How do I create a new Local Collection?

A collection is a list of journal or magazine titles that are purchased by the library. A collection can be created to identify what journals within EBSCOhost are held by the library.

First, set up the collection.

1. Click the **Local Collections** Tab.

2. Click the **Add a New Collection** Link. The Add New Collection Screen displays.

3. Enter a **Collection ID**. The collection ID can be from 3-8 characters. For example, *mainrefs* or *juvrefs*.

4. Enter a **Description** for the collection. For example, if you are setting up a collection for your library, the collection ID and Description could be *local* and *ABC Library Journals*.

5. Indicate whether or not the collection is an **Exclude** collection. Any titles within an Exclude collection will not be searched on EBSCOhost.

6. Indicate whether or not the **Alternate ISSNs** should be included.

7. Make your selections and click **Submit**. The Local Collections Screen appears with your new collection name displayed.

Then, add titles to the collection.

1. Under Setup/Maintain Titles, click the **Go** Link to the right of your collection name.

2. Click the **Add New Titles** Link.

3. Browse for titles by database or select by title name or ISSN/ISBN. Click **Browse**. A list of titles is displayed.

4. Highlight the journal title. To select more than one journal from the list, hold down the **Ctrl** key when choosing the titles.
5. Click **Add to Collection**. Repeat steps 3 and 4 until all the titles you want have been added to your collection.

6. Click the **Back to Title List** Link. The list of titles in the collection is displayed. (The titles you just added are included.)