How do I display an Ask-A-Librarian link?

You can provide e-mail assistance to your EBSCOhost and *EBSCO Discovery Service* users right from the interface by enabling the Ask-A-Librarian feature.

This feature is also available on *Nursing Reference Center* (NRC), *Patient Education Reference Center* (PERC), and *Rehabilitation Reference Center* (RRC). The default text to display for link is “Send Feedback.”

To display the Ask-A-Librarian link:

2. Click the **Customize Services** tab, then choose an EBSCOhost, EDS, NRC, PERC, or RRC profile from the **Choose Profile** drop-down menu.
3. Click the **Branding** sub-tab.
5. **Type of Ask-A-Librarian link** - Select one, **Off**, **Email** or **URL** (Defaults to Off—no link will display.)
6. **Contact e-mail address** - Enter the default e-mail address to which the patron’s question should be sent. (For example, you could appoint a reference librarian or other information specialist to answer questions.)
7. **Library Web Site, Help page (Enter URL)** – Enter the URL to the appropriate page on your library’s web site. (The link will open a new window to display the target URL page.)
8. **Text to display for link** - If you are entering a URL, enter the display text for the link. The default is “Ask-A-Librarian,” but you can customize the text—up to 16 characters, including spaces. (For example, you could enter *Answers 24-7*.)
9. **Message to Users** - Enter text to be displayed to user on the Ask-A-Librarian form up to 300 characters.
10. Click **Submit**. The Ask-A-Librarian feature will now display in the top right-hand corner of the interface main screen.
Displaying Search History from Basic Searches on the Ask-A-Librarian form

Your Search History is displayed in the Ask-A-Librarian form when you have conducted a search from the Advanced Search page. For searches conducted from the Basic Search page to show on the Ask-A-Librarian form, administrators must enable the Search History on Basic Search Screen option in EBSCOadmin.

To enable Search History on Basic Search:


2. Click the Customize Services Tab, and then click the Searching sub-tab. (Be sure to have the appropriate profile selected.)

3. In the Basic Search Screen Setting area, click the On button on the Search History on Basic Search Screen option.

Note: For information on how to enable Ask-A-Librarian, click [here](https://help.ebsco.com/interfaces/EBSCOadmin/Admin_User_Guide/display_Ask_A_Librarian_link).