

## Configuring IEEE collections in EBSCO's *Full Text Finder*

EBSCO's *Full Text Finder* features link resolver software that uses OpenURL data to provide context-sensitive item-level linking among the various online resources in a library collection. EDS, the EBSCO Discovery Service— and other discovery services such as Summon and Primo—use your *Full Text Finder* link resolver to determine your institutional holdings and to provide full-text linking from items in the discovery service.

This guide has been developed to help libraries configure *Full Text Finder* to most effectively leverage their investment in content on the IEEE platform. Our research shows that the appropriate configuration of *Full Text Finder* is an important determinant in the discoverability of the licensed content. Furthermore, setting the link ordering priorities to IEEE is *the best* way to ensure your users connect reliably.

### To ensure effective linking to IEEE content you will need to:

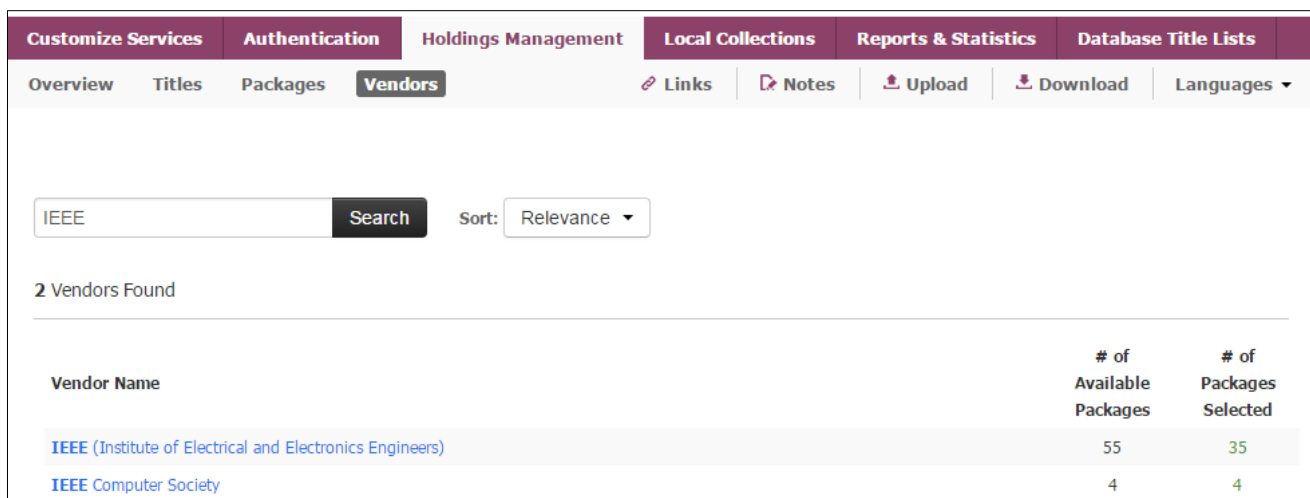
1. Activate your subscribed IEEE collections in *Full Text Finder's* Holdings & Link Management tool.
2. Set link ordering priorities for *Full Text Finder*.
3. Activate linking in your discovery service.

### Activating IEEE collections in *Full Text Finder's* Holdings & Link Management

Activate the IEEE collections in your *Full Text Finder* account to match the collections to which you subscribe. This can be done through the Holdings Management tab in *EBSCOadmin*.



To find available collections, click the Vendors sub-tab and enter "IEEE" in the find field.



For more information on searching for titles or packages by vendor, visit [https://help.ebsco.com/interfaces/Full\\_Text\\_Finder/Holdings\\_Management\\_User\\_Guide/Searching\\_for\\_Titles\\_and\\_Packages\\_by\\_Vendor](https://help.ebsco.com/interfaces/Full_Text_Finder/Holdings_Management_User_Guide/Searching_for_Titles_and_Packages_by_Vendor).

If you purchase your IEEE Journals through EBSCO, they will automatically be activated for use in *Full Text Finder*. However, if you order these directly from IEEE or through another agency, you will need to select the collection in Holdings Management or add a custom collection.

- I. Activate the IEEE collections you subscribe to in Holdings Management. For a complete list of collections available from IEEE, visit <http://ieeexplore.ieee.org/Xplorehelp/#/administrators-and-librarians/title-lists#kbar-phase-ii-compliant-title-lists>. For assistance with adding packages, see the following page available on the EBSCO Support Site: [https://help.ebsco.com/interfaces/Full\\_Text\\_Finder/Holdings\\_Management\\_User\\_Guide/Adding\\_or\\_Removing\\_Packages\\_from\\_Holdings](https://help.ebsco.com/interfaces/Full_Text_Finder/Holdings_Management_User_Guide/Adding_or_Removing_Packages_from_Holdings).
- II. To upload a custom holdings file, see the following page available on the EBSCO Support Site: [https://help.ebsco.com/interfaces/Full\\_Text\\_Finder/Holdings\\_Management\\_User\\_Guide/Uploading\\_Your\\_Holdings](https://help.ebsco.com/interfaces/Full_Text_Finder/Holdings_Management_User_Guide/Uploading_Your_Holdings).
- III. To add titles individually, see the following page available on the EBSCO Support Site: [https://help.ebsco.com/interfaces/Full\\_Text\\_Finder/Holdings\\_Management\\_User\\_Guide/Adding\\_or\\_Removing\\_Titles\\_from\\_Holdings](https://help.ebsco.com/interfaces/Full_Text_Finder/Holdings_Management_User_Guide/Adding_or_Removing_Titles_from_Holdings).

**Note:** New titles that are added to IEEE packages will be activated automatically if you have selected the pre-existing IEEE collections in Holdings Management. However, custom collections will not be updated automatically, and you will need to add these to your custom collection in Holdings Management.

### Setting link ordering priorities for *Full Text Finder*

*Full Text Finder* customers may select the order in which CustomLinks are displayed on the *Full Text Finder* link resolver menu when an item is available from more than one provider. For example, if you would like the IEEE CustomLink to appear before EBSCOhost full text, the order can be adjusted to display it accordingly. It is important to think about the order of the links for your institution because preferences do vary.

The screenshot shows the 'Local Collections' tab in the Holdings Management section. The interface includes a search bar with 'Search by Link Name', a 'Search' button, and filters for 'Show: All Links', 'Limit To: All Categories', and 'Sort: Rank'. Below the search bar, it indicates '8 Results Found' and provides options for 'New Link', 'New Section Label', and 'Full Text Finder Tokens'. A 'Refresh List' button is also present. The main content is a table with the following data:

Rank	Name	Category	Managed By	Display Link	Delete
1	IEEExplore	Full Text	EBSCO	For my Assigned Holdings	
2	IEEE Computer Society Digital Library (DOI)	Full Text	EBSCO	For my Assigned Holdings	

For instructions on ordering your *Full Text Finder* CustomLinks please see the following: [https://help.ebsco.com/interfaces/Full\\_Text\\_Finder/Holdings\\_Management\\_FAQs/change\\_order\\_of\\_the\\_links\\_in\\_the\\_Full\\_Text\\_Finder\\_link\\_resolver\\_menu](https://help.ebsco.com/interfaces/Full_Text_Finder/Holdings_Management_FAQs/change_order_of_the_links_in_the_Full_Text_Finder_link_resolver_menu).

## Activating IEEE collections in your discovery service

If you are using the *EBSCO Discovery Service* (EDS) together with *Full Text Finder* then you will need to activate the relevant datasets in EDS. However, no further action is required to set your specific IEEE holdings information as this will automatically be populated from *Full Text Finder* to EDS on a regular basis.

If you are using another indexed-based library discovery tool such as Summon from ProQuest or Primo from Ex Libris, a ProQuest Company, please contact your provider.

For information on activating of IEEE content in EDS consult **Getting the Most out of IEEE in EBSCO Discovery Service Quick Reference Guide**: [http://support.ebsco.com/eds/content/en\\_eds\\_ieee\\_quickrefguide.pdf](http://support.ebsco.com/eds/content/en_eds_ieee_quickrefguide.pdf)

### Need Help?

If you have more questions about *Full Text Finder* or EDS, please contact EBSCO Support at <http://support.ebsco.com>. If you need help accessing the content on the IEEE platform, contact IEEE Support at [onlinesupport@ieee.org](mailto:onlinesupport@ieee.org). For the most up-to-date version of this guide, please see [http://support.ebsco.com/eds/content/en\\_ftf\\_ieee\\_quickrefguide.pdf](http://support.ebsco.com/eds/content/en_ftf_ieee_quickrefguide.pdf).