

Take Control of Your Library's EBSCO Ebooks Holdings With eBook Manager!



Take Control of Your Library's EBSCO eBooks Settings

Welcome to EBSCO eBook Manager, a powerful suite of features designed to help your library manage its e-book collections and respond to requests as well as usage and demand.

This innovative suite of features helps libraries:

- View and manage your library's entire collection of EBSCO eBooks (including subscriptions, shared collections, DDA and more) in a single intuitive interface within EBSCOhost Collection Manager (ECM)
- Search, sort and filter results by a variety of data points including title metadata, purchase type, access model(s), turnaways and more
- View ownership and access information alongside usage and turnaway data to help make purchase and upgrade decisions
- Import a list of ISBNs from the bookstore and instantly determine if your library owns them or can purchase them through EBSCO
- Modify download settings by access model, individual title or for your entire collection
- Create custom lists to segment eBooks in a meaningful way and apply distinct download controls to each list

**Purchases and upgrades are available through both EBSCOhost Collection Manager (ECM) and GOBI*

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Accessing EBSCO eBook Manager in EBSCOhost Collection Manager (ECM):

EBSCO eBook Manager gives your library the control it needs to make important decisions about your e-book collection in a single intuitive interface within **EBSCOhost Collection Manager (ECM)**.

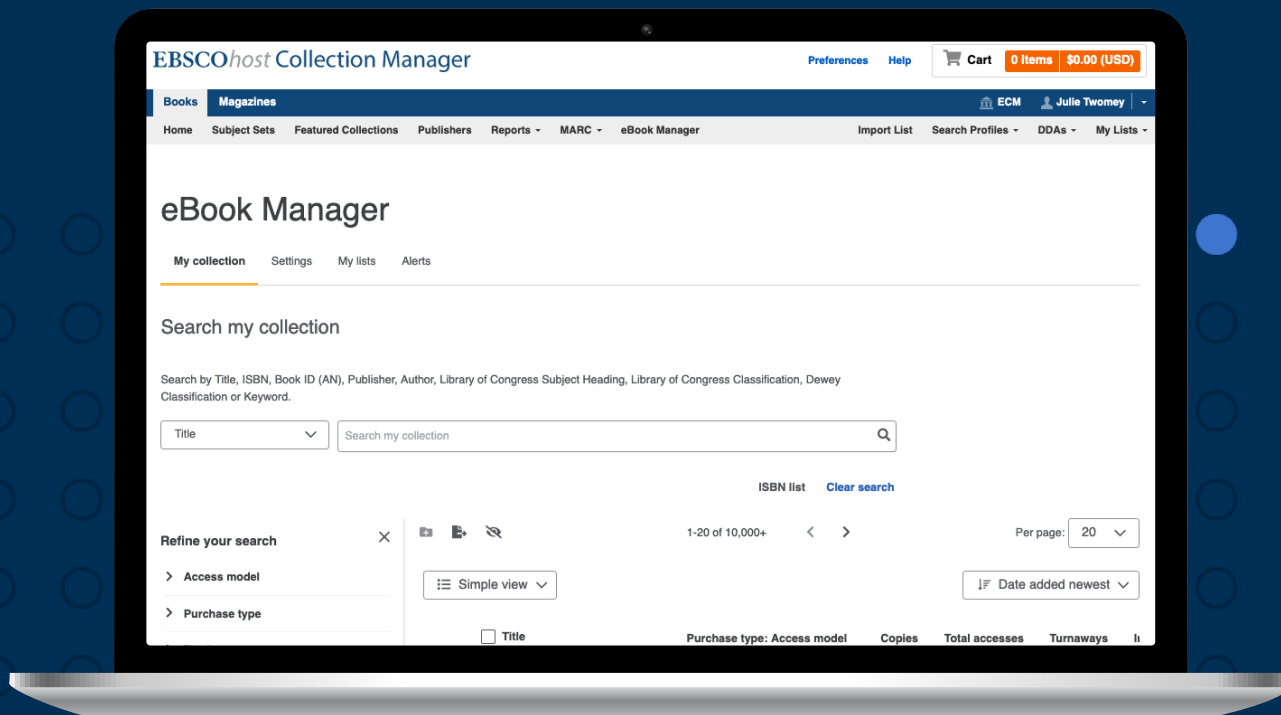
Don't have an ECM account? **Request one here**.

How to Access for Current ECM Customers:

- Log into ECM and look for the “eBook Manager” tab in the top navigation bar. Once you click the “eBook Manager” tab you will gain immediate access to your library’s entire EBSCO eBooks holdings with the ability to search and sort using the “My collection” tab or manage the download controls for your entire collection using the “Settings” tab.
- If you have any questions regarding EBSCO eBook Manager, please contact our team for assistance at **ebookinfo@ebSCO.com**.

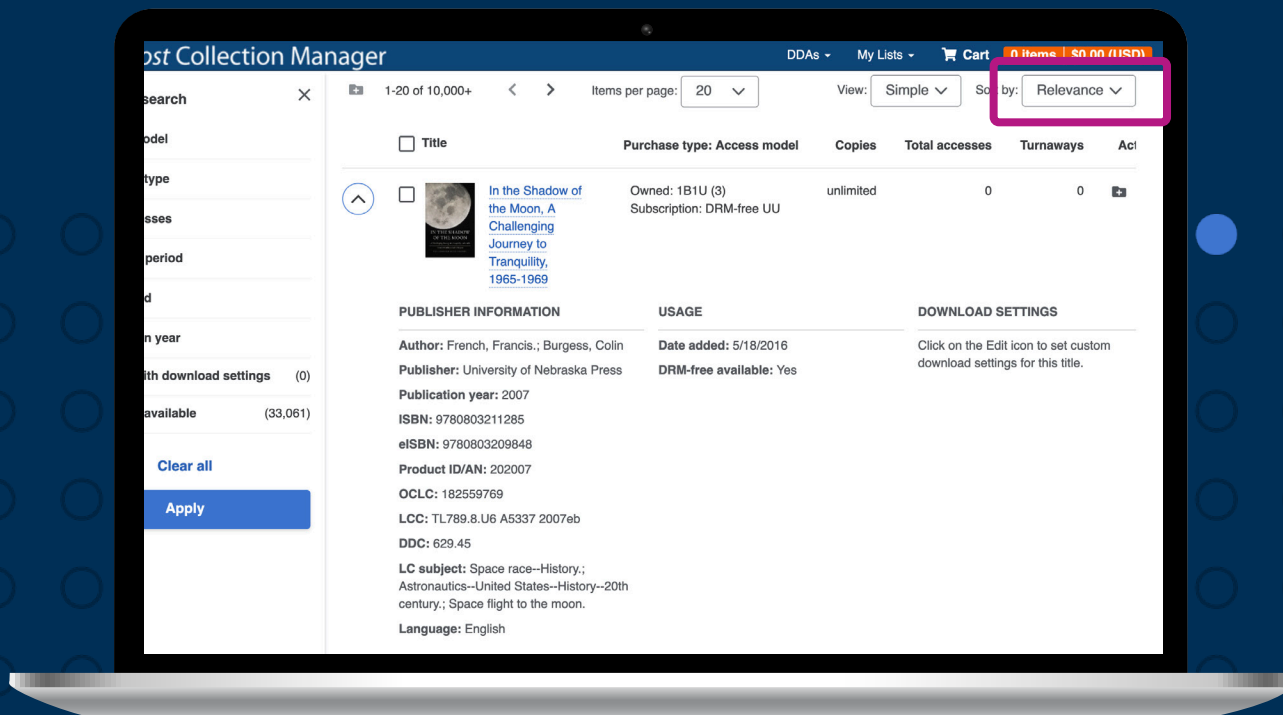
The My Collection Search: Conducting a Search

- When you access eBook Manager, the default view is the My collection tab, where your institution's entire collection of EBSCO eBooks holdings are displayed, sorted by Date of access newest by default.
- Enter your keywords in the search box and click the magnifying glass or press Enter on your keyboard.
- **Note:** You can search your collection by several fields including title, author, publisher, and ISBN.



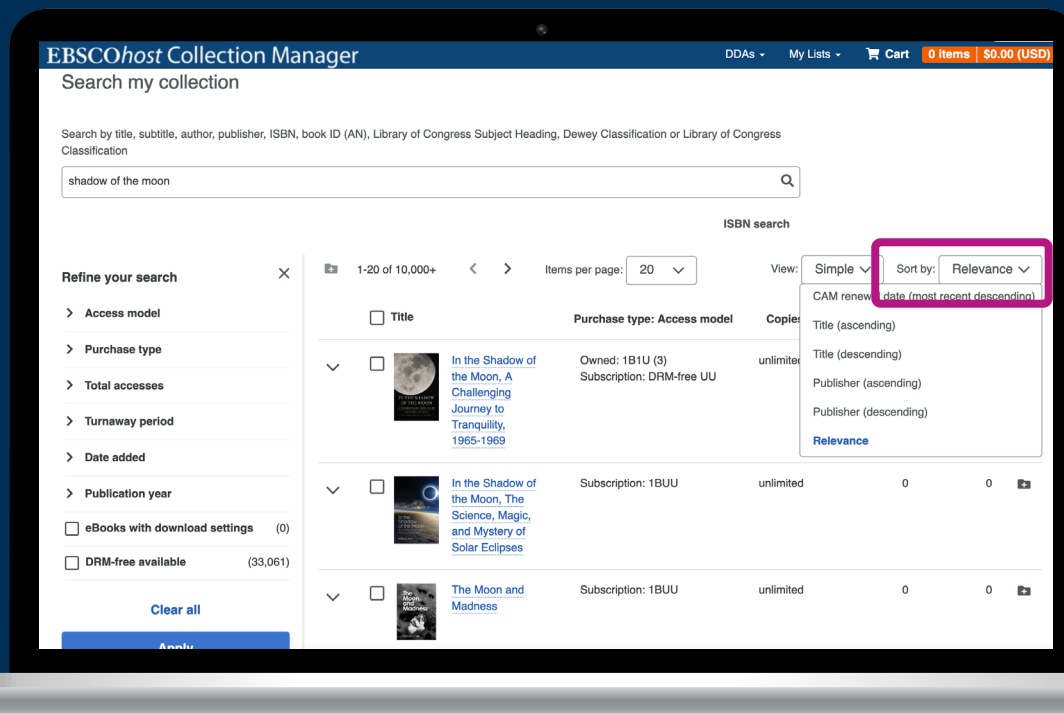
The My Collection Search: Conducting a Search

- Once you click the magnifying glass a result list is displayed, sorted by Relevance. Relevance is the default sort option whenever you search eBook Manager.
- Refine your results using the facets in the column on the left. Facets enable you to limit your results by Access model, Purchase type, Total accesses, etc. Use the left side arrows to open or close each facet.
 - Make your selections and click Apply at the bottom of the list.



The My Collection Search: Sorting Options to Optimize Search Results

- Click the **Sort by** drop-down to sort your results by one of many options including Date of Access, Copies, and Turnaways.



The My Collection Search: Sorting Options to Optimize Search Results

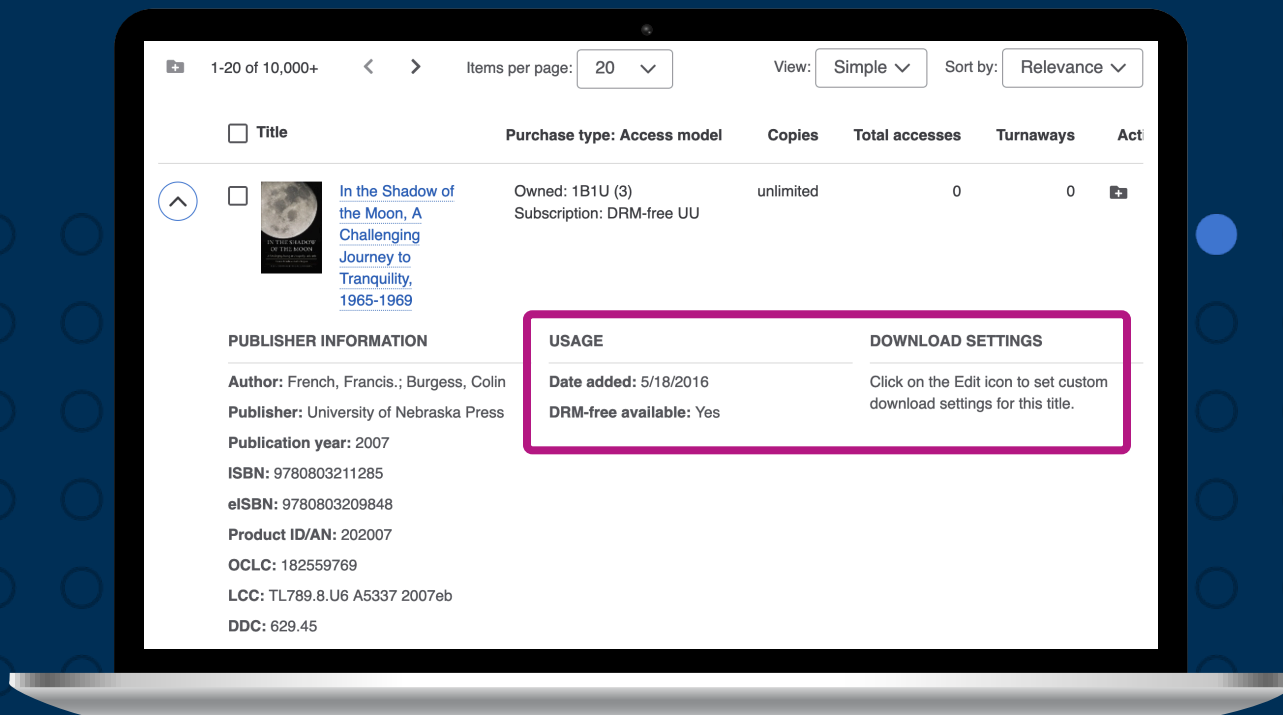
There are several eBook collection sort options available to you. Most sort options include the ability to sort by ascending or descending values.

Sort options:

- **Date of access:** Sort eBook titles by the date they became available to your institution.
- **Copies:** Sort by the number of copies available to your institution.
- **Total accesses:** Sort by the total number of times titles have been accessed by your patrons.
- **Turnaways:** Sort by the number of times patrons were unable to access a title because all available copies were in use by other patrons.
- **CAM uses remaining:** Sort by the number of remaining uses for titles acquired using the Concurrent Access Model.
- **CAM renewal date:** Sort by the date on which your Concurrent Access Model titles are renewed.
- **Title:** Sort by eBook title.
- **Publisher:** Sort by eBook publisher.
- **Relevance:** Sort by relevance to your search terms. Relevance is the default sort when searching your collection in eBook Manager.

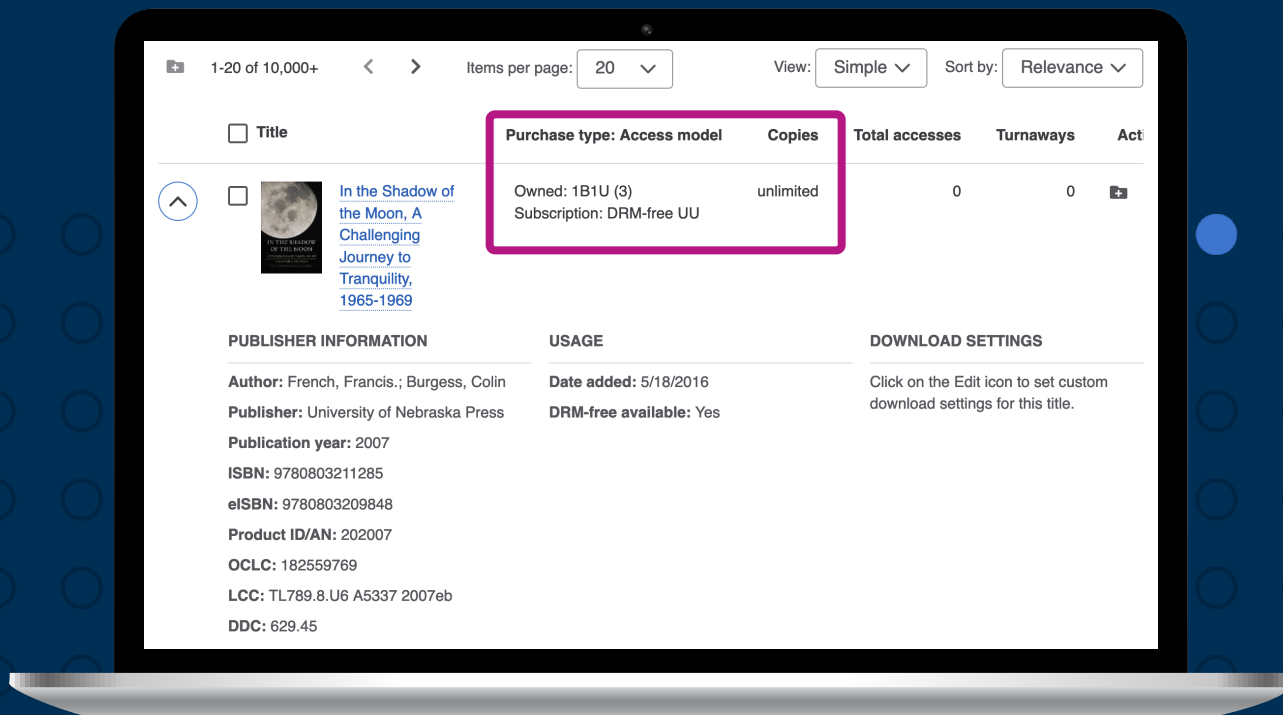
The My Collection Search: Publisher and Usage Data

- Once you click the arrow and have expanded a title in the list you will see publisher information and Usage data, including Access date and if the title is available in a DRM-free version. This does not necessarily mean the title is available to your users DRM-free. If a title is available in a DRM-free version to your users, it will be reflected in the **Purchase type: Access model** column as DRM-free.
- If the title was acquired via the Concurrent Access Model, usage data may also include CAM uses remaining as well as CAM renewal dates.





The My Collection Search: Purchase Types and Access Models

- The **Purchase type: Access model** column displays whether the title is owned or shared (with other member institutions of a consortium), the method/origin of the purchase, the license types held, and how many copies of each license.
- If your institution has purchased multiple copies of a single title with different purchase types and/or access models, that is also reflected in this column.



The My Collection Search: Purchase Types and Access Models

- Click the eBook title or the thumbnail image to view the complete detail record for the title in ECM, where you can view more information, order additional copies, or upgrade your held licenses for the title.

Title	Purchase type: Access model	Copies	Total accesses	Turnaways	Actions
 In the Shadow of the Moon, A Challenging Journey to Tranquility, 1965-1969	Unowned DDA: 1B3U	3	0	0	

PUBLISHER INFORMATION

Author: French, Francis.; Burgess, Colin
Publisher: University of Nebraska Press
Publication year: 2007
ISBN: 9780803211285
eISBN: 9780803209848
Product ID/AN: 202007
OCLC: 182559769
LCC: TL789.8.U6 A5337 2007eb
DDC: 629.45
LC subject: Space race--History.; Astronautics--United States--History--20th century.; Space flight to the moon.
Language: English

USAGE

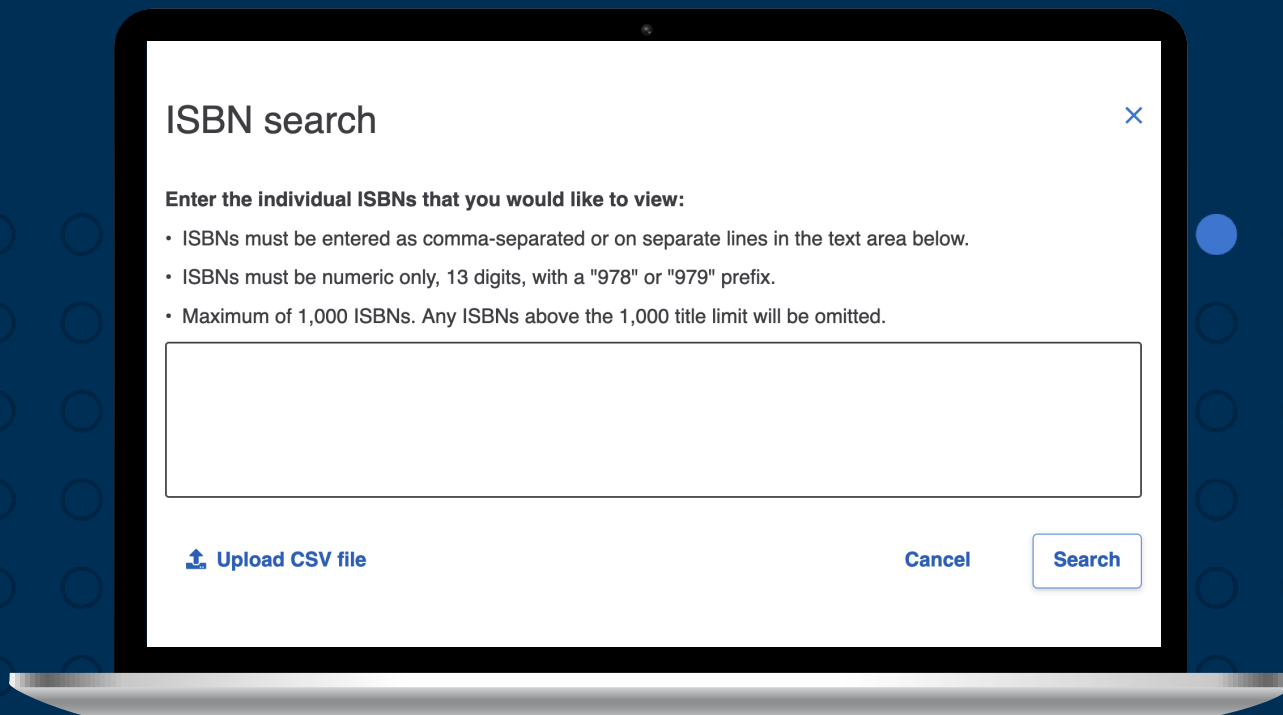
Access date: 5/11/2021
DRM-free: Yes

DOWNLOAD SETTINGS

Click on the Edit icon to set custom download settings for this title.

The My Collection Search: ISBN Search

- With the ISBN search it's easy to take a bookstore or course list and upload to ascertain whether your library already owns the titles
- Search for up to 1,000 ISBNs at one time
- If your library does not own the titles and they are available through EBSCO, you can purchase them through ECM or GOBI.



The screenshot shows a laptop displaying the 'ISBN search' interface. The window title is 'ISBN search' with a close button (X) in the top right corner. Below the title, there is a heading: 'Enter the individual ISBNs that you would like to view:'. This is followed by three bullet points: 'ISBNs must be entered as comma-separated or on separate lines in the text area below.', 'ISBNs must be numeric only, 13 digits, with a "978" or "979" prefix.', and 'Maximum of 1,000 ISBNs. Any ISBNs above the 1,000 title limit will be omitted.' Below the text is a large, empty text input field. At the bottom of the interface, there are three buttons: 'Upload CSV file' with a blue upload icon, 'Cancel', and 'Search'.

The My Collection Search: Export Metadata for Offline Management

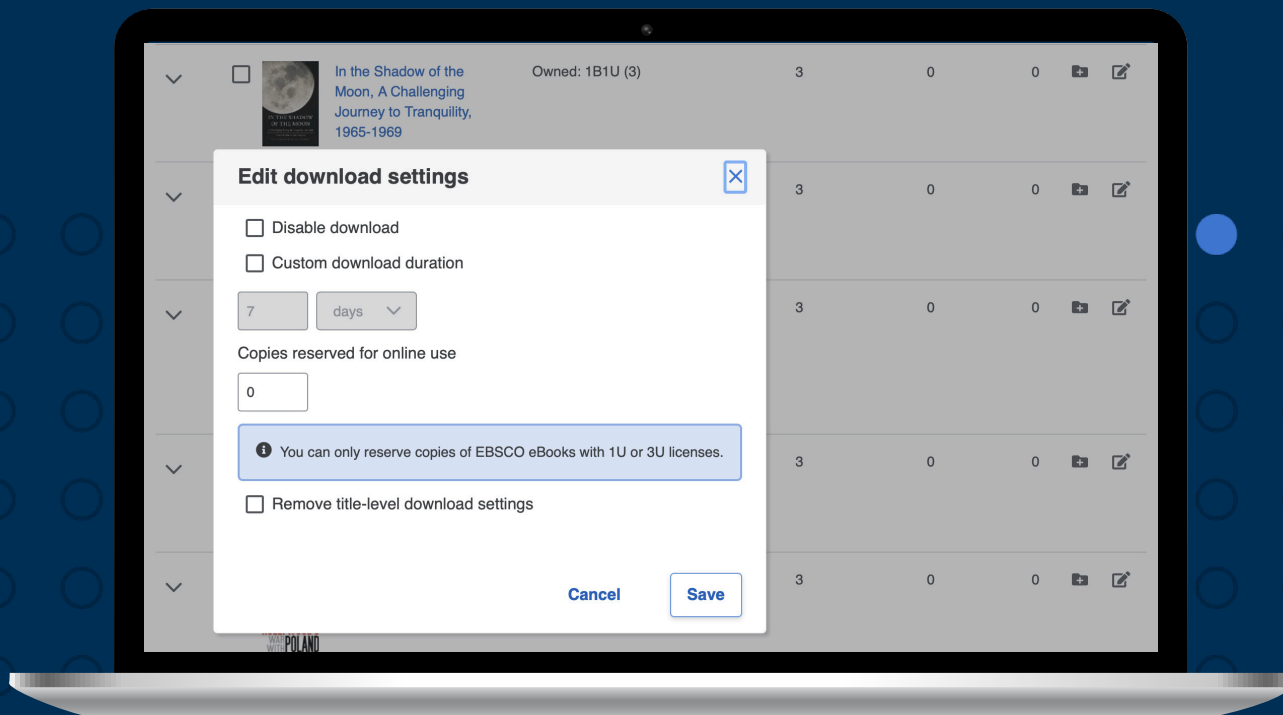
EBSCO eBook Manager enables you to download a spreadsheet of your holdings data in .csv format. When exporting holdings data, you have the option to download data for your entire collection, results of a search, or selected titles in the search result list.

To export your holdings data:

- Click the **Export** button at the top of the result list. If desired, you can select titles in the result list before clicking Export.
- Select to export data for only the selected eBooks, all eBooks from your search, or your entire eBook collection.
- eBook Manager confirms your export is being generated. Click **Close** and be sure to remain in the eBook Manager interface until your file has finished downloading.
- Open the export file from the downloads location on your device.

Download Controls: Custom Settings

- To apply custom download settings to an eBook:
 - Click the **Edit** icon in the Action column for a title in the result list.
 - Make your selections to the download settings and click **Save**.
 - You can choose to disable downloads for the title, apply a custom download duration for the title, or designate a number of copies for online use only. Copies reserved for online use cannot be downloaded in full by patrons offline.

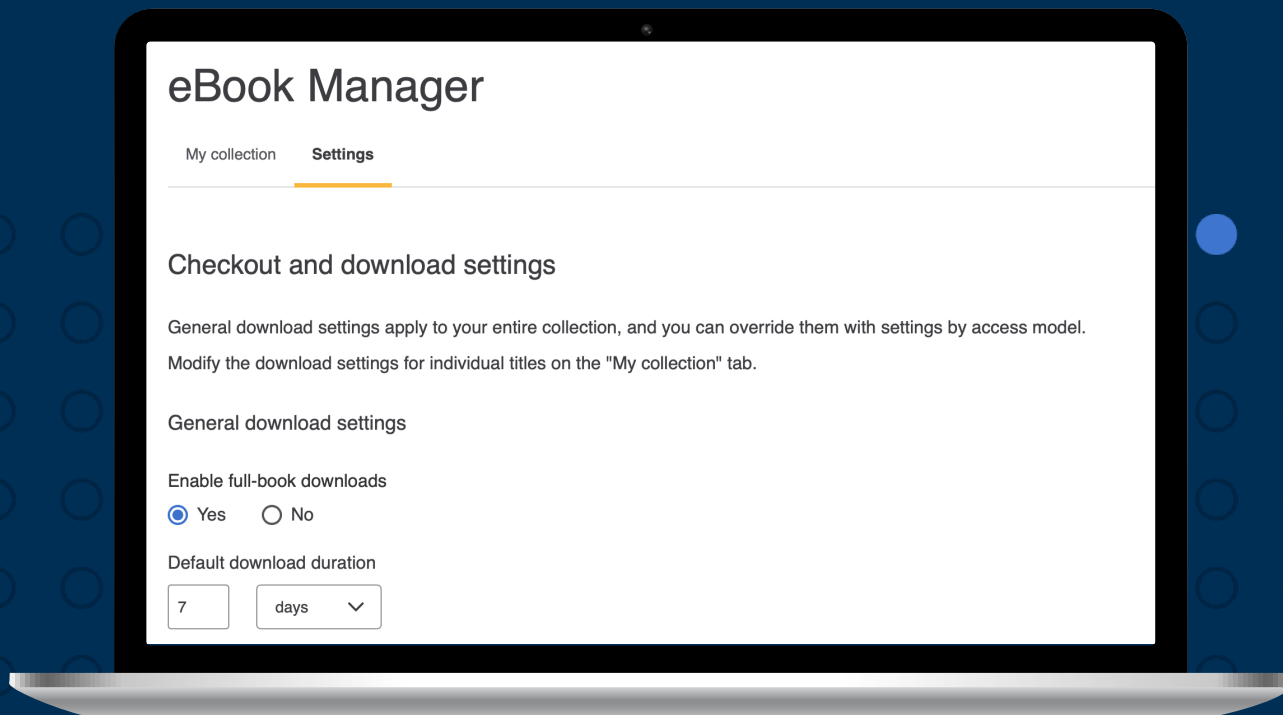


Download Controls: Custom Settings

Available from the Settings tab in eBook Manager, you can use the following general settings to configure your patrons' ability to download eBooks across your entire collection. You can override these settings by configuring download settings based on each access model.

- You can also override these settings for individual titles on the My collection tab.
- After making changes to these settings, click the Save button at the bottom of the screen.

Your download settings will only apply to titles your library has purchased or made available to users. If your library has shared access to titles owned by another institution (or consortium), the owning library's settings will apply to those titles.



Download Controls: Checkout and Download Settings

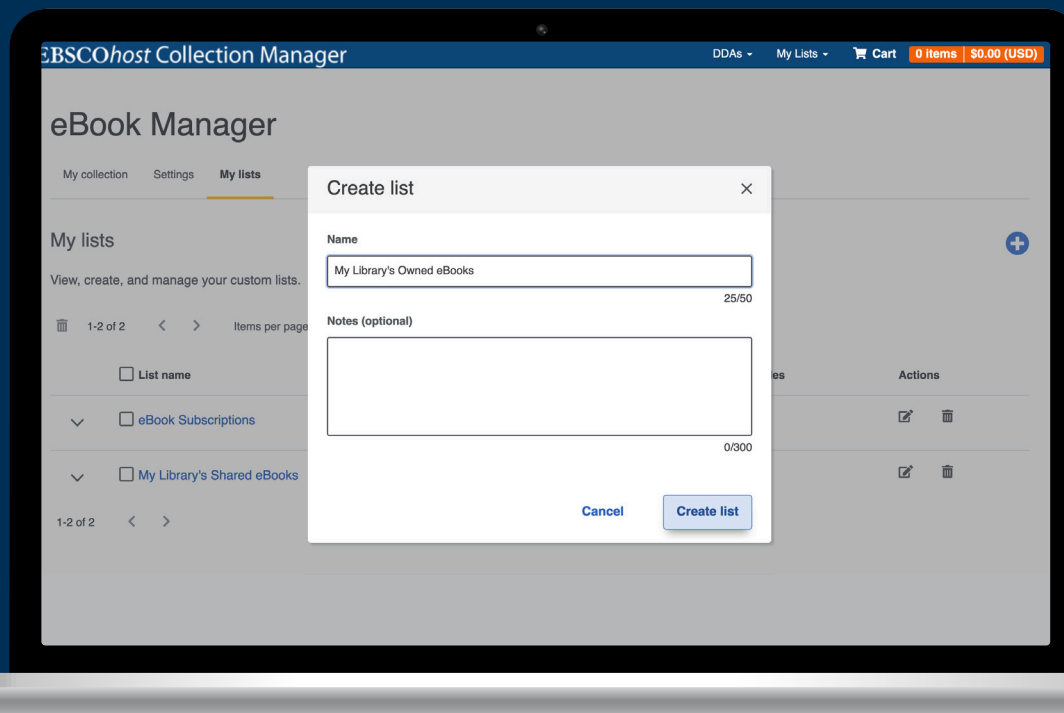
General download settings:

- **Enable full-book downloads** - Set to **No** to disable full-book downloads for all eBooks in your collection.
- **Default download duration** - Set a default duration for patron downloads of eBooks from your collection.
- **Allow users to select download duration** - Set to **No** to disable the ability for patrons to select a download duration for eBooks in your collection. When this ability is disabled, all eBook downloads will use the Default download duration configured in the setting above.
Note: This setting does not affect eBooks purchased via the Concurrent access model (CAM). Patrons do not have the ability to select a download duration for CAM titles.
- **Maximum simultaneous checkouts per user** - Enter a maximum number of checkouts a patron can have at any one time.
- **Full eBook download only available in eBook viewer** - Set to **Yes** to allow full eBook downloads only from within the EBSCO eBook viewer. When enabled, the option to download eBooks from the EBSCOhost/EDS result list is not available to patrons.

My Lists: Creating a List of EBSCO eBooks Titles

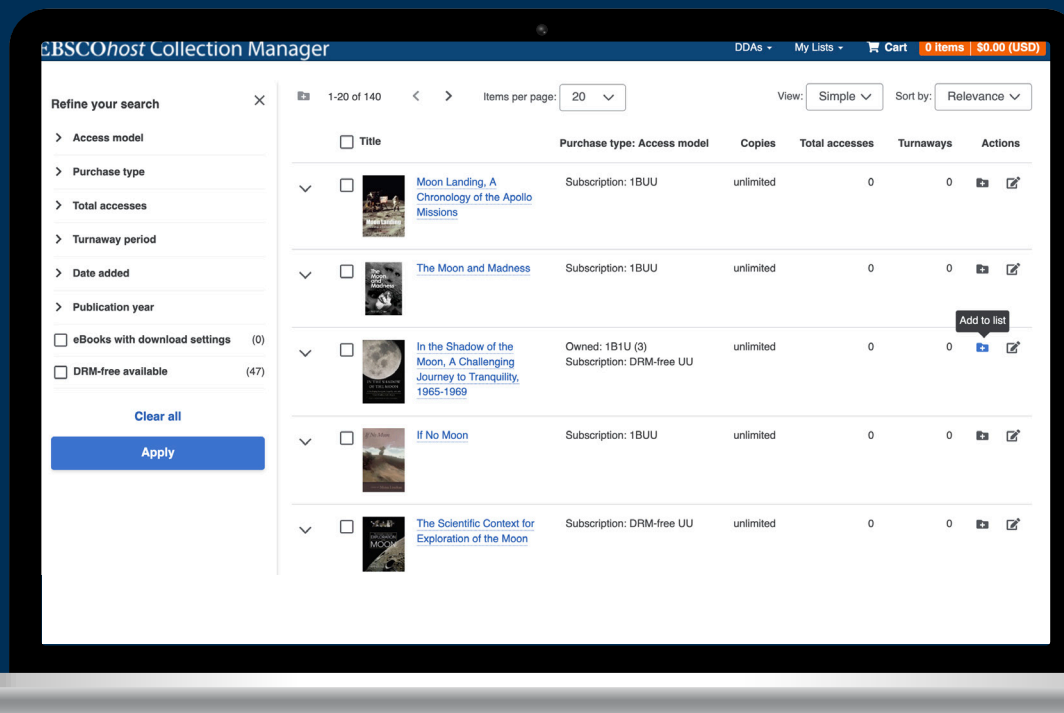
EBSCO eBook Manager enables you to create lists of your owned and shared titles. Lists enable you to group titles together and then modify the checkout and download settings for those titles at the list level. How to create a new list:

- On the eBook Manager screen, click **My lists**.
- Click the **Plus** button to create a new list.
- Enter a **Name** for your list, add **Notes** (optional), and click **Create list**.



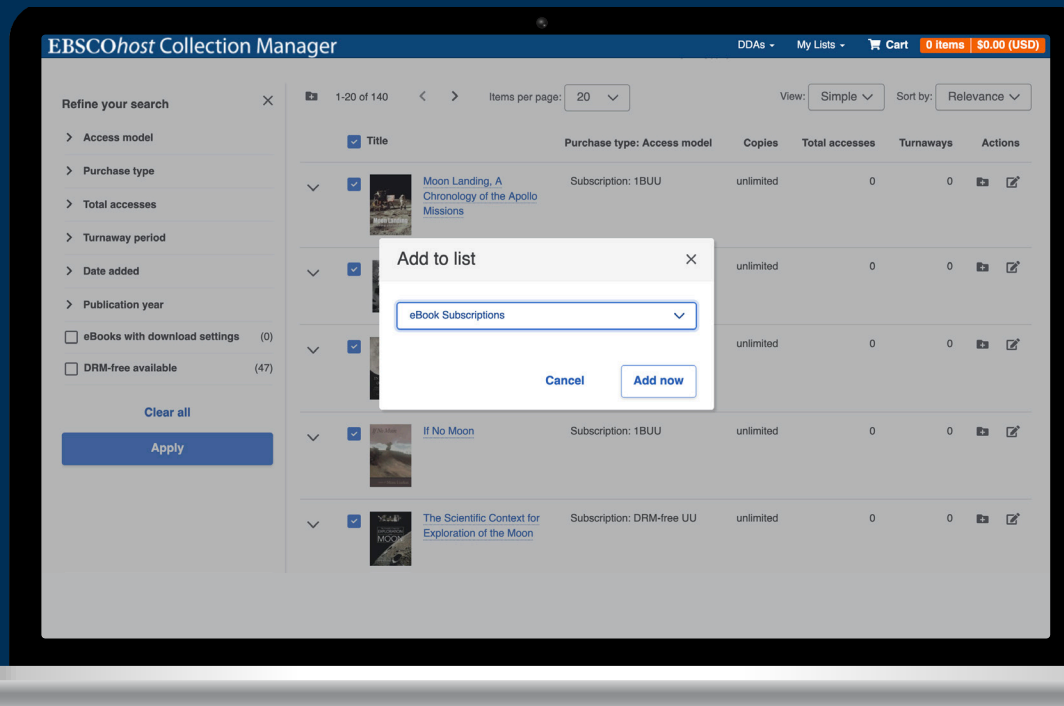
My Lists: Adding Individual eBooks to an Existing List

- Here's how to add eBooks to an existing list from the My Collection tab.
 - Click the folder icon under the actions column for the specific eBook you would like to add to a list.
 - Select an existing list from the **Choose a list** drop-down menu.
 - Click **Add now**.



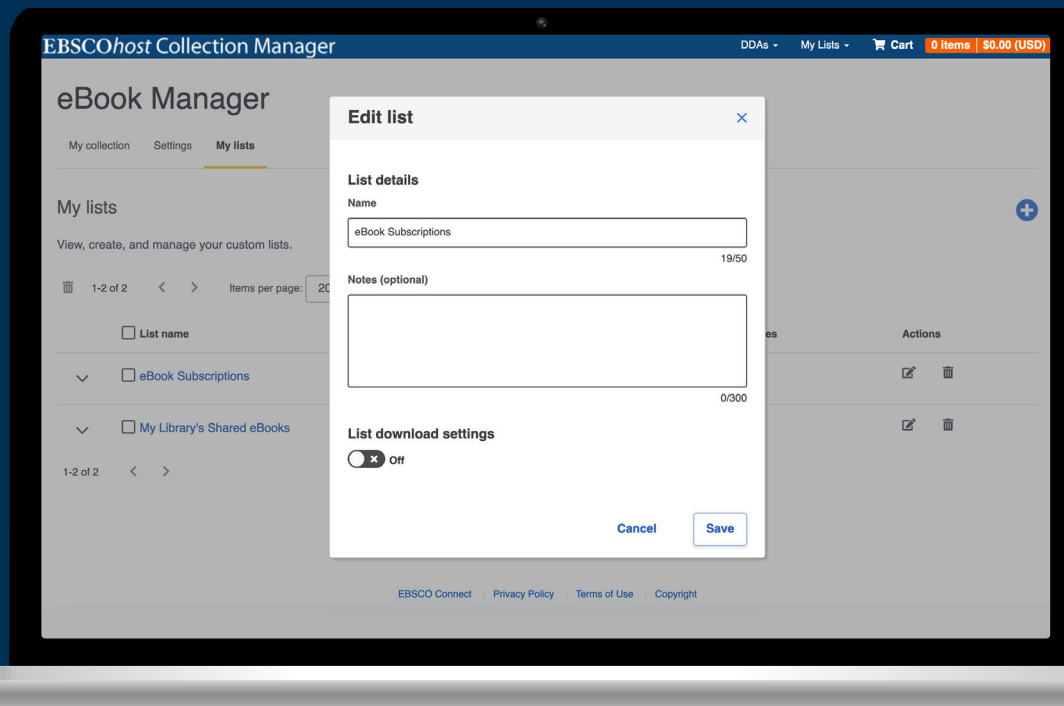
My Lists: Adding Multiple eBooks to a List

- From the **My Collection** tab, you can select multiple titles and add them to a list at once.
- How to add multiple titles to an existing list:
 - Click the checkbox in the title column for each title you would like to add to a list and click the **Add to list** icon above the displayed results.
 - Select the desired list from the drop-down menu and click the **Add now** button.



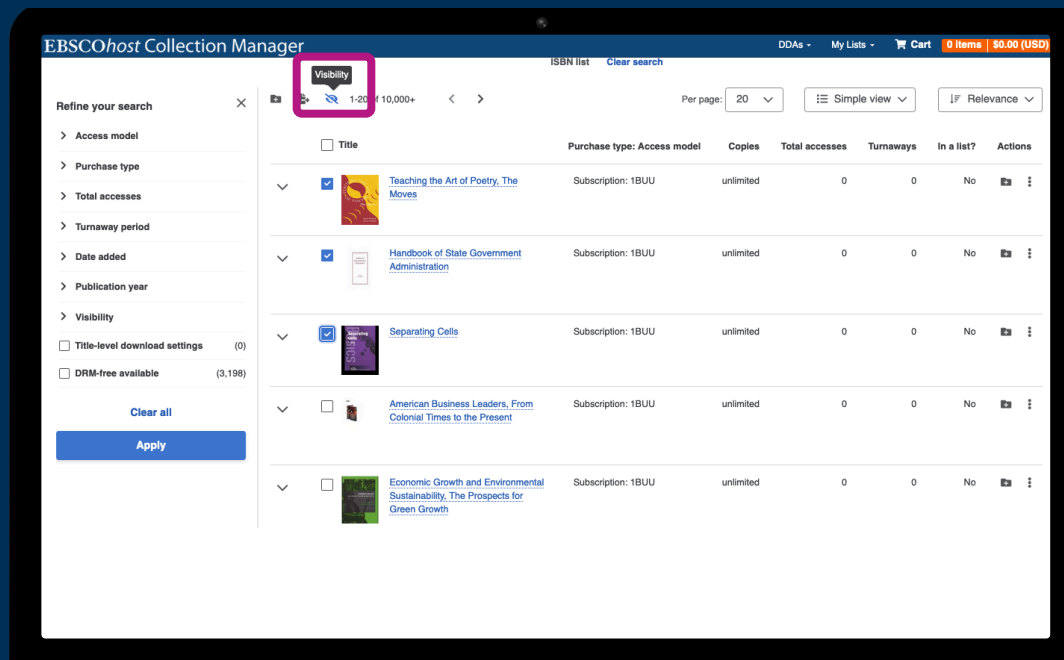
My Lists: Adjusting Download Settings for eBooks in a List

- How to customize download settings for titles in a list:
 - Click the **Edit list** icon under the action column for the list you would like to modify
 - Click the **List download settings** toggle to display the download settings available for your list, make your changes and click **Save**.
- **Note:** Download settings applied to lists will override settings you have configured by purchase model, but individual title settings will override a list-level setting. Shared titles retain the download settings that were set by the owning institution.



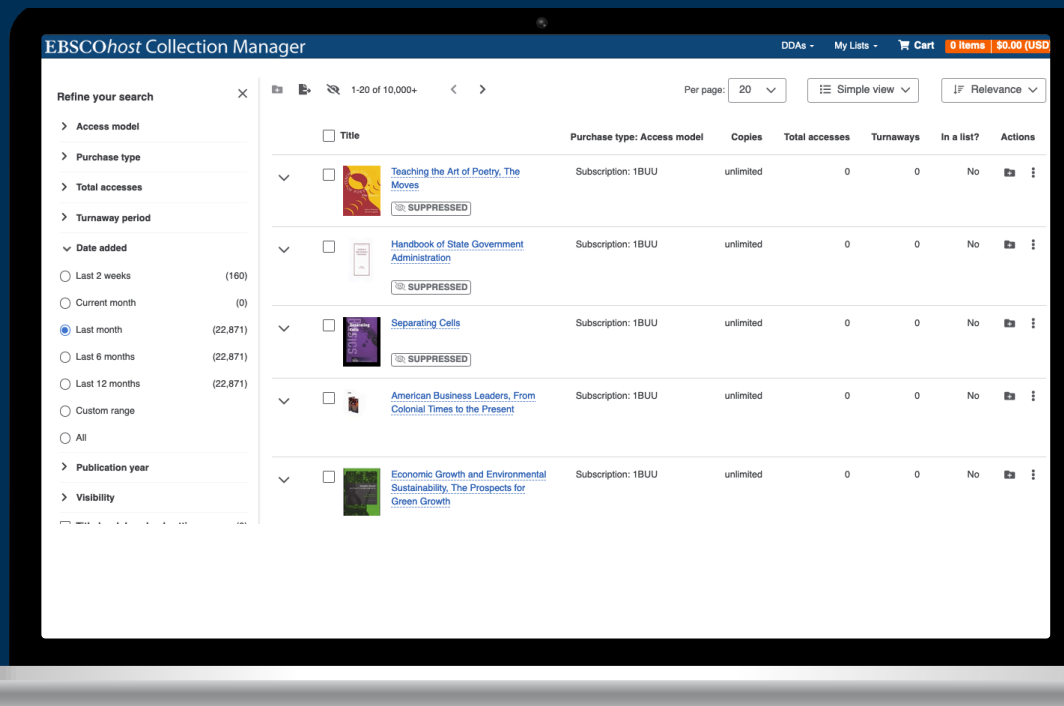
Adjusting the Visibility of eBooks

- The Visibility setting enables you to suppress eBooks that have been replaced by newer editions or may be inappropriate or irrelevant to patrons at your institution to ensure these titles do not appear as available to users searching your collection.
- **Note:** It may take up to two hours for your changes to be reflected on EBSCOhost/EDS.
- Check the boxes for the titles you would like to adjust and click the **Visibility** icon above.
- Check the box next to Suppressed and click **Save**.



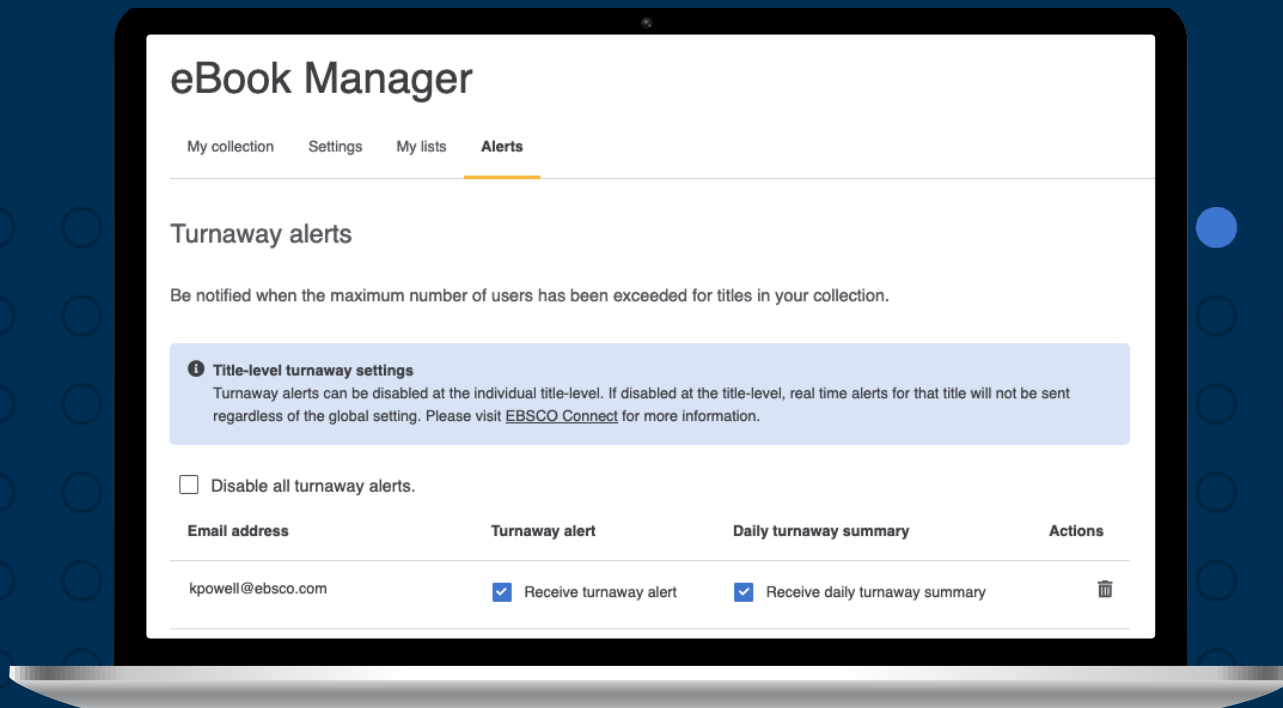
Adjusting the Visibility of eBooks

- The title now appears in eBook Manager with the Suppressed icon displayed, indicating that it is not currently available to your patrons.
- **Note:** You can change a title back to being visible at any time by returning to this menu and unchecking the Suppressed box.



Turnaway Alerts

- Administrators can be alerted when a user is turned away from accessing an eBook title using the Alerts tab.
- **Note:** Turnaway alerts are no longer administered in EBSCOadmin, and updates should now be made in eBook Manager.



Additional Functionality in EBSCOhost Collection Manager (ECM)

EBSCOhost Collection Manager (ECM) is a convenient online collection management tool designed to allow libraries to quickly and easily manage their collections of EBSCO eBooks and Flipster digital magazines.

Login or request an account now

- Browse millions of EBSCO eBooks and hundreds of Flipster digital magazines from one location
- Acquire complete collections of highly curated collections of e-books built by subject experts or search title-by-title
- Download and request EBSCO eBooks Rapid MARC Records
- Build a demand-driven acquisition (DDA) list of e-books
- Upgrade owned e-books using EBSCO automatic upgrades
- View usage reports to support acquisition decisions



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for purchase in ECM
by **signing up for
the newsletter
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