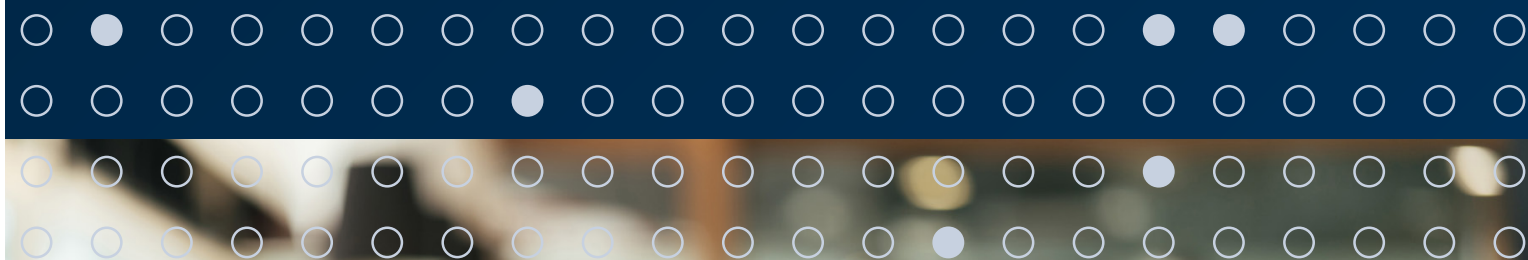


Guide to Your EBSCO Resources

Oklahoma Department of Libraries 2023–2027



EBSCO



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On behalf of all of us at EBSCO, **thank you for partnering with us.** You've invested in an awesome collection of digital resources — now let's make the most of it!

This resource guide provides overviews of the resources that you provide to your community, as well as some best practices and tips for effective configuration and boosting engagement.

Your EBSCO Team

The following chart indicates the key personnel who form your project management team. Please do not hesitate to contact us with any questions.

Position		Contact
Academic	Account Executive	Donna Liss dliss@ebSCO.com
	Regional Sales Manager	Dexter Evans devans@ebSCO.com
	Sales Director	Mark McQuillan mmcquillan@ebSCO.com
Public & K-12	Account Executive	Wendy Lyon wlyon@ebSCO.com
	Regional Sales Manager	Zach Brasher zbrasher@ebSCO.com
	Sales Director	Hondo Rojano arojano@ebSCO.com
Marketing Support <i>(consortium level only)</i>		Emma Freeman emmafreeman@ebSCO.com
Training		Shana Ashwood-Viala sashwood-viala@ebSCO.com
General Technical Support		Technical Support Team (800) 758-5995 https://connect.ebSCO.com/s/contactsupport *requires EBSCO Connect account

Your 2023 – 2027 Databases

Database	Brief Description	See More:
Academic Search Elite	Designed to meet every academic researcher's needs, Academic Search Elite provides access to acclaimed full-text scholarly journals and magazines. Its coverage spans a broad stretch of academic subjects, with thousands of full-text journals, as well as abstracted and indexed journals.	https://www.ebsco.com/products/research-databases/academic-search-elite
Academic Search Premier OSRHE members only	A popular resource found in many scholarly settings worldwide, Academic Search Premier is a leading multidisciplinary research database. It covers expansive academic disciplines and provides acclaimed full-text journals, magazines and other valuable resources, including PDF backfiles and searchable cited references.	https://www.ebsco.com/products/research-databases/academic-search-premier
Associates Programs Source ^{New}	Associates Programs Source is a database designed specifically for the research needs of two-year college students. Providing hundreds of full-text journals, as well as content from many sources unique to this database, it covers the most relevant subjects for associates programs.	https://www.ebsco.com/products/research-databases/associates-programs-source
Bibliography of Indigenous Peoples in North America	This bibliographic database covers many topics pertaining to native North Americans, including culture, history and daily life. This resource is ideal for researching the contributions, struggles and cultural issues surrounding the Indigenous peoples of North America.	https://www.ebsco.com/products/research-databases/bibliography-indigenous-peoples-north-america
Book Collection: Nonfiction – Elementary School Edition	Book Collection: Nonfiction–Elementary School Edition is a rich research database containing abstracts and searchable full text for hundreds of popular nonfiction books covering animals, weather, holidays, adventure, sports and more.	https://www.ebsco.com/products/research-databases/book-collection-nonfiction-elementary-school-edition
Book Collection: Nonfiction – Middle School Edition	Book Collection: Nonfiction–Middle School Edition contains informative abstracts and searchable full text for thousands of popular nonfiction books. It covers biographies, history, life skills, science, sports and more.	https://www.ebsco.com/products/research-databases/book-collection-nonfiction-middle-school-edition
Book Collection: Nonfiction – High School Edition	Book Collection: Nonfiction–High School Edition contains comprehensive abstracts and searchable full text for popular nonfiction books in core subject areas including careers, health, science, history, civics and more.	https://www.ebsco.com/products/research-databases/book-collection-nonfiction-high-school-edition
Business Source Elite	This database provides full-text coverage of top business, management and economics journals and periodicals. These valuable publications cover topics such as accounting, banking, finance, international business, marketing, sales and more.	https://www.ebsco.com/products/research-databases/business-source-elite

Computer Source	Computer Source provides researchers with the latest information and current trends in high technology. Through hundreds of full text publications, this database covers artificial intelligence, computer science, information systems, robotics and more.	https://www.ebsco.com/m/ee/Marketing/titleLists/cph-coverage.pdf <i>(product page not available – see title list)</i>
Consumer Health Complete + eBook Reference Collection	The most comprehensive database for consumer-oriented health content, Consumer Health Complete is designed to help users gain an overall understanding of key topics across the health and wellness spectrum — from mainstream medicine to complementary, holistic and integrated medicine.	https://www.ebsco.com/products/research-databases/consumer-health-complete
Education Full Text ^{New}	Education Full Text is a research database for education students, professionals and policymakers. It includes full-text education journals that cover the essentials of education and related fields of study, including in-depth coverage of special education.	https://www.ebsco.com/products/research-databases/education-full-text
ERIC	ERIC (Education Resources Information Center) is an authoritative database of indexed and full-text education literature and resources. Sponsored by the Institute of Education Sciences of the U.S. Department of Education, it is an essential tool for education researchers of all kinds.	https://www.ebsco.com/products/research-databases/eric
GreenFILE	GreenFILE is a free research database covering all aspects of human impact on the environment. Its collection of scholarly, government and general-interest titles covers global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more, as well as the connections between the environment and a variety of disciplines such as agriculture, education, law, health and technology.	https://www.ebsco.com/products/research-databases/greenfile
Health Source: Consumer Edition	This rich collection of consumer health information provides access to full-text consumer health magazines and reference books. It also includes searchable full text for current health pamphlets. Additionally, with Health Source: Consumer Edition, users have access to Clinical Reference Systems reports in both English and Spanish, as well as Merriam-Webster's Medical Desk Dictionary.	https://www.ebsco.com/products/research-databases/health-source-consumer-edition
Health Source: Nursing/Academic Edition	Health Source: Nursing/Academic Edition is a trusted full-text database that provides researchers, allied health professionals, nurses and medical educators with access to full-text scholarly journals focusing on many medical disciplines.	https://www.ebsco.com/products/research-databases/health-source-nursingacademic-edition
Hobbies & Crafts Reference Center	This database offers detailed "how-to" instructions and creative ideas to meet the interests of virtually every hobby enthusiast. Full text is provided from leading hobby and craft magazines.	https://www.ebsco.com/products/research-databases/hobbies-crafts-reference-center

Home Improvement Reference Center	Through a collection of comprehensive full-text content, this database provides users with detailed, user-friendly “how-to” information covering a variety of home improvement and repair projects. Home Improvement Reference Center features full-text content from leading home improvement magazines and books, plus images not found anywhere else online.	https://www.ebsco.com/products/research-databases/home-improvement-reference-center
Legal Collection	Containing full text for hundreds of the most respected scholarly law journals, Legal Collection is a valuable database of information on current issues, studies, thoughts and trends of the legal world. Legal Collection offers information centered on the discipline of law and legal topics including criminal justice, ethics, federal law, international law, labor and human resource law, medical law, organized crime and the environment.	https://www.ebsco.com/products/research-databases/legal-collection
Legal Information Reference Center	Legal Information Reference Center is an online database designed to assist the general public in legal matters of all kinds. It includes exclusive full text for many top consumer legal reference books, as well as thousands of legal forms.	https://www.ebsco.com/products/research-databases/legal-information-reference-center
Library Information Science and Technology Abstracts	Library, Information Science & Technology Abstracts (LISTA) is a free research database for library and information science studies. LISTA provides indexing and abstracting for hundreds of key journals, books and research reports.	https://www.ebsco.com/products/research-databases/library-information-science-and-technology-abstracts
MAS Complete + eBook Reference Collection	Designed for high school libraries, MAS Complete is a research database that contains full text for hundreds of popular magazines and e-books covering news, politics, science, sports, culture and more. It also includes thousands of full-text primary source documents and videos from the Associated Press.	https://www.ebsco.com/products/research-databases/mas-complete
MasterFILE Complete ^{Upgrade} + eBook Reference Collection	Designed for public libraries, MasterFILE Complete offers the highest quality collection of popular full-text magazines, reference books, videos and other sources covering virtually every subject area. Helping patrons find relevant content has never been easier.	https://www.ebsco.com/products/research-databases/masterfile-complete
MEDLINE	Created by the United States National Library of Medicine, MEDLINE is an authoritative bibliographic database containing citations and abstracts for biomedical and health journals used by health care professionals, nurses, clinicians and researchers. It contains journal citations and abstracts for biomedical literature from around the world. The majority of journals selected for MEDLINE are based on the recommendation of the Literature Selection Technical Review Committee.	https://www.ebsco.com/products/research-databases/medline

Middle Search Plus + <i>eBook Reference Collection</i>	Middle Search Plus is a full-text database providing popular middle school magazines, reference e-books, and thousands of primary source documents, as well as videos. Subjects include history, current events, science and sports.	https://www.ebsco.com/products/research-databases/middle-search-plus
Military and Government Collection	Military & Government Collection is a database of full-text journals and periodicals pertaining to all branches of the military and government. It is designed to offer current news to military members, analysts, policy makers, students and researchers.	https://www.ebsco.com/products/research-databases/military-government-collection
Newspaper Source Plus	Newspaper Source Plus provides a full-text digital collection of the world's major news content. It includes millions of articles from newspapers, newswires and news magazines, as well as television and radio transcripts. It offers ongoing daily updates from popular news sources.	https://www.ebsco.com/products/research-databases/newspaper-source-plus
Poetry & Short Story Reference Center + <i>eBook Reference Collection</i>	Poetry & Short Story Reference Center is a rich full-text database containing thousands of classic and contemporary poems, short stories, biographies, essays, lesson plans and learning guides. It also includes high-quality videos and audio recordings from the Academy of American Poets.	https://www.ebsco.com/products/research-databases/poetry-short-story-reference-center
Primary Search + <i>eBook Reference Collection</i>	Primary Search is a full-text database of carefully curated content for elementary school libraries. It includes full text for the most popular children's magazines, e-books, and easy-to-read encyclopedic entries written specifically for kids.	https://www.ebsco.com/products/research-databases/primary-search
Professional Development Collection	Professional Development Collection is a highly specialized database of full-text electronic information especially for educators, professional librarians and education researchers.	https://www.ebsco.com/products/research-databases/professional-development-collection
Psychology and Behavioral Sciences Collection	Psychology & Behavioral Sciences Collection is an essential full-text database for psychologists, counselors, researchers and students. It provides hundreds of full-text psychology journals, including many indexed in APA PsycInfo. It offers particularly strong coverage in child and adolescent psychology and counseling.	https://www.ebsco.com/products/research-databases/psychology-behavioral-sciences-collection
Read It! ^{New}	Read It! is designed for middle and high school students and adults who have a basic foundation in English grammar and reading but need adapted reading material for a variety of subjects. It offers resources to help build background knowledge, conduct research and improve study skills.	https://www.ebsco.com/products/research-databases/read-it
Regional Business News Plus	This database provides extensive coverage for full-text regional business publications from the United States and Canadian provinces. Scholars and academic researchers can access essential newspapers, radio and TV news transcripts,	https://www.ebsco.com/products/research-databases/regional-business-news-plus

	trade publications, magazines, newswires and videos.	
Religion and Philosophy Collection	Religion & Philosophy Collection is an essential full-text database for theology and philosophy research. It includes hundreds of full-text journals and magazines covering many religious and philosophical topics, including world religions, religious history, political philosophy and philosophy of language.	https://www.ebsco.com/products/research-databases/religion-philosophy-collection
Small Business Reference Center	Small Business Reference Center offers exclusive full text for many top consumer small business reference books, as well as tools to address many small business topics. It includes business videos, a help and advice section and details on how to create business plans.	https://www.ebsco.com/products/research-databases/small-business-reference-center
Sociological Collection	This full-text database offers a trusted source of sociology literature, making it an essential tool for sociology and social work researchers, professionals and students. With hundreds of full-text scholarly journals and coverage spanning over a century, Sociological Collection provides an indispensable source of content pertaining to sociology and its related areas of study.	https://www.ebsco.com/products/research-databases/sociological-collection
TOPICsearch	Teachers, librarians and student researchers can use this database to explore current events, social, political and economic issues, scientific discoveries and other popular topics frequently discussed in the classroom.	https://www.ebsco.com/products/research-databases/topicsearch

Using the Interfaces

EBSCOhost

EBSCOhost is our flagship platform through which almost all databases are available. It includes robust searching capabilities and is suited for complex research but remains intuitive for novice users.

Creating a Search

You can search via the **Basic search** screen by entering keywords and launching the search, as you would on any popular web search engine. For more advanced searching capabilities, you can:

1. **Select the Advanced Search Screen** – Using the Advanced Search screen allows you to refine your search by selecting a search field from the drop-down menu for each term you enter. Searchable fields include **Subject Term, Author, Title, and Journal Name**.
2. **Use Boolean Operators** – Select **And, Or, or Not** from the drop-down menus next to the search fields to combine your lines of search with Boolean logic.
3. **Enter Your Search** – Once you're satisfied with your keywords and selections, simply click the green **Search** button!

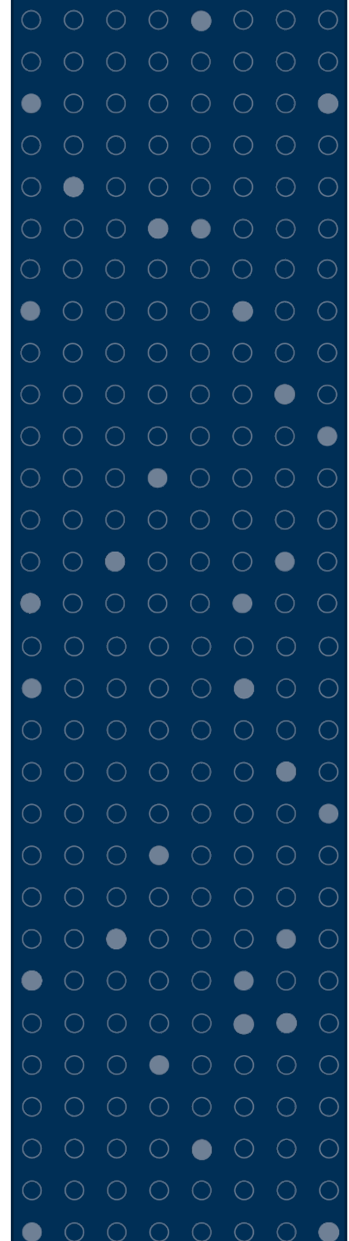
The screenshot displays the EBSCOhost search interface. At the top, there are navigation links for 'New Search', 'Subjects', 'Publications', 'Images', 'Dictionary', and 'More'. A search bar contains the text 'climate change' and a dropdown menu for 'SU Subject Terms'. A green 'Search' button is visible. Below the search bar, there are options for 'AND' and 'OR' operators, and a 'Clear' button. The 'Search Options' section includes 'Search Modes and Expanders' with radio buttons for 'Boolean/Phrase', 'Find all my search terms' (selected), 'Find any of my search terms', and 'SmartText Searching'. There are also checkboxes for 'Apply related words', 'Also search within the full text of the articles', and 'Apply equivalent subjects'. The 'Limit your results' section has checkboxes for 'Full Text', 'Peer Reviewed', and 'Published Date' (with start and end month/year dropdowns). The 'References Available' section has checkboxes for 'Publication' and 'Cover Story'. A 'Reset' button is located in the top right of the 'Search Options' section.

The Results List

Once you've entered your search, you will be brought to the results list. Towards the top of the screen, you will see your search terms displayed and the number of results in the list. If you need more targeted results, you can refine your results in several ways:

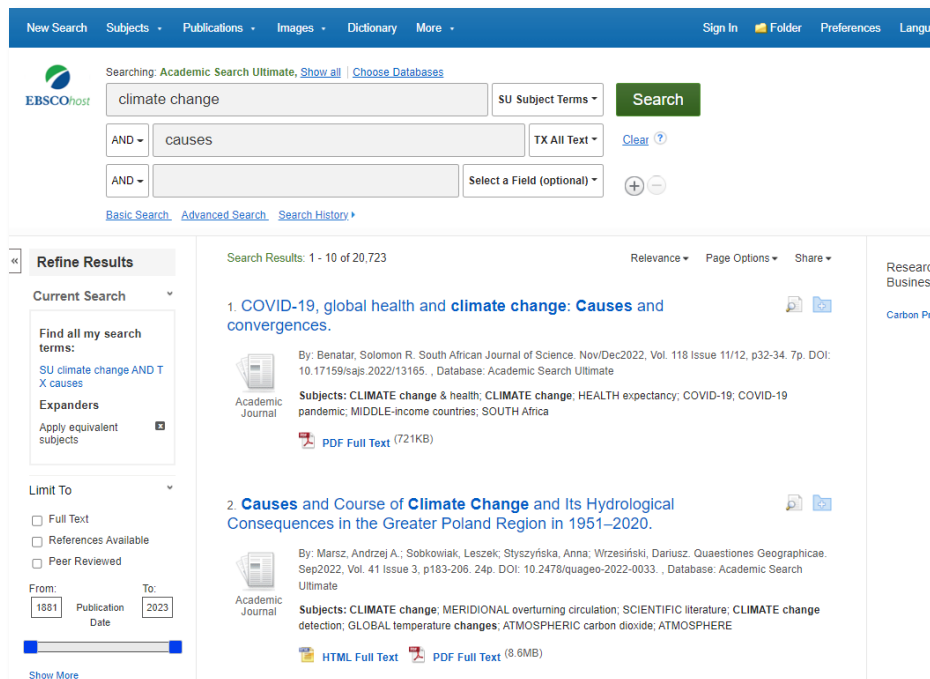
Time-Saving Tip

Before running your search, you can **pre-limit** it to only include results with full text available by checking the **Full Text limiter** in the Limit your results area. Other common pre-limiters include Publication Type, Peer Reviewed, and Published Date.



1. **Refine Your Results** – Under **Limit To** in the left-hand column, you can apply more limiters to your search. Click the **Show More** link to access all limiters, expanders, and search modes available.

2. **Re-sort the Result List** – Click the drop-down **Sort** menu to re-sort your result list by **Date** (Newest or Oldest), **Source**, **Author**, or **Relevance**. Unless modified in EBSCOadmin, the default sort is by Relevance.



3. **Limit Your Results again** – Still too many results appearing? Under the Refine Results column on the left, narrow your results by Source Type, Subject term, Publication or Geography.

Viewing Full Text

To access article full text, simply select the desired full text option (typically HTML or PDF format). The full text of articles in HTML format will appear on the Detailed Record page of that result.

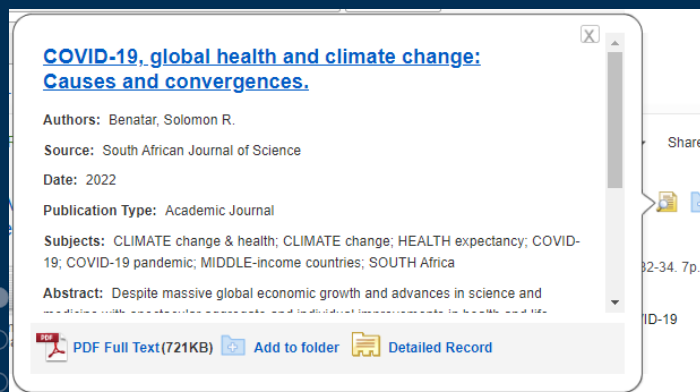
Articles in PDF format can be read in the **Full Text Viewer**. From the Full Text Viewer, you can navigate through the article. You also have access to a variety of tools, including print, email, cite, save, export and permalink, as well as sharing options for Google Drive and Microsoft OneDrive.

MyEBSCO Folder

A **MyEBSCO account** lets you permanently store articles, images, and persistent links in your own personal folder. You can also create custom subfolders, which offer you the ability to organize your research and share it with other EBSCOhost users.

To create your MyEBSCO folder, simply click the **Sign In** link at the top of the screen. Click **Sign up** and fill in your information to set up your own free personal folder.

The article preview hover feature saves you time by allowing you to preview article detail information right from your result list. Simply hold your pointer over the hover icon at the end of an article's title to read a partial abstract, access full text, add the article to the folder, or access the full article details.

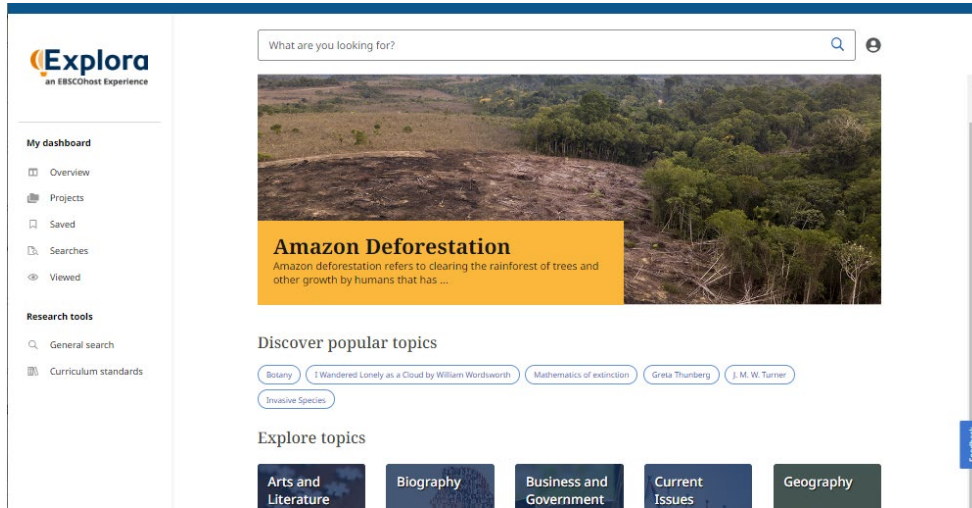


Explora

To support your younger users or casual library patrons, Explora provides a simplified, topic-based browsing experience, but also allows for powerful and intuitive searching of content.

Featured Topics

From the Explora home screen, you can view a selection of **Featured Topics**, which are regularly updated by EBSCO’s subject matter experts. Each topic includes an engaging visual related to the topic, as well as a brief description or introduction to the subject.



Clicking on the topic launches an Explora search for that topic. The results list for that search will include a **Topic Overview card** (see the “Featured Feature” below).

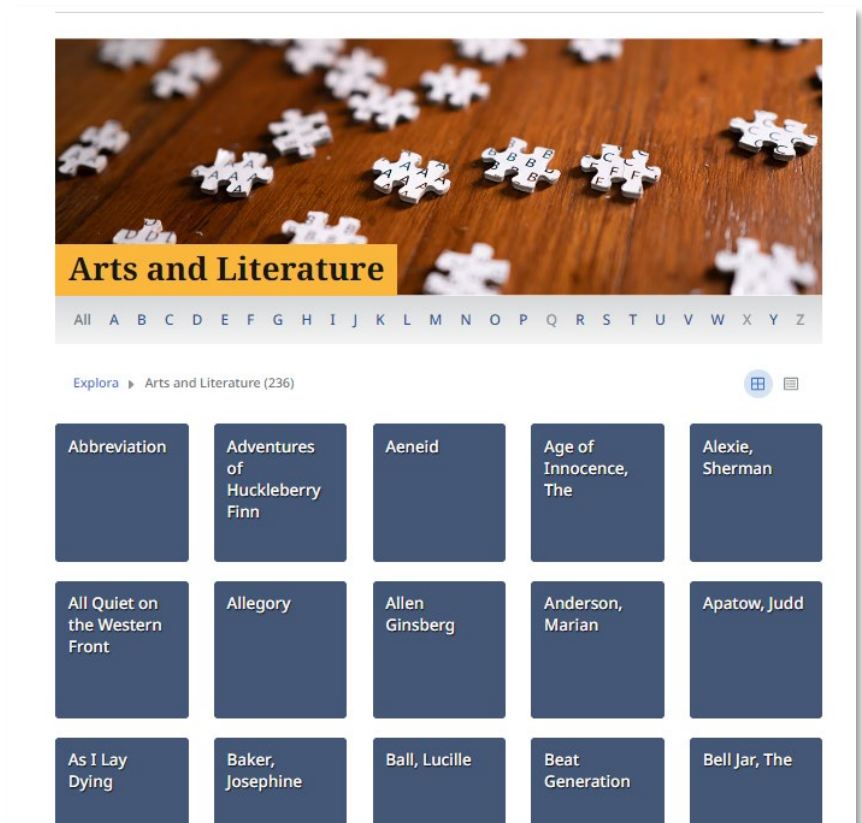
You can navigate through the other featured topics by selecting a topic bubble beneath the “Discover popular topics” heading.

Category Browsing

Below the Featured Topics are general topic categories to browse for research ideas, such as Arts and Literature, Science and Math, etc. These categories vary based on the Explora iteration you are using. For example, younger users on Explora for Primary Schools will have an Animals category, while older students and public library users might see Current Issues in their Explora iteration.

Clicking one of the broader homepage categories will bring you to an alphabetical array of subject tiles within that category. From the **Category Browse** page, you can click a letter to jump ahead in the list of topics.

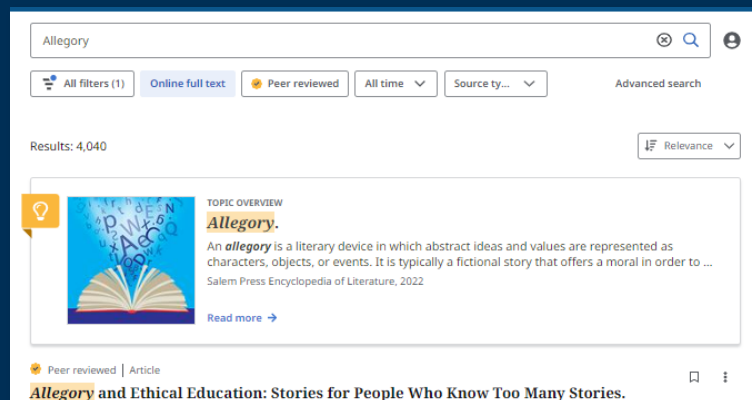
Like the Featured Topics, clicking the topic tile launches a search for that topic. Each of these searches will include a Topic Overview placard.



Featured Feature: Topic Overviews

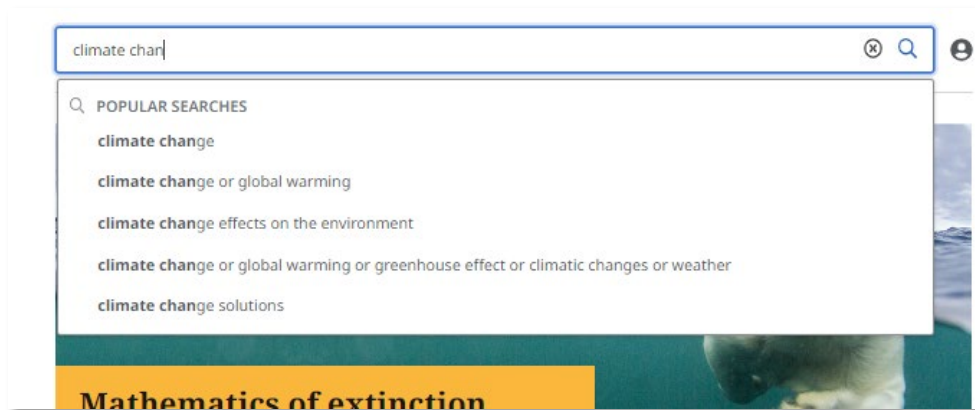
All browsable topics and many common search results include a **Topic Overview** on the result list. This convenient feature provides you with the background information needed to start your research. Clicking “**Read more**” takes you to the full article.

From here, you can read the full text of the article or listen to the article using the Text-to-Speech feature. Depending on your search term, the overview article may contain additional links within the full text that will take you to related Topic Overview records.

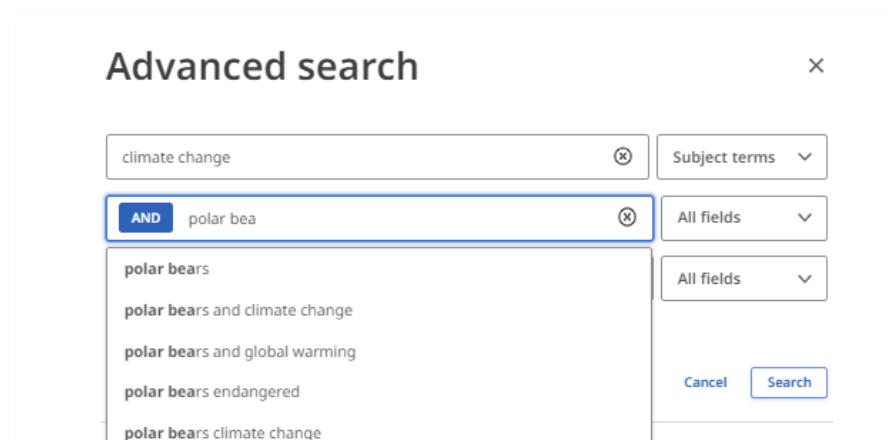


Searching

Explora keeps searching simple with a basic search bar. The Autocomplete feature will anticipate your search terms, so even if you misspell a word, relevant search terms will appear in the drop-down menu. You can select from the list of suggested topics or finish entering your keywords and click Search to generate a list of results.



Alternatively, Explora offers an Advanced Search feature which presents multiple Boolean-linked search fields. Each field includes a drop-down of indexed fields to target the keyword to a particular index (Subject, Author, Title, Publication, etc.). Clicking the Boolean operator cycles through available options (AND, OR, and NOT). When all desired search terms are entered, simply click “Search.”



The Results List

The results list is infinitely scrollable. Simply click “**Show more results**” to continue down the list. Your search terms will be highlighted where they appear on each result. On the results list, you can refine your results in several ways:

1. **Refine Your Results** – Above the results list, Explora features some quick-pick **Filters**, such as “Online Full Text” and “Peer Reviewed.” These filters can be quickly applied to refine results.
2. **Re-sort the Result List** – Click the drop-down **Sort** menu to re-sort your result list by **Date** (Newest or Oldest) or **Relevance**.
3. **Limit Your Results again** – Still too many results appearing? Using the “All Filters” button above the results list, you can apply more limiters to your search. Each filter type can be expanded to display all available filtering options, including radio buttons and multi-select checkboxes. Filters can be sorted alphabetically or by hit count.

Helpful Hint

Quick-pick Filters can include facets like **Source Type**, which displays the top 5 most popular options.

If you’re not seeing the Source Type you’re looking for, **check under the “All Filters” option.**

The screenshot shows the Explora search interface. The search bar contains the query "SU climate change AND polar bears". Below the search bar, there are filter buttons for "All filters (1)", "Online full text", "Peer reviewed", "All time", and "Source type". The results are sorted by "Relevance". The first result is an article titled "Getting Past Polar Bears." with a snippet: "The author talks about how to teach about climate change. Topics discussed include the This Is Planet Ed initiative led by Laura Schifter, a senior fellow with the Aspen Institute's Energy and Environment program, and the role of...". The second result is "Tackle Climate Change Together." with a snippet: "(Greenhouse gases trap heat in Earth's atmosphere, leading to climate change.) FAMILY Learn How Kids Think 'Kids tend to understand environmental issues more easily than adults do', says pediatrician Aaron Bernstein, M.D.,...". The third result is "ON THIN ICE." with a snippet: "The article looks at whether polar bears, which are already struggling with chemical pollution, oil drilling, and other threats, can survive the effects of melting sea ice caused by global warming. Polar bears evolved during the late...".

Viewing Full Text

To access article full text, simply select the desired full text option listed under “**Access Options**” (typically HTML or PDF format). Regardless of format, full text can be read in the **Full Text Viewer**. From the Full Text Viewer, you can read and navigate through the article. You also have access to a variety of tools, including search within text, save, cite, add to project, share, and print.

EBSCO eBooks

The EBSCO eBooks platform is largely based on the EBSCOhost platform, featuring the same overall searching and result list functionality. However, it offers some additional features suited for the e-book experience. While your collection of e-books is accessible via EBSCOhost or Explora searches, some patrons may choose to browse exclusively e-books through the EBSCO eBooks platform.

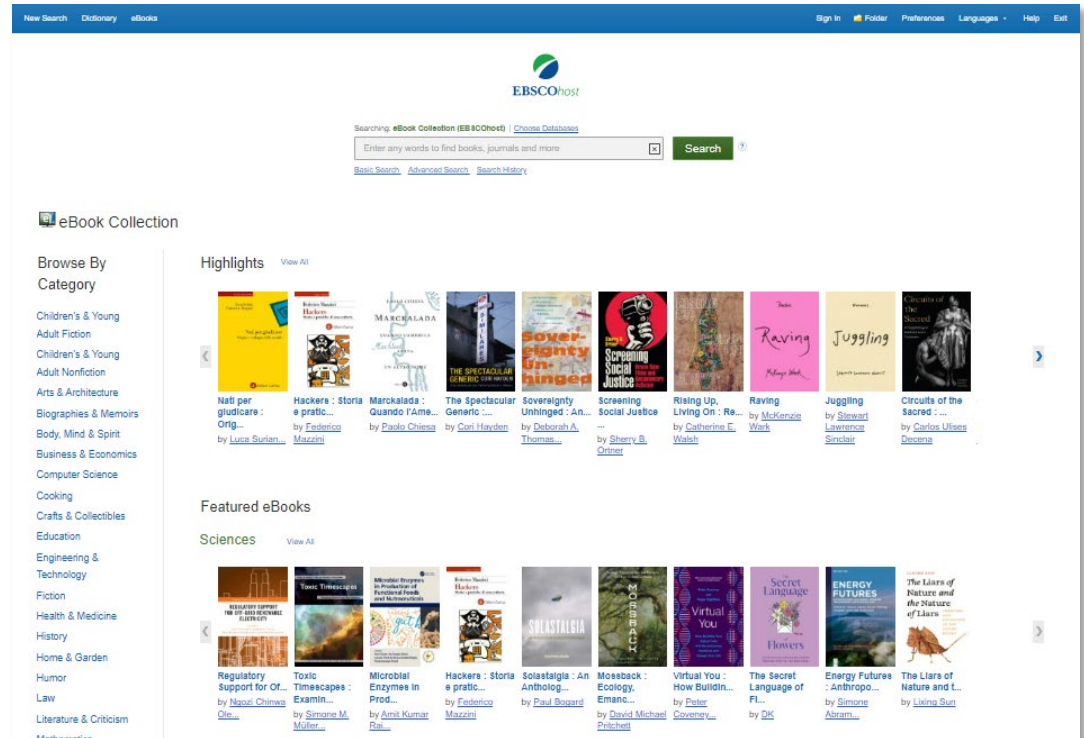
Featured Carousels

The EBSCO eBooks homepage features highlighted titles in **carousel** format. These carousels make it easy to identify titles of interest by including the book's jacket or cover. Typically, two carousels are displayed — a **Highlights** carousel for featured titles, and a **Featured eBooks** category that displays top titles in a given category. You can scroll through the carousel using the arrows at either side.

Clicking the cover or title of a book will bring you to the **Detailed Record** page for that title, where you can view full citation information and access the available full text. Clicking the author's name in the carousel will launch a search for all titles by that author.

Viewing Full Text

The majority of EBSCO eBooks titles are made available in EPUB format. To launch the Full Text Viewer, simply select the format type on the results list or on the Detailed Record page. Within the online Full Text Viewer, you can navigate through chapters and access tools including save, email, print, cite, export, permalink, and share to Google Drive, as well as access an integrated dictionary.



EBSCO eBooks offers a “Browse by Category” option on the left side of the homepage. This area lists common fiction and non-fiction books categories across a range of applications and audiences. Clicking any of the hyperlinked categories will launch a search for all titles matching that category.

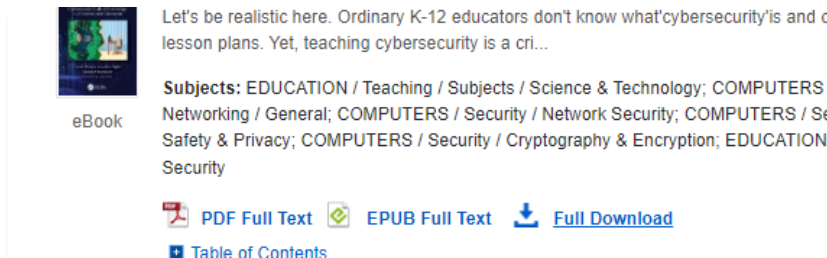
Browse By Category

- Children's & Young Adult Fiction
- Children's & Young Adult Nonfiction
- Arts & Architecture
- Biographies & Memoirs
- Body, Mind & Spirit

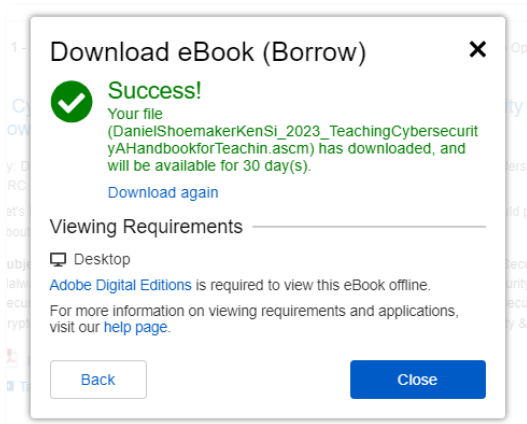
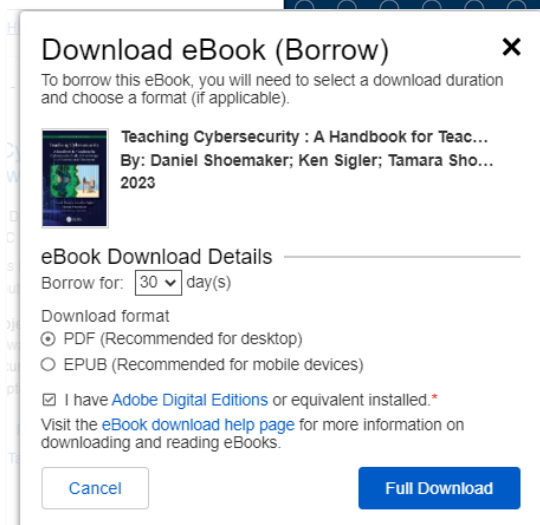
Checking Out Titles

If your EBSCO eBooks collection includes titles with DRM protections, you can download these for offline reading by following a few simple steps:

1. **Select “Full Download”** – On the Results List or Detailed Record page, or within the online Full Text Viewer, select the “**Full Download**” option.



2. **Select checkout period and preferred format** – Confirm or edit the information that appears in the pop-up, including the checkout duration (up to 30 days or as specified by your library) and download format (EPUB or PDF, as available). You must certify that you have Adobe Digital Editions or an equivalent program installed in order to read the DRM-protected title.
3. **Select “Full Download” and confirm your download** – Once you select the “Full Download” option, a confirmation message will appear, and your computer’s file browser will open to confirm the download location. The confirmation message includes a link to download the title again if needed. Once you have your download, you can close the message. If you are accessing via mobile device, you will then be prompted to open with a compatible app.



Note: DRM-free titles do not require you to sign into MyEBSCO. In addition, no Adobe ID or other reader software is necessary. Simply follow the download steps above. DRM-free EBSCO eBooks can be opened with Adobe Acrobat or any software that supports PDF or EPUB files, and there are no restrictions on printing, saving or copying.

Helpful Hint

You must be signed into your **MyEBSCO** account to download DRM-protected titles. Be sure to log in to your account via the top toolbar.

If you are not signed in, you will be prompted to sign in or create an account after selecting “Full Download.”

Best Practices for Configuration: EBSCOadmin and Beyond

To ensure that you are providing your users with an optimized and suitable search experience, there are several configurations you can check and implement through EBSCOadmin.

Creating Profiles for Different Audiences

Regardless of the library types you support, your member libraries serve many unique audiences with distinct needs. Your libraries can create tailored experiences for these different audiences by creating **profiles** within your EBSCO implementation.

Profiles allow you to customize the databases, collections, limiters, search screens, and other features that end users see when using EBSCOhost or other EBSCO interfaces. By creating different profiles to serve the unique audiences in your library community, you can not only expedite the research workflows of your users, but you can also ensure that your users are accessing content that is relevant and appropriate for their needs.

To create a new profile:

1. Select the **Customize Services** tab from the toolbar. If you have multiple Groups, confirm or change which group you want to put the Profile under via the **Current Group** drop-down list.
2. Click the **Profile Maintenance** link, and then click the **Add a New Profile** link.
3. Enter a **Profile ID and Description**. The Profile ID you create should be entered in all lowercase letters.
4. Select an interface, default language, and style (Public, School, Academic, Corporate, Government, Medical, or Other) for the profile. Click **Submit**.
5. Click the **Back to Customize Services** link.

You can create an unlimited number of profiles, based on your community's needs. Once you have created all of your desired profiles, they will be available in your Profile drop-down menu in EBSCOadmin. As an example, schools can make different profiles to suit their primary, middle, and high school students, with different databases and curation controls in place.

You can point to a specific profile via this URL syntax:
<http://search.ebscohost.com/login.aspx?profile=profileid>.

Replace *profileid* with the lowercase profile ID you entered when you created the new profile.

Time-Saving Tip

If you have multiple audiences with similar but slightly different needs, you can **copy profile settings** from an existing profile to a new profile. Once copied, you make make any adjustments required for the new profile.

To copy a given profile, click **Profile Maintenance > Copy Profiles**. Enter the source profile with the settings to copy, and the target profile you would like to create.

Configuring Your Default Settings

Your EBSCO implementation and its various profiles can offer different content and default functionality based on the applied settings for each profile.

Customization of the interface is accessed through the **Customize Services** tab, which includes the following sub-tabs and options for configuration:

- **Searching** – The Searching subtab provides customization options for the search features of the selected interface. From this subtab, you may activate or deactivate features like diacritic search, spellchecker, did-you-mean, auto correct, autocomplete, and more. You may also configure certain settings for default search modes, limiters and expanders, session time out, text-to-speech options, and more.

Example: For advanced user profiles, you may want to set the Default Search Screen to Advanced, while more casual users may prefer the Basic screen.

- **Databases** – The Databases subtab provides quick and easy access to enable or disable the databases made available to users.

Example: You may want to curate the databases available for a given profile to ensure that users are accessing content that is relevant to their needs.

- **Viewing Results** – The Viewing Results subtab provides customization options for information that is displayed in the results list for a given query. Sample settings include page layout, number of results per page, result list view (title only, brief, standard, or detailed), preferred order of formats for title links, message for titles outside of local collection, and more. This subtab also allows you to enable or disable settings like hyperlinks and viewing or downloading of multimedia content, as well as image, full text and PDF display. You may also configure settings for users' personal folders, such as preferred sorting order for folder content, allowing of shared folders and more.

Example: For casual or younger users, you may wish to collapse or disable display of certain interface features to make information easier to find.

- **Linking** – The Linking subtab provides customization options pertaining to [Custom Links](#), [Persistent Links](#) and [SmartLinks/SmartLinks+](#). This includes settings for default authentication order when coming from a persistent link and more.

Example: Different libraries may prefer different authentication methods. You can set the preferred order for persistent link access based on those expectations.

- **Delivery Options** – The Delivery Options subtab allows you to enable or disable various general settings for on-interface delivery options, including the ability to print, email, cite, export, take notes, create persistent links and use Google Drive. This subtab also allows you to set defaults for delivery, including the "from" email address, citation format, library name display in emails and maximum records to print/email/save.

Example: You may wish to have your users receive alert emails from a familiar library email address rather than the default EBSCO address.

- **Multilingual Options** – The Multilingual Options subtab allows you to enable language translation for full text (when available) and provides the option for users to change the language of their session.

Example: You may serve a diverse language population and wish to allow users to search and read in their native language (as available).

- **Branding** – The Branding subtab provides extensive branding options that allow you to customize the interface with either traditional or enhanced style branding options, including logos, preferred colors with WYSIWYG editing, images and custom messages. With interface customization and branding, the EBSCO can fully integrate with a library's visual identity standard or brand style guide.

Example: You may have multiple branch libraries with their own logos and color palettes to display on the interface.

Additional [Best Practices for Explora](#) with specific setting suggestions can be found on EBSCO Connect.

Designing your Library Website

With all these configurations made to your EBSCO implementation, you want to ensure that your library website facilitates easy access to the resources based on area of need, interest, or relevance. To get users where they need to go, follow these tips:

- Create a landing page that delineates different resources based on audience. This can also include grouping resources based on category or interest area. Take it one step further and create a separate site for school users if you wish to avoid confusion for younger users.
- Provide clear wayfinding for users through quick links or clearly marked sites. Color-coding and navigation paths make it easier for users to get to their destination.
- Consider providing [direct access](#) to individual library resources via links or product buttons. It helps to include a brief description of the resource. If you made audience-based profiles, be sure that your EBSCO links on your library website include the specific profile IDs you created!

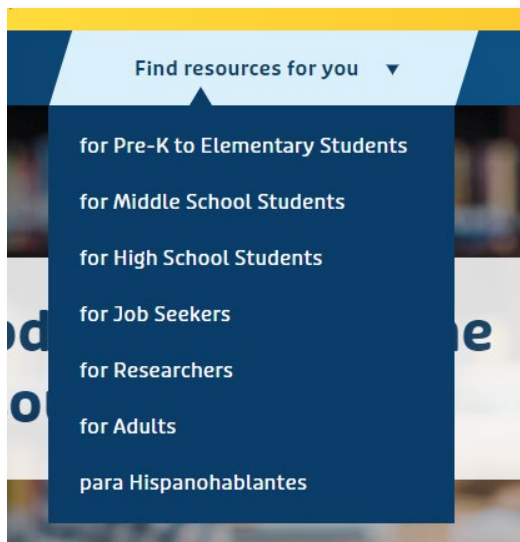
Examples:



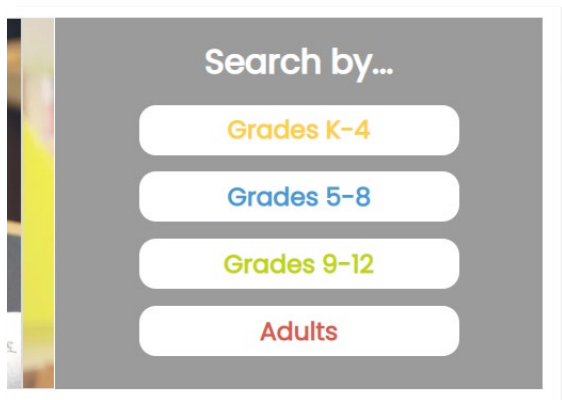
ResearchIT CT



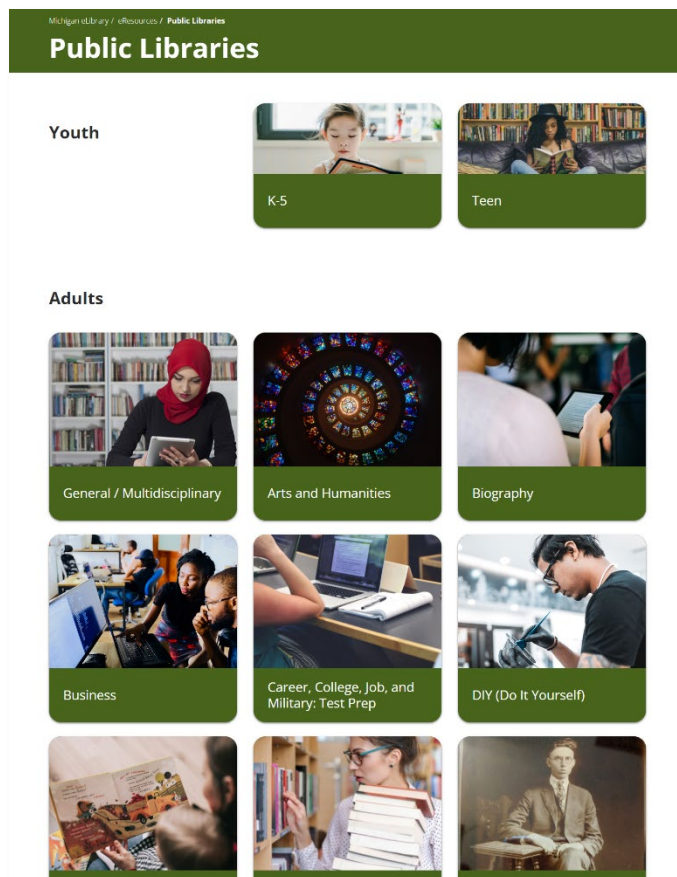
INFOhio



AskRI



Indiana INSPIRE



Michigan eLibrary (MeL)

Additional Information Regarding Content Curation

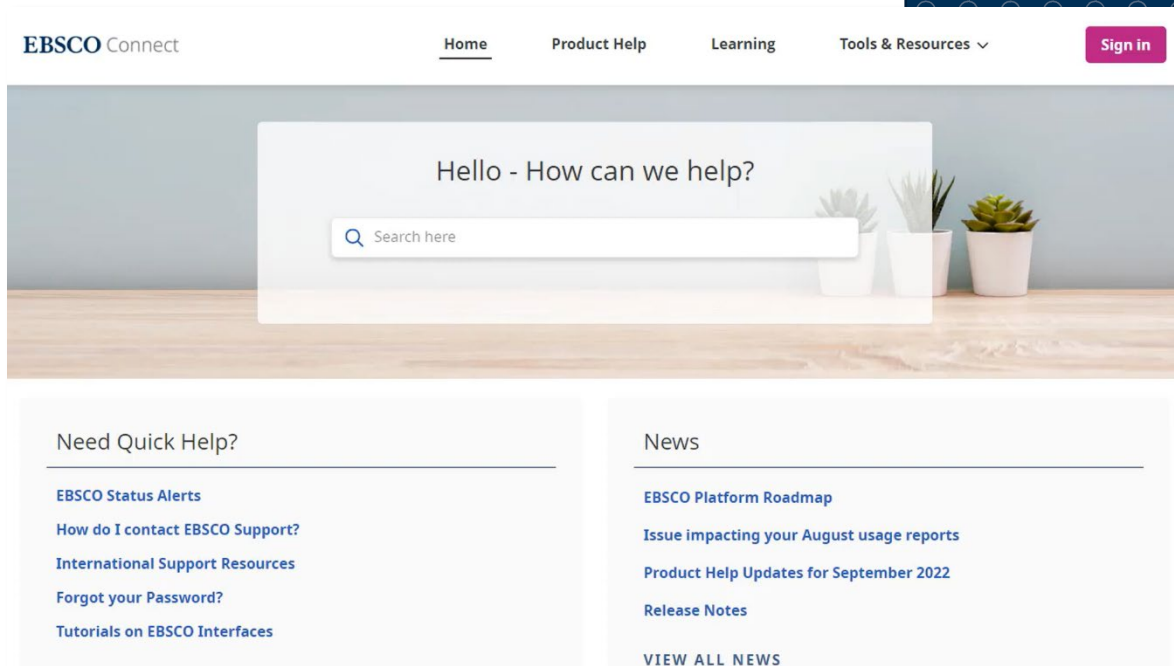
In addition to the settings and filters you have in place, we have protection measures to prevent access to non-age-relevant content by minors. EBSCO employs multiple layers of curation to protect students and provide them with robust and age-relevant research content. We begin with careful selection of content and titles within our databases, and then implement content curation controls. We collaborate with customers to tailor resources for their various audiences and, when necessary, develop customized curation filters that reflect community standards.

Further details about our content selection process can be found in [this article on EBSCO Connect](#).

Please view this [Best Practices Guide for Profile Setup](#) for specific recommendations on configuration.

Using EBSCO Connect

EBSCO Connect is our customer community site, providing access to product documentation, promotional and training materials and system alerts, as well as customer support case management and forums to facilitate peer-to-peer information sharing.



Searching and Browsing for Help Documentation

Searching EBSCO Connect for help is easy and can be done from any screen by using the search box or magnifying glass icon. As you type, EBSCO Connect suggests articles that match your search terms, which you can easily click from the suggestion list. Or, you can enter your terms and click the magnifying glass button to view a list of all related articles. On the search results screen, your terms are highlighted in each result.

You can refine your search results using facets in the column on the left. You can limit results by Source, Documentation and Learning Resource.

You can also use the [Product Help](#) link in the top toolbar to browse for resources by product name. You can click on a product name to access a list of articles related to that product, sorted by latest update date.

Learning through EBSCO Academy

EBSCO Academy is a complimentary, centralized learning portal within EBSCO Connect featuring short training videos, self-paced course series and access to live instructor-led courses and recordings. Videos can be pinned and shared, and you can subscribe to content collections to receive notifications once new content is added.

Create Your Account

You'll get the most out of EBSCO Connect if you **register for an account**. By registering, you'll have access to added features and functionality, including the ability to submit and track support cases, as well as participate in peer-to-peer forums. You can also access the full catalog of learning resources in EBSCO Academy and unlock learning achievements to benchmark your progress.

Your personal My Learning dashboard tracks your learning and engagement by displaying recently accessed courses and videos, a log of progress through courses and micro credentials from completed learning paths.

EBSCO Academy also links to EBSCO's live, complimentary training module, with different courses available by region or by language. These free online sessions are offered on a regular basis. Generally, sessions are 30 minutes to one hour in length and are designed to be an open, collaborative experience. Trainers not only provide instruction, but also facilitate open discussions with customers — answering questions, offering examples and sharing best practices. You can sign up to join the live presentation by going to EBSCO Academy's [Instructor-led Courses](#) page. Many of these sessions are also recorded and available 24/7.

Without an account, you may access live training registration and recorded sessions, as well as overview videos for e-learning courses. You must have an account for full access to EBSCO Academy content and features.

Welcome to EBSCO Academy

[Take a Tour](#) [Need a Connect Account?](#)

Watch a Video
Select from our catalog of short videos and instructor-led course recordings.
[Watch a video](#) | [Browse collections](#)

Discover a Path
Dive deeper with our course series designed to increase your skills.
[Browse eLearning Paths](#)

Find Instructor-led Courses
Locate a live online course in your region or language or review an archived recording.
[Find upcoming classes](#) | [Watch recordings](#)

Sharing knowledge. Empowering success.

Meet the Instructors
Learn more about the instructors in your region.
[Learn more](#)

Learning Dashboard
Access your recent videos and courses.
[Visit dashboard](#)

Submitting and Tracking Support Cases

When you are authenticated, you can create and track your EBSCO support cases via the homepage tile or My Cases link in the top toolbar. Click the **Create a Case** link to begin creating a case. As you type a subject for your case, EBSCO Connect suggests helpful articles that may answer your question. If you still need support, continue filling out the form and click submit. You can attach relevant files as needed.

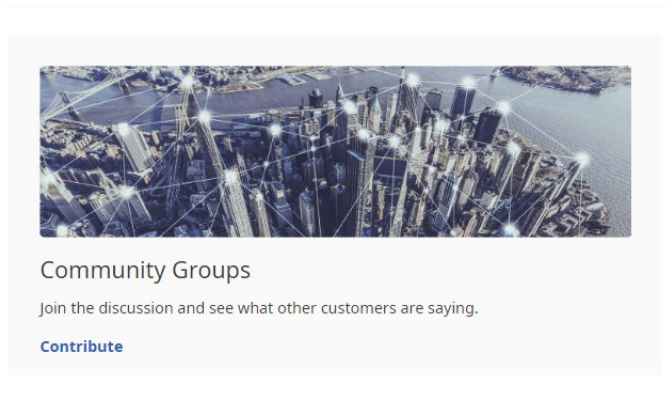
By clicking **View Cases**, you can view previously submitted cases and edit them to respond with additional information or notify customer support that your issue has been resolved.

Track Your Cases
Quickly view or update your account's cases.
[View cases](#) | [Create a case](#)

Participating in Groups

Community Groups are another way to get your questions answered by talking directly with other customers about your EBSCO products and services. Once you select a Group, you can view, like, share and comment on activity from group members, as well as post your own update or poll.

When you join a group, you can also select the frequency at which you receive notifications from the Group. By default, you will receive a weekly digest from every Group you join, but you may change this to a daily digest if desired. Alternatively, you can choose to receive notifications for every post or to receive limited post notifications.



Additional Resources

EBSCO Connect is designed to bring together the various tools and components of database management into a single support hub.

The Tools & Resources menu in the top toolbar provides quick access to the [Direct URL Builder](#) and [Search Box Builder](#). This menu also links to our searchable list of [Promotional Materials](#) and the [EBSCO Status](#) page.

EBSCO Connect also provides an easy link to other EBSCO administrative accounts that you may use, such as EBSCOadmin, EBSCONET, EBSCOhost Collection Manager, LibraryAware and GOBI. These can be accessed through the My Accounts link in the top toolbar.

Setting Your Preferences

You can customize your account by clicking the icon in the upper right corner and selecting one of the available options. The My Settings option allows you to edit your email address, language, time zone, profile visibility and notification settings. When editing via the My Profile option, you can change your phone number, job role and contact preferences for EBSCO Connect activity, as well as add a photo by clicking the camera icon and uploading a file from your computer. EBSCO Connect also allows you to manage your associated contacts and view institution details, such as your customer ID.

From the homepage, you can also select the Communication Preferences link to opt into or out of marketing emails based on topic, type of communication or specific newsletter.

Did You Know?

You can allow Case Sharing to grant your consortium head with access to view and edit all of your support cases, as well as submit cases on your behalf. Simply check the **Allow Case Sharing** box under My Institution settings.

Troubleshooting Common Issues

If you're experiencing unexplained trouble accessing EBSCO's interfaces, try the following strategies below:

Check Your Browser

One of the first things you should do is determine if there is an issue with your web browser. Is your browser up to date? If not, be sure to check and install the latest updates. For all major browsers, this typically is done automatically when you close all browser windows and re-open them. Not closing browser windows for an extended period of time can prevent your browser from updating.

It's always a good idea to regularly shut down your whole computer to give it a fresh start if it has had trouble installing updates.

If your browser is up to date, try using another browser. While EBSCO's databases should function well on any major browser, we only guarantee compatibility with certain tested versions. You can find information on our [Minimum Browser Requirements](#) on EBSCO Connect.

When in doubt, all of our interfaces, including alternate platforms such as LearningExpress and Auto Repair Source, are generally tested for the latest compatibility with Google Chrome and Firefox, so try those first.

Enable Pop-Ups, Cookies and JavaScript

Some EBSCO resources require the use of pop-ups, cookies, and/or JavaScript. If these are disabled, you will not be able to access the resources. You can search online for instructions on how to enable them for your specific browser.

Clear Your Cache and Cookies

When you use a browser, like Chrome, it saves some information from websites in its cache and cookies. This is typically done to help you save items for later and speed up the response time for your frequently used websites. For example, it will download the EBSCO logo from EBSCO Connect so it doesn't have to re-load every time you visit.

Your cookies also assist with things like automatic form filling, saved passwords, and as-you-type URL suggestions for your frequently visited websites. Cookies can even help with authentication. EBSCO offers [Cookie Authentication](#) as an option so users do not have to re-authenticate every time they visit EBSCOhost and related platforms.

This information is helpful and can cause a bit of a headache when it is cleared. However, sometimes it is necessary to clear the cache and even the cookies, as conflicts between your cached data and the "new" data on a website can cause glitches.

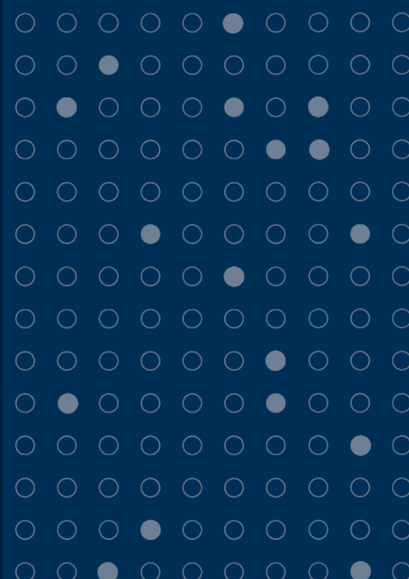
Before you begin...

Please check [EBSCO's Status Alerts page](#) if you are experiencing access issues or slow response times—there may be something going on at our end that we're already aware of.

If you are receiving an error code, you can reference what it means on this [Error Code page](#). This may help you determine the cause of your access issue.

Need more help?

Our technical support team may be reached at (800) 758-5995 or via [EBSCO Connect](#) (account required) if you require further assistance.



You should first try to clear just your cache if you are experiencing issues. This is because clearing cookies will log you out of all your accounts, erase your form data, etc. Clearing your cache does not affect this browser data, and typically the cache causes issues, rather than cookies.

If this still does not work, try to clear the cookies from just your EBSCO-related websites, if your browser allows for advanced cookie clearing (Chrome, for example, allows you to delete cookies from specific websites). Otherwise, you will have to clear all of your cookies and site data across your browser. [Instructions for clearing cookies in common web browsers](#) can be found on EBSCO Connect.

Reporting on Usage

Reports on the research activities of your member libraries and the consortium as a whole are crucial for informed decision making and tracking your return-on-investment. Knowing which databases are most and least used helps in multiple ways — library programs and events can cater to more popular databases, and targeted promotional outreach can help drive engagement with lesser-used resources.

You can also see which months are the busiest for your library so that you can promote databases or other projects during these peak times.

EBSCOadmin Report Types

EBSCOadmin provides valuable reporting capabilities for all EBSCOhost databases and related platforms (Explora, EBSCO eBooks, etc.). In EBSCOadmin, you can run the following reports:

- **Usage Reports**—Usage reports are the most popular to run and capture the most information. Standard Usage Reports include Database and Interface Usage, Link Activity, Login Usage and Title Usage. Here, you can run reports by site, user group, profile and time frame. All reports are run and customized in a similar manner, so it is easy to run several different reports the same way.
- **Usage Analytics**—The Usage Analytics function allows for a visual representation of many of the same statistics the other reports can generate, including Database Usage, Interface Usage and Login Usage. Please note that the level of detail and the scope of the reports in one report is limited to ten databases or ten sites. However, for reports or presentations, a visual representation of data for your library may be effective.
- **COUNTER R5 Reports**—COUNTER is a standardization of statistics. These reports can be run on any database, so it is a good way to compare different databases and receive consistent data. They are less technical and contain more of the basic information librarians would want. The COUNTER report is great for making side-by-side comparisons for different products and databases.
- **Top Search Terms Report**—This report captures search terms from user-submitted search clicks, restricted to the top 1,000 distinct search terms per interface. The report usage grid includes top search terms, search term frequency counts, and result click conversion counts for the selected reporting period. Usage grid data can be filtered by site, interface, and keyword and can be exported to an Excel and tab delimited text file. In addition, three data visualization views are included for analysis: Term Cloud, Trending Search Terms by Rank, and Search Click Conversions by Interface.

How to create a report in EBSCOadmin

Regardless of which report type you choose, creating reports in EBSCOadmin generally follows the same process. All reporting begins on the **Reports & Statistics** tab on EBSCOadmin. Once in the Reports & Statistics view, you can choose what type of report to run (Usage Reports, COUNTER R5 Reports, etc.).

Once you've selected the report category, you can choose the specific report that you would like to run.

Then, check or change the remaining form attributes as needed. Briefly, these metrics are defined as:

- **Sites:** Select all sites or a specific site.
- **User Defined Fields:** These are custom fields that can be created to report on a desired metric, such as library type or county.
- **Database:** Report on all accessed databases, all subscribed databases, or a selection of databases.
- **Interface:** Limit your report to a specific interface, such as a Reference Center.
- **Reporting Period:** View usage by a custom or preselected date range.
- **Analysis Level:** Display database usage at the Database level, Site level, Group level or Profile level
- **Count Aggregation:** Aggregate statistics by the total number of hits or group them on the report by year or by month.
- **Metric View:** Choose to view summary-level or detailed metrics.
- **Delivery:** Download ad-hoc reports or email them (one-time or scheduled monthly) in your desired format (MS Excel or tab delimited).

The screenshot shows the EBSCOadmin report configuration interface. At the top, the 'Report Type' is set to 'Database Usage Report'. Below this is the 'Filters' section, which includes: 'Sites' (All), 'User Defined Field 1' (All), 'User Defined Field 2' (All), 'Database' (All Databases Accessed, All Subscribed Databases), 'Interface' (All), and 'Reporting Period' (November 1, 2022 - November 30, 2022). The 'Grouping' section includes: 'Analysis Level' (Database) and 'Count Aggregation' (Total, By Year, By Month). The 'Options' section includes: 'Metric View' (Totals Only, Detailed). The 'Export' section includes: 'Delivery' (Download, E-mail). At the bottom, there are two buttons: 'Create Report for Download' and 'View Sample Report'.

Viewing or Scheduling Reports

Depending on your selected delivery method in the report creation form, you will typically either find your report in the Download Reports tab or the Scheduled Reports tab. The exception is if you choose to email a one-time report, in which case the report will simply be delivered to the email you specified on the form.

When you choose the **Download** delivery option and create your report, you will be notified that your report is processing and can be found in the **Download Reports** tab. When you

click on this tab, it brings you to a list of all reports you have created for download in this session. The report list will include the report type, description, report period, date run and status, as well as hyperlinked download format options (Tab Delimited or Excel). Note that larger reports can take some time to process; they will not be available for download until the Status reads Complete and the download format options appear.

Standard Usage Reports - [Tutorial](#) - [Glossary of Terms](#)

Reports

Download Reports

Scheduled Reports

When you select the **E-mail** option for your report delivery and set the frequency to anything more than one-time, it creates a scheduled report. These scheduled reports live in the **Scheduled Reports** tab of the reporting module. This tab lists all of your active scheduled reports and includes the subject, report type, report period, description, next run date, last run date, expiration date and delivery format, as well as an option to delete the scheduled report. Clicking on the hyperlinked subject name allows you to edit the subject, email address, expiration date and delivery format.

Boosting Engagement with Your Digital Resources

Marketing plays a vital role in building community awareness of the information resources and services that your library provides. Both digital marketing strategies and in-library promotional materials increase your chances of reaching a wider audience and boosting usage of your information resources.

Website Promotion and Direct Links

Your website is your library's virtual front door. A well-designed library website makes it easier for users to discover all the library has to offer. You can drive traffic to your databases by providing direct links to the resources from your library homepage.

To assist with building direct links, you can use our [Direct URL Builder](#). These, in combination with our various [Product Buttons and Logos](#), can help build a virtual list of all the resources that you make available.

Signage

Library signs can be navigational, informational and promotional. They communicate news, upcoming events, policies and directions—but can also promote your library resources!

Various types of customizable signage are available in our [promotion kits for EBSCO resources](#). While available templates vary by database, common types of signage include:

- **Posters** that can be hung in strategic locations, such as near public computers, by the reference desk, and on information boards to raise awareness of digital resources, key features and new subscriptions.
- **Shelf Talkers and Wobblers** that can be used in your physical library stacks to drive users to seek additional resources online. For example, they can prompt users to check out your collection of e-books or online test prep resources.
- **Table Tents** that can be placed on group tables, in study carrels, or by public computers to target those conducting individual or group research.
- **Digital Signage** such as screensavers that can be displayed on your library's public monitors to keep the messaging fresh. A rotating carousel of screensavers can highlight multiple resources in one spot!

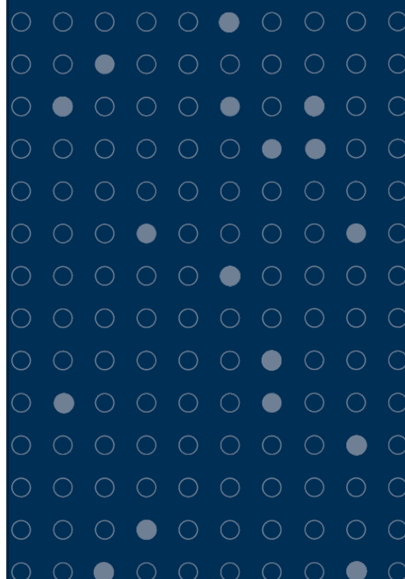
Want some marketing help?

While we offer a plethora of self-service marketing materials, ODL should not hesitate to reach out to your dedicated marketing support contact:

Emma Freeman
(978) 414-0384
emmafreeman@ebSCO.com

She will be happy to discuss marketing materials and fully custom campaigns to suit your library needs!*

**Please note that custom marketing requests are for the consortium level only. Individual member libraries can access self-service materials and can make suggestions for promo materials to the consortium.*



Printed Materials

To engage and inform library users who are always on the go, it's a good idea to maintain a small stock of printed promotional materials that they can take with them.

Like the signage above, we offer customizable templates for key databases in our [promotion kits for EBSCO resources](#). The following resources are typically made available in our major promo kits:

- **Handouts** can communicate lots of key information about a product or interface. Handouts can be made available at the circulation desk, hung on bulletin boards, or even distributed digitally to library staff!
- **Bookmarks and Rack Cards** are easy to grab and contain digestible information or quick instructions. Keep a pile on the circulation desk or include them in your pick-up orders to spread the word to your engaged patrons!

Social Media

Your social media strategy helps you reach users outside of the library's four walls. Not only can you promote new books, events and programs to attract users to the library, but you can also use social media to increase awareness of the library's digital resources. The most popular platforms for libraries are Facebook, Twitter and Instagram. Check out this [NoveList Blog Post](#) on using social media to reach your audience!

Here are some additional tips:

1. **Know when members of your target audience are active** on social media—your workforce members may be checking their feed with their morning coffee, while your students may take an after-class social media break!
2. **Schedule your posts for consistency.** As you build an engaged audience, they'll want to know when they'll hear from you! This also gives you plenty of time to tweak and proof your posts ahead of time.
3. **Include two to three hashtags** to boost visibility and organize your posts. Hashtags can lead users to other posts about that topic, making it easy for them to find content that interests them. You may want to make and use your own library hashtag and get your audience to use it!
4. **Maintain a consistent voice** to connect with your followers. To appeal to Gen Z and younger audiences, use a more casual and playful tone! You may want to stay up to date on the latest trends and memes.
5. **Save time** by using EBSCO's [ready-made social media kits](#)! Social media kits are also linked, when available, within a given product's total promotion kit.

EBSCO Connect: Index of Helpful Pages

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