USING LIBGUIDES IN TECHNICAL SERVICES

Jennifer Bazeley
Overview

- Why a LibGuide?
- About Miami University
- Design considerations
- Scope
- Before you begin
- Current tabs & tools
- Assessment
Why a LibGuide?

- LibGuides v.1 and v.2
- Ease of use & flexibility
- Volume & variety of resources/information
- Currency of information
- Create efficiencies
- Professional development opportunities
About Miami University Libraries

- Miami University (OH)
- FTE approx. 17,500
- 37 librarians, 43 classified staff
Design considerations

- IS a tool for dissemination & 2-way communication between tech and public services
- NOT a tool for managing e-resource lifecycle
- MUST be user-friendly (on both ends)
- MUST accommodate both static and dynamic info
Scope

- Staff info
- News/updates
- Request lists, report problems
- Acquisitions, serials & e-resources (local vs. consortial resources)
- E-resource usage statistics
- Library tools
Before you begin

- Departmental Google account
- Departmental WordPress account
- Yahoo Pipes
- Jing
- LibGuides admin privileges
- LibGuides sandbox
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<thead>
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<th>File size</th>
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<td>Apr 3 me</td>
<td></td>
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<td>me</td>
<td>Apr 2 me</td>
<td></td>
</tr>
<tr>
<td>Elsevier br1 2011-</td>
<td>me</td>
<td>Mar 19 Jennifer Bazeley</td>
<td></td>
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<tr>
<td>Johns Hopkins U Press br2 2010-</td>
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<td>jstor jr1 2009-</td>
<td>me</td>
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</tr>
<tr>
<td>OLink EJC jmls 2009-</td>
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<td>Mar 18 Jennifer Bazeley</td>
<td></td>
</tr>
<tr>
<td>Wiley BR2 2012-</td>
<td>me</td>
<td>Mar 17 me</td>
<td></td>
</tr>
<tr>
<td>Sage Knowledge BR2 2013-</td>
<td>me</td>
<td>Mar 17 me</td>
<td></td>
</tr>
<tr>
<td>Springer BR2 2012-</td>
<td>me</td>
<td>Mar 17 me</td>
<td></td>
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<td>Mar 17 me</td>
<td></td>
</tr>
<tr>
<td>Rotunda titles 2009-</td>
<td>me</td>
<td>Mar 17 me</td>
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</tr>
</tbody>
</table>
Current tabs & tools

- Who’s Who
- News & Updates (WordPress, RSS, Pipes)
- Report Problems (Google form)
- Request List (embedded Google form)
- Acquisitions (embedded Google doc)
- E-Book Platforms
- Databases (Jing)
- Serials (Google docs)
- ER Usage Stats (Google docs)
- EZProxy, Link Resolver, Discovery Layer (Jing)
- Archived Info & Special Events
E-Resources & Serials, OhioLINK Questions

Martin Patrick
Phone: 9-3326

Jennifer Bazeley
Phone: 9-4216

Jen Smith
Phone: 9-4136

Fund/GOBI/Invoices/Ordering

Fund numbers, book and e-book orders, GOBI

Karen Clift
Phone: 9-2886

Gifts & Donations Questions
Introducing the New Artstor Support Sites

Artstor is proud to announce the release of our new support sites: Artstor Digital Library: support.artstor.org, Shared Shelf: support.sharedshelf.org, Shared Shelf Commons: support.scommons.org. As before, you can always access Digital Library support from within the Artstor Workspace by clicking Help in the top navigation menu, and you can always access Shared Shelf support.

Recent Unfree Articles

- Editorial.
- Are first-circulation patterns for monographs in the humanities different from the sciences?
- Impact of the consumption of electronic contents on research productivity in the universities of Castile and Leon.
- Reviewers.
- The recent trends of information organization research in Japan and Korea.
- Digital methods.
- Time and Project Management Strategies for Librarians.
- Librarianship, and Information Science.
- Records & information management.

Website | Feed
April Academia

BrowZine: April 2015 Newsletter

Upcoming events:
MLA, Austin, TX, May 15-20, 2015

Email not displaying correctly?
View it in your browser.

Subscribe

Archives

Remote access

Search the blog

Topics

E-Resources
Maintenance
News
OhioLINK
Trial

RSS - Posts

Select Month

Check a URL for EZProxy Coverage
Download MU VPN Software
Report Problems

- E-Resources Access Problem Form
  Use this form during regular business hours to report all e-resource access problems.

- MU Libraries Feedback
  Use this form on evenings and weekends for Miami e-resource access problems.

- OhioLINK Problem Reporting Form
  Use this form on evenings and weekends for OhioLINK e-resource problems.

- Report a Catalog Error

Resources

- Check a URL for EZProxy Coverage
- Download Miami University VPN Software
- EBSCO Products System Alerts
- Is It Down Right Now?
- LinkSource Citation Finder
- OhioLINK Connection Info Link
When helping a patron, please ask the patron to visit: https://www.ohiolink.edu/content/ohiolink_connection_information to obtain browser and IP information.

Required
Your Name *

Your E-Mail Address *

Patron E-Mail

Internet Connection *

Type of Device *
- Desktop
- Laptop
- Tablet
- Smartphone
- Other:

Operating System *
- Windows
- MacOSX
- Linux
- iOS
- Android
- Other:

Browser *
- Internet Explorer
- Firefox
- Chrome
- Safari
- Other:

IP Address of Workstation
Visit https://www.ohiolink.edu/content/ohiolink_connection_information to obtain IP information.

Where was the problem link discovered? *
Multifacet catalog record, Databases A to Z, Journals A to Z etc.

Problem Link (URL) *

Error Message
If an error message appears, please copy below.

Submit
<table>
<thead>
<tr>
<th>Browser type and version</th>
<th>IP Address of Workstation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>134.53.244.106</td>
<td>On campus (wired)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:smithm56@miamoh.edu">smithm56@miamoh.edu</a></td>
<td>On campus (wired)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:flickbi@miamoh.edu">flickbi@miamoh.edu</a></td>
<td>Off campus</td>
</tr>
</tbody>
</table>
"ER access problem 7/2014- (responses)" was edited recently

Google Docs <notify@google.com>
to me

See the changes in your Google Document "ER access problem 7/2014- (responses)": Click here

- A user made changes from 2/23/15 6:02 PM to 6:02 PM (Eastern Standard Time)

Open the current version of your Google Document "ER access problem 7/2014- (responses)": Click here

Powered by Google Sheets

Want to stop receiving this email? Click here
<table>
<thead>
<tr>
<th>Type of Device</th>
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<th>Browser</th>
<th>Initials</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>MacOSX</td>
<td>Not sure</td>
<td>jwb</td>
<td>Check e-book; could not replicate problem reported. Publisher allows 10 pages for download. Emailed patron and Jenny Presnell with this information; no response received. 8/26/14</td>
</tr>
<tr>
<td>Desktop</td>
<td>Windows</td>
<td>Chrome</td>
<td>jwb</td>
<td>ezproxy server configuration updated; seems to have solved the problem of off campus access to safari e-books; tested from home 9/2/14</td>
</tr>
<tr>
<td>Desktop</td>
<td>Windows</td>
<td>Chrome</td>
<td>jwb</td>
<td>Gartner used to be paid for by IT but IT didn't renew this year. I deleted from Databases A to Z but when the new website went live, it somehow reappeared there. Will delete again.</td>
</tr>
<tr>
<td>Desktop</td>
<td>MacOSX</td>
<td>Chrome</td>
<td>mp</td>
<td>MUL owns this in print: not Project Muse ebook version. MP emailed</td>
</tr>
<tr>
<td>Laptop</td>
<td>Windows</td>
<td>Chrome, Internet Explorer</td>
<td>mp/jwb</td>
<td>JSTOR turned off access erroneously; access now restored</td>
</tr>
<tr>
<td>Desktop</td>
<td>Windows</td>
<td>Internet Explorer</td>
<td>jwb</td>
<td>Probably part of the issues today with A to Z and link resolver; have contacted ebsco</td>
</tr>
<tr>
<td>Laptop</td>
<td>MacOSX</td>
<td>Firefox, Safari</td>
<td>jwb</td>
<td>This is an error thrown by the proxy server when someone attempts to download large quantities of material from our resources from off campus. These suspensions expire after 2 hours automatically. JE has contacted the student for additional details.</td>
</tr>
<tr>
<td>Laptop</td>
<td>MacOSX</td>
<td>Safari</td>
<td>jwb</td>
<td>Looked this student up in MU directory and is a biology grad student; she could be part of Project Dragonfly or other distance learning project; sometimes these students are coded incorrectly by IT; it could also be that she is not currently enrolled in any classes at MU—this means she wouldn't have access to library resources. JE will email student directly.</td>
</tr>
<tr>
<td>Laptop</td>
<td>Windows</td>
<td>Safari</td>
<td>mp</td>
<td>MP emailing student; same problem as above likely, student is bio grad</td>
</tr>
</tbody>
</table>
List Criteria

- LC call number ranges
- Publication date ranges
- Location (King, Art/Arch, BEST, Music, IMC, SWORD, Hughes, etc.)
- Publisher
- Fund code or selector
- Amount paid
- Vendor (EBSCOhost, OhioLINK, Ohionet, etc.)
- Order status (current periodicals, canceled periodicals, current database subscriptions, etc.)
- Subscription order format (print, electronic, print + electronic)
- E-journal platform (T&F, Ingenta, Sage, OhioLINK EJC, etc.)
- Item status (Missing, Lost, Sent

Request a List

Submit this form to request lists from Sierra. Lists will be e-mailed as Excel spreadsheet attachments. Contact Jennifer Bazeley with any questions.

* Required

Name *

E-Mail Address *

List Criteria *
Please enter the list criteria and parameters (see box on left). Please be as specific as possible.

Select the information you would like in the spreadsheet *
- Call Number
- Volume Number
- Title
- Author
## Fund Codes

**View or download** list of fund codes at Google Docs

<table>
<thead>
<tr>
<th>Fund Number</th>
<th>Selector</th>
<th>Initials</th>
<th>Subject</th>
<th>Initials Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>KM</td>
<td>Biology</td>
<td></td>
<td>AAR Andy Revelle - King</td>
</tr>
<tr>
<td>04</td>
<td>JDK</td>
<td>Chemistry</td>
<td></td>
<td>AHG Arianne Hartsell-Gundy - King</td>
</tr>
<tr>
<td>05</td>
<td>RW</td>
<td>Classics</td>
<td></td>
<td>AS Aaron Shrimplin - King</td>
</tr>
<tr>
<td>07</td>
<td>AHG</td>
<td>English</td>
<td></td>
<td>BB Belinda Barr - King</td>
</tr>
<tr>
<td>08f</td>
<td>KG</td>
<td>French</td>
<td></td>
<td>BZ Barr Zaslow - Music</td>
</tr>
<tr>
<td>08i</td>
<td>KG</td>
<td>Italian</td>
<td></td>
<td>EB Elizabeth Brice - SC/TS</td>
</tr>
<tr>
<td>09</td>
<td>KAG</td>
<td>Geography</td>
<td></td>
<td>EJ Eric Johnson - CDS</td>
</tr>
<tr>
<td>10</td>
<td>KAG</td>
<td>Geology</td>
<td></td>
<td>ES Elizabeth Sullivan - BEST</td>
</tr>
<tr>
<td>11e</td>
<td>SNB</td>
<td>Asian Studies</td>
<td></td>
<td>JDK John Kromer - BEST</td>
</tr>
<tr>
<td>11g</td>
<td>KG</td>
<td>German</td>
<td></td>
<td>JHG Jeff Hartsell-Gundy - Documents</td>
</tr>
<tr>
<td>11r</td>
<td>MM</td>
<td>Russian</td>
<td></td>
<td>JN Jennifer Natale - King</td>
</tr>
<tr>
<td>12</td>
<td>JP</td>
<td>History</td>
<td></td>
<td>JP Jenny Presnell - King</td>
</tr>
<tr>
<td>13</td>
<td>KAG</td>
<td>Mathematics</td>
<td></td>
<td>JPM Jason Paul Michel - King</td>
</tr>
<tr>
<td>14</td>
<td>KM</td>
<td>Microbiology</td>
<td></td>
<td>JUC Jerome Conley - Dean</td>
</tr>
<tr>
<td>15</td>
<td>JP</td>
<td>Military Studies</td>
<td></td>
<td>JW Jen Waller - King</td>
</tr>
</tbody>
</table>

**Monographs**  **Special Collections**  **Periodicals**  **Standing Orders**
Trigger reports are provided weekly by ebrary.

- This report includes detailed information about the type of trigger and use (current year only).
- Usage statistics for all years can be found on the E-Resource Usage Stats tab in the E-Books box under ebrary.
- Click here for the definitions of the columns/categories found in the trigger report.

Turnaway reports (ebrary e-books are single user) can be found in the box below the trigger report.

Ebrary PDA Purchase Dates and Prices

View/download spreadsheet of all ebrary PDA purchases (does not include usage)

View/download trigger report below in Google Docs (current year only)

<table>
<thead>
<tr>
<th>ebrary DocID</th>
<th>ISBN Print</th>
<th>ISBN Electronic</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>10285377</td>
<td>9780807133903</td>
<td>9780807135006</td>
<td>Bleeding Borders: Race, Gender, and Violence in Pre-Civil War Kansas</td>
</tr>
<tr>
<td>10313597</td>
<td>9783527296620</td>
<td>978352768348</td>
<td>Molecular Heterogeneous Catalysis: A Conceptual and Computational App</td>
</tr>
<tr>
<td>10356292</td>
<td>9780754679219</td>
<td>9780754898197</td>
<td>Critical Food Studies: Liquid Materialities</td>
</tr>
<tr>
<td>10400837</td>
<td>9781847423344</td>
<td>9781847423351</td>
<td>Taking the Crime Out of Sex Work</td>
</tr>
<tr>
<td>10406776</td>
<td>9781439809365</td>
<td>9781439809372</td>
<td>Applied Ecology and Environmental Management, Volume 1: Ecological Indicators</td>
</tr>
<tr>
<td>10408485</td>
<td>9780807136416</td>
<td>9780807137383</td>
<td>Making the Modern South: Haunted by Atrocity: Civil War Prisons in America</td>
</tr>
<tr>
<td>10413118</td>
<td>9780415489843</td>
<td>9780203846797</td>
<td>Teaching Visual Literacy in the Primary Classroom: Comic Books, Film, The</td>
</tr>
</tbody>
</table>
Some publishers exclude owned/subscribed titles from their COUNTER reports if the title had no usage in the time period of the report. This varies by publisher (e.g., ebrary and EBSCO e-book reports do not include titles if they had no use in the time period of the report).

OhioLINK statistics (OSearch databases, EJC, and EBC) are not COUNTER-compliant at this time.

Some vendors do not offer usage statistics, which may be why you don’t find a particular product in the lists on this page.

Reports are updated monthly but note that many vendors are one to two months behind in updating usage statistics. If you need more recent statistics, contact Martin Patrick to check for availability.

Links open in Google Docs (spreadsheets), and can be downloaded from there as an Excel file.

If you are unsure what platform/publisher to look at for a specific title:

- download a list of locally purchased continuing resources and check the platform column next to the title
- check our online Resources A to Z list
- check the library catalog
- contact Jennifer Bazeley or Martin Patrick

COUNTER Reports

Most reports on this page are COUNTER-compliant and are marked with one of the abbreviations below to indicate the type of report.

- Journal Report 1 (JR1): Number of successful full-text article requests by month and journal
- Book Report 1 (BR1): Number of successful title requests by month and title
- Book Report 2 (BR2): Number of successful section requests by month and title
- Database Report 1 (DBR1): Total searches and sessions by month and database
EBSCO Usage Consolidation Reports

EBSCO Usage Consolidation software allows us to combine COUNTER-compliant reports from many vendors into one database and produce compilation reports.

- Title Usage Summarized by Platform 2011
- Title Usage Summarized by Publisher 2011
- Title Usage Summarized by Platform 2012
- Title Usage Summarized by Publisher 2012
- Title Usage Summarized by Platform 2013
- Title Usage Summarized by Publisher 2013
- Subscription Usage Details (Cost Per Use for EBSCO Subscription Titles) 2012
- Subscription Usage Details (Cost Per Use for EBSCO Subscription Titles) 2013
- Subscription Usage Details (Cost Per Use for EBSCO Subscription Titles) 2014

Databases

- AdSpender (2013- )
- Alexander Street Press (April 2009- ) DBR1
- APA PsycInfo (2012- ) DBR1
- ArtSTOR (June 2004- )
- Bibliography of Asian Studies (2009- )
- Birds of North America (2014- )
- Business & Industry (Gale) (2009- )
- Cabell's Directory of Publishing Opportunities (2008- ) Note: self-service; must be on campus to view usage
- Chadwyck Healey Databases (2008- )
- Chadwyck Healey Databases COUNTER (2009- ) DBR1
- Children's Literature Comprehensive Database (2013- )
- ComAbstracts (1999- )
- CQ Press (March 2010- ) DBR1
- CRC Handbook of Chemistry and Physics (September 2014- ) DBR1
- Daily Life Through History (2010- ) DBR1

E-Books

- ACLS Humanities E-Books (2008-2010) BR1
- ACS Symposium Series (2014- ) BR1
- Brill E-Books (2007- ) BR2
Journal Citation Reports - InCites platform (February 2015)

The error below is a known bug in Thomson Reuter’s InCites software (this is the new JCR platform) which occurs when a user has clicked the internal link to JCR or InCites that appears in the top navigation pane of all the WoS products.

No Subscription Found

You do not have a subscription to the InCites product you are trying to access.

If you think that you have reached this page in error, please contact Technical Support.

Please visit our web site for more information on InCites.
To minimize confusion, we are using the OhioLINK "Find It!" icon with the EBSCO link resolver.

After clicking on the Find It icon, the user will see a screen that looks like this:

**Title:** Review New Mexico Colcha Club: Spanish Colonial Embroidery & the Women Who Saved It Benson Nancy C. Museum of New Mexico Press Santa Fe

**Source:** Green, Laura. Journal Of American Folklore Volume: 125 Issue: 495 (2012-12-01) p. 126-128. ISSN: 0021-8715

**Get Full Text Online**

- Get full text at OhioLINK EJC 01-01-2001 to present
- Get full text at Project Muse 01-01-2001 to present
- Get full text at ProQuest 01-01-1999 to present
- Get full text from the Literature Resource Center (Gale) 06-01-1994 to present

**Export Citation**

- Export citation to EndNote (RIS format)
This is the proxy prefix for Miami University Libraries:

http://proxy.lib.miamioh.edu/login?url=

To create a link to a library-subscribed resource that is accessible both on and off campus, simply append the proxy prefix to the front of the resource link.

http://www.jstor.org/stable/10.5951/mathteacher.108.5.0376

BECOMES


Do NOT put the prefix on the front of MUL re-direct URLs (http://www.lib.miamioh.edu/indexes/redirect/). Re-direct URLs automatically push the patron through the proxy without the prefix.

Proxy Prefix in LibGuides

In LibGuides, there are three ways to use the proxy prefix for off-campus access.

Choose one option from the right.

Re-direct URL

1. Use one of the redirect URLs copied from the Databases A to Z list (http://www.lib.miamioh.edu/indexes/redirect/)
2. Do not add the proxy prefix (http://proxy.lib.miamioh.edu/login?url=) to the front of the URL.
3. Click the DISABLED button next to the "Proxy" entry in the link editing box (see below).
Miami has purchased a subscription to **BrowZine** (for iPad and Android) beginning with the 2013/2014 school year.

The **BrowZine** knowledge base is available here.

### Support for iPad/iPad Mini

- Requires iOS version 5.1.1
- Runs best on an iPad 3 & 4 and iPad Mini or newer

### Support for Android

- Requires OS version Ice Cream Sandwich or newer (Jelly Bean, etc.)
- Runs best on Google Nexus, Samsung Galaxy Tab and Note; Amazon Kindle Fire HD
- Currently the Android version lacks a few of the features available for the iPad version:
  - Show Journal in Library feature (see where a title is on the shelves)
  - When sending to other services (DropBox, Box.com, etc. file is not renamed with metadata)

### How to Use BrowZine

1. Download BrowZine from the **app store** (iPad) or **Google Play** (for Android).
2. Find Miami University in the institution list.
3. You will be prompted to enter your unique ID and password.
4. BrowZine will set up your library for use with Miami’s holdings.
Implementation Team

Elizabeth Brice and Lisa Santucci, co-sponsors
- Jennifer Bazeley
- Rob Casson
- Jason Michel
- Kobby Sekyere

Implementation Dates

- August 1st, 2012: Interface link sent to all library staff
- August 8th, 2012: Discovery Layer training with EBSCO trainer (2-4 pm, Kamm)
- August 13th, 2012: Integration of discovery layer search box into library website

Training Materials

- EBSCO Discovery Service (EDS) Support Center
- EBSCO Tutorials
- EBSCO Support Documents, FAQs, etc.

Download the EBSCO Discovery Service User Guide

Training Handouts (PDF and .doc formats)

- EBSCOhost Mobile Applications (iPhone/iPod Touch/iPad App & Android)
  (note: EBSCOhost and EDS are now optimized for mobile viewing without requiring the download of the apps above)

- EDS API Information

General Information

Links
- Miami University Libraries EBSCO Discovery Layer "OneSearch" Interface Link
Alexander Street Press Video Interface (November 2013)

ASP has released a new video interface that searches all subscribed ASP video content. The old interface will continue to be available through December 2013. In 2014, all links to the old platform will re-direct automatically to the new platform.

Links to the new platform are now available:

- Counseling and Therapy in Video: Volume I
  - http://www.lib.miamioh.edu/indexes/redirect/1206
- Education in Video
  - http://www.lib.miamioh.edu/indexes/redirect/1207
- New World Cinema
  - http://www.lib.miamioh.edu/indexes/redirect/1208
- American History in Video
  - http://www.lib.miamioh.edu/indexes/redirect/1211
- March of Time

Oxford Reference Online Changes

As of July 1, 2013, Oxford Reference Online titles are no longer available. OhioLINK did not renew the subscription to these leased titles.

There are still a small subset of ORO titles that were purchased outright which will remain available in the EBC.

Click here for a spreadsheet of all remaining titles as well as titles that are no longer accessible.

As of September 2012, our Oxford Digital Reference and Oxford Reference Online ebooks are now all accessible through the single Oxford Reference platform.

Both platforms will continue to function through December 12, 2012. The old Oxford Reference Online and Oxford Digital Reference Shelf sites will be turned off permanently on December 12.

The URLs for individual titles have changed and will need to be updated in LibGuides. Oxford University Press currently has re-directs in place for the old URLs which will work through December 2012.

Download the list of titles and updated URLs here.
<table>
<thead>
<tr>
<th>Page ID</th>
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<th>2015-01</th>
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<td>154</td>
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<td>130749</td>
<td>E-Resource Usage Stats</td>
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<td>20</td>
<td>24</td>
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<td>Ebrary PDA Reports</td>
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<td>E-Book Platforms</td>
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## Assessment – Google Analytics

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Jennifer Bazeley
bazelejw@miamioh.edu