In EBSCOadmin, how do I create a local collection limiter?

A local collection is a list of titles that are available in print at the library. Local collections are set up in the EBSCOadmin module. Searching can be limited to only those results which are found in a local collection. Once enabled, a local collection limiter will appear with the other database limiters on the search screen of interfaces such as EBSCOhost and EBSCO Discovery Service (EDS).

To set up a local collection as a limiter:
1. Log in to EBSCOadmin at http://eadmin.ebscohost.com
2. Click the Searching Sub-Tab, then click Modify next to Local Collections as Limiters.
3. A list of your local collections will display. You have the option to show or not show the limiter on the Basic or Advanced Search Screen; to have it selected on and give the users the option to turn it off; or to permanently turn it on.

To have the limiter show on the search screen with the option to turn it on or off:
1. Select the target local collection from the list.
2. From the Search Screen drop-down list, select the desired search screen.
3. In the Show column, put a check mark in the box across from the collection on which you want the limiter to appear.
4. Click Submit.

To have the limiter appear pre-selected with the option to turn it off:
1. Select the local collection you’re enabling from the list.
2. From the Search Screen drop-down list, select the desired search screen.
3. Select the On radio button in the Default to Selected column.
4. In the Show column, put a check mark in the box across from the collection on which you want the limiter to appear.
5. Click Submit.

To have the limiter permanently turned on:
1. Select the local collection you’re enabling from the list.
2. Select the On radio button in the Default to Selected column.
3. In the Show column, make sure the check mark is deselected.
4. Click Submit.

Notes:
• If you have selected a collection to act as a limiter on an EBSCOhost Search Screen, you must also update the local limiter file. Once this update has been completed, any new titles added to your collection will be available the next time you use your collection limiter on EBSCOhost.

• If you default a parameter to On, and then unmark the check box in the Show column, that parameter becomes a permanent limiter on the Search Screen. Permanent limiters are optional controls that are applied to user profiles but do not appear on the search screens. You can use permanent limiters to automatically filter out certain results with each search the user performs.