You will receive a confirmation message telling you that the new contact information was written to the database.

[Contact List](#)
Successfully Added Contact: Doeseverything, Betsy

Site Contact Detail		Add	Cancel
Last Name:	<input type="text"/>	Address 1:	<input type="text"/>
First Name:	<input type="text"/>	Address 2:	<input type="text"/>
Prefix:	<input type="text"/>	City:	<input type="text"/>
Title:	<input type="text"/>	State:	<input type="text"/>
Site:	AUR	Zip (Postal Code):	<input type="text"/>
		Country:	<input type="text"/>
Phone:	<input type="text"/>	Notes:	<input type="text"/>
Phone Ext:	<input type="text"/>		
Phone 2:	<input type="text"/>		
Fax:	<input type="text"/>		
E-Mail:	<input type="text"/>		

- Once you have added a contact, it will be available for linking to a subscription.
- All of the site contacts that have been entered for your library will be listed at the bottom of the page. If you wish to view or edit an existing contact record, just click the "Get Details" button to the right of that contact name.

Current Site Contacts		
Name	Site	
Programmer, Scott	LIB1	<input type="button" value="Get Details"/>
White, Percy	LIB1	<input type="button" value="Get Details"/>
Wilson, Rick	LIB1	<input type="button" value="Get Details"/>

7. Add or update any information displayed in the 'Site Contact Detail' screen. When you are finished editing the record, click the "Update" button to save the new information.

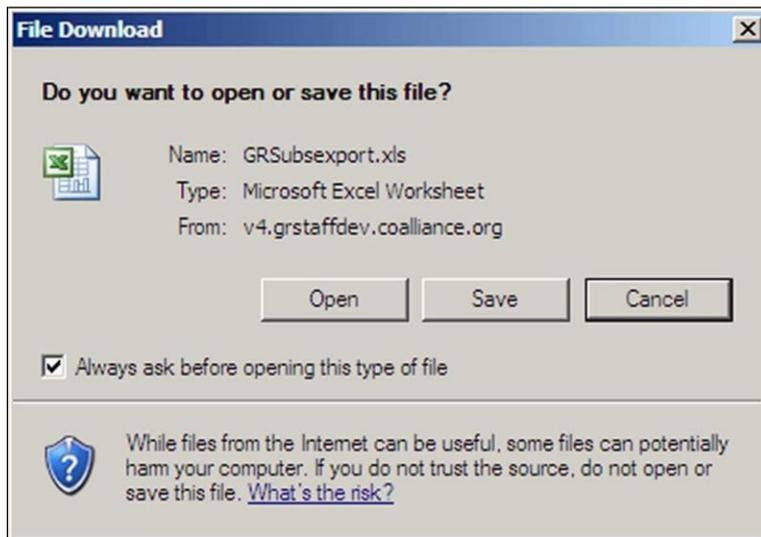
Site Contact Detail		Update	Cancel	?
Last Name:	Programmer	Address 1:	3801 E. Florida Ave.	
First Name:	Scott	Address 2:		
Prefix:		City:	Denver	
Title:	Web Access Services	State:	CO	
Site:	AUR	Zip (Postal Code):	80210	
		Country:	US	
Phone:	303-759-3399	Notes:		
Phone Ext:	100			
Phone 2:				
Fax:	303-759-3363			
E-Mail:	scott@domain.edu			

NOTE: Once you have entered a site contact you will need to go into the appropriate subscriptions and link that contact to the subscription. You can also add contacts as you complete your subscription record.

Export Subscriptions (Excel Download)

This function creates an Excel file containing all of the information that is displayed in your subscription module. If you decide to hide any fields from view or if you add any custom fields or sections to the subscription record, that information will be reflected appropriately in the download file.

Click on the link in the menu and then you will see a box come up on your screen giving you the option to Open or Save the file.



Subscriptions--Contract & Licensing References

ICOLC Electronic Resources Guidelines

This link is included in Gold Rush for informational purposes only. ICOLC has a number of guidelines that they have created, most of which deal with some piece of Electronic Resource purchasing and management.

Licensing Digital Information: A Resource Guide For Librarians

This link is included in Gold Rush for informational purposes only. The Yale University Libraries created this site to provide information to librarians trying to make electronic resource purchasing decisions.

Subscriptions--Customize Subscription Layout

Click on the Customize Subscription Layout menu item to view or edit the sections and fields utilized in your subscription records.



Customize Subscription Layout: Sections

1. Select Subscriptions from the main menu at the top of the page.

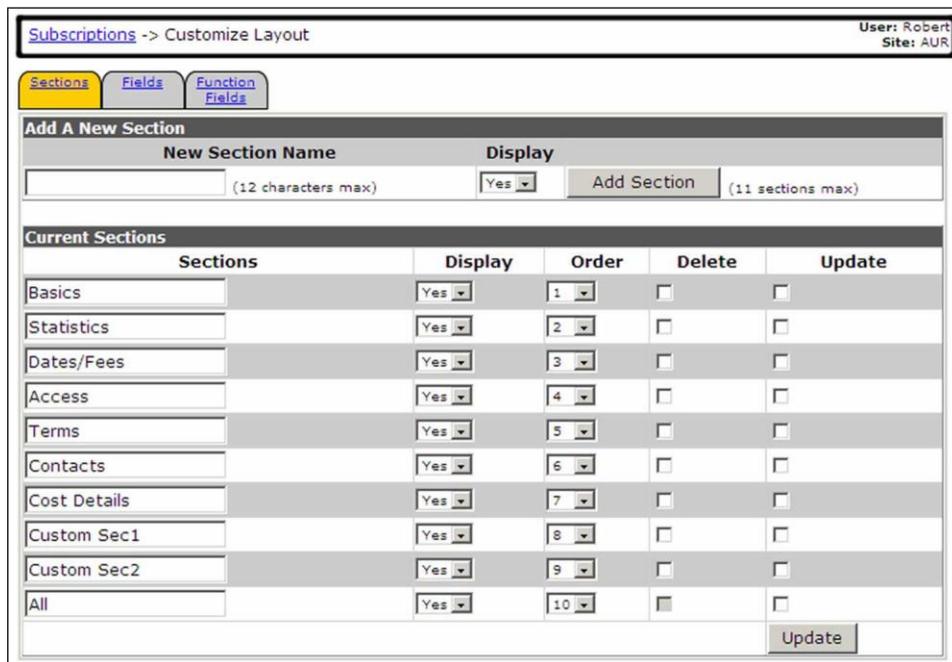


Subscriptions

2. Click on the 'Customize Subscription Layout' link on the Subscriptions menu.



3. The next page will display the list of Sections or Tabs that have been setup for your library's subscription records. Under this tab you can add up to 11 sections to your display, using the form at the top of the page. For each section/tab you can change the name, determine if that section displays or not, determine the order of the tabs or delete a section/tab completely.



Subscriptions -> Customize Layout User: Robert
Site: AUR

Sections Fields Function Fields

Add A New Section

New Section Name (12 characters max) Display Yes Add Section (11 sections max)

Current Sections

Sections	Display	Order	Delete	Update
Basics	Yes <input type="text"/>	1 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statistics	Yes <input type="text"/>	2 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dates/Fees	Yes <input type="text"/>	3 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access	Yes <input type="text"/>	4 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terms	Yes <input type="text"/>	5 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contacts	Yes <input type="text"/>	6 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Details	Yes <input type="text"/>	7 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Sec1	Yes <input type="text"/>	8 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Sec2	Yes <input type="text"/>	9 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	Yes <input type="text"/>	10 <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update

4. If you delete a section the data for that section will be deleted and not retrievable. You may wish to hide sections instead of deleting them.
5. Once you have made all of your changes for sections, click the "Update" button for those changes to be saved.

Customize Subscription Layout: Fields

1. Select Subscriptions from the main menu at the top of the page.

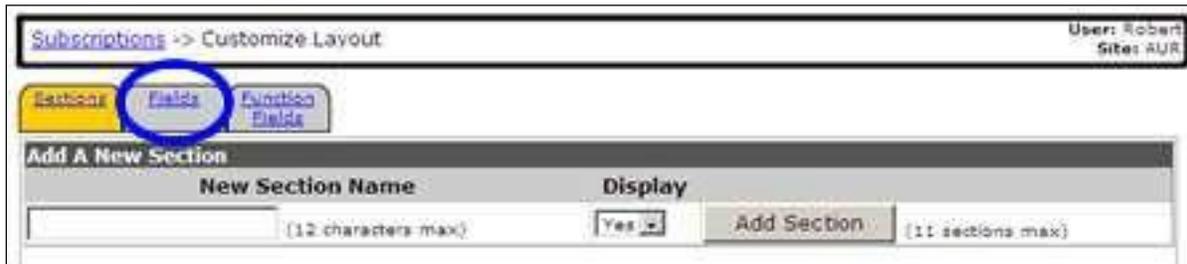


Subscriptions

2. Click on the 'Customize Subscription Layout' link on the Subscriptions menu.



3. The next page will display the list of Sections or Tabs that have been set up for your library's subscription records and the Sections tab will be selected. To customize the fields in the subscription record, click on the Fields Tab.



- This tab opens a page with another set of tabs. Each of the sub-tabs relates to one of the sections and includes all of the fields which display under that section or tab.

Field Name	Display Order	Delete	Section	List Values	Update
Associated Databases	Yes		Basics		<input type="checkbox"/>
Vendor	Yes	1	Basics		<input type="checkbox"/>
Product	Yes	2	Basics		<input type="checkbox"/>
Vendor Role	Yes	3	Basics	Access, Content, Acce	<input type="checkbox"/>
Product Type	Yes	4	Basics	Database, Database Ps	<input type="checkbox"/>
Libraries	Yes	5	Basics		<input type="checkbox"/>
Group Purchase	Yes	6	Basics	Y,N	<input type="checkbox"/>
Group	Yes	7	Basics		<input type="checkbox"/>
Date Accessible	Yes	8	Basics		<input type="checkbox"/>
Subscription Status	Yes	9	Basics	Trial,On Order,Active,R	<input type="checkbox"/>
Publisher	Yes	10	Basics		<input type="checkbox"/>
Jobber	Yes	11	Basics		<input type="checkbox"/>
Resource Type	Yes	12	Basics	Collection, EJ Collector	<input type="checkbox"/>
Resource Medium	Yes	13	Basics	Website, Telnet, CD on	<input type="checkbox"/>
Resource File Type	Yes	14	Basics		<input type="checkbox"/>
Pick-and-Choose	Yes	15	Basics	Y,N	<input type="checkbox"/>
MARC Available	Yes	16	Basics	Y,N	<input type="checkbox"/>
Subscription Notes	Yes	17	Basics		<input type="checkbox"/>
Contract URL	Yes	18	Basics		<input type="checkbox"/>

- For each field that is included in your library's subscription record you can change the name of the field, determine if you want to display or hide the field, determine the order of the fields on the screen, change the section under which a field displays, update drop-down list values or delete the field altogether.
- If you delete a field, all of the data will be lost and will not be retrievable. You may wish to hide or not display a field instead of deleting it completely.
- Once you have made all of the changes you wish to make to the fields in one section, click the "Update" button before moving to another sub-tab.

Customize Subscription Layout: Function Fields

There are two fields in the subscription record which require special handling and have been separated out in the Customization area. The fields are the number of days for email notification and the Cost base from the Cost Detail section.

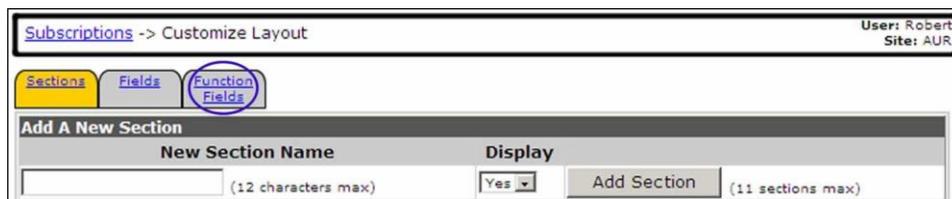
1. Select Subscriptions from the main menu at the top of the page.



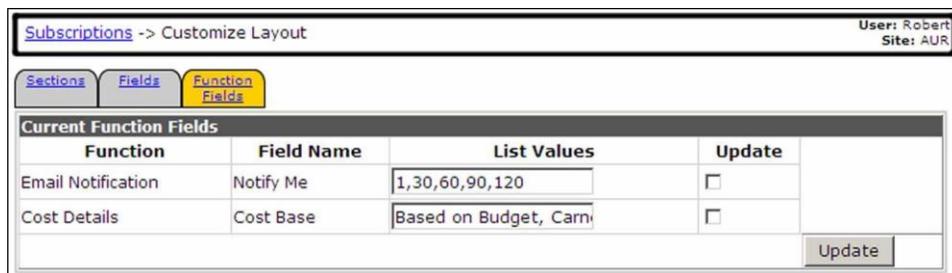
2. Click on the 'Customize Subscription Layout' link on the Subscriptions menu.



3. The next page will display the list of Sections or Tabs that have been set up for your library's subscription records. To customize the information you see in the drop-down box when editing your subscription records, click on the Function Fields Tab.

A screenshot of a web form titled "Subscriptions -> Customize Layout". It has tabs for "Sections", "Fields", and "Function Fields". The "Function Fields" tab is selected. Below the tabs is a section titled "Add A New Section" with a table for "New Section Name" and "Display". The "New Section Name" field has a "(12 characters max)" label. The "Display" field has a "Yes" dropdown and an "Add Section" button with a "(11 sections max)" label. The user information "User: Robert Site: AUR" is in the top right corner.

4. Under the Function Fields tab you can change the values shown in the drop-down box for the Email Notification dates and the Cost Details/Cost Base. Enter the values separated by a comma.

A screenshot of a web form titled "Subscriptions -> Customize Layout". It has tabs for "Sections", "Fields", and "Function Fields". The "Function Fields" tab is selected. Below the tabs is a section titled "Current Function Fields" with a table. The table has columns for "Function", "Field Name", "List Values", and "Update". There are two rows: "Email Notification" with "Notify Me" and "1,30,60,90,120" and "Cost Details" with "Cost Base" and "Based on Budget, Carni". There are checkboxes in the "Update" column for each row and an "Update" button at the bottom right. The user information "User: Robert Site: AUR" is in the top right corner.

5. Once you have made all of the changes, click the "Update" button to save your changes or additions.

Gold Rush Subscription Record Description

This is a description of the out-of-the-box sections and fields for a Gold Rush Subscription record. There can be up to 11 sections in the record and the order and names of the sections can be customized by your library. The fields that are included can be moved to different sections, renamed and re-ordered through the Customize Subscription Layout functions.

Subscription Basics Tab

Basics Tab – View Only Mode

Subscriptions -> Browse -> Full Subscription Record		User: Melissa Site: AUR
Vendor: GALE GROUP	Product: Alliance-Gale Package	
Basics	Dates/Fees	Cost Details
Statistics	Access	Terms
Contacts	All	
Vendor:	GALE GROUP	
Product:	Alliance-Gale Package	
Vendor Role:	Access	
Product Type:	Database Package	
Libraries:	UCB,RGS,DUP,CSM,AUR	
Group Purchase:	Y	
Group:	Alliance	
Date Accessible:	2002-07-01	
Subscription Status:	active	
Publisher:		
Jobber:		
Resource Type:	other	
Resource Medium:	website	
Resource File Type:		
Pick-and-Choose:	N	
MARC Available:	N	
Subscription Notes:		
Contract URL:		
Databases Associated with this Subscription		
Databases from GALE GROUP		
Academic One File		
Associations Unlimited		
Business & Company Resource Center		
Computer Database		
Expanded Academic Index ASAP		
Gale Virtual Reference Library (Alliance)		
Gale's Ready Reference Shelf		
LegalTrac		
National Newspaper Index		
PAIS International		

Basics Tab – Edit Mode

Subscriptions -> Browse -> Full Subscription Record User: Melissa
Site: AUR

Vendor: **GALE GROUP** Product: **Alliance-Gale Package**

Vendor:	GALE GROUP
Product:	Alliance-Gale Package
Vendor Role:	Access
Product Type:	Database Package
Libraries:	UCB,RGS,DUP,CSM,AUR
Group Purchase:	Yes
Group:	Alliance
Date Accessible:	2002-07-01
Subscription Status:	Active
Publisher:	
Jobber:	
Resource Type:	Other
Resource Medium:	Website
Resource File Type:	
Pick-and-Choose:	No
MARC Available:	No
Subscription Notes:	
Contract URL:	

Databases Associated with this Subscription

Add Databases

Provider:

Database: Ctrl + Select to choose multiple

Not in List?: [Upload a New Local Title List](#) [Add Journal to a New Local Database](#)

Databases from GALE GROUP	Action
Academic One File	--- Select ---
Associations Unlimited	--- Select ---
Business & Company Resource Center	--- Select ---
Computer Database	--- Select ---
Expanded Academic Index ASAP	--- Select ---
Gale Virtual Reference Library (Alliance)	--- Select ---
Gale's Ready Reference Shelf	--- Select ---
LegalTrac	--- Select ---
National Newspaper Index	--- Select ---
PAIS International	--- Select ---

Fields included in Subscription Basics Tab:

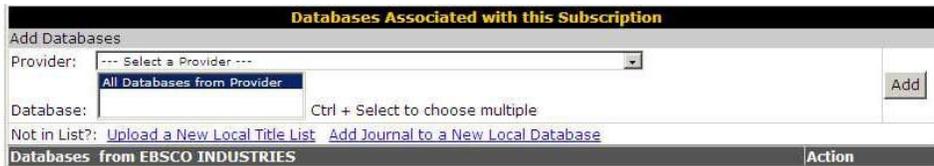
Field	Field Description	Data Description
Vendor	The entity which bills for this subscription. This may be a database creator, database provider or any other entity you wish to include.	Free text field, up to 255 characters.
Product	The name you use to identify this product. It could be a database name, a journal title or journal abbreviation, etc.	Free text field, up to 255 characters.
Vendor Role	The role that the Vendor plays in this subscription.	Drop-down list of options includes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Agent</i> <input type="checkbox"/> <i>Content</i> <input type="checkbox"/> <i>Access</i> <input type="checkbox"/> <i>Access & Content</i>
Product Type	This is a general description of the type of product described by this subscription.	Drop-down list of options includes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Journal</i> <input type="checkbox"/> <i>Database</i> <input type="checkbox"/> <i>Database Package</i>
Libraries	If this is a group subscription use this field to identify the libraries involved, using specific, Gold Rush assigned codes. The list of acceptable codes will be distributed after your library/consortia initial Gold Rush set up. The list can also be requested at any time via email.	Assigned codes only, with a comma and a space between each code. The field will hold up to 255 characters.
Group Purchase	This is a Yes/No field indicating whether or not this subscription is a group purchase.	Drop-down list of options includes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
Group	List of codes for each library included in the group subscription.	Up to 255 characters, use assigned 3 letter codes with a comma and space between each code.
Date Accessible	The initial date access is available to users.	Formatted date: YYYY-MM-DD (2003-01-31 for Jan. 31, 2003)

Field	Field Description	Data Description
Subscription status	Current status of the subscription.	Drop-down list of options includes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Active</i> <input type="checkbox"/> <i>On Order</i> <input type="checkbox"/> <i>Renewed</i> <input type="checkbox"/> <i>Expired</i> <input type="checkbox"/> <i>Cancelled</i>
Publisher	Use with journal subscriptions to indicate the publisher of the journal(s).	Free-text field, up to 255 characters.
Jobber	Use with journal subscriptions to indicate the jobber through which you purchase the journal(s).	Free-text field, up to 255 characters.
Resource Type	General description of item being purchases.	Drop-down list of options includes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Index</i> <input type="checkbox"/> <i>Collection</i> <input type="checkbox"/> <i>EJ Collection</i> <input type="checkbox"/> <i>Ejournal</i> <input type="checkbox"/> <i>Fulltext DB</i> <input type="checkbox"/> <i>Print</i> <input type="checkbox"/> <i>Other</i>
Resource Medium	Description of method of access for this resource.	Drop-down list of options includes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Website</i> <input type="checkbox"/> <i>Telnet</i> <input type="checkbox"/> <i>CD on LAN</i> <input type="checkbox"/> <i>CD Standalone</i> <input type="checkbox"/> <i>Custom</i> <input type="checkbox"/> <i>Other</i>
Resource File Type	Description of the type of file(s) utilized in this resource, for example ASCII text, PDF images, etc.	Free-text field, up to 255 characters.
Bundled Package	A Yes/No field which is set to "Yes" when the 'Product Type' is a 'Database Package'. If the field is set to 'Yes' there will be a link provided that will display the list of databases included in the purchase.	Drop-down list of options includes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>

Field	Field Description	Data Description
Pick & Choose	This Yes/No field is meant to be used for services that let you select the specific journals you wish to purchase from their full collection. Examples of this type of database are ingenta, Kluwer, OCLC Electronic Collections Online, etc.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
MARC Available	A Yes/No field indicating whether or not MARC records are available for the titles within this resource.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Subscription Notes	Local information regarding the subscription.	Free-text field, can hold over 60,000 characters.
Contract URL	The URL to the contract document on one of your local servers or at the vendor's website.	Free-text field, up to 255 characters.

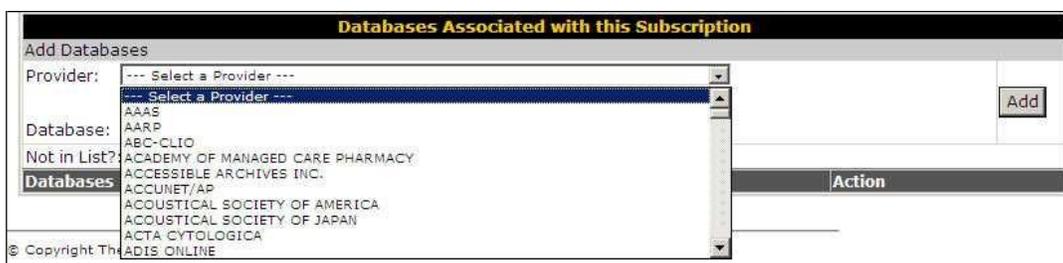
Databases Associated with this Subscription

This is a section which can be displayed at the bottom of any of the tabs in the subscription record and is initially included under the "Basic" tab.



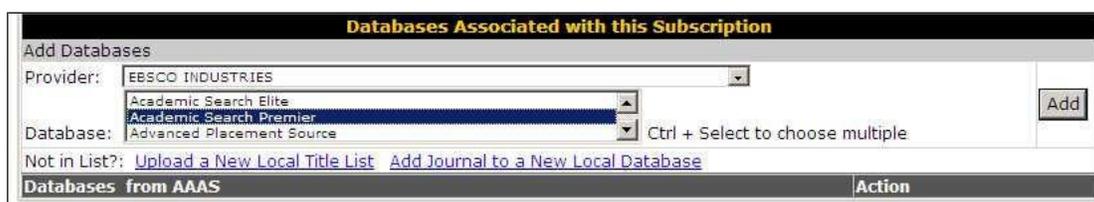
This section allows you to associate your subscription record with specific databases in Gold Rush. When you associate a subscription with one or more databases, you can add the database(s) to your Gold Rush holdings through this section of the subscription record, you can link to the holdings maintenance module, and you can also display a Terms of Use message in the Gold Rush Public interface, Gold Rush Linker (OpenURL) and other Gold Rush web services.

1. Select the Provider you wish to associate with this subscription from the drop-down selection box.

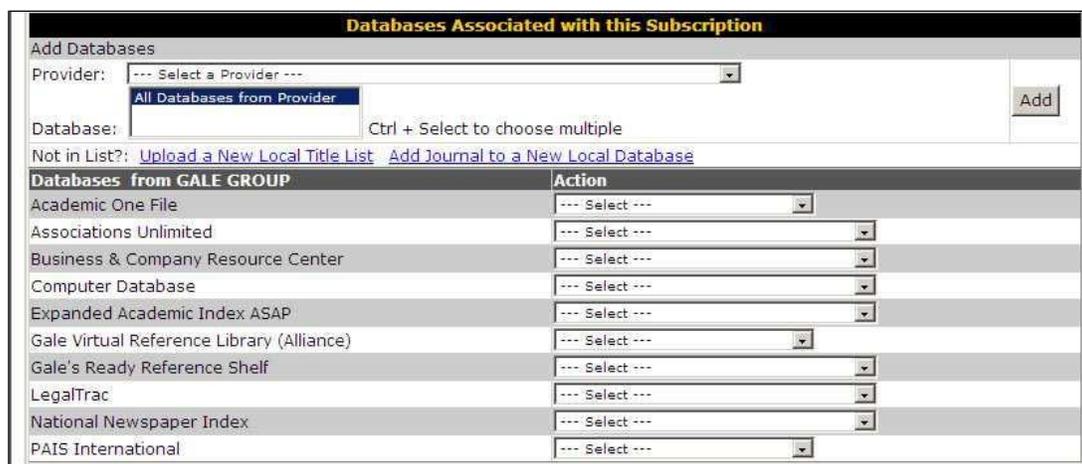


If the provider you are looking for is not in the list, you can use the “Upload a New Local Title List” or “Add Journal to a New Local Database” links in this section to add a new local provider and database to Gold Rush.

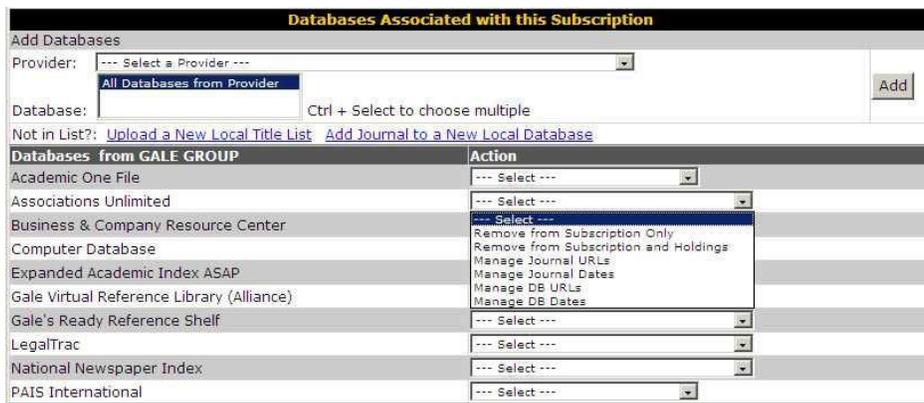
2. Select the database or databases from the selected provider which are associated with this subscription. You may only select one provider for each subscription record; multiple providers are not supported for a single subscription. You may select as many databases as you wish, hold down the Control key and click on the name of each database included in your subscription. Once you have selected all of the databases, click the “Add” button.



3. The databases you selected will display in a list.



4. Each database has a drop-down list of actions available. For databases already included in your library’s Gold Rush holdings, you have the following options:



Action/Option	Description
Remove from Subscription Only	dis-associate the database from this subscription record, does not affect Gold Rush Holdings
Remove from Subscriptions and Holdings	dis-associate the database from this subscription record and remove the database from your library's Gold Rush Holdings (any customized holdings information will be deleted)
Manage Journal URLs	Window is opened into Journal URL edit screen in the Gold Rush Holdings Module
Manage Journal Dates	Window is opened into Journal Dates edit screen in the Gold Rush Holdings Module
Manage DB URLs	Window is opened into Manage Database URLs edit screen in the Gold Rush Holdings Module
Manage DB Dates	Window is opened into Manage Database Dates edit screen in the Gold Rush Holdings Module

Many of the actions require that the login used to access Gold Rush Subscriptions have permissions in the Holdings module as well.

See "Terms of Use Tab" documentation for more information on displaying Terms of Use information in the public displays of Gold Rush.

Subscription Dates & Fees Tab

This is a description of the out-of-the-box sections and fields for a Gold Rush Subscription record. There can be up to 11 sections in the record and the order and names of the sections can be customized by your library. The fields that are included can be moved to different sections, renamed and re-ordered through the Customize Subscription Layout functions.

Dates & Fees Tab – View Only Mode

Subscriptions -> Browse -> Full Subscription Record		User: Robert Site: AUR
Vendor: AAAS	Product: A Matter of Fact	
Basics Statistics Dates/Fees Access Terms Contacts Cost Details Custom Sec1 Custom Sec2 All		
Original Start Date:	2001-01-01	
Original End Date:	2001-12-31	
Original Term:	1 year	
Auto Renewal:	Y	
Notice to Cancel:	60 days	
Date/Cost Notes:		
Local BIB Number:	123456	
Local Vendor Number:	23456	
Local Fund Number:	AAFUND	
Requires Review:	Y	
Email Notification		
Email Notification:	On	Address: melissa@quipugroup.com
Notify me:	90 days from Current Period	
	End	

Dates & Fees Tab – Edit Mode

Vendor: AAAS		Product: A Matter of Fact											
<table border="1"> <tr> <td>Basics</td> <td>Statistics</td> <td style="background-color: yellow;">Dates/Fees</td> <td>Access</td> <td>Terms</td> <td>Contacts</td> <td>Cost Details</td> <td>Custom Sec1</td> <td>Custom Sec2</td> <td>All</td> </tr> </table>				Basics	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Sec1	Custom Sec2	All
Basics	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Sec1	Custom Sec2	All				
Original Start Date:	2001-01-01												
Original End Date:	2001-12-31												
Original Term:	1 year												
Auto Renewal:	Yes ▾												
Notice to Cancel:	60 days ▾												
Date/Cost Notes:	<div style="border: 1px solid gray; height: 50px; width: 100%;"></div>												
Local BIB Number:	123456												
Local Vendor Number:	23456												
Local Fund Number:	AAFUND												
Requires Review:	Yes ▾												
<input type="button" value="Update"/>													
Email Notification													
Email Notification:	On ▾	Address:	melissa@quipugroup.com										
Notify me:	90 ▾ days from Current Period End	<input type="button" value="Update Email Notification"/>											

Fields included in Subscription Dates & Fees Tab:

Field	Field Description	Data Description
Original Start Date	Beginning date indicated in original contract or agreement.	Formatted date: YYYY-MM-DD (2003-01-31 for Jan. 31, 2003)
Original End Date	End date indicated in original contract or agreement.	Formatted date: YYYY-MM-DD (2003-01-31 for Jan. 31, 2003)
Original Term	Specific term or time period mentioned in the contract or agreement.	Free-text field, up to 255 characters.
Auto Renew	This Yes/No field indicates if the subscription is automatically renewed following the initial contract period.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Notice to Cancel	Number of days prior to the renewal date, as specified in the contract, that the library has to provide the vendor with a notice to cancel without penalty.	Drop-down list of options includes: <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days
Date/Cost Notes	Local information regarding the payment or date information about the subscription.	Free-text field, can hold over 60,000 characters.
Local Bib Number	The local bibliographic record ID number for the journal or database.	Free-text field, up to 255 characters.
Local Vendor Number	Local vendor number used in other systems.	Free-text field, up to 255 characters.
Local Fund Number	Fund number used for this subscription.	Free-text field, up to 255 characters.
Requires Review	This Yes/No field indicates if the subscription required review by any internal or external person or group.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No

Field	Field Description	Data Description
Email Notification	This Yes/No field indicates whether or not you wish to be notified via email prior to the renewal of this subscription. To use the email notification service you need to complete the 'Notify Me' and 'Address' fields in this section as well as the 'Start' and 'End' date in the "Cost Details by Period" section below.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Notify Me	Indicate the number of days you wish to be notified prior to a renewal date. To use the email notification service you need to complete the 'Email Notification' and 'Address' fields in this section as well as the 'Start' and 'End' date in the "Cost Details by Period" section below. The Gold Rush email notification system decides when to send email notices to you based on the most recent dates entered into the "Cost Details by Period" section below.	Drop-down list of options includes: <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days
Address	This is a free-text field that can contain one or more email addresses or a group alias to which the renewal is sent.	Free-text field, up to 255 characters, use a space and a comma between each address entered.

Cost Details Tab

This is a description of the out-of-the-box sections and fields for a Gold Rush Subscription record. There can be up to 11 sections in the record and the order and names of the sections can be customized by your library. The fields that are included can be moved to different sections, renamed and re-ordered through the Customize Subscription Layout functions.

Cost Details Tab – View Only Mode

Vendor: ABC-CLIO		Product: Historical Abstracts		
Basics	Statistics	Dates/Fees	Access	
Terms	Contacts	Cost Details	Custom Sec1	
		Custom Sec2	All	
Cost Details by Period				
Start	End	Cost	Local PO	Cost Base
2008-01-01	2008-12-31	\$7,550.00	A123456789	Other
2007-01-01	2007-12-31	\$7,550.00	A12345678	Site License
2006-01-01	2006-12-31	\$7,525.00	A1234567	Simultaneous Users
2005-01-01	2005-12-31	\$7,501.00	A123456	Percentage of Use
2004-02-01	2004-12-31	\$7,500.00	A12345	IP Address Range
2003-01-01	2003-12-31	\$7,475.00	A1234	Flat Rate
2002-06-01	2002-12-31	\$7,475.00	A123	Carnegie Classification
2001-01-01	2001-12-31	\$7,450.00		Based on Budget
2000-01-01	2000-12-31	\$7,424.50		FTE

Cost Details Tab – Edit Mode

Vendor: ABC-CLIO	Product: Historical Abstracts								
Basics	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Sec1	Custom Sec2	All
Cost Details by Period									
Start	End	Cost	Local PO	Cost Base					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>				
2008-01-01	2008-12-31	7550.00	A123456789	Other	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2007-01-01	2007-12-31	7550.00	A12345678	Site License	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2006-01-01	2006-12-31	7525.00	A1234567	Simultaneous Users	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2005-01-01	2005-12-31	7501.00	A123456	Percentage of Use	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2004-02-01	2004-12-31	7500.00	A12345	IP Address Range	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2003-01-01	2003-12-31	7475.00	A1234	Flat Rate	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2002-06-01	2002-12-31	7475.00	A123	Carnegie Classification	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2001-01-01	2001-12-31	7450.00		Based on Budget	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			
2000-01-01	2000-12-31	7424.50		FTE	<input type="button" value="Update"/>	<input type="button" value="Delete"/>			

Fields included in Cost Details by Period Tab:

This section is made up of rows, each with the same basic information and each representing a separate payment period for this subscription. If you edit information on this screen, you must update each line before making edits to other lines on the page.

The Cost Details section is made up of rows, each with the same basic information and each representing a separate payment period for this subscription.

Field	Field Description	Data Description
Start	Beginning date of a specific subscription period. This field is meant to indicate the beginning of a payment period and is used in part to determine when renewal notification emails are sent by the Gold Rush system.	Formatted date: YYYY-MM-DD (2003-01-31 for Jan. 31, 2003)

Field	Field Description	Data Description
End	End date of a specific subscription period. The Gold Rush automatic renewal notification system uses this date, in coordination with the time period selected in the 'Notify Me' field in the "Subscription Dates & Fees" section above, to determine when to issue an email.	Formatted date: YYYY-MM-DD (2003-01-31 for Jan. 31, 2003)
Cost	The amount paid for this specific payment period.	Formatted cost: \$0.00 (\$124,200.25)
Local PO	PO Number used for this payment.	Free-text field, up to 255 characters.
Cost Base	Select the best description for the way this resource was priced and purchased.	Drop-down list of options includes: <input type="checkbox"/> <i>Based on Budget</i> <input type="checkbox"/> <i>Carnegie Classification</i> <input type="checkbox"/> <i>Flat Rate</i> <input type="checkbox"/> <i>FTE</i> <input type="checkbox"/> <i>IP Address Range</i> <input type="checkbox"/> <i>Percentage of Use</i> <input type="checkbox"/> <i>Simultaneous Users</i> <input type="checkbox"/> <i>Site License</i> <input type="checkbox"/> <i>Other</i>

Statistics Tab

This is a description of the out-of-the-box sections and fields for a Gold Rush Subscription record. There can be up to 11 sections in the record and the order and names of the sections can be customized by your library. The fields that are included can be moved to different sections, renamed and re-ordered through the Customize Subscription Layout functions.

Statistics Tab – View Only Mode

Subscriptions -> Browse -> Full Subscription Record		User: Robert Site: AUR
Vendor: AAAS	Product: A Matter of Fact	
Basics Statistics Dates/Fees Access Terms Contacts Cost Details Custom Sec1 Custom Sec2 All		
Usage Statistics URL:	http://stats.quipugroup.com	
User Stats:	Y	
Stats Frequency:	Monthly	
Stats Delivery:	Web	
Stats Username:	statuser	
Stats Password:	statpassword	

Statistics Tab – Edit Mode

Vendor: AAAS	Product: A Matter of Fact	
Basics Statistics Dates/Fees Access Terms Contacts Cost Details Custom Sec1 Custom Sec2 All		
Usage Statistics URL:	http://stats.quipugroup.com	
User Stats:	Yes ▾	
Stats Frequency:	Monthly ▾	
Stats Delivery:	Web ▾	
Stats Username:	statuser	
Stats Password:	statpassword	
Update		

Fields included in Statistics Tab:

Field	Field Description	Data Description
Usage Statistics URL	URL for the available usage statistics.	Free-text field, up to 255 characters.
User Stats	This Yes/No field indicates if provider of the service has usage statistics available.	Drop-down list of options includes: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
Stats Frequency	This field indicates the frequency with which the statistics for this resource are created or made available.	Drop-down list of options includes: <input type="checkbox"/> <i>Daily</i> <input type="checkbox"/> <i>Monthly</i> <input type="checkbox"/> <i>Quarterly</i> <input type="checkbox"/> <i>Yearly</i>
Stats Delivery	This field indicates how the statistics are delivered or made available.	Drop-down list of options includes: <input type="checkbox"/> <i>email</i> <input type="checkbox"/> <i>web</i> <input type="checkbox"/> <i>print</i>
Stats Username	Username required to gain access to the usage statistics.	Free-text field, up to 255 characters.
Stats Password	Password required to gain access to the usage statistics.	Free-text field, up to 255 characters.

Access Information Tab

This is a description of the out-of-the-box sections and fields for a Gold Rush Subscription record. There can be up to 11 sections in the record and the order and names of the sections can be customized by your library. The fields that are included can be moved to different sections, renamed and re-ordered through the Customize Subscription Layout functions.

Access Tab – View Only Mode

Subscriptions -> Browse -> Full Subscription Record		User: Robert Site: AUR
Vendor: AAAS	Product: A Matter of Fact	
Basics Statistics Dates/Fees Access Terms Contacts Cost Details Custom Sec1 Custom Sec2 All		
Hosting Organization:	Hosting Org	
Access URL:	http://access.quipugroup.com	
Admin URL:	http://admin.quipugroup.com	
Admin Subs #:	454	
Admin Username:	adminuser	
Admin Password:	adminpassword	
Public Username:	publicuser	
Public Password:	publicpass	
MARC Access:	Yes	
Simultaneous Users:	10	
Authorize on IP:	Y	
Authorize on U/P:	Y	
Authorize on Referrer:	N	
Authorize on Referrer URL:		
Open URL Compliant:	N	
Access Notes:		

Access Tab – Edit Mode

Vendor: AAAS		Product: A Matter of Fact											
<table border="1"> <tr> <td>Basics</td> <td>Statistics</td> <td>Dates/Fees</td> <td>Access</td> <td>Terms</td> <td>Contacts</td> <td>Cost Details</td> <td>Custom Sec1</td> <td>Custom Sec2</td> <td>All</td> </tr> </table>				Basics	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Sec1	Custom Sec2	All
Basics	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Sec1	Custom Sec2	All				
Hosting Organization:	Hosting Org												
Access URL:	http://access.quipugroup.com												
Admin URL:	http://admin.quipugroup.com												
Admin Subs #:	454												
Admin Username:	adminuser												
Admin Password:	adminpassword												
Public Username:	publicuser												
Public Password:	publicpass												
MARC Access:	Yes												
Simultaneous Users:	10												
Authorize on IP:	Yes ▾												
Authorize on U/P:	Yes ▾												
Authorize on Referrer:	No ▾												
Authorize on Referrer URL:													
Open URL Compliant:	No ▾												
Access Notes:	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>												
Update													

Fields included in Access Information Tab:

Field	Field Description	Data Description
Hosting Organization	Company or organization which provides access to this resource.	Free-text field, up to 255 characters.
Access URL	URL used for general access to this resource.	Free-text field, up to 255 characters.
Admin URL	URL used for accessing the administrative module for this resource.	Free-text field, up to 255 characters.
Admin Sub #s	Publisher assigned number to identify subscription or to register for online access.	Free-text field, up to 255 characters.
Admin Username	Username required to gain access to the administrative module for this resource.	Free-text field, up to 255 characters.
Admin Password	Password required to gain access to the administrative module for this resource.	Free-text field, up to 255 characters.
Public Username	Username required to gain access to the public interface for this resource.	Free-text field, up to 255 characters.
Public Password	Password required to gain access to the public interface for this resource.	Free-text field, up to 255 characters.
MARC Access	If MARC records are available for this resource, use this field to hold the URL for gaining access to those records.	Free-text field, up to 255 characters.
Simultaneous users	Number of simultaneous or concurrent users for the subscription in numerals or alphabetic characters. This same field is displayed in the "Subscription Basics" section of the subscription record, changing the information here will also change that display.	Free-text field, up to 255 characters.
Authorize on I/P	This is a Yes/No field indicating whether the resource utilizes IP authentication or not.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No

Field	Field Description	Data Description
Authorize on U/P	This is a Yes/No field indicating whether the resource utilizes username and password type access or not.	Drop-down list of options includes: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
Authorize on Referrer	This is a two-part field. First is a Yes/No field indicating whether or not the resource utilizes referring URL authentication or not. The second part is a free-text field available for the entry of a referring URL given to the resource.	Drop-down list of options includes: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> Plus.. Free-text field of up to 255 characters.
Open URL Compliant	This is a Yes/No field indicating whether the resource is compliant with the Open URL standard.	Drop-down list of options includes: <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
Access Notes	Local information regarding access information for this subscription.	Free-text field, can hold over 60,000 characters.

Terms of Use Tab

This is a description of the out-of-the-box sections and fields for a Gold Rush Subscription record. There can be up to 11 sections in the record and the order and names of the sections can be customized by your library. The fields that are included can be moved to different sections, renamed and re-ordered through the Customize Subscription Layout functions.

Terms of Use Tab – View Only Mode

Subscriptions -> Browse -> Full Subscription Record		User: Melissa Site: AUR								
Vendor:	AMERICAN THORACIC SOCIETY	Product: American Thoracic Society Journals								
<table border="1"> <tr> <td>Basics</td> <td>Costs/Fees</td> <td>Cost Details</td> <td>Statistics</td> <td>Access</td> <td>Terms</td> <td>Contacts</td> <td>All</td> </tr> </table>			Basics	Costs/Fees	Cost Details	Statistics	Access	Terms	Contacts	All
Basics	Costs/Fees	Cost Details	Statistics	Access	Terms	Contacts	All			
Public Display Terms:	Students from UC-Denver can access these journals from home. Students of DCC and MSC must be in the library to access the information in these journals.									
Allows Downloads:	Y									
Allows Prints:	Y									
Allows Emails:	Y									
Allows ILL:	N									
Allows eReserves:	Y									
Allows Proxy Server:	Y									
Subscription Modified:	N									
Requires Print:	Y									
Allows Coursepacks:	N									
Allows Walk-Ins:	Y									
Allows Sharing (remote unaffiliated users):	N									
Allows Commercial Use:	N									
Allows Remote Access:	Y									
Own Data:	N									
Modification Date:										
Requires Print Plus Fee:	N									
ILL Notes:	Only for UC-Denver Students									
Web Terms URL:	http://www.thoracic.org/termsfuse									
General Notes:										

Terms of Use Tab – Edit Mode

Subscriptions -> Browse -> Full Subscription Record User: Melissa
Site: AUR

Vendor: AMERICAN THORACIC SOCIETY	Product: American Thoracic Society Journals
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[Basics](#)
[Dates/Fees](#)
[Cost Details](#)
[Statistics](#)
[Access](#)
[Terms](#)
[Contacts](#)
[All](#)

Public Display Terms:	Students from UC-Denver can access these journals from home. Students of DCC and MSC must be in the library to access the information in these journals.
Allows Downloads:	<input type="text" value="Yes"/>
Allows Prints:	<input type="text" value="Yes"/>
Allows Emails:	<input type="text" value="Yes"/>
Allows ILL:	<input type="text" value="No"/>
Allows eReserves:	<input type="text" value="Yes"/>
Allows Proxy Server:	<input type="text" value="Yes"/>
Subscription Modified:	<input type="text" value="No"/>
Requires Print:	<input type="text" value="Yes"/>
Allows Coursepacks:	<input type="text" value="No"/>
Allows Walk-Ins:	<input type="text" value="Yes"/>
Allows Sharing (remote unaffiliated users):	<input type="text" value="No"/>
Allows Commercial Use:	<input type="text" value="No"/>
Allows Remote Access:	<input type="text" value="Yes"/>
Own Data:	<input type="text" value="No"/>
Modification Date:	<input type="text" value=""/>
Requires Print Plus Fee:	<input type="text" value="No"/>
ILL Notes:	Only for UC-Denver Students
Web Terms URL:	http://www.thoracic.org/termsfuse
General Notes:	<input type="text" value=""/>

Fields included in Terms of Use Tab:

Field	Field Description	Data Description
Public Display Terms	If you wish to display a Terms of User statement to your users, type the statement into this field. When information is included in this field, an icon is displayed next to the appropriate journal or database in Gold Rush Public, Gold Rush Linker, and other Gold Rush web services. This field must be enabled, or turned on, in the Subscription Customization screen.	Full text field, can hold over 60,000 characters.
Allow Downloads	This is a Yes/No field indicating whether the license allows users to download materials.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allow Coursepacks	This is a Yes/No field indicating whether the license allows content to be used in coursepacks or not.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows Prints	This is a Yes/No field indicating whether the license allows users to print a record or not.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows Walk-ins	This is a Yes/No field indicating whether the license allows non-affiliated users who are not a part of the organization to have access to this resource.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows Emails	This is a Yes/No field indicating whether the license allows users to email records to self or others.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows Sharing	This is a Yes/No field indicating whether the license allows the library to share the content with unaffiliated users who are not in the library.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No

Field	Field Description	Data Description
Allows ILL	This is a Yes/No field indicating whether the license allows the library to ILL content. If there are specific restrictions for ILL that information can be entered into the 'ILL Notes' field in this section.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows Commercial Use	This is a Yes/No field indicating whether the license allows content to be used in commercial situations or not.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows eReserves	This is a Yes/No field indicating whether the license allows the library to utilize content in an electronic reserves system or not.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows Remote Access	This is a Yes/No field indicating whether the license allows for remote or outside of library use or not.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Allows Proxy Server	This is a Yes/No field indicating whether the license allows the library to utilize a proxy server for access to the resource.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Own Data	This is a Yes/No field indicating whether the content is actually purchased or if it is just a subscription for access.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Subscription Modified	This is a Yes/No field indicating whether the license has been modified in any way since its inception.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Modification Date	Date modification of contract happened.	Formatted date: YYYY-MM-DD (2003-01-31 for Jan. 31, 2003)
Requires Print	This is a Yes/No field indicating whether the license requires the library to carry a subscription to the print version of the resource.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No
Requires Print Plus Fee	This is a Yes/No field indicating whether the license requires the library to retain their print copy of the resource as well as an additional fee or not.	Drop-down list of options includes: <input type="checkbox"/> Yes <input type="checkbox"/> No

Field	Field Description	Data Description
ILL Notes	This is a free text field in which you can enter any specific instructions or restrictions place on ILL activities by this license.	Free-text field, can hold over 60,000 characters.
Online Terms of Use	If the Terms of Use information for this resource is available online, enter the URL in this field. When this section is in a view only mode this field will display as an active link if you have entered any data into the field while in edit mode.	Free-text field, can hold up to 255 characters.
General Notes	This is a free text field in which you can enter any information you choose regarding this subscription and resource.	Free-text field, can hold over 60,000 characters.

Contact Information Tab

Linking Contacts

1. When you first begin a subscription, the Contact Information area will look like this:

Vendor:	AMBULATORY PEDIATRIC ASSOCIATION	Product:	Journal of Clinical Psychiatry						
Basic	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Sec1	Custom Sec2	All
Contact Information									
Vendor Contacts									
Contact Type	Name	Primary Phone	Email						
Accounts Receivable:	Virtue Geri	303-759-3399 ext: 100	geri@coaliance.org						
Other:	Mergatroid Stockton	303-555-5555 ext: 123	mergatroid@dogland.com						
Site Contacts									
Contact Type	Name	Primary Phone	Email						
Technical:	Ms. Claire Anderson	303-123-4567 ext: 125							
Administrative:	Mr. Rick Wilson	303 759-3399 ext: 911	rick@anywhere.org						

2. If the contact you wish to link to the subscription has already been entered into Gold Rush, you just need to find the contact and then click on the "Link" button. Select the "Type" of contact you wish to link and then select the Name of the contact. Make changes or additions to the phone number and email fields and then click "Link." This will add the contact to the appropriate area on the page.

Vendor:	AMBULATORY PEDIATRIC ASSOCIATION	Product:	Journal of Clinical Psychiatry						
Basic	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Sec1	Custom Sec2	All
Contact Information									
Vendor Contacts									
Contact Type	Name	Primary Phone:	Email	Add New					
Sales		ext:		Link					
Accounts Receivable	Virtue Geri	303-759-3399 ext: 100	geri@coaliance.org	Unlink Update					

3. Once a contact has been linked to a subscription you can update the "Type" from the subscriptions module or click on the contact name to open the full contact record if you wish to change information such as phone number or email address.

Adding New Contacts

1. When you first begin a subscription, the Contact Information area will look like this:

Vendor: **AMBULATORY PEDIATRIC ASSOCIATION** Product: **Journal of Clinical Psychiatry**

Basic Statistics Catalogs Access Terms **Contacts** Cost Details Custom Set1 Custom Set2 All

Contact Information

Vendor Contacts

Contact Type	Name	Primary Phone	Email	Add New
Sales		ext:		Link

Site Contacts

Contact Type	Name	Primary Phone	Email	Add New
Technical	Anderson, Claire	303-123-4567 ext: 123		Link

2. Click on the "Add New" button to begin adding vendor contacts to this subscription.
3. A new window will be displayed with a blank form for adding contacts. Complete as many fields as you wish and then click on the "Add" button.

Vendor Contact Detail Add Cancel

Last Name:		Address 1:	
First Name:		Address 2:	
Prefix:		City:	
Title:		State:	
Company:		Zip (Postal Code):	
		Country:	
Phone:		Affiliation:	
Phone Ext:		Notes:	
Phone 2:			
Fax:			
EMail:			

4. The new window will display a message telling you that the contact has been successfully added. Click the "Save and Close Window" link to finish the process of adding the contact to your subscription record.

Contact Added Successfully [Save and Close Window](#)

Vendor Contact Detail Update ?

Last Name:	Smith	Address 1:	123 Best Vendor Lane
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- The Add window will close and the new contact is now available in the drop-down list so you can link the new contact to your subscription record and indicate what type of contact it is. Select the type of contact you are adding and the name. The Phone and Email fields will display when you select a person from the list. Click on "Link" once you have selected the new contact.

Vendor: **AAAS** Product: **A Matter of Fact**

Basic Statistics Dates/Fees Access Terms **Contacts** Cost Details Custom Sec1 Custom Sec2 All

Contact Information

Vendor Contacts

Contact Type	Name	Primary Phone	Email	
Sales	Smith, Andrew	303-555-5555 ext:	asmith@myfav.com	Link
Sales	Quipu, Robert Ronald, Reagan Simpson, Bob Smith, Andrew	303-759-3399 ext: 100	geri@coalliance.org	Unlink Update

Site Contacts

Contact Type	Name	Primary Phone	Email	
Technical	Stockton, Mergatroid Stockton, Zebulon Swoverland, Tyler Tim, Donnelly Tim, Donnelly Trump, Donald Zahrte, Jeremy	303-123-4567 ext: 125		Link
Technical	Mr. Rick Wilson	303 759-3399 ext: 911	rick@anywhere.org	UnLink Update

- When you have finished adding the vendor and site contacts to your subscription, the full display will look something like this:

Vendor: **AMBULATORY PEDIATRIC ASSOCIATION** Product: **Journal of Clinical Psychiatry**

Basic Statistic Dates/Fees Access Terms **Contacts** Cost Details Custom Sec1 Custom Sec2 All

Contact Information

Vendor Contacts

Contact Type	Name	Primary Phone	Email	
Sales		ext:		Link
Accounts Receivable	Virtue, Gari	303-759-3399 ext: 100	geri@coalliance.org	Unlink Update
Other	Mergatroid, Stockton	303-555-5555 ext: 123	mergatroid@dogland.com	Unlink Update

Site Contacts

Contact Type	Name	Primary Phone	Email	
Technical	Anderson, Claire	303-123-4567 ext: 125		Link
Technical	Ms. Claire Anderson	303-123-4567 ext: 125		Unlink Update
Administrative	Mr. Rick Wilson	303 759-3399 ext: 911	rick@anywhere.org	Unlink Update

7. This is the display when in View-Only mode.

Vendor:	AMBULATORY PEDIATRIC ASSOCIATION	Product:	Journal of Clinical Psychiatry						
Basic	Statistics	Dates/Fees	Access	Terms	Contacts	Cost Details	Custom Incl	Custom Excl	All
Contact Information									
Vendor Contacts									
Contact Type:	Name	Primary Phone	Email						
Accounts Receivable:	Virtus Geri	303-759-3399 ext: 100	geri@coaliance.org						
Other:	Mergatroid Stockton	303-555-5555 ext: 123	mergatroid@dogland.com						
Site Contacts									
Contact Type:	Name	Primary Phone	Email						
Technical:	Ms. Claire Anderson	303-123-4567 ext: 125							
Administrative:	Mr. Rick Wilson	303 759-3399 ext: 911	rick@anywhere.org						

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