Holdings Management - Creating a Custom Resource

Holdings Management in EBSCOadmin allows you to create custom resources (titles) to add to your holdings. For titles found in our knowledge base see section (A) below. This will ensure that the newly added custom instance will merge with any managed titles already in your collection (e.g. when adding the print version of a title found in our knowledge base).

See section (B) below for instructions on how to add titles in your collection that you cannot find in our knowledge base.

A. To create a custom resource:

1. On the Titles sub-tab search for the title.
2. Once found, scroll to the end of the list of packages the titles is found within (if you receive a No Titles Found error skip down to section B).
3. Then click Add Title to Custom Package.
4. Use the radio button to Select from Existing Custom Packages or Create a New Custom Package to add your custom title to your custom package.
5. Add the URL for the title in the Custom URL field (remember to include ‘http://’).
6. Click Continue with Selection.
7. Select a Proxy Server from the drop-down menu to add Proxy information to your custom resource. (if desired)
8. Enter Custom Coverage dates by entering Begin and End dates in the fields provided or by clicking the appropriate dates in the pop-up calendars when you click into a field. To indicate that your coverage is current and ongoing, leave the End Date field empty. When designating split custom coverage, put the most recent coverage range first.
9. Note: If you have more than one coverage date range to add, click the Plus button to add another range. For example, your custom coverage dates may resemble 01/01/2000 to 12/31/2009 01/01/2012 to present.
10. Select how you would like your Coverage displayed on Publication Finder: Choose either the date range(s) entered or if you would like to display a Coverage Statement you enter in the field provided.
11. Enter a Custom Embargo by entering a number in the field provided and selecting Days, Weeks, Months, or Years from the drop-down menu.
12. Click Save.

B. To create a custom resource (for titles not found in our knowledge base):

1. Click the Create Custom Resource link on either the Overview or Titles sub-tab. You also have the ability to add a Custom Resource when viewing the Titles sub-tab within your Custom Package.
2. Enter the name of your custom resource in the Title Name field.
3. Select a previously created **Custom Package** from the drop-down menu. Enter the name for the Package in which the title will be found in the Create A New Custom Package field.

   - **OR**
   - Enter the name for the Package in which the title will be found in the **Create A New Custom Package** field.

4. Indicate whether or not the title is **Peer Reviewed**.

5. Select a **Resource Type** from the drop-down menu. (e.g. Book, Journal, Newspaper, etc.)

6. Enter the **Publisher** name in the field provided.

7. If needed, enter the **Edition** for the custom resource in the field provided.

8. If needed, add **Contributors** (e.g. Author, Illustrator, Narrator) by entering a name in the **Contributor** field and selecting a title from the drop-down menu. Add another Contributor, by clicking the **Plus** button to display additional fields.

9. Add **Identifiers** (e.g. ISSN, ISBN) by entering the number in the **Identifier** field and selecting a type from the drop-down menu. If desired, add another Identifier, by clicking the **Plus** button to display additional fields.

10. If desired, enter a **Description** for the title in the field provided.

11. Select a **Proxy Server** from the drop-down menu to add Proxy information to your custom resource. (if desired)

12. Enter **Custom Coverage** dates by entering **Begin** and **End** dates in the fields provided or by clicking the appropriate dates in the pop-up calendars when you click into a field. To indicate that your coverage is current and ongoing, leave the **End Date** field empty. When designating split custom coverage, put the most recent coverage range first.

   **Note:** If you have more than one coverage date range to add, click the **Plus** button to add another range. For example, your custom coverage dates may resemble

   01/01/2000 to 12/31/2009

   01/01/2012 to present.

13. Select how you would like your **Coverage** displayed on **Publication Finder**: Choose either the date range(s) entered or if you would like to display a **Coverage Statement** you enter in the field provided.

14. Enter a **Custom Embargo** by entering a number in the field provided and selecting Days, Weeks, Months, or Years from the drop-down menu.

15. Click **Save**.