Adding, Editing, and Assigning Full Text Finder Links in Holdings Management

**Full Text Finder Links**

**Overview**

The primary goals of your link resolver is to provide end-users with a copy of full-text articles that you may subscribe to from another provider, enable them to quickly submit an Interlibrary loan form, or to check your online catalog for additional information. Links provide the power to connect users to other online targets.

The links managed in Holdings Management will provide access for users when they are searching within Publication Finder or interacting with your link resolver menu.

- Adding and Editing a Full Text Finder Link
- Ranking Full Text Finder Links
- Adding a Section Label
- Specific Link Actions: Copy and Clear Assignments for Links and Notes
- Options for Link Display
- Full Text Finder Tokens

1. Adding and Editing a Full Text Finder Link

The first step to adding links is to ensure that your holdings list has been set up to include the resources you want to target. Once that is complete, any full-text links available for targets selected will be automatically assigned based on the information supplied in your holdings. You can then edit these links, or add additional links, as needed.

**Add a Link**

1. Select **Manage Your Links** from the **Overview** or **Links** from the top right corner under the main navigation.
2. Click **New Link** or select a link from those displayed to edit it.
3. When creating a new link, select **Create New Link** or you can copy from an existing System Link.
Note: If you copy from an existing system link you will notice that your edit changes the Managed By from EBSCO to Your Library, EBSCO. Any fields you edit will now be maintained locally and any updates EBSCO makes to those fields on a system level will not be reflected in your link.

4. Add or modify the information fields.

5. Click Save

### Link Information

Every link in your account have the following fields available. Note, system links will also have a section labeled EBSCO INstructions for this link, if applicable.

<table>
<thead>
<tr>
<th>Link Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The name</td>
<td>The name you want to call the link on the main Links page. Users will not see this link.</td>
</tr>
<tr>
<td>Rank</td>
<td>This dictates the order the links will appear, if multiple links are available for a given publication</td>
</tr>
<tr>
<td>Managed By</td>
<td>This field will default to Your Library for new links and EBSCO for System Links. If you modify any of the fields in a System Link this will change to Your Library, EBSCO.</td>
</tr>
<tr>
<td>Category</td>
<td>A category from the Category menu to assist in sorting and maintaining your links.</td>
</tr>
<tr>
<td>Link Text</td>
<td>The link text to display to your users on the Full Text Finder menu. Example: Find this article on JSTOR.</td>
</tr>
<tr>
<td>Hover Text</td>
<td>The text users see when they hover over a link on the menu. This may mirror your display text, or provide alternate instructions for the user.</td>
</tr>
<tr>
<td>Base URL</td>
<td>The URL or name of the target associated with this link. The Base URL of the target is the source of the OpenURL.</td>
</tr>
<tr>
<td>Mandatory Fields</td>
<td>The metadata required for the link to display. Example: {DOI}</td>
</tr>
<tr>
<td>Query String</td>
<td>The query string text you wish to use to link to the target. Use ? (question marks) within the query string if necessary. Example: ?q={AUTHOR}</td>
</tr>
<tr>
<td>Proxy</td>
<td>A proxy server from the menu. For more information on setting up a proxy click here.</td>
</tr>
<tr>
<td>Display Settings</td>
<td>Controls the conditions under which the link displays for your holdings. For more information click here.</td>
</tr>
<tr>
<td>General Settings</td>
<td>The General Settings allows you to control how the link displays and behaves in Publication Finder.</td>
</tr>
</tbody>
</table>
Icons allow you to provide visual cues to users about the link. A library of icons is available, or you may choose to target an icon hosted elsewhere specifically for your institutions use. Note: Icons should be no taller than 18px.

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2. Ranking Full Text Finder Links

You may want to control the order of the links on your Full Text Finder links menu to further customize access to your collections.

One way to improve your linking experience ensure that your most valued links are at the top of the menu. The default rank assigned by the system for non-full text target links starts at 10—any targets that are specifically full text should be using a rank lower than 10. For that reason, we recommend ranking your links with a priority similar to the following:

1 – Vendor/Publisher full text article links  
3 – Free/Open Access article level links  
4 – Full text issue level links  
6 – Free/Open Access issue level links  
7 – Full text volume level links  
8 – Full text journal level links  
9 – Free/Open Access journal level links  

Note: Icons should be no taller than 18px.

Note: Links that have the same rank will display in alphabetical order. The default category rank assigned for non-full text managed links are as follows:

10 - Abstract and Index Databases  
15 - Library Catalog  
20 - ILL  
25 - Document Delivery  
30 - Search Engines  
35 - Novelist and BIR  
40 - Other

To change the order:

1. Enter a number in the Rank field next to the associated links.  
2. Click Refresh List.

3. Adding a Section Label

Section labels allow you to group similar links together. Use the Rank field to control which links show beneath the section label. For example, if are adding an ILL Section Label, you might give it a link rank of 10 and your actual ILL link a rank of 11 so that it shows directly beneath it.
To add a Section Link:

1. Click **New Section Label** from the top right side of the Link management page.
2. Enter the **Section Label Name** and **Rank**.
3. Click **Save**.

4. **Specific Link Actions: Copy and Clear Assignments for Links and Notes**

**Copy**

The **Copy** option, available from the edit page for a specific link or note, allows you to copy the link (or note) you are currently editing.

When copying a link you will be prompted to **Copy Settings Only** or **Copy Settings and Assignments**. If you choose not to copy the assignments then the link will appear in your Links list, but will not be assigned to any of your holdings.

When copying a note you will be notified that you are Copying a Note.

To assign it to your holdings click the name of the specific link or note from the list of available items and make assignments using the **Titles/Packages/Vendors/Root** tabs.

**Clear Assignment**

The **Clear Assignment** option, available from the edit page for a specific link or note, allows you to remove all Titles/Packages/Vendors/Root assignments. It will not affect any of the settings. If your link or note has not been assigned to any holdings this option will not appear.

**Delete**

Delete is available for all Links and Notes. Simply click the Delete Note or Delete Link button, and confirm that you would like to delete it.

**Assigning a Link Manager**

System links available for assignment default to **Yes** under **Managed by EBSCO**. Changing the setting to **No** means that the link will be locally managed so any updates that EBSCO becomes aware of, prompting a change to details of the link will not apply.

If you want to control certain elements of the link, such as the Link Name, Link Text, or Hover Text, or even the functions, this can be modified and controlled by you without changing this setting. Simply modify the text in the box and
the Managed By will change to Your Library, EBSCO. All fields that have been locally modified will be marked with a Reset to label.

Note: All New links created created by an administrator will not have the option to be Managed by EBSCO.

5. Options for Link Display

The following options are available when you create or edit a link via Holdings Management.

**Always:** The link will always show regardless of what is in your holdings, ignoring any specific assignments.

**For my Assigned Holdings:** The link will show only for assigned items that are part of my holdings and requires an assignment at the title, package or vendor level.

**For items not in my Holdings:** The link displays when the item is not in your defined holdings ignoring any specific assignment set at the title, package or vendor level.

6. Full Text Finder Tokens

Some vendors may require additional information (tokens) such as site IDs or account numbers to enable linking.

**To add a token:**

1. Click the Links icon in the Holdings Management navigation bar then click *Full Text Finder Tokens.*
2. Enter relevant token information. Click Save.