

Reviewing Electronic Citations

Out of the box, Leganto is configured to automatically mark citations with electronic inventory as complete, indicating that the library does not need to review them. In this case, you may only need to monitor broken links. However, if you have changed the settings in the Course Reserves Automatic Statuses table, you may have electronic citations in your task list to review.

In this session we'll review electronic resources and URLs on reading lists checking for broken links.

On the Edit Reading List page, citations that have electronic inventory will display a Resource Locate Status of Resource Located, indicating that the library has inventory for this citation. Either the Electronic tab will be active, indicating that the citation is linked to an Alma repository item. The number of Portfolios associated with the Electronic citation are indicated by the number in parenthesis. [click to expand]

In the row actions list, a View it link will display. Click on it to confirm that the linking works. After confirming the View It linking is correct, this citation can be marked as complete.

In cases where an Electronic citations View It link is broken, the portfolio level URL should be checked and fixed to enable correct linking to full text. From the citation's row actions list select Portfolio List to navigate to the portfolios. [don't actually do this]

If the URL can't be fixed, you can hide the link from the Leganto display. This will hide that link from students. Click on View in Leganto and open the menu for the link you would like to hide, then choose, Hide Link.

You may also have citations which have a Resource Locate Status of Resource Located where the Other tab is active, indicating that the citation resolved to library inventory via the link resolver. This will include citations added from the Central Discovery Index. Click on the [I don't know what this is called] icon to check the link. As before, you can mark the citation as complete, or hide the link in Leganto.

You may also see citations with links to websites on your reading lists. These will also have the Other tab active but will not display the Resource Locate Status of Resource Located. You can check these links as well, by clicking on the same icon as before. If you need to edit the link or add an additional link you can click on Edit (citation actions) and change the url in the source field. Further down, You can add additional URLs to the source. Save your changes when you're finished.

Throughout the term, students and instructors might report broken links as appropriate. In this case you will see an alert on the citation, which shows you which link was marked as broken and how many users reported it. Click on the Link to check it. You can remove the alert once you have resolved the problem.

Note that there is a task in the Alma task list for Citations—Marked as Broken. This will take you to all of the citations that have a broken link reported. And this concludes this session on reviewing electronic citations in Alma.

Thank you for joining.