

CrossLinks and Holdings



About CrossLinks

ProQuest CrossLinks is a powerful enhancement to the library holdings features available within your ProQuest® account. By using ProQuest CrossLinks, your library patrons have seamless integration from searching in ProQuest to other sources of full text that your library may have access to. ProQuest CrossLinks supports the use of a static URL to access resources or it can dynamically create URL's based on article level information.

The CrossLinks and Library Holdings tab simplifies the process for administering links in the Local Administrator (LAD) interface. ProQuest has set up predefined links with several linking partners, providing users with a quick and easy way to link to other full text providers such as SWETS and OCLC.

Using the CrossLinks and Library Holdings tab you can quickly:

- Apply predefined links for popular services such as SFX and linking partners to all titles, a group of titles, or an individual title.
- Create custom predefined links to their various electronic resources and apply these links to all titles, a group of titles, or an individual title.
- Quickly associate icons and text labels with predefined links.
- Search, filter and sort titles by name, ISSN, publisher, etc.
- Quickly upload linking assignments for multiple titles.

What Are CrossLinks?

The CrossLinks and Library Holdings tab lets you quickly create links to connect your ProQuest account to external resources.

There are six different types of links you can work with.

Custom

Lets you create a CrossLink for collections you subscribe to such as an OPAC.

A-Z List

Lets you create a CrossLink to an A-Z List—software or a service that provides a list of journals and journal level links to the journals your library subscribes to. Example of an A-Z List: Journal Linker.

Link Resolver

Lets you create a CrossLink to a Link Resolver—an application that receives an incoming OpenURL and translates it to a target specific URL. Examples of Link Resolvers: SFX, Article Linker, LinkFinder, WebBridge.

E-Journal Site

Lets you create a CrossLink to an E-Journal Provider—services that provide access to electronic journals. Examples of E-Journal Sites: CrossRef, Injenta, Injenta Select.

Document Delivery

Lets you create a CrossLink to a Document Delivery service, such as an Interlibrary Loan service. Examples of Document Delivery services: OCLC ILLiad, Infotrieve Gateway (ILL).

Online Public Access Catalog (OPAC)

Lets you quickly create a CrossLink to OCLC WorldCat.

Which Link to Use?

Which link type you want to use depends on how you will be using your link. When possible, use one of the predefined CrossLinks.

Adding CrossLinks to All Titles vs. Selected Titles

You can add CrossLinks to all titles in ProQuest, or to selected titles. This lets you customize your account by applying CrossLinks to only those titles you subscribe to, or to all articles available within ProQuest.

Add a New CrossLink Overview

Follow these steps to add a new CrossLink:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Add a New CrossLink**.
You see the **Add a New CrossLink** page.
- 4 Select the type of CrossLink you are adding.
The page you see depends on the type of CrossLink you are adding.
- 5 Enter the required information for the CrossLink.
- 6 Click **Done** to add the new CrossLink.

Delete a CrossLink

Follow these steps to delete a CrossLink:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Edit Settings** next to the CrossLink you want to delete.
You see the CrossLinks Settings page.
- 4 Click **Delete CrossLink** to delete the CrossLink.
You will see a pop up asking you to confirm the deletion.
- 5 Click **OK** to delete the CrossLink and return to the CrossLinks and Library Holdings page.

Sorting CrossLinks

Click the up-pointing arrow next to a column header to sort the CrossLinks in ascending order, based on that column. For example, click the up-pointing arrow next to Link Name to view the CrossLinks sorted alphabetically by link name.

Click the down-pointing arrow next to a column header to sort the CrossLinks in descending order, based on that column. For example, click the down-pointing arrow next to Link Name to view the CrossLinks sorted in reverse alphabetical order by link name.

Edit Settings for a CrossLink

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Edit Settings** next to the CrossLink you want to modify.
You see the CrossLinks Settings page for the type of CrossLink you are editing.
- 4 Make the changes desired.
- 5 Click **Done** to save the changes and return to the CrossLinks and Library Holdings page.

Adding/Updating Selected Titles for a CrossLink

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **View/Update Selected Titles** next to the CrossLink you want to modify.
You see the **Select Titles** page.
- 4 Enter the search information for the desired title(s) and click **Search**.
You see the **Select Holdings** page.
- 5 To add links, check the titles desired and click **Add Links to Marked Items**.
To remove links, check the titles no longer desired and click **Remove Links from Marked Items**.
- 6 Click **Done**.

Creating a Custom Link

You can create a custom, predefined link for collections you subscribe to such as OPAC. This lets you use the power of the flexible metadata information in CrossLinks, and apply the links to multiple titles quickly and easily. To create a custom link, follow these steps:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Add a New CrossLink**.
You see the **Add a New CrossLink** page.
- 4 Click **Custom** from the available link types.
You see the **CrossLink Settings: Custom Link** page.
- 5 Enter the Local Administrator Label. This is the text that will appear next to the link within LAD.
- 6 Select the titles to which you want to add the link.
 - Select **All ProQuest Titles** to apply the link to all ProQuest titles.
 - Select **Customized list of individual titles** to apply the link to selected titles. You will then need to click **Select Titles** to apply the link to individual titles.
- 7 Enter the **URL** to the resource in the URL field. This must be a fully qualified URL and it must start with `http://` or `https://`.
If necessary, add any variables required to the URL. This information should be provided by the linking partner.
Note: When you click the buttons to add a variable, this information is added at the end of the URL, not where you place the cursor.
- 8 Enter the **Link Text**. This is the label that users will see within ProQuest. The maximum length for this text is 76 characters.
- 9 If you want to link to an icon for the collection, enter the URL in the **Custom URL field**. (Your icon must be in GIF format and must measure 20 by 88 pixels.)

- 10 Select when to display the CrossLink custom logo.

These options let you choose whether to display the custom logo instead of the "find a copy" message on the Results Page.

Note: It is only possible to display one type of CrossLink graphic on the Results page. This means that once you select to display this CrossLink graphic, this option will not appear for any other CrossLinks you may create. If this option does not appear for this CrossLink, it means that a graphic has been enabled for another CrossLink. Return to the **CrossLinks and Holdings, Configure CrossLinks** page and check the current CrossLinks for the one flagged (icon appears on results page). You will need to turn this graphic off (Do NOT display) and then return to this CrossLink to enable this graphic.

- **Do NOT display** to display the find a copy message.
- **Display for ALL articles** to always display the custom logo.

- 11 Click **Done** to create the new CrossLink.

Or, click **Delete CrossLink** to remove this link information from the database.

Or, click **Cancel** to return to the CrossLinks and Library Holdings tab without making any changes.

Or, click **Select Titles** to apply the link to individual titles. (See [View/Update Selected Titles for a CrossLink](#) for information on adding titles.)

Creating a Link for an ejournal

You can create a CrossLink for an ejournal provider, such as CrossRef, Ingenta, Ingenta Select, JSTOR, OCLC FirstSearch OpenURL, and SwetsWise. Follow these steps:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Add a New CrossLink**.
You see the **Add a New CrossLink** page.
- 4 Click the desired ejournal provider from the available link types.
You see the **CrossLink Settings:** page for the desired ejournal provider.
- 5 Select the titles to which you want to add the link.
 - Select **All ProQuest Titles** to apply the link to all ProQuest titles.
 - Select **Customized list of individual titles** to apply the link to selected titles. You will then need to click **Select Titles** to apply the link to individual titles.
- 6 Select the **CrossLinks Display Options**.
 - Select **Use custom graphic and text**.
 - Click **Add graphic**.
You see the **Edit CrossLinks Custom Graphic** page.
 - Click **Browse** and navigate to your graphic.
The graphic must be 88 by 20 pixels, and a gif or jpg image.
 - Click **Upload** to upload the graphic.
 - If you want, enter the desired link text. This will appear on the **Document View** page, next to the graphic. The text maximum is 76 characters.
 - If you want, enter the desired Alt text. This will appear when the user has graphics turned off. The text maximum is 20 characters.
 - Click **Save** to save the changes.
- 7 Click **Done** to create the new CrossLink.
Or, click **Delete CrossLink** to remove this link information from the database.

Or, click **Cancel** to return to the CrossLinks and Library Holdings tab without making any changes.

Creating a Link for a non-ejournal

You can create a crosslink for a non-ejournal provider, such as SFX, OCLC Illiad, and others. Follow these steps:

- 1 Make sure you are on the **CrossLinks and Holdings, Configure CrossLinks** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **CrossLinks** tab is selected.
 - Or, select **Configure CrossLinks** from the Quick Picks pull-down menu.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Click **Add a New CrossLink**.
You see the **Add a New CrossLink** page.
- 4 Click the desired linking partner from the available link types.
You see the **CrossLink Settings:** page for the desired linking partner.
- 5 Select the titles to which you want to add the link.
 - Select **All ProQuest Titles** to apply the link to all ProQuest titles.
 - Select **Customized list of individual titles** to apply the link to selected titles. You will then need to click **Select Titles** to apply the link to individual titles.
- 6 Enter the **Base URL to Journal Linker**. This must be a fully qualified URL and it must start with http:// (or https://).
- 7 Select the **CrossLinks Display Options**.
 - Select **Use custom graphic and text**.
 - Click **Add graphic**.
You see the **Edit CrossLinks Custom Graphic** page.
 - Click **Browse** and navigate to your graphic. The graphic must be 88 by 20 pixels, and a gif or jpg image.
 - Click **Upload** to upload the graphic.
 - If you want, enter the desired link text. This will appear on the **Document View** page, next to the graphic. The text maximum is 76 characters.
 - If you want, enter the desired Alt text. This will appear when the user has graphics turned off. The text maximum is 20 characters.
 - Click **Save** to save the changes.
- 8 Click **Done** to create the new CrossLink.

Or, click **Delete CrossLink** to remove this link information from the database.

Or, click **Cancel** to return to the CrossLinks and Library Holdings tab without making any changes.

Searching Individual Holdings Records

You can search the individual holdings to find specific records. This makes it easy to locate the titles to which you want to add holding information, or to add a CrossLink. Follow these steps:

- 1 Make sure you are on the **CrossLinks and Holdings, Search/Edit Individual Holdings Records** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **Search/Edit Individual Holdings Records** tab is selected.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Type a word, phrase, or ISSN in the **Search for publications by title, ISSN, or publisher field** (this field is not case sensitive) and select whether you are searching for a publisher, title, or ISSN.
You can use the question mark (?) as a wildcard character to find all titles that contain a specific word, partial word, or phrase.
For example:
 - PC Will find publications titled PC.
 - PC? Will find publications such as PC Times and PC Today.
- 4 Select where to search:
 - **ProQuest Titles** will search all titles in ProQuest Information and Learning Company's collection.
 - **Research Collections Titles** will search the professional research collections only (AGRICOLA , CINAHL , ERIC , MEDLINE , PsycINFO , ProQuest Historical Newspapers).
 - **Combined Titles** will search both the ProQuest Titles and the Research Collections Titles.
- 5 Select how to limit your search:
 - To limit your search to titles for which the selected client has a subscription, check the **titles included in your ProQuest subscription** box.
 - To limit your search to titles for which you have set up library holding settings, check the **titles with library holdings assigned** box.
 - To limit your search to titles that are not available in full text format, check the **titles included in your ProQuest subscription** box.
- 6 Select your sort options:

- Publication Title will sort by the article title.
- ISSN will sort by the ISSN associated with the publication.
- Publisher name/ISSN will sort by publisher's name, then by ISSN.
- Publisher name/title will sort by publisher's name, then by publication title.

7 Click **Search**.

You will see the **Search/Edit Holdings Records Results** page.

You can now make changes the holding information for multiple titles, or change the holding information for an individual title.

Search Results Limitations

Your search results are limited to 1,000 titles. If your search returns more than 1,000 titles, you will see an error message prompting you to refine your search.

Delete all Holdings for a Title

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Click **Delete all holdings for this title.**

Add a Title Specific Link to a Title

Follow these steps to add links to electronic resources:

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Select the desired link from the **Select a type of title-specific link** to add pull down menu. This menu will list any ProQuest defined links and any customer defined links that have not been assigned globally, and the Title Specific option.
- 3 Click **Add Link.**
The new link you've added will appear after the title specific option.

Remove a title specific link

Follow these steps to remove links to electronic resources:

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Locate the desired link from the **Title Specific Links** area. Click **Remove.**

The title specific link will be removed.

Add Information on Physical Holdings to a Title

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Check the appropriate holding type(s).
- 3 Update the **Start Date** and **End Date** fields to specify your library's coverage of the title. These fields store and display dates in a YYYYMMDD format. For example, 19980901 to 20000901.
Note: Entering 00 (double zero) is not a valid date for the month (mm) or day (dd) fields. For monthly publications, type 01 for the day, and for yearly publications, type 01 for both the month and day. For example, type 19960901 to represent "September 1996," and type 19960101 to represent "1996."
- 4 Update the **Start Volume, Start Issue, End Volume, and End Issue** fields.
- 5 Use the **Note** field to describe specifics about the title, such as its location in your library, and whether certain years of coverage are only available on microfilm, paper, or CD-ROM. The length of the text can be up to 2000 characters. Do not use this field to enter URLs.
- 6 Click **Save.**

Uploading Holdings in ProQuest Format

This option lets you add or update a group of holdings records to alternate sources within your institution by using an ASCII or text file.

Additional information on file format is available in the Library Holdings Quick Print Guide, located in the Technical Support Center of the Training Resource Center (<http://training.proquest.com/trc/lad/ladqrg.htm>).

Follow these steps to upload your library holdings:

- 1 Make sure you are on the **CrossLinks and Holdings, Upload Holdings File** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **Upload Holdings File** tab is selected.
 - Or, select **Edit/upload your holdings and CrossLinks** from the Quick Picks menu.
- 2 Select **ProQuest Format** from the **Select upload file format** menu.
- 3 Click **Browse** next to the **File for upload** field, navigate to the file you are uploading, and click **OK**.
- 4 Click **Upload**.

Uploading Holdings in MARC Format and MARCXML Format

This option lets you add or update a group of holdings records to alternate sources within your institution by using an ASCII or text file.

Additional information on file format is available in the Library Holdings FAQ, located in the Technical Support Center of the Training Resource Center

Follow these steps to upload your library holdings:

- 1 Make sure you are on the **CrossLinks and Holdings, Upload Holdings File** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **Upload Holdings File** tab is selected.
 - Or, select **Edit/upload your holdings and CrossLinks** from the Quick Picks menu.
- 2 Select **MARC Format** or **MARCXML Format** from the **Select upload file format** menu.
- 3 Select whether you are uploading a list of records to add or delete from your holding.
- 4 If the file contains records to be added to your library holdings:
 - If you are uploading a batch of holdings for the same electronic resource, enter the **LAD Link Type Label**.
 - Click **Browse** next to the **File for upload** field.
 - Navigate to the file you want to upload and click **OK**.
- 5 If the file contains records to be deleted from your library holdings:
 - If you are uploading a batch of holdings for the same electronic resource, enter the **LAD Link Type Label**.
 - Click **Browse** next to the **File for upload** field.
 - Navigate to the file you want to upload and click **OK**.
- 6 Click **Upload**.