

# Library Submission Utility

Created: February 27, 2008

Updated: March 31, 2008

The Library Submission Utility is a web-based, password-protected tool use to manage your LinkOut [[http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.lib.How\\_LinkOut\\_Works\\_fo](http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.lib.How_LinkOut_Works_fo)], Outside Tool [[http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Outside\\_Tool](http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Outside_Tool)] and Document Delivery [[http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Document\\_Delivery\\_Se](http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Document_Delivery_Se)] accounts. You must have registered for at least one type of account to access the Library Submission Utility.

In the Submission Utility users can manage:

## *LinkOut*

- Library Information
- Contact Information
- View or Update Online Holdings
- View or Update Print Holdings
- Provide Full Text and Print Icons
- View Usage Statistics
- Export Holdings

## *Outside Tool*

- Contact Information
- Tool Settings
- Outside Tool Icon/Icon URL

## *Document Delivery*

- Contact Information
- DDS Settings
- Document Delivery Icon/Icon URL

To login into the Library Submission Utility:

1. Go to the LinkOut Libraries webpage [<http://www.ncbi.nlm.nih.gov/projects/linkout/doc/liblinkout.html>]
2. Click "Library Submission" from the quick link bar under the LinkOut banner.
3. On the Library Submission Utility page [<http://www.ncbi.nlm.nih.gov/projects/linkout/doc/lbsub-i.shtml>], select the task that you would like to perform.
4. Log in with your library's User Name and Password. Both User Name and Password are case sensitive. If you have forgotten your password click on "I forgot my password," your library's password will be sent to the email address(es) registered with LinkOut.

If you do not remember your user name, go to either the LinkOut Libraries [[http://www.ncbi.nlm.nih.gov/projects/linkout/jnlist/active\\_libraries.html](http://www.ncbi.nlm.nih.gov/projects/linkout/jnlist/active_libraries.html)] or Outside Tool provider [[http://www.ncbi.nlm.nih.gov/projects/linkout/jnlist/active\\_otool.html](http://www.ncbi.nlm.nih.gov/projects/linkout/jnlist/active_otool.html)] lists.

## Library Information

NCBI lists your library “Name” and “Public URL” in the LinkOut Libraries [[http://www.ncbi.nlm.nih.gov/projects/linkout/jnlist/active\\_libraries.html](http://www.ncbi.nlm.nih.gov/projects/linkout/jnlist/active_libraries.html)] list. It is important to keep this information up to date to ensure that your library will be listed correctly.

To update Library Information:

1. Under the LinkOut tab, click [Library Info](#)
2. On the next screen click [Edit](#)
3. Edit the information as shown in the image below:
  - A. **Name:** Verify that your Library Name is correct
  - B. **Description:** Enter a brief description for your library (optional)
  - C. **Display Name:** Choose a name for your library’s filter tab [[http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.lib.Localizing\\_PubMed\\_fo#lib.Locating\\_Library\\_Hol](http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.lib.Localizing_PubMed_fo#lib.Locating_Library_Hol)] in MyNCBI.
  - D. **Public URL:** Enter the URL of your library Web site. If you do not have a library Web site, enter the homepage for your organization. The URL must be publicly accessible. Intranet URLs or URLs behind a firewall are not acceptable
4. Click [Save \(E\)](#). Updates take effect in 48 hours

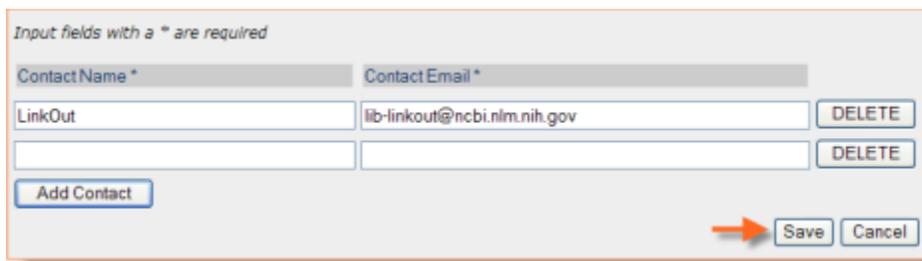
## Contact Information

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The contact information is used only by the LinkOut Team and is not publicly available. It is important to keep this information current because the library contact is the recipient of the “I forgot my password” automated email and to allow the LinkOut team to contact you in the event of a problem with your account.

To update Contact Information:

1. Under the LinkOut tab, click [Contact Info](#) On the next screen click [Add/Edit](#)
2. Edit the fields Contact Name and Email. To list additional contact names and email, click [Add Contact](#)
3. Enter the additional contact name and email in the additional fields.



Input fields with a \* are required

Contact Name *	Contact Email *	
LinkOut	lib-linkout@ncbi.nlm.nih.gov	DELETE
		DELETE

[Add Contact](#)

[Save](#) [Cancel](#)

4. Click [Save](#): Changes take effect immediately.

## View or Update Online Holdings

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Links to your library’s online full-text holdings are applied to PubMed citations that are included in your LinkOut online holdings. Using your library links, your patrons can link directly from a PubMed citation to online full text from your library’s full-text provider.

**Note:** Some full-text providers will manage LinkOut holdings on behalf of subscribers. For additional information, contact your full-text provider.

### Section Contents

- Organizing Your Online Full-Text Holdings
- Editing your Holdings by Journals
- Editing your Holdings by Providers
- Editing your Holdings by Searching
- Entering your Subscription Information
- Using Preferred Provider

## Organizing Your Online Full-Text Holdings

To help manage your online holdings, you should develop a list of journals that your library will be linking to through LinkOut.

For a library to link to online full text from a particular full-text provider (publisher, aggregator, etc.), the full-text provider must submit links for the journal AND the library must have a pre-existing access agreement with the full-text provider. See [LinkOut Journals \[http://www.ncbi.nlm.nih.gov/projects/linkout/journals/jourlists.cgi?typeid=1&type=providers&format=html&operation=Show\]](http://www.ncbi.nlm.nih.gov/projects/linkout/journals/jourlists.cgi?typeid=1&type=providers&format=html&operation=Show) for a list of journals and associated full-text providers available for linking.

Some full-text providers do not provide links to NCBI, i.e., they are not LinkOut participants. Moreover, some LinkOut participants do not submit links to all of their online journals. If a journal is not available for linking from your full-text provider, please contact the provider and encourage them to submit links to NCBI.

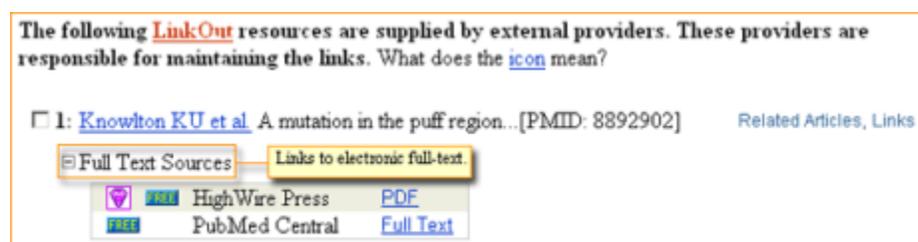
**NOTE:** LinkOut does not perform any user verification. When users click on your link, they leave PubMed and are redirected to the provider site. Therefore, you should only include journals that validate IP addresses or are accessible through your proxy server; otherwise, you will need to distribute your passwords.

When organizing your holdings, you may encounter the following situations:

**1) Sometimes the full-text provider is not obvious:**

Provider of full-text links may not be the publisher of the journal. If you subscribe directly to the New England Journal of Medicine online, the provider is HighWire. Usually the provider information can be found at the journal website, or you can contact the publisher of a journal and ask.

If you're not sure who your provider is, check the LinkOut Display, shown in the image below. Test provider links and see which one you can access. The one accessible to you is your provider.



**2) Sometimes one journal has multiple full-text providers:**

You may choose multiple full-text providers for the same journal. For example, if you receive the Journal of Advanced Nursing from both EBSCO and Ovid, you can select both full-text providers in LinkOut. If you have multiple full-text providers, it is to your advantage to select all of your full-text providers in the [Library Submission Utility](#), because some full-text providers choose to omit links to certain articles or types of articles that may be linked to by a different full-text provider.

If you choose multiple full-text providers for the same date range, your links will be assigned according to the LinkOut priority: PubMed Central (PMC), publisher, aggregator. LinkOut will check first to see if one of the full-text providers you selected is PMC. If it is, your icon will link to the PMC version of the article. If the article is not in PMC, LinkOut will check to see if you chose one or more publishers for the article. If multiple publishers are selected, your icon will link to the first publisher in alphabetical order. If no publisher is selected, LinkOut will look at the aggregators that you selected. If multiple aggregators are selected, your icon will link to the first aggregator in alphabetical order.

You can assign a preferred provider for your library holdings or individual journals when multiple subscriptions are available for the same journal.

Regardless of how many full-text providers are selected, only one library icon will display with a link to full text from one full-text provider.

## Editing your Holdings by Journals

1. Start by selecting [Browse by Journals](#) and [Show all](#).
2. Locate the journal you want to add or edit by scrolling down the page and clicking on the pertinent alphabetical range for the journal title. For example, the Journal of clinical microbiology can be found on the below range:

**Online Holdings**

Browse Search Preferences

Browse [Journal](#) or [Providers](#), or use [Search](#) to search by journal title, title abbreviation, ISSN, or provider name.  
[What if my journal's not listed?](#)

Browse: Journals Providers

Show:  All  Just my holdings  New Journals [What's this?](#)

**All Journals** (6245 titles)

Select a letter range to browse journals by title.

2	J
20 century British history (1)	JAL - Journal of agrom (65)
<b>A</b>	Journal of ai - Journal of autonomic (63)
AAC - Acta odontologica (65)	Journal of ba - Journal of cardiac surge (65)
Acta oncologica (S - Advances in consume (65)	Journal of cardiopulmona - Journal of clinical lipidol (65)
Advances in contrac - AIDS pat (65)	<b>Journal of clinical microbi - Journal of contemporary hist (65)</b>
AIDS rea - American journal of ar (65)	Journal of continuing educat - journal of ECT (64)
American journal of au - American journal of pharmaceut (65)	Journal of ed - Journal of experimental therapeutic (64)
American journal of pharmacoge - Anaesthesia (65)	Journal of experimental zoology. Pa - Journal of health and social behavior (65)
Anais da Ac - Annals of b (63)	Journal of health care chaplaincy - Journal of inherited metabolic disease (65)
Annals of c - Annual review of microbiol (65)	Journal of inorganic biochemistry - Journal of marketing (65)
Annual review of neuroscie - Applied opti (65)	Journal of marriage and the family - Journal of molecular spectroscopy (65)
Applied phys - Archivos de l (65)	Journal of molecular structure - Journal of nursing
Archivos lati - Australasian phy (65)	
Australasian psy - Ax (49)	
<b>B</b>	
Bac - Biochemical ph (65)	

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3. Click on the range to reveal a list of titles and select the pertinent journal title
4. Check the box next to your full-text provider(s) from the list of available providers. A set of [drop-down menus](#) will appear.
5. Select the date range for your library's subscription(s) using the [drop-down menu](#). See [Entering your Subscription Information](#) for guidelines on entering different types of subscriptions. Click [Update](#) to save your changes. Updates will take effect in 48 hours.

## Editing your Holdings by Providers

1. Start by selecting [Browse by Providers](#) and [Show all](#).

**Online Holdings**

Browse Search Preferences

Browse [Journal](#) or [Providers](#), or use [Search](#) to search by journal title, title abbreviation, ISSN, or provider name.  
[What if my journal's not listed?](#)

Browse: Journals Providers

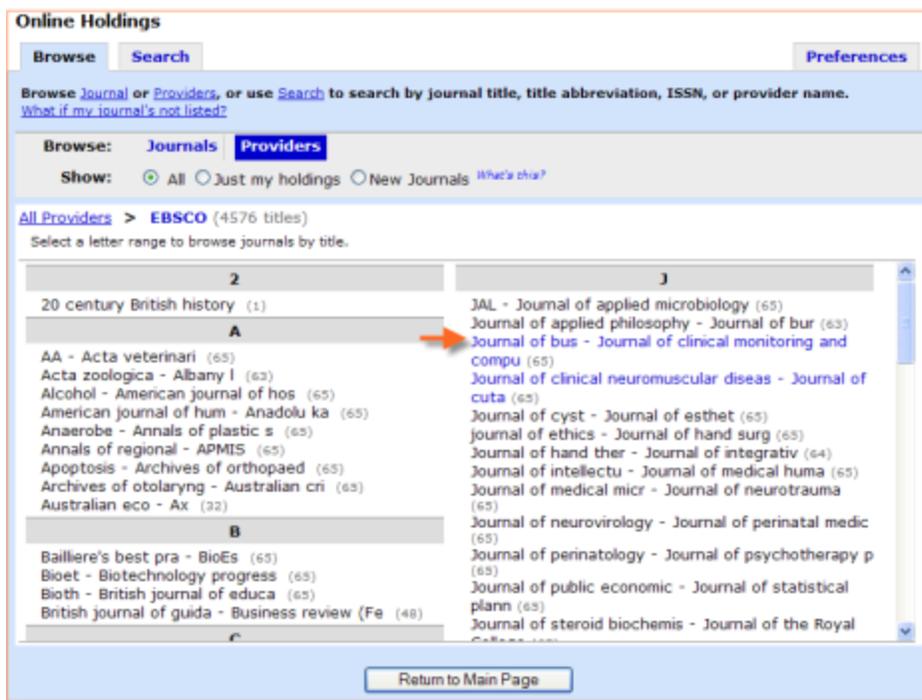
Show:  All  Just my holdings  New Journals [What's this?](#)

**All Providers** (274 providers)

A	J
Academy of Cancer Immunology	J-STAGE, Japan Science and Technology Information Aggregator, Electronic
Academy of Managed Care Pharmacy	Le Jacq Communications, Inc.
Acta Biochemica Polonica, Inc.	The Japanese Dermatological Association
Acta Pharmacol Sin	The Japanese Society for Medical Mycology
Acta Physiologica Sinica	Japanese Society of Allergology
Actas Urologicas Espanolas	John Libbey Eurotext
Adenine Press, Inc.	John Wiley & Sons, Inc.
AEPress, s r. o.	JOP. Journal of the Pancreas (Online)
Agency for Healthcare Research and Quality	Journal of Rheumatology
The Alan Guttmacher Institute	
Allen Press, Inc.	<b>K</b>
American Academy of Family Physicians	Kaunas University of Medicine
American Association of Pharmaceutical Scientists	Kobe University School of Medicine
American Chemical Society	KoreaMed
American College of Physicians-American Society of Internal Medicine	Korean Academy of Medical Sciences
American Institute of Physics	The Korean Association for the Study of the Liver
American Medical Informatics Association	The Korean Radiological Society
American Nurses Association Kent State University	Korean Society for Biochemistry and Molecular

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2. Locate your provider. Click on your provider's name to reveal an alphabetical list of journals titles. Select the pertinent alphabetical range for the journal title you want to add or edit. For example, the Journal of clinical microbiology [Javascript:openClose('img1','d1')]can be found on the below range:



3. Check the box next to the journal you want to edit. A set of [drop-down menus](#) will appear. Select the date range for your library's subscription(s) from the drop-down menus. See [Entering your Subscription Information](#) for guidelines on entering different types of subscriptions. Click [Update](#) to save your changes. Updates will take effect in 48 hours.

**Tip:** Click "Check all" to select all journal titles within one journal title range page. "Uncheck all" deselects all journal titles. Click [Update](#) to save your changes.

## Editing your Holdings by Search

1. On the Online Holdings page, select the [Search](#) tab.
2. Enter a journal title, title abbreviation, ISSN, provider name or publisher name in the search box. Select "Journals," "Providers," or "Publishers" from the [drop-down menu](#) to specify the area that you want to search. Click **"Go"**.
3. If you searched by Providers or Publishers, locate the journal title(s) you would like to add or edit.
4. Select the date range for your library's subscription(s) from the [drop-down menus](#). See [Entering your Subscription Information](#) for guidelines on entering different types of subscriptions. Click [Update](#) to save your changes. Updates will take effect in 48 hours.

**Online Holdings**

[Browse](#) [Search](#) [Preferences](#)

Search for [Journals](#) by title/title abbreviation/ISSN, [provider name](#) or [publisher name](#), or use [Browse](#) to select from a list. [What if my journal's not listed?](#)

Find:  in [Journals](#) ▼

Show:  All  Just My Holdings  New Journals [What's this?](#)

All matching "0095-1137" in title/title abbr/ISSN (1 titles)

Click "Update" to save changes BEFORE leaving this page. [Open all](#) [Close all](#)

Journal of clinical microbiology 0095-1137

## Entering your Subscription Information

After selecting your full-text provider(s) for a journal, a set of [drop-down menus](#) will appear. Select subscription type or date range for your library's subscription(s):

- If your subscription agreement allows access to all years use the option "All available." If the subscription agreement has an embargo period, set the embargo period by using the delayed drop-down menu **(A)**
- If your subscription agreement has a specific starting year and allows access to subsequent years or if it has a specific starting and ending year, use the option "Subscription effective" **(B)**. Here you can also enter an embargo period using the delayed drop-down menu
- If you have a sliding scale (limited retention) subscription agreement, click the radio button next to "Retained for the last" and set the retention term using the drop-down menu. **(C)** LinkOut will automatically remove your link when the retention period is over

When you are finish updating a page, click [Update](#) **(D)**. If you do not click [Update](#), your changes will be lost!

Updates will take effect in 48 hours.

Click "Update" to save changes BEFORE leaving this page. [Open all](#) [Close all](#)

Journal of clinical microbiology 0095-1137

Publisher: American Society for Microbiology

HighWire Press [publisher's full text links]

**(A)**  All available, delayed  months

Subscription effective  1975 To  Subsequent Years, delayed  months **(B)**

**(C)**  Retained for the last  years

Also Provided by:

EBSCO

PubMed Central

All available, delayed  months

Subscription effective  1975 To  Subsequent Years, delayed  months

Retained for the last  years

UK PubMed Central

**Tip:** Click "Open all" to open all the drop-down menus within one journal title range page. "Close all" closes all the drop-down menus.

**NOTE:** You don't need to add all of your holdings at once. Holdings can be added over time.

## Using Preferred Provider

Libraries can override the default priority [[http://www.ncbi.nlm.nih.gov/projects/linkout/doc/faqlib\\_samejournal.shtml](http://www.ncbi.nlm.nih.gov/projects/linkout/doc/faqlib_samejournal.shtml)] for links (PMC, publishers, aggregators) by selecting a preferred provider when multiple providers are selected for the same journal.

**Default Preferred Provider:** When a provider is selected as the default preferred provider and it is also selected as full text provider for individual journals, library links will point automatically to the full text at the default preferred provider's site. This setting can be changed for individual journals by selecting a different preferred provider for each journal. Click the "Preferences" tab and "Change" to select a default preferred provider from the drop-down menu. Click "Save" to save your selection.

**Preferred Provider for a Journal:** You can select a preferred provider for individual journals. When selecting both a default Preferred Provider and Preferred Providers for individual journals, libraries should select a default Preferred Provider first, then select Preferred Providers for individual journals.

To select a preferred provider for individual journals:

1. Under "Show" select "Just my holdings." Locate the journal title and click "Select a preferred provider." **Note:** The "Select a preferred provider" link is only available when multiple providers are selected for a journal.

3. Select a preferred provider from the drop-down menu and click **Save**. Updates will take effect within 48 hours.

## View or Update Print Holdings

Links to a record of your library's holdings are applied to citations included in your LinkOut print holdings. You can see an example [[http://www.ncbi.nlm.nih.gov/projects/linkout/serhold/sh\\_display.cgi?PrId=3208&PmId=15827321&Code=tu&JrId=5346](http://www.ncbi.nlm.nih.gov/projects/linkout/serhold/sh_display.cgi?PrId=3208&PmId=15827321&Code=tu&JrId=5346)] of a LinkOut print holdings record.

Print holdings information can be provided in two ways: by Using LinkOut-SERHOLD to automatically upload holdings from Docline's Serial Holdings (SERHOLD [<http://www.nlm.nih.gov/pubs/factsheets/serhold.html>]) or by Using Upload Holdings with a text file.

### Section contents

- Using LinkOut-SERHOLD
  - Call Number Submission for LinkOut-SERHOLD
- Using Upload Holdings
  - Creating the Text File
  - Adding Call Numbers and Custom Holdings Statements to Print Holdings
  - Uploading the Text File
- Adding a Link to the Print Holdings Location Field

- Executing a Search in your Library Catalog from the Print Holdings Record
- Discontinuing Print Holdings Submission

## Using LinkOut-SERHOLD

If your library participates in NLM's Docline Serial Holdings (SERHOLD) [<http://www.nlm.nih.gov/pubs/factsheets/serhold.html>], you can display your print holdings information from the SERHOLD database in PubMed. SERHOLD print holdings information is transferred to LinkOut daily. Print holdings information will only be presented for PubMed titles and for the ranges of PubMed citations that a library carries. For example, if your library has all volumes of a title except volume 5, links to holdings information will not appear in the PubMed citations for volume 5 of that title.

**NOTE:** SERHOLD is currently available for libraries in the United States and for some libraries in Canada and Mexico.

Before registering, make sure you have the following:

- **SERHOLD LIBID(s) for your library:** You can enter one or more LIBIDs for your LinkOut account. Holdings information for all of your LIBIDs will be shown on one print holdings page.
- **Location of the print collection(s):** A description of where the print collections are located for each LIBID. Be as specific as you can. This can be up to 255 characters.
- **URL to the Library Catalog:** This is optional. If included, a link to the library catalog will display with print holdings.

To register:

1. Click [Use LinkOut-SERHOLD](#). On the resulting page click [Add LIBID](#). You can add multiple LIBIDs if necessary.
2. On the below page enter:
  - a. Your library's LIBID(s) (**A**)
  - b. The location of your print collection (**B**). Be as specific as possible - for example: *Current Year (Unbound): First Floor, Main Branch Reading Room. Previous Years (Bound): Fourth Floor Open Stacks, Main Branch*
  - c. The Library Catalog URL, if desired (**C**)
3. Click [Save](#) (**D**). Updates will appear in PubMed within **48 hours**.

**Print Holdings: LinkOut-SERHOLD (libtest)**

*Input fields with a \* are required.*

**Current Status** Your library does not currently provide LinkOut with print holdings.

**Collection**

LIBID\*  Print Collection Location\* (Max 250 chars.)

**Catalog URL**

## Call Number Submission for LinkOut-SERHOLD

Libraries that participate in [LinkOut-SERHOLD](#) can supply call numbers for print holdings via the Call Number Submission function in the [Library Submission Utility](#). Call numbers are submitted as a text file.

### *Creating the file*

Call numbers are submitted to LinkOut as a text file. Each line must be in the following format:

```
LIBID|ISSN|tu|Call Number|
```

Call numbers must be no longer than 50 characters.

#### Example

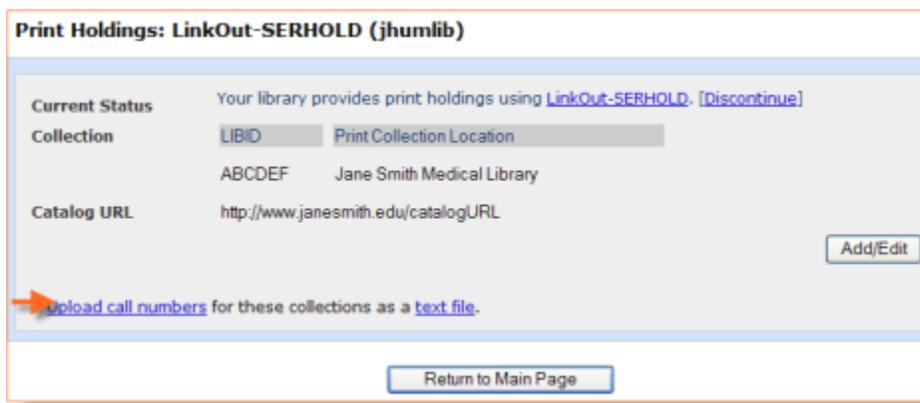
```
MDUNLM|0360-4039|tu|W1 NU584K|
MDUNLM|0279-3091|tu|W1 NU639M|
MDUNLM|0276-5284|tu|W1 NU5853|
```

The file must:

1. Be created in a text editor, such as Notepad, rather than in a word processing program, such as MS Word. Word processing programs add formatting information that interferes with file processing. Save the file with the extension “.txt”.
2. Be no larger than 1.5 megabytes.
3. Contain only journals that are included in your SERHOLD print holdings.
4. Use only letters from the English alphabet or numbers in the file name. Do **not** use special characters or spaces.

### *Submitting the file*

1. Click “Upload call numbers.”



2. On the resulting screen click on the [Browse](#) button to upload a text file (extension .txt) containing the call numbers. Click [Save](#). Updates take effect in 48 hours.

## Using Upload Holdings

If your library does not participate in SERHOLD, your library's print holdings information can be submitted to LinkOut as a text file.

To upload your print holdings, you will need:

1. A text file of your print holdings for journals in PubMed. Please see [Creating the Text File](#) for the file specifications. ONLY PubMed journals should be in this file. To be sure that you are only including PubMed journals, check the list of PubMed journals [<http://www.ncbi.nlm.nih.gov/projects/linkout/journals/jourlists.cgi?>].
2. Print collection location (description of the physical location of the print collection). Be as specific as possible. This can be up to 255 characters.
3. Library Catalog URL (optional). If included, a link to your library catalog will display in the print holdings record.

Libraries that submit print holdings as a text file can also Add Call Numbers and Custom Holdings Statements to Print Holdings.

## Creating the Text File

Each line of the text file must be in the following format:

```
ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|Acquisition status|
```

At least three values must be included in each line:

1. One of the following: ISSN, ESSN (ISSN for the electronic version), Title Abbreviation
2. One of the following: Start Year, Start Volume. If both year and volume are entered, their quantity must be the same on that line.
3. Acquisition Status: 4 = ongoing subscription, 5 = no longer received. If acquisition status is 5, End Year or End Volume must be included. Both are optional if Acquisition Status is 4.

Note: If any element is omitted, insert the delimiter "|" only. Each line must have 8 delimiters.

### Example file format

```
0891-0162||AAOHN J|1987|||4|
0094-6354||AANA J|1985|||4|
0001-2092||AORN J|1980|2002||5|
1091-5923||AWHONN Lifelines|1998|||4|
1040-2446||Acad Med|2005|||4|
0161-9268||ANS Adv Nurs Sci|1980|1999||5|
```

## Example file format

The text file that you upload to LinkOut must follow the given format and each line must contain the required information. If your file does not follow this format or if required information is omitted, your print holdings will not be displayed.

The file must:

1. Be created using a text editor, such as Notepad, rather than a word processing program, such as MS Word. Word processing programs add formatting information that interferes with file processing.
2. Contain only PubMed journals. To be sure that you are only including PubMed journals, check the list of PubMed journals [[http://www.ncbi.nlm.nih.gov/entrez/citmatch\\_help.html#JournalLists](http://www.ncbi.nlm.nih.gov/entrez/citmatch_help.html#JournalLists)].
3. Be no larger than 1.5 megabytes.
4. Use only letters from the English alphabet or numbers in the file name. Do **not** use special characters or spaces.

Example: American Journal of Cardiology. Ongoing subscription from 1997

```
0002-9149||Am J Cardiol|1997|||4|
```

Example: American Journal of Cardiology. Ongoing subscription from volume 66:

```
0002-9149||Am J Cardiol||66||4|
```

Example: Physical Therapy. No longer received, with back years for 1995 to 2000:

```
0031-9023||Phys Ther|1995|2000||5|
```

To represent a gap in holdings for a title, use one line to represent each continuous run.

Example: Journal ISSN 1234-5678. Ongoing subscription from 1991 (vol. 1), 1995 (vol. 5) is missing

```
1234-5678||1991|1994|1|4|4|
```

```
1234-5678||1996||6||4|
```

Example: Physical Therapy. No longer received, with back issues for 1980 (vol. 60) – 1999 (vol. 79), missing 1991 (vol. 71) – 1994 (vol. 74)

```
0031-9023||Phys Ther|1980|1990|60|70|5|
```

```
0031-9023||Phys Ther|1995|1999|75|79|5|
```

Holdings statements will be constructed according to the year and volume information you provide.

Example: holdings display 262-279,281- (1990-1998,1999-)

```
||JAMA|1990|1998|262|279|4|
```

Example: holdings display 262-279,281- (1990-1998,1999-)

```
||JAMA|1999||281||4|
```

Example: holdings display 60-70,75-79 (1980-1990,1995-1999)

```
0031-9023||Phys Ther|1980|1990|60|70|5|
```

```
0031-9023||Phys Ther|1995|1999|75|79|5|
```

## Adding Call Numbers and Custom Holdings Statements to Print Holdings

Libraries that submit print holdings as a text file can add Journal Call Numbers and Custom Holdings Statements to the print resource file.

To add a call number, use the following format:

```
ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|Acquisition status|Call Number|
```

Call Numbers must be no longer than 50 characters.

To add a custom holdings statement, use the following format:

```
ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|Acquisition status|Call Number|Custom holdings statement|
```

If you provide a Custom Holdings Statement and omit the Call Number, you must provide the delimiter “|” for the Call Number field:

```
ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|Acquisition status||Custom holdings statement|
```

## Uploading the Text File

**IMPORTANT:** Uploading a Print Resource file will overwrite the current file. Be sure that the new file contains **ALL** of your print holdings information, not just “updates”.

1. Click on [Use Upload Holdings](#), and on the resulting page, enter:
  - a. Your library’s holdings text file (**A**)
  - b. The location of your print collection (**B**). Be as specific as possible - for example: *Current Year (Unbound): First Floor, Main Branch Reading Room. Previous Years (Bound): Fourth Floor Open Stacks, Main Branch*
  - c. The Library Catalog URL, if desired (**C**)
2. Click [Save](#) (**D**). Updates take effect in PubMed within 48 hours

**Print Holdings: Upload Holdings (libtest)**

Input fields with a \* are required.

Current Status: Your library does not currently provide LinkOut with print holdings.  
 Most Recent Upload: No file uploaded

Print Holdings File \* **A**  Browse...

Print Collection Location \* **B**

Catalog URL **C**

**D** Save Cancel

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## Adding a Link to the Print Holdings Location Field

You can add a link to your library webpage or library catalog to the location field in both [LinkOut-SERHOLD](#) and Upload Holdings.

To add a link to the Location field:

- In the Location field, use the HTML **href** tag:
  - Click `<a href="http://www.library.org">here</a>` for library information.
  - Check the `<a href="http://librarycatalog.edu">Library Catalog</a>` for details.
- Click "Save" to save the changes.

Changes will appear in PubMed within 48 hours.

## Executing a Search in your Library Catalog from the Print Holdings Record

Links in the Library Catalog URL or Location fields (see [Adding a Link to the Print Holdings Location Field](#)) can be enhanced to execute an ISSN search in your catalog. To do this, add one of the following terms to the URL of your library catalog:

`&lo.issn;` - include hyphen in ISSN.

`&lo.issnl` - omit hyphen from ISSN.

The exact format of the command will depend on your OPAC software. Please ask your library software vendor for more assistance. Here are some models:

Endeavor Voyager:

`http://www.mylibrary.edu/cgi-bin/Pwebrecon.cgi?DB=local&Search_Arg=&lo.issn;&SL=None&Search_Code=ISSN&CNT=25`

ExLibris Aleph:

`http://www.mylibrary.edu/F/?func=findb&base=mydatabase&find_code=022&request=&lo.issn;`

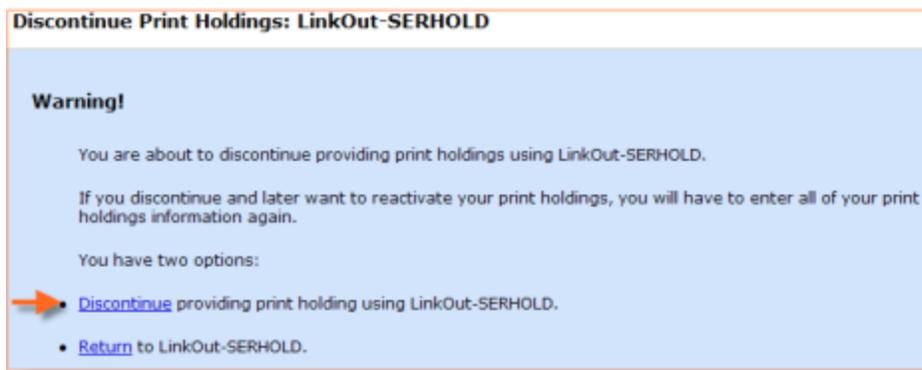
Innovative Millennium:

`http://mylibrary.edu/search/i?SEARCH=&lo.issn;`

## Discontinuing Print Holdings Submission

To withdraw print holdings for libraries via [LinkOut-SERHOLD](#) or [Upload Holdings](#) (text file):

1. Click [Discontinue](#) on the “Current Status” line.
2. On the next screen click [Discontinue](#) again to confirm that you want to cancel providing print holdings. Updates will appear in PubMed within 48 hours.



## Provide Full Text and Print Icons

Your library icons represent your library in PubMed and serve as a link to online full text or to a local print holdings record.

We recommend submitting two different icons, one for online holdings and one for the print collection. Your marketing department or IT staff may be able to help you design your icons. Your icons could be your institution's logo or simply a statement saying “Full Text Provided by [Library Name]” or “[Library Name] Print Collection”. For icon specifications (size, file format, etc.) and to see examples of icons currently in use, see Technical Information: Icons.

If you cannot provide an icon, LinkOut will apply these icons to your library holdings:



There are two ways to provide icons to LinkOut. Icons can be stored at a publicly accessible URL or uploaded to NCBI.

If you provide the URL for an icon at a publicly accessible URL, LinkOut will retrieve the latest version of your icon daily. Icons must not be on an intranet or behind a firewall. This method allows you to change your icon at any time without having to upload a new icon to LinkOut. The URL must point directly to the icon file, not to an HTML page.

If you upload an icon file, you will need to upload a revised icon to LinkOut if any changes are made.

To provide an icon:

1. Click on the [Change](#) button to upload an icon or enter a URL for either your online or print holdings.

2. To use a default LinkOut icon, choose the option [Use the default icon](#) (See **A** below).
3. To provide an image located on a publicly accessible web server, enter the URL under [Use an icon on the Internet](#) (See **B** below) The URL must point directly to the icon file, not to an HTML page.
4. To upload an image file from your computer, choose the option [Upload an icon](#), then click [Browse](#) (see **C** below). A popup window will allow you to browse your computer for the file. Select the gif, jpg, or png file that you would like to upload. Only these image file formats can be used for your icons.
5. Click [Save](#) (see **D** below). Updates will appear in PubMed within 48 hours.

## View Usage Statistics

Library statistics are only available via the Library Submission Utility [<http://www.ncbi.nlm.nih.gov/projects/linkout/doc/lbsub-i.shtml>]. Statistics are kept for the current and the previous year.

The following statistics are available for libraries:

**LinkOut Total:** Number of times users click on your library's LinkOut icons or links under your library name in the LinkOut display.

**LinkOut Full Text:** Number of times users click on your library's online full-text icon or the electronic full text link under your library name in the LinkOut display.

**LinkOut Print:** Number of times users click on your library's print icon or the Print Collection link under your library name in the LinkOut display.

**LinkOut Local:** Number of times users click on your library's icon or link under your library name in the LinkOut display to connect to a local link resolver.

**Outside Tool:** Number of times users click on your library's Outside Tool icon

**holding=[linkout username]:** Number of times users click on the special URL with your LinkOut username. The special URL turns on your library's LinkOut icon.

**otool=[outside tool username]:** Number of times users click on the special URL with your Outside Tool username. The special URL turns on your library's Outside Tool icon.

**tool=[ tool username]:** Number of times users click on the special URL with your DDS Tool username.

**Note:** Statistics may change during the first 2 weeks that they are available. After 2 weeks, statistics will be stable.

## Export Holdings

You can export your holdings to a CSV file or a text file using [Export Holdings](#):

1. To export your holdings to a CSV file, which can be used with a spreadsheet program such as MS Excel, first sort the data either by Provider or Title/ISSN, then select the option **Export Holdings (CSV file)** (See **A** below)
2. To export your holdings to a text file, first sort the data either by Provider or Title/ISSN, then select the option **List Holdings (text format)** (See **B** below)
3. To see all your holdings in PubMed with your icon activated click on **Search PubMed for Library Holdings (C** in the image below)

**List or Export Holdings (libtest)**

Export Holdings (CSV file)    List Holdings (text format)    Search PubMed for Library Holdings

**A**    **B**    **C**

**LinkOut Holdings for LinkOut Test Library**  
 Date: Mar 13, 2008    Total: 4 journals, 9 entries  
 Sorted by:  Provider  Title/ISSN

Provider	Title/ISSN	Holdings
EBSCO	American journal of physiology. Cell physiology (0363-6143)	all years
HighWire Press	American journal of physiology. Cell physiology (0363-6143)	all years
HighWire Press	JAMA : the journal of the American Medical Association (0098-7484)	all years
PubMed Central	JAMA : the journal of the American Medical Association (0098-7484)	all years
Ingenta plc	The Yale journal of biology and medicine (0044-0086)	03/2003-04/2004
PubMed Central	The Yale journal of biology and medicine (0044-0086)	06/2006-07/2007
UK PubMed Central	The Yale journal of biology and medicine (0044-0086)	last 3 year(s)
EBSCO	Yeast (Chichester, England) (0749-503X)	all years
John Wiley & Sons, Inc.	Yeast (Chichester, England) (0749-503X)	02/2002-

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## Manage Outside Tool

Outside Tool [[http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Outside\\_Tool](http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Outside_Tool)] allows an institution to place a link on every PubMed record. This link points back to a resource offered by the institution for their users.

## Contact Information

The contact information is used only by the LinkOut Team and is not publicly available. It is important to keep this information current because the library contact is the recipient of the “I forgot my password” automated email and to allow the LinkOut team to contact you in the event of a problem with your account.

1. Click [Contact Info](#) tab to see your current contact. Click [Add/Edit](#) to edit information.
2. On the next screen you can edit the current information or enter additional contacts by clicking [Add Contact](#). When you are finished, click [Save](#). Changes will take effect immediately.

## Tool Settings

1. Edit the information as shown in the image below:
  - A. **Library Name:** Verify that your Library Name is correct
  - B. **Description:** Enter a brief description for your library (optional). This information appears in MyNCBI
  - C. **Tool Label:** A short label (less than 50 characters) that identifies your institution and local service in My NCBI. The label must begin with your institution's name, name abbreviation or acronym. NCBI reserves the right to adjust this label
  - D. **Base URL:** Enter your institution's Outside Tool URL, right before where the PubMed ID (PMID) number is supposed to go. For example: *http://myUniveristy.edu/myLibrary/OpenURL\_local?sid=Entrez:PubMed&id=pmid:*
  - E. **Help Page URL:** The URL of an HTML help page that explains your service, to be used in My NCBI
  - F. **Databases:** Indicate whether you would like your tool to be listed in MyNCBI
2. Click [Save](#) (G). Updates take effect in PubMed in 48 hours

## Outside Tool Icon/Icon URL

1. At the bottom of the Outside Tool main page click [Change](#) to upload an icon or enter a URL for your Outside Tool.

LinkOut OutsideTool Document Delivery

Outside Tool displays links to your link resolver in all PubMed/SNP records.

Tool Settings Contact Info

Outside Tool User Name: [What's this?](#)

Library Name: LinkOut Test Library

Description:

Tool Label: Test Outside Tool

Base URL: http://test

Help Page URL:

Databases:  PubMed  SNP

List this Tool in My NCBI?  Yes  No

Edit

The icon shown below appears on each PubMed/NLM Catalog record. Clicking the icon brings the user to your tool.

Outside Tool Icon/Icon URL

http://www.n.../library.gif Change

2. To use a default Outside Tool icon, choose the option [Use the default icon](#) (See **A** below). This is the default Outside Tool icon: 
3. To provide an image located on a publicly accessible web server, enter the URL under [Use an icon on the Internet](#) (See **B** below) The URL must point directly to the icon file, not to an HTML page.
4. To upload an image file from your computer, choose the option [Upload an icon](#) and then click on the [Browse](#) button (**C** in the image below). A popup window will allow you to browse your computer for the file. Select the gif, jpg, or png file that you would like to upload. Only these image file formats can be used for your icons.
5. Click [Save](#) (**D** in the image below).

Add or Edit Outside Tool Icon

Specify a Outside Tool icon to use when linking to your link resolver.

**Icon Guidelines**  
**Size:** 100 x 25 pixels recommended (maximum: 150 x 35)  
**File type:** gif, jpg, jpeg, or png  
**Appearance:** look like a button, use borders, avoid white/transparent background.

**A**  Use the default icon

Use an icon on the Internet

URL  **B**

**C**  Upload an icon

File

**D**

**Note:** These changes will take effect after 2 p.m. ET on the next business day.

## Manage Document Delivery

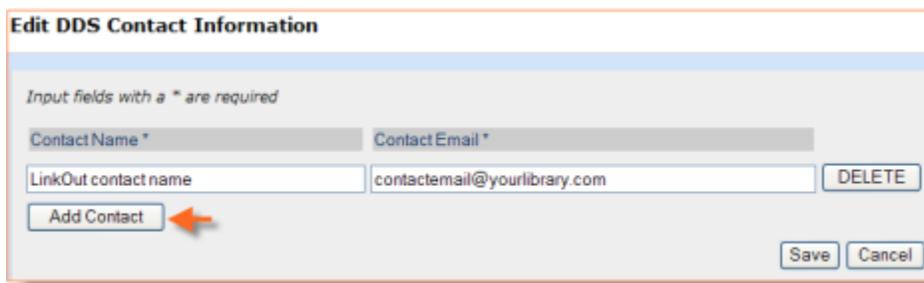
---

Document Delivery Service [http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helplinkout.section.related.Document\_Delivery\_Se] (DDS) allows PubMed users to order articles described in PubMed citations from a service of their choice.

### Contact Information

The contact information is used only by the LinkOut Team and is not publicly available. It is important to keep this information current because the library contact is the recipient of the “I forgot my password” automated email and to allow the LinkOut team to contact you in the event of a problem with your account.

1. Click [Contact Info](#) tab to see your current contact. Click [Add/Edit](#) to edit information
2. On the next screen you can edit the current information or enter additional contacts by clicking [Add Contact](#). When you are finished, click [Save](#). Changes will take effect immediately.



**Edit DDS Contact Information**

*Input fields with a \* are required*

Contact Name \*      Contact Email \*

LinkOut contact name      contactemail@yourlibrary.com      DELETE

Add Contact      Save      Cancel

### DDS Settings

1. Edit the information as shown in the image below:
  - A. **Library Name:** Verify that your Library Name is correct
  - B. **Description:** Enter a brief description for your library (optional) This information appears in MyNCBI
  - C. **DDS Label:** A short label (less than 50 characters) that identifies your institution and local service in My NCBI. The label must begin with your institution's name, name abbreviation or acronym. NCBI reserves the right to adjust this label.
  - D. **Base URL:** Enter the base URL of your DDS service.
  - E. **Help Page URL:** The URL of an HTML help page that explains your service, to be used in My NCBI
  - F. **List DDS in MyNCBI:** Indicate whether you would like your DDS to be listed in MyNCBI

- Click **Save** (See **G** below). Updates take effect in PubMed in 48 hours

**Edit Document Delivery Information**

*Input fields with a \* are required*

Library Name \*  **A**

Description  **B**

DDS Label \* *What's this?*  **C**

Base URL \* *What's this?*  **D**

Help Page URL  **E**

List DDS in My NCBI?  Yes  No **F**

**G**

## Document Delivery Icon/Icon URL

The DDS Icon is only used in MyNCBI.

- At the bottom of the Document Delivery main page click **Change** to upload an icon or enter a URL for your Document Delivery Service.

LinkOut OutsideTool **Document Delivery**

Document Delivery Service(DDS) allows you to specify the service to which PubMed will send your orders when you use Send to Order option.

**DDS Settings** Contact Info

Document Delivery User Name: mcwdds *What's this?*

Library Name	Medical Library
Description	
DDS Label:	Medical library dds label
Base URL:	http://ddsbaseURLhere
Help Page URL:	
List DDS in My NCBI?	<input checked="" type="radio"/> Yes <input type="radio"/> No

This icon identifies your Document Delivery Service in My NCBI.

**Document Delivery Icon/Icon URL**

- To use a default DDS icon, choose the option **Use the default icon** (See **A** below). This is the default

DDS icon:

- To provide an image located on a publicly accessible web server, enter the URL under **Use an icon on the Internet** (See **B** below) The URL must point directly to the icon file, not to an HTML page.
- To upload an image file from your computer, choose the option **Upload an icon** and then click on the **Browse** button (see **C** below). A popup window will allow you to browse your computer for the file. Select the gif, jpg, or png file that you would like to upload. Only these image file formats can be used for your icons.
- Click **Save** (see **D** below). Updates will appear in PubMed within 48 hours.

### Add or Edit Document Delivery Icon

Specify an icon to identify your Document Delivery Service in My NCBI.

**Icon Guidelines**  
**Size:** 100 x 25 pixels recommended (maximum: 150 x 35)  
**File type:** gif, jpg, jpeg, or png  
**Appearance:** look like a button, use borders, avoid white/transparent background.

**A**  Use the default icon

Use an icon on the Internet

URL  **B**

**C**  Upload an icon

File

**D**

**Note:** These changes will take effect after 2 p.m. ET on the next business day.