





Webinar Agenda 

- Public Webinar Objectives
- Preparation and Useful Tips
- License Administration Workflow (5 Steps)
- Management Reports
- Documentation Articles



Public Webinar Objectives



- Provide ongoing education using targeted learning concepts that are delivered in digestible “bites”
- Refresh/reinforce key product functionality without getting too granular
- Raise awareness regarding product functionality
- Prompt libraries to take action, drive implementation & adoption and continuously improve

Preparation and Useful Tips



- Gather your paper licenses in advance so that you'll have them available when you begin your data entry
- Use the Proquest or JISC (UK) Templates to expedite the data entry process; consider creating your own template
- Determine which (if any) Terms of Use you want to display in the E-Journal Portal or 360 Link
- More than one license can be added to a resource (e.g. local and consortia licenses) but one must be set as *prevailing*
- Become familiar with the 6 customizable Menus in the License tool
- Licenses inherit down, from Provider to Database to Title

License Administration Steps



There are 5 general steps to administer Licenses in the ERM:

1. Use a ProQuest or JISC template? Populate it from *scratch*?
 - Do you want to create your own library-specific template?
2. Complete the License Details (Menus)
3. Select/Edit Terms of Use (Menus)
4. Choose Terms of Use to display
5. Attach resources

Licenses ProQuest

Manage Your Data

Management Tools

Data Summary Licenses
Collections

Home > Licenses

Licenses							Show Templates	Add
License Name	Resource Type	Resource Name	License Type	Status	Start Date	End Date		
Emerald	Database	Emerald Journals	Click-Through	Active	03/03/2014	03/02/2015		
Open Access License	Database	ACS Journals - CRON	Negotiated Multi-Year	Active				
ProQuest 2015	Multiple(s)	American Library Association and more...	Negotiated Annual	Active	01/01/2014	01/31/2015		

- View current Licenses and other related information at-a-glance from the Licenses page
- Click on the Show Templates button on the right to view the Proquest and JISC templates

License Templates ProQuest

Home > Licenses

Serials Solutions License Templates					Hide Templates	
License Template Name	License Type	Status	Date Created	Last Updated		
**ACH Digital Library (Template)	ProQuest Template		06/08/2012			
**AIP alpha license (Template)	ProQuest Template		06/08/2012			
**Alberta Journal of Educational Research (Template)	ProQuest Template		06/08/2012			
**American Chemical Society Web Editions Terms of Use (Template)	ProQuest Template		03/17/2012	30/03/2012		
**American Medical Association license (Template)	ProQuest Template		06/28/2012			
**AMS Journals (Template)	ProQuest Template		06/08/2012			
**Annual Reviews (Template)	ProQuest Template		06/08/2012			
**APS (Template)	ProQuest Template		06/28/2012			
**APS via Highwire (Template)	ProQuest Template		06/08/2012			
**ASH Journal online (Template)	ProQuest Template		06/28/2012			
**Barnes Central (Template)	ProQuest Template		05/17/2012	05/17/2012		
**BioOne (Template)	ProQuest Template		06/28/2012			
**BMJ group online single institution license (Template)	ProQuest Template		06/28/2012			
**Cambridge Journals Online terms of use (Template)	ProQuest Template		03/17/2012	05/17/2012		
JISC Collections Dataset 123Doc: E-books Collection	JISC Collections License Template					
JISC Collections Dataset Alexander Street Press Social Theory 2011-2014	JISC Collections License Template					
JISC Collections Dataset American Chemical Society Legacy Archives 2008-13	JISC Collections License Template					
JISC Collections Dataset American Council of Learned Societies ACLS Humanities E-book 2011-2014	JISC Collections License Template					
JISC Collections Dataset ArtNet Information Company A-N Resources 2011-2014	JISC Collections License Template					
JISC Collections Dataset Backpages Ltd Rock's Backpages 2010-2013	JISC Collections License Template					

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License Templates ProQuest

Home > Licenses > License Template Details

**Sciencedirect academic license 2013 (Template)

License Template Details Name: **Sciencedirect academic license 2013 (Template) Copy Template

Add License Template? Add Cancel

Are you sure you want to add License Template **Sciencedirect academic license 2013 (Template) to your profile?

Hide in Public Display

Home > Licenses

Licenses							Show Templates	Add
License Name	Resource Type	Resource Name	License Type	Status	Start Date	End Date		
**Sciencedirect academic license 2013 (Template)_copy			ProQuest Template					
Emerald	Database	Emerald Journals	Click-Through	Active	03/03/2014	03/02/2015		
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Template Note

Support Center Articles



- Other Helpful Support Center Documentation
 - [360 Resource Manager User Guide](#) – Article #7401
 - [Management Reports](#) – Article #7337


