

Gold Rush

A Discovery & Management Tool for Electronic Resources
from the Colorado Alliance

Gold Rush Staff Toolbox

Holdings Module Documentation

Colorado Alliance of Research Libraries

3801 E. Florida, Ste. 515 • Denver, CO 80210 • (303) 759-3399 • FAX: (303) 759-3363

© Copyright Colorado Alliance 2004

(04/30/2011)

GOLD RUSH HOLDINGS MODULE

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

Holdings-Database Holdings	1
Add Gold Rush Database to My Holdings.....	1
Manage Database URL's	3
Full Provider/Database Table.....	5
Remove Database from My Holdings	6
Manage Database Dates.....	7
 Holdings-Journal Holdings	 8
Manage Journal URL's.....	8
Manage Journal Dates	10
 Holdings-Title Lists	 13
Match Titles	13
Upload a Title List (New or Existing)	13
Add a Journal to a New or Existing List.....	18

Holdings-Database Holdings

The following functions are available in the Database Holdings section:

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

Add Gold Rush Database to My Holdings

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

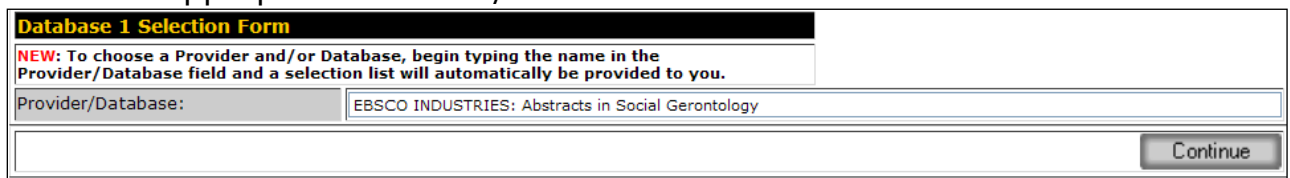
1. Select Holdings from the main menu.



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



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

A screenshot of a form titled "Database 1 Selection Form". It includes a "NEW" message, a "Provider/Database:" label, a text input field containing "EBSCO INDUSTRIES: Abstracts in Social Gerontology", and a "Continue" button.

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

A screenshot of a form titled "Add Database URL Form". It contains fields for "Provider:" (EBSCO INDUSTRIES), "Database:" (Abstracts in Social Gerontology), and "Database URL:" (http://search.ebscohost.com/login.asp?profile=web&defaultdb=27h). There is a checkbox for "Use Proxy Wrapper:" which is checked. At the bottom, there are "Continue" and "Cancel" buttons, and a footer with links "Manage DB Urls" and "Manage JT Urls".

- o If there is no URL displayed, enter the URL you will be using to send people to this resource and click the "Continue" button. Remember to include the http:// part of the URL.
 - o If there is a URL displayed, you can edit the URL to reflect the appropriate URL for your site (you may use a proxy address or some other authorizing URL) or you can accept the existing URL. Once the URL displayed is correct, click the "Continue" button.
 - o If you use a proxy server, and you have entered your proxy server information in the Settings -> Manage Targets and Proxy Server menu, you can check the "Use Proxy Wrapper" checkbox, and Gold Rush will automatically add your proxy server to the URL.
 - o Or, you can enter the URL with your proxy server address, and uncheck the "Use Proxy Wrapper" checkbox.
6. You will now see the Review screen which re-displays the information you have just entered. If everything looks correct, click the "Continue" button. If the information is not correct you can abort the process by clicking the "Cancel" button or clicking on one of the main menu items or the links in the Current Location Bar.

Add Database Review Form	
Provider:	EBSCO INDUSTRIES
Database:	Abstracts in Social Gerontology
Database URL:	http://search.ebscohost.com/login.asp?profile=web&defaultdb=27h
Use Proxy Wrapper:	<input checked="" type="checkbox"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

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

Successful Database Add	
Provider:	EBSCO INDUSTRIES
Database:	Abstracts in Social Gerontology
<input type="button" value="Add Another DB"/>	

Manage Database URL's

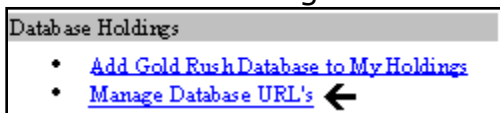
Use this menu item to update current database URLs for your library. This URL is used for any database links in the public interface and also used for all individual journal title URL's if there are not title-specific URL's available. (View online tutorial of this function at:

http://grweb.coalliance.org/videos/ChangeDBURL_demo.htm)

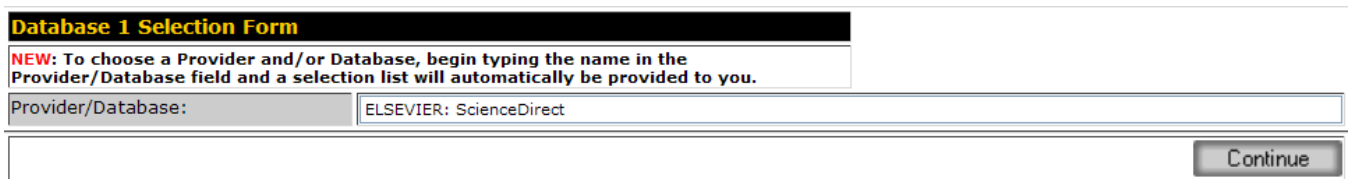
1. Select Holdings from the main menu.



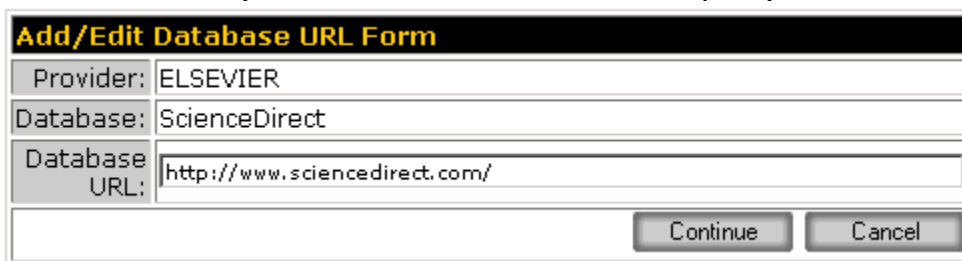
2. Click on the 'Manage Database URL's' link on the Holdings menu.



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

A screenshot of a web form titled "Database 1 Selection Form". It has a red header with a "NEW" notice: "To choose a Provider and/or Database, begin typing the name in the Provider/Database field and a selection list will automatically be provided to you." Below the notice is a text input field labeled "Provider/Database:" containing the text "ELSEVIER: ScienceDirect". A "Continue" button is located at the bottom right of the form.

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

A screenshot of a web form titled "Add/Edit Database URL Form". It contains three input fields: "Provider:" with the value "ELSEVIER", "Database:" with the value "ScienceDirect", and "Database URL:" with the value "http://www.sciencedirect.com/". At the bottom right, there are two buttons: "Continue" and "Cancel".

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

Database URL Review Form	
Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

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

Successful Add/Update	
Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/
<input type="button" value="Manage DB URLs"/>	

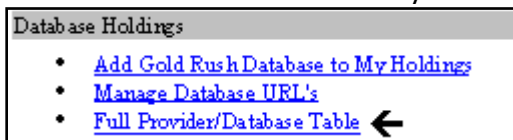
Full Provider/Database Table

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

1. Select **Holdings** from the main menu.



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



3. The table includes the Provider name and the database names associated with those Providers in Gold Rush.

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

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

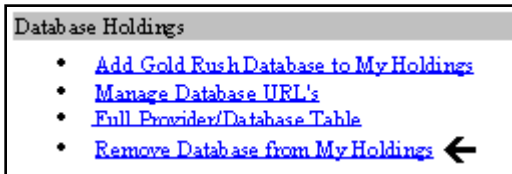
Remove Database from My Holdings

Use this menu item to remove your library's holdings when you have cancelled a subscription to a specific database.

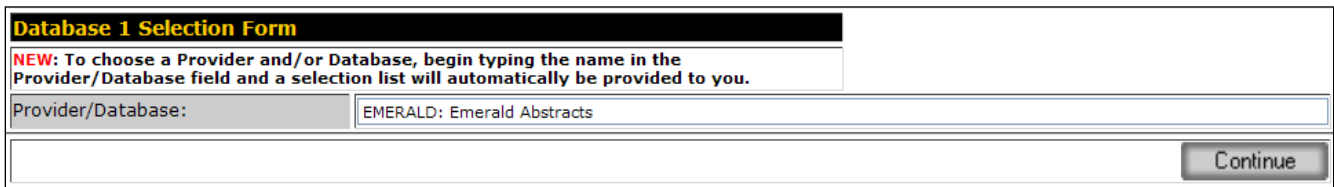
1. Select Holdings from the main menu.



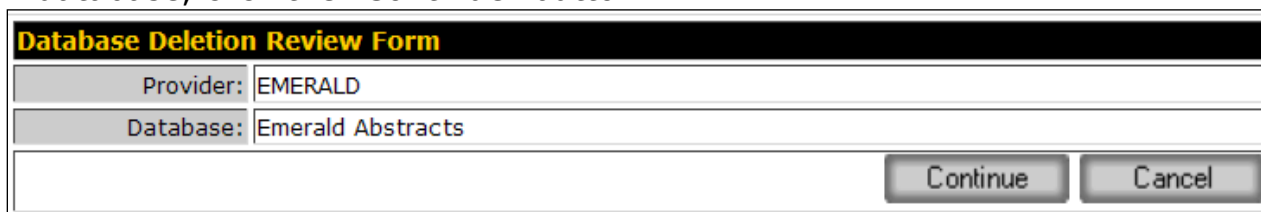
2. Click on the "Remove Database from My Holdings" link on the Holdings menu.



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

A screenshot of a web form titled "Database 1 Selection Form" with a yellow header. Below the header is a red text instruction: "NEW: To choose a Provider and/or Database, begin typing the name in the Provider/Database field and a selection list will automatically be provided to you." There is a text input field labeled "Provider/Database:" containing the text "EMERALD: Emerald Abstracts". A "Continue" button is located at the bottom right of the form.

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

A screenshot of a web form titled "Database Deletion Review Form" with a yellow header. It contains two rows of information: "Provider: EMERALD" and "Database: Emerald Abstracts". At the bottom right, there are two buttons: "Continue" and "Cancel".

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

Successful Deletion	
Provider:	EMERALD
Database:	Emerald Abstracts
Delete Another DB	

Manage Database Dates

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

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

Database 1 Selection Form	
NEW: To choose a Provider and/or Database, begin typing the name in the Provider/Database field and a selection list will automatically be provided to you.	
Provider/Database:	EBSCO INDUSTRIES: Academic Search Premier
Continue	

3. The Database Dates form will appear.

Holdings -> Manage DB Dates		User: Rose Nelson Site: WSC
Use this form to set content start and end dates for ALL journals in the selected database.		
Note: Editing dates in aggregator databases or indexing/abstracting services will result in your work being overwritten when the metadata in these databases is updated. We recommend changing dates only in databases provided by primary publishers or for your local list of serials.		
Database Dates		
Provider: EBSCO INDUSTRIES		
Database: Academic Search Premier		
Warning! Any changes made on this form will be applied to EVERY journal title in this database!		
Full Text Dates	Start: <input type="text"/> End: <input type="text"/>	Set Full Text Dates
		End date can be "current" for open subscriptions.
Citation Dates	Start: <input type="text"/> End: <input type="text"/>	Set Citation Dates
		End date can be "current" for open subscriptions.
Embargo Period	<input type="text"/> (in months)	Set Embargo
		Embargo is a number of months indicating a period of time that you cannot access a service's most recent content.
Window Period	<input type="text"/> (in months)	Set Window
		Window is a number of months indicating a period of time during which you can access a service's content.
Date Notes	<input type="text"/>	Set Date Notes
		Use the Date Notes field for any other information you would like displayed to your users for this database and its journals.
Use Date Notes for Blank Dates	<input type="text" value="N"/>	Set Notes/Blanks
		Set this to "Y" if you want to display date notes instead of the text that would normally appear for blank dates for this database.
Edit Dates for Individual Journals in this Database		

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

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

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

Holdings-Journal Holdings

The following functions are available in the Journal Holdings section:

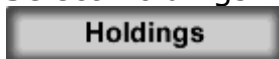
- *Manage Journal URL's
- *Manage Journal Dates

Manage Journal URL's

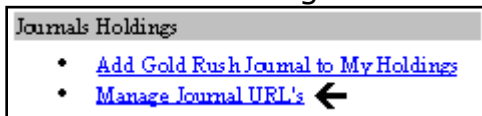
Use this menu item to update current journal URLs for your library. This URL is used for any journal links in the public interface. Not all databases have journal level URL's, those that do not utilize the default database URL for the individual title URL. (View online tutorial of this function at: http://grweb.coalliance.org/videos/JURL_Update_Aug_2010_demo.htm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

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

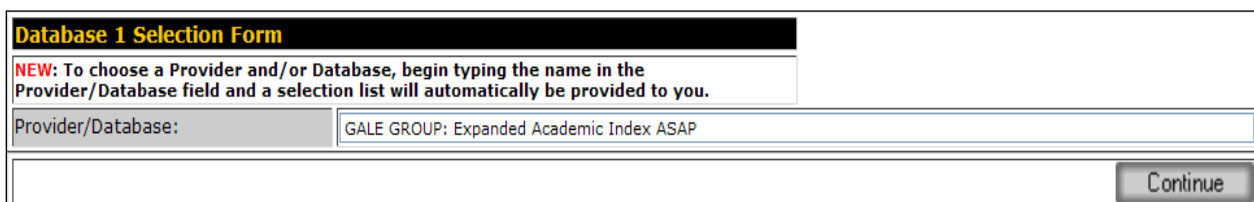
1. Select Holdings from the main menu.



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



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

A screenshot of a web form titled "Database 1 Selection Form". It features a red "NEW" notice: "To choose a Provider and/or Database, begin typing the name in the Provider/Database field and a selection list will automatically be provided to you." Below the notice is a text input field labeled "Provider/Database:" containing the text "GALE GROUP: Expanded Academic Index ASAP". A "Continue" button is located at the bottom right of the form.

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


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

Journal Titles (Total in Database: 154)						Download
Provider: PROQUEST						
Database: ABI/INFORM Dateline						
Hide All		Show All		Use Proxy on All		No Proxy
			Lock Journals		Unlock Journals	
Title	ISSN	JTurl	Hide	Use Proxy	Lock	Update
Alaska Business Monthly	8756-4092	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Alaska Journal of Commerce	1537-4963	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Amcham Business Journal	0116-452X	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Arizona Capitol Times	0744-7477	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Arkansas Business	1053-6582	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Atlanta Business Chronicle	0164-8071	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Austin Business Journal	0892-869X	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
AZB, Arizona Business	1079-4255	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Baltimore Business Journal	0747-1823	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
BC Business	0829-481X	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Birmingham Business Journal	0889-2237	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Boston Business Journal	0746-4975	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Boulder County Business Report	1528-6320	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Business Courier Serving Cincinnati - Northern Kentucky	1096-8636	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Business First of Buffalo	0749-9418	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Business First-Columbus	0748-6146	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Business First-Louisville	0748-6138	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>
Business in Broward	1082-3778	http://gateway.proquest.com	N	Y	N	<input type="checkbox"/>

5. Use the gray buttons at the top of the table to make global changes to the list. For example, if you wish to apply the proxy to all titles in the list, select "Use Proxy on All".
6. You can edit the URL for individual titles. Each time you make a change, click on the "Update" button to the right of that title to save your changes.
7. Use the hide button to display or remove a journal from the public interface. Hide serves the same function as delete.
8. You can edit the Use Proxy setting by changing the value in that column for

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

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

8. You can lock the title so that the title is untouched when the database is globally updated. There is no need to lock titles in aggregator databases as all libraries receive the same titles and these databases are centrally updated.
9. If you have made any changes, be sure to click the "Update" button before moving to another page.
10. If you wish to save the report shown on the screen, click the  button on the top bar of the Chart. This will bring up the list in an Excel-like screen. To save the information, go to the File Menu on your browser and select "Save as...". You should now see a dialog box that will allow you to name and save the information on your screen in a variety of file types, including html, Excel, etc. You can get back to your Gold Rush Report using your Back Button.

Manage Journal Dates

Use this menu item to change the date of a journal in a database. (View online tutorial of this function at:

http://grweb.coalliance.org/videos/Journal_Dates_demo.htm)

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

1. Select Holdings from the main menu.



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

[Holdings](#) -> [Manage JT Dates](#) -> Select Provider

User: Rose Nelson
Site: WSC

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

Database 1 Selection Form

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

Provider/Database:

4. The entire journal title list for the database you selected will be displayed. The display includes:
- o Alphabet Navigation Bar
 - o Journal title and ISSN
 - o Full text start
 - o Full text end
 - o Citation start
 - o Citation end
 - o Date notes
 - o Embargo months
 - o Window months
 - o Journal format
 - o Update

Journal Titles (Total in Database: 5056, Titles beginning with A: 549)

Provider: **GALE CENGAGE LEARNING**

Database: **Expanded Academic Index ASAP**

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

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

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

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

1 2 3 4 5 6 7 8 9 10 ▶▶▶ Next 10 ▶▶▶

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

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

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

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

Match titles

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

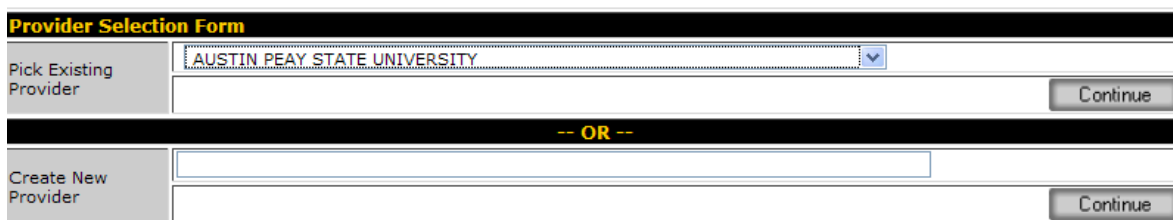
Upload a Title List (New or Existing)

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

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



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

A screenshot of a "Provider Selection Form". It has two main sections. The first section is "Pick Existing Provider" with a dropdown menu showing "AUSTIN PEAY STATE UNIVERSITY" and a "Continue" button. The second section is "Create New Provider" with two empty input fields and a "Continue" button. A separator with "-- OR --" is between the two sections.

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


Database Selection Form for AUSTIN PEAY STATE UNIVERSITY	
Select Local Database	<input type="text" value="Austin Peay State University Print Holdings"/> <input type="button" value="Continue"/>
-- OR --	
Enter Database name if not in list	<input type="text"/> <input type="button" value="Continue"/>

A form will appear with the following fields:

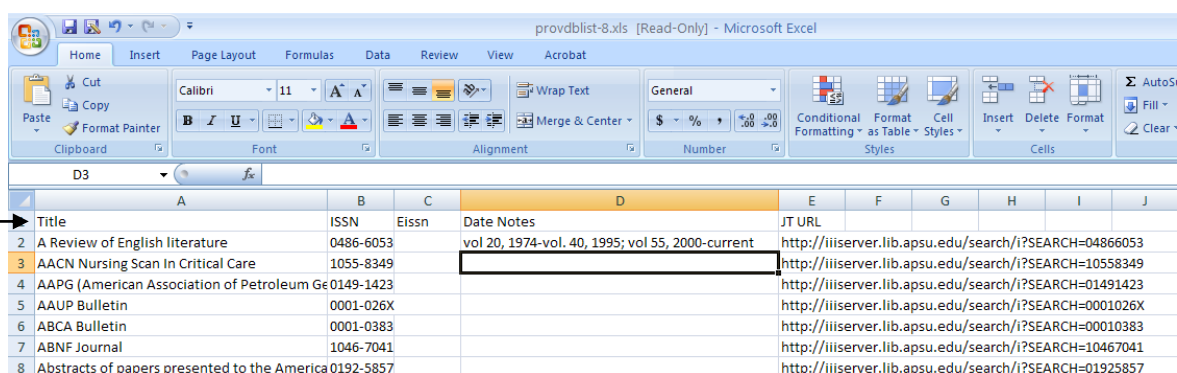
- Requested by
- Report email address
- Hide
- Use Proxy
- Database URL
- General notes
- Number of columns

Provider:	AUSTIN PEAY STATE UNIVERSITY	
Database:	Austin Peay State University Print Holdings	
Requested By:	<input type="text" value="rose nelson"/>	
Report Email Address:	<input type="text" value="rose@coalliance.org"/>	Seperate multiple emails with a comma.
Hide?	<input type="button" value="No"/>	Titles in database not in title list should be hidden from public interface?
Use Proxy?	<input type="button" value="No"/>	Titles in database should use proxy as defined in Settings in Gold Rush Staff interface?
Database URL:	<input type="text" value="http://iiiserver.lib.apsu.edu/"/>	
General Notes:	<input type="text"/>	Use this space for any notes you wish to keep.
Number of Columns:	<input type="text" value="5"/>	Enter the total number of columns in the list being uploaded.
<input type="button" value="Continue"/>		

2. Complete the form.
 - Be sure to keep hide set at No so that titles will appear in the public interface.
 - Use Proxy should be checked if you use a proxy server for authentication. Set the proxy to No if you use a VPN for authentication or if this is an open access resource.
 - The database URL is the URL that will display in the public interface when someone tries to access this database.

Database Name: Austin Peay State University Print Holdings		
# of Titles: 2624	View Title List	
# of Providers: 1		
Subject(s): No Subjects Found		
Link	Full Text/Citation	Provider
	Full Text Available	AUSTIN PEAY STATE UNIVERSITY
Description:		

The number of columns corresponds to the number of columns in the spreadsheet that will be uploaded. Be sure that the spreadsheet has been saved as a text file. The first row of data must always be header fields-title, issn, dates, etc



Title	ISSN	Eissn	Date Notes	JT URL
A Review of English literature	0486-6053		vol 20, 1974-vol. 40, 1995; vol 55, 2000-current	http://iiserver.lib.apsu.edu/search/i?SEARCH=04866053
AACN Nursing Scan In Critical Care	1055-8349			http://iiserver.lib.apsu.edu/search/i?SEARCH=10558349
AAPG (American Association of Petroleum Ge	0149-1423			http://iiserver.lib.apsu.edu/search/i?SEARCH=01491423
AAUP Bulletin	0001-026X			http://iiserver.lib.apsu.edu/search/i?SEARCH=0001026X
ABCA Bulletin	0001-0383			http://iiserver.lib.apsu.edu/search/i?SEARCH=00010383
ABNF Journal	1046-7041			http://iiserver.lib.apsu.edu/search/i?SEARCH=10467041
Abstracts of papers presented to the America	0192-5857			http://iiserver.lib.apsu.edu/search/i?SEARCH=01925857

First row headers-issn, title,etc

Criteria for uploading a spreadsheet

- First row is reserved for header data. There should be nothing above the first row.
 - You must have at least a title and ISSN to upload a title list or enter a title in Gold Rush.
 - Enter metadata on the 2nd row. Don't skip any rows on the spreadsheet.
 - Be sure to save the spreadsheet as a text file with the extension "txt" before uploading the title list.
 - If there are columns on the spreadsheet that contain data you don't want to upload, select SKIP on the form loader for these columns.
 - Do not include any footer information on the spreadsheet
3. After completing the form, click the "Continue" button. The form will then be expanded so that you can map each field on the form to the spreadsheet. Each column on the form corresponds to the same column letter on the spreadsheet. Map the columns on the form to the spreadsheet.

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

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

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

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

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

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

File Successfully Uploaded

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

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

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

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

Local List Options		
Test More?	<input type="checkbox"/> Test	Enter number of test records to return
Return to Previous Form	<input type="button" value="Return"/>	Return to the form

- If there is an error, you will be prompted to run more test records. You must fix the errors before the file can be run. Errors will be on the spreadsheet or the loader form. Some common errors include incorrect mapping between spreadsheet and loader form, not including an issn for a journal, bad date format, text included on spreadsheet above the header, uploading the wrong type of file (e.g. xls instead of txt)
- Once you have successfully uploaded a file and tested the records, the file will be staged to load and should be available in your holdings and the public interface the next morning.

Add a Journal to a New or Existing List

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

Title Lists

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

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

Provider Selection Form	
Pick Existing Provider	<input type="text" value="AUSTIN PEAY STATE UNIVERSITY"/> <input type="button" value="Continue"/>
-- OR --	
Create New Provider	<input type="text"/> <input type="button" value="Continue"/>

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

Database Selection Form for AUSTIN PEAY STATE UNIVERSITY	
Select Local Database	<input type="text" value="Austin Peay State University Print Holdings"/> <input type="button" value="Continue"/>
-- OR --	
Enter Database name if not in list	<input type="text"/> <input type="button" value="Continue"/>

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


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

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

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

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

Successful Journal Add	
Provider:	DENVER PUBLIC LIBRARY
Database:	Denver Public Library Print Holdings
Journal:	American Journal of Pathology
<input type="button" value="Add Another Journal"/>	

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

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

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