Session Objectives

At the end of the session, you will be able to

• Understand terminology used within LibCentral
• Manage basic functionality of LibCentral and manipulate settings to suit your institution
• Generate usage summaries and reports
JISC Support

• Jisc e-books for FE support site: https://support.ebooksforfe.jisc.ac.uk/
• Jisc e-books support email: content.feandskills@jisc.ac.uk

Who to contact with e-books queries

• For all queries regarding content, usage statistics, please contact Jisc at content.feandskills@jisc.ac.uk

• For all queries regarding account information, updating usernames and passwords, availability of MARC records, updating merger information please contact ebooksupport@proquest.com
What is LibCentral

LibCentral saves librarians’ time by combining the process of finding and selecting ebooks with evaluating usage and budget practices into one, productive experience.

LibCentral is the admin portal of Ebook Central. Librarians can use any combination of acquisition models to choose from more than one million titles from hundreds of publishers on dozens of subjects, assign access to those ebooks, and run reports to determine what’s working and what isn’t.
Login to LibCentral

• Login to your own LibCentral using this URL (don’t forget to add your own site ID)
  • https://<site-id>.ebookcentral.proquest.com/libcentral/

Insert your username and password here

Contact your administrator or support.proquest.com if you need your site ID

You can click this link if you have forgotten your username or password
LibCentral Dashboard

- Tabs across the top to access all workflows in LibCentral
- Patron account requests or requests for item purchases appear here for librarian approval
- All of the library’s holdings are accessed here under ‘Your Content’
Glossary
Glossary of terms

• ISBN – International Standard Book Number is a unique number assigned to each separate title (including each edition or variation)
• Document ID – the unique number assigned to each item in Ebook Central
• DRM or DRM-free – Digital Rights Management is a digital lock which assists in copyright management while DRM-free does not have the digital limits and can be distributed as needed
• MARC – Machine-Readable Catalogue are a set of digital formats for the description of items catalogued by libraries
Glossary of terms – Access Models

Non-Linear (NL) access model
Under this model, titles are not restricted to linear distribution - one patron at a time - but rather they can be lent to any number of patrons concurrently. The number of days used for each loan instance is subtracted from the total number of annual loan days set for the title - usually 325.

For example, if four patrons each trigger a ten day loan for the same title, 40 days are deducted from the title’s 325 loan days.

The combined number of loan days cannot exceed the annual loan days in a year. Loan days renew on the anniversary of purchase, at no additional cost. The library is able to control patron access to titles with expired loan days. Automatic email alerts can be configured to notify the library when a Non-Linear title has a limited number of loan days remaining.

1-user (1U) access model
One person can access the eBook at a time. Librarians are provided with options such as reserving an online access by setting download days to zero for individual 1-user titles that are in high demand. Chapter Download is always available, even if full Download has been disabled.

3-user (3U) access model
The 3-user access model restricts access to three concurrent users. A user is a patron accessing the title in the Online Reader or with an active download of the title.

Access to 3-user titles can be managed by preserving Online Reader access for one, two or all users.

If a library owns multiple copies of a 3-user title, the number concurrent users is multiplied accordingly. For example, if the library owns two copies of a 3-user title, six patrons can access the title concurrently.

Unlimited (UA) access model
This access model allows titles to be available on an unlimited access basis. Any number of patrons can access Unlimited titles concurrently for any number of days per year, according to the download options set by the library. The pricing of this model reflects the unlimited access of the model.
Searching for books
Searching for books

- Search can take place from the dashboard or from the Advanced Search page
- Search using Title, Author, Keyword, ISBN, Publisher, Subject, Publication Date fields; by Price; or by License Model
Purchasing or Upgrading titles
Purchasing a title – Add to Cart

Purchase an item by clicking on ‘Add to Cart’ or ‘Quick Purchase’ next to the relevant licence type.

Add to Cart
Will add the item to your cart and you can purchase as you would on Amazon or any online retailer. Click ‘Order Review’ to see the Cart and finalise your order.
Purchasing a title – Quick Purchase

Purchase an item by clicking on ‘Add to Cart’ or ‘Quick Purchase’ next to the relevant licence type.

Quick Purchase
This will bring up a box to allow you to purchase immediately. The fund code box is optional.
Upgrading a title

You can upgrade a title by using the ‘Add to Cart’ and ‘Quick Purchase’ options. You will pay the difference between your current licence and the upgraded licence.
MARC records
MARC records – individual downloads

- Available in individual item detail pages
- Click on ‘Export MARC’
- Choose your preferred MARC format
- Either Download, or send to a designated email address
MARC records – individual downloads

• Available in individual item detail pages
• Click on ‘Export MARC’
• Choose your preferred MARC format
• Either Download, or send to a designated email address
MARC records - updates

- Collections tab -> MARC Updates

- New updates column indicates if you have new MARC records to download
Librarian Accounts & Permissions
Manage Librarian Accounts

- Manage Patrons
- Manage Librarians
- Librarian Permissions
- Patron Account Requests
- Patron Analytics
Manage Librarian Accounts

- Add or delete librarian accounts
- Login details are not automatically sent to the recipient, so be sure to record these details
Manage Librarian Accounts
Librarian Accounts & Permissions

- Users tab -> Librarian Permissions

- A librarian account must be associated with a set of permissions

- Permissions allow different librarians to have different access options to LibCentral
Editing Librarian Permissions

- Create permissions based on different librarian workflows and positions
- Permissions that are set to “No” provides “View Only” access
Generating Alerts
Generating Alerts

- Librarians can be alerted on a number of workflows
- Alerts are sent to the registered email address associated with LibCentral account
- Patrons can also be set up to receive alerts
Usage Reports
Generating Reports
Generating Usage Reports

- There are 2 types of LibCentral usage reports:
  1) The Title Report
  2) The Usage Report

- Title and Usage Reports have some overlap
The Usage Report

- Enter usage dates and leave other fields as default to generate a basic usage report.
The Usage Report

• For a more comprehensive report, export to an excel spreadsheet

• Generate a usage summary for additional information from the usage report
The Usage Summary

- Usage Summary provides additional information to the usage report and can also be exported to Excel
- Top 5 Most Used Titles provides additional insight to user behaviour
Managing Download options
Review Download Day Options

• The number of days a patron can download to Adobe Digital Editions can be customised in “Access Permissions”

• Preserve online only copies for 3U and 1U titles, effectively creating a “reserve copy” in the online library
Non Linear Online Reader Loan Days

• Non-Linear titles will trigger a loan after 5+ minutes viewing, copy/print or a chapter/full download

• In example: after any of the trigger events, the patron will take out a 1 day loan

• Online reader trigger is recorded because a non-linear title needs to count down loan days
LibCentral Help & Support

Frequently Asked Questions

How are ebooks accessed?

Ebook titles can be accessed through a library’s OPAC using an 856 link in a catalog record or via a general URL to the catalog. Our titles are also indexed in most major federated search and discovery services.

Users can perform simple and advanced searches within the Patron interface, including full-text searches. Libraries control how patrons access owned and DDA titles.

See the Access Permissions guide for further information.

Do library patrons need a username and password to access ebooks?
Additional Resources

- Ebook Central LibGuide
- Technical Support
- Ebook Central Support Center
- Contact training@proquest.com for customised sessions or special requests