

**Gold Rush**

A Discovery & Management Tool for Electronic Resources  
from the Colorado Alliance

# **Gold Rush Staff Toolbox**

## **Holdings Module Documentation**

**Colorado Alliance of Research Libraries**

3801 E. Florida, Ste. 515 • Denver, CO 80210 • (303) 759-3399 • FAX: (303) 759-3363

© Copyright Colorado Alliance 2004

(11/01/2005)

# GOLD RUSH HOLDINGS MODULE

The Holdings module was built to help manage holdings and URL information for the databases and journals in the Gold Rush database. There are two sections in the Holdings Module, *Database Holdings* and *Journal Holdings*. Use the Holdings Module to populate your public Gold Rush interface as well as GR Linker (OpenURL Resolver).

GOLD RUSH HOLDINGS MODULE.....	2
Holdings-Database Holdings.....	1
Add Gold Rush Database to My Holdings .....	1
Manage Database URL's.....	4
Full Provider/Database Table .....	6
Remove Database from My Holdings.....	7
Manage Database Dates .....	9
Holdings-Journal Holdings.....	11
Add Gold Rush Journal to My Holdings .....	11
Manage Journal URL's.....	14
Managing Journal Dates.....	17
Title Lists.....	19
Match Titles (Update existing title list metadata via file upload) ..	20
Sample Gold Rush Title Match Notification Email .....	26
Upload Title List (New or Existing).....	26
Add Journal to New or Existing Database .....	34

## Holdings-Database Holdings

The following functions are available in the Database Holdings section:

- \*Add Gold Rush Database to My Holdings
- \*Manage Database URL's
- \*Full Provider/Database Table
- \*Remove Database from My Holdings

### Add Gold Rush Database to My Holdings

Use this when you have just purchased a brand new database or to initially populate your holdings. You will need to know the database name, the Provider name and the database URL your library uses.

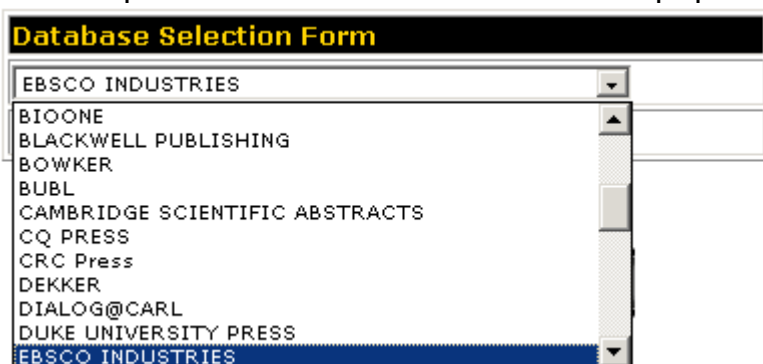
1. Select Holdings from the main menu.



2. Click on the 'Add Gold Rush Database to my Holdings' link on the Holdings menu.



3. Select the Provider of the database. Once you have selected a Provider, the drop-down box of databases will be populated.



4. Select the database that you would like to add from the drop-down box and click the "Continue" button.

Database Selection Form

EBSCO INDUSTRIES

Academic Abstracts FullTEXT Elite

Academic Abstracts FullTEXT Elite

Academic Abstracts FullTEXT Ultra

Academic Search Elite

Academic Search Premier

Agricola

Alt-Health Watch

Biomedical Reference Collection - Basic

Biomedical Reference Collection - Comprehensive

Biomedical Reference Collection - Expanded

Biosis

Business Source Elite

Continue

5. The Provider and database name will be displayed along with any default database URL found in the Gold Rush database for this database from this Provider.

Add Database URL Form

Provider: EBSCO INDUSTRIES

Database: Academic Abstracts FullTEXT Elite

Database URL: http://search.epnet.com/login.asp?profile=web&defaultdb=aph

Use Proxy Wrapper:  If checked your proxy will be added to the url

Continue Cancel

- o If there is no URL displayed, enter the URL you will be using to send people to this resource and click the "Continue" button. Remember to include the http:// part of the URL.
- o If there is a URL displayed, you can edit the URL to reflect the appropriate URL for your site (you may use a proxy address or some other authorizing URL) or you can accept the existing URL. Once the URL displayed is correct, click the "Continue" button.
- o If you use a proxy server, and you have entered your proxy server information in the Settings -> Manage Targets and Proxy Server menu, you can check the "Use Proxy Wrapper" checkbox, and Gold Rush will automatically add your proxy server to the url.
- o Or, you can enter the URL with your proxy server address, and uncheck the "Use Proxy Wrapper" checkbox.

6. You will now see the Review screen which is re-displaying the information you have just entered. If everything looks correct, click the "Continue" button. If the information is not correct you can abort the process by clicking the "Cancel" button or clicking on one of the main menu items or the links in the Current Location Bar.

<b>Add Database Review Form</b>	
Provider:	EBSCO INDUSTRIES
Database:	Academic Abstracts FullTEXT Elite
Database URL:	http://search.epnet.com/login.asp?profile=web&defaultdb=aph
Use Proxy Wrapper:	Y
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

7. The final screen is your confirmation that the information entered was written to the database. If you have more new databases, you can click on the "Add Another DB" button. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar.

<b>Successful Database Add</b>	
Provider:	EBSCO INDUSTRIES
Database:	Academic Search Premier
<input type="button" value="Add Another DB"/>	

## Manage Database URL's

Use this menu item to update current database URLs for your library. This URL is used for any database links in the public interface and also used for all individual journal title URL's if there are not title-specific URL's available.

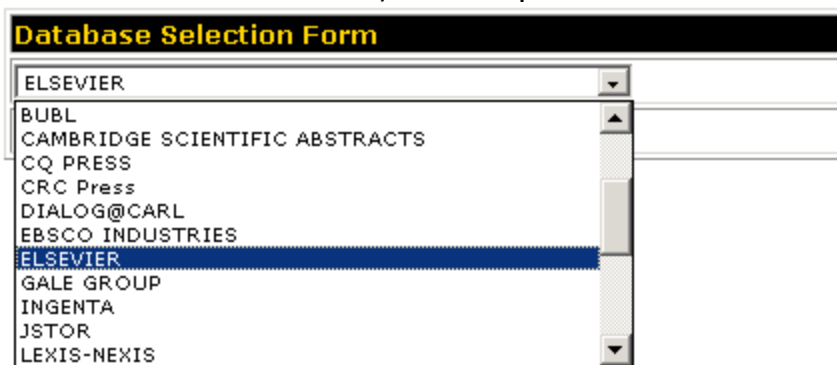
1. Select Holdings from the main menu.



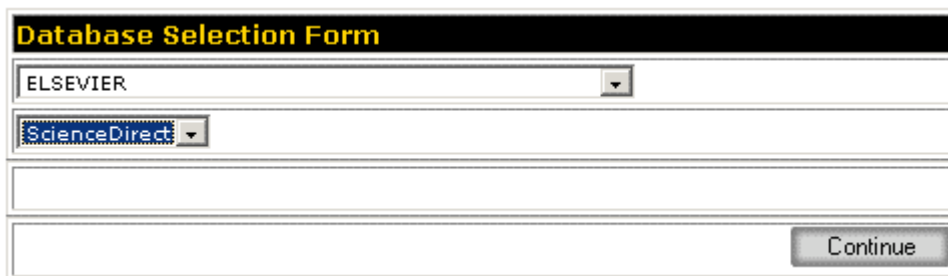
2. Click on the 'Manage Database URL's' link on the Holdings menu.



3. Select the Provider of the database that you wish to update. Once you have selected a Provider, the drop-down box for databases will be populated.



4. Select the database that you would like to use from the drop-down box and click the "Continue" button.



5. Edit the URL information in the Database URL field in the Add/Edit Database URL Form (this field must start with http://) and click the "Continue" button.

Add/Edit Database URL Form	
Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

6. You will now see the Review screen which is re-displaying the information you have just entered. If everything looks correct, click the "Continue" button. If the information is not correct you can abort the process by clicking the "Cancel" button or clicking on one of the main menu items or the links in the Current Location Bar.

Database URL Review Form	
Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

7. The final screen is your confirmation that the information entered was written to the database. If you have more URL's to change, you can click on the "Manage DB URL's" button or you can return to the module menu by clicking the "Holdings Menu" button. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar.

Successful Add/Update	
Provider:	ELSEVIER
Database:	ScienceDirect
Database URL:	http://www.sciencedirect.com/
<input type="button" value="Manage DB URLs"/>	

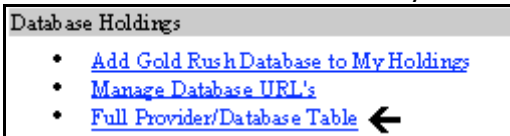
## Full Provider/Database Table

This menu item displays the Providers included in Gold Rush and the databases associated with each Provider. It is only a report, you can not edit the data in Gold Rush through this menu option.


1. Select Holdings from the main menu.



2. Click on the 'Full Provider/Database Table' link on the Holdings menu.



3. The table includes the Provider name and the database names associated with those Providers in Gold Rush.

4. If you wish to save the report shown on the screen, click the  button on the top bar of the Chart. This will bring up the list in an Excel-like screen. To save the information, go to the File Menu on your browser and select "Save as...". You should now see a dialog box that will allow you to name and save the information on your screen in a variety of file types, including html, Excel, etc. You can get back to your Gold Rush Report using your Back Button.

Provider - Database List		Download
Provider	Database	
ABC-CLIO	America: History and Life	
ABC-CLIO	Historical Abstracts	
AMERICAN CHEMICAL SOCIETY	American Chemical Society (ACS) Publications	
American Statistical Association	Current Index to Statistics	

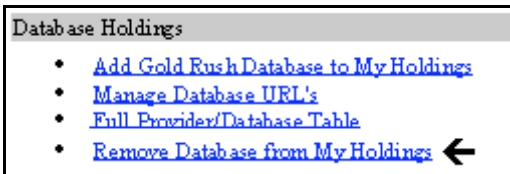
## Remove Database from My Holdings

Use this menu item to remove your library's holdings when you have cancelled a subscription to a specific database.

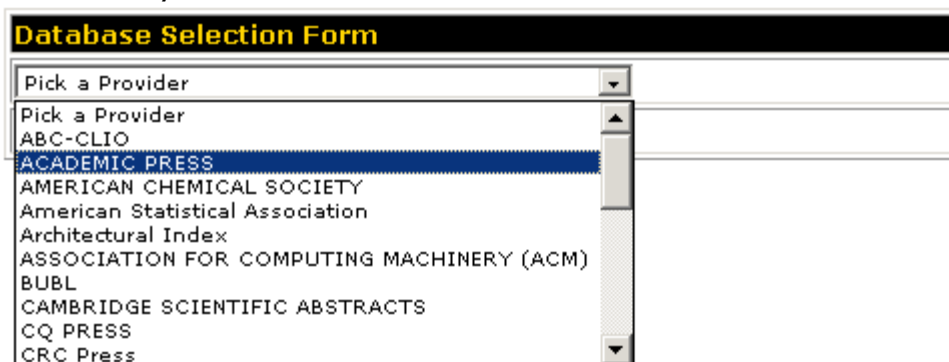
1. Select Holdings from the main menu.



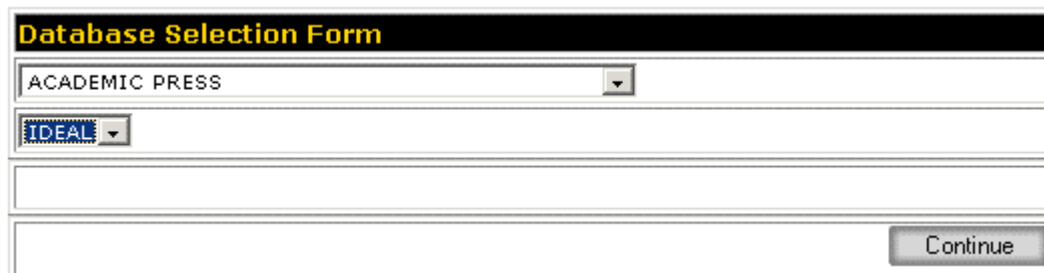
2. Click on the "Remove Database from My Holdings" link on the Holdings menu.



3. Select the Provider of the database you wish to delete from your holdings from the drop-down box. The drop-down box for databases will be populated once you select a Provider.



4. Select the database you wish to delete from the drop-down box and click on the "Continue" button.



5. You will now see the Review screen which is re-displaying the information about the database you are deleting. You can click the "Cancel" button and return to the Holdings menu or if you are sure you want to delete the database, click the "Continue" button.

Database Deletion Review Form	
Provider:	ACADEMIC PRESS
Database:	IDEAL
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

6. The final screen is your confirmation that the database has been deleted from your holdings. If you have more databases to delete, you can click on the "Delete Another DB" button. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar.

Successful Deletion	
Provider:	ACADEMIC PRESS
Database:	IDEAL
<input type="button" value="Delete Another DB"/>	

## Manage Database Dates

1. After selecting the "Manage Database Dates" item from the Holdings menu in the Gold Rush Staff Toolbox, you'll be presented with the standard Gold Rush Provider and Database selection form.
2. Once you have selected a Provider and Database, you will see the Database Dates screen. This screen includes five forms that allow you to edit different parts of the date information for this database.

The screenshot shows the 'Database Dates' form for 'AURARIA LIBRARY' and 'Auraria Local Library Journals'. The form includes sections for Full Text Dates, Citation Dates, Embargo Period, Window Period, Date Notes, and Use Date Notes for Blank Dates. Each section has input fields and a 'Set' button. A warning message states: 'Warning! Any changes made on this form will be applied to EVERY journal title in this database!'. A link at the bottom reads 'Edit Dates for Individual Journals in this Database'. Callout boxes provide detailed instructions for each section.

**Database Dates**  
 Provider: AURARIA LIBRARY  
 Database: Auraria Local Library Journals  
 Warning! Any changes made on this form will be applied to EVERY journal title in this database!

**Full Text Dates:** Start: [ ] End: [ ] Set Full Text Dates. Start and End dates use YYYY-MM-DD format. End date can be "current" for open subscriptions.

**Citation Dates:** Start: [ ] End: [ ] Set Citation Dates. Start and End dates use YYYY-MM-DD format. End date can be "current" for open subscriptions.

**Embargo Period:** [ ] (in months) Set Embargo. Embargo is a number of months indicating a period of time that you cannot access a service's most recent content.

**Window Period:** [ ] (in months) Set Window. Window is a number of months indicating a period of time during which you can access a service's content.

**Date Notes:** [ ] Set Date Notes. Use the Date Notes field for any other information you would like displayed to your users for this database and its journals.

**Use Date Notes for Blank Dates:** N [ ] Set Notes/Blanks. Set this to "Y" if you want to display date notes instead of the text that would normally appear for blank dates for this database.

[Edit Dates for Individual Journals in this Database](#)

**Notes:** All start dates should be entered in YYYY-MM-DD format.  
 Specific end dates should also be entered in YYYY-MM-DD format.  
 End dates for open-ended subscriptions should be entered as "current" instead of using an actual date.

**Callout Boxes:**  
 - Blue: Currently Selected database and provider  
 - Green: Use this form to edit the Full Text start and end dates for this database. Click the "Set Full Text Dates" button after entering your dates.  
 - Red: Use this form to edit the Citation start and end dates for this database. Click the "Set Citation Dates" button after entering your dates.  
 - Purple: Use this form to set any embargo periods imposed by the database vendor. Enter the number of months you cannot access the database's content. Then click the "Set Embargo" button.  
 - Orange: Use this form to set the window period imposed by the database vendor. Enter the number of months you are allowed to access the database's content. Then click the "Set Window" button.  
 - Pink: Use this form to set any notes that you want your users to see regarding this database. After entering your notes, click the "Set Date Notes" button.  
 - Yellow: Use this form to determine how dates and date notes are displayed. If set to "N", both dates and date notes will display. If set to "Y", only dates will display when there is date information. Only date notes will display if there is no date information. After selecting "Y" or "N", click the "Set Notes/Blanks" button.  
 - Yellow: Follow this link to manage Full Text dates, Citation dates, Embargo and Window Periods, and Date Notes for the individual journals in this database.

- Full Text Dates: You can use this form to add or edit the full text start and full text end dates for the selected database.
- Citation Dates: You can use this form to add or edit the citation, or indexing, start and end dates for the selected database.
- Embargo Period: Use this form to enter a number of months for which the vendor restricts access to the latest material in this database.
- Window Period: Use this form to enter a number of months indicating the time period during which you are allowed to access the selected database's content.

- **Date Notes:** You can use this form to add notes about other types of access restrictions or other helpful information you want your users to see about the selected database.

Some examples of date notes are "Accessible Only in Library," "Have your library ID Ready," or "Ask for login information at the Reference Desk."

- **Use Date Notes for Blank Dates:** This setting determines how Date Notes and blank dates are displayed. By default, both the date and date note will display, even if the date is blank and being replaced by the text you have set in the Settings module. You can change this behavior by setting this to "Y". Once you set this to "Y", only the dates will be displayed for resources that have dates. Only the date notes will display for those resources that do not have known dates.
3. To complete your editing of Database Dates, click the button on the form you are editing. For example, if you've added or edited Full Text Dates, click the "Set Full Text Dates" button.
  4. Since this screen is used to apply global date settings to all the journals in the selected database, you may need to follow the "Edit Dates for Individual Journals in this Database" link, which will take you to the Manage Journal Dates screen for the selected database. On that screen, you can change the date information for journals that have different access restrictions from the majority of the journals in the selected database.
  5. After you have completed an update, you will see a message above the date management form which piece of information was just updated. For example, if you've added or changed Date Notes, you will see the following message.

**All titles have been updated with Date Notes**

## Holdings-Journal Holdings

The following functions are available in the Journal Holdings section:

- \*Add Gold Rush Journal to My Holdings
- \*Manage Journal URL's

### Add Gold Rush Journal to My Holdings

Use this menu option to add a single journal from any Gold Rush Database to your holdings. Please note that you can only add journals that are currently included in Gold Rush to your holdings.

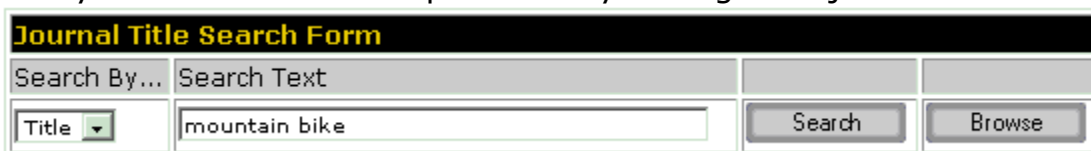
1. Select Holdings from the main menu.



2. Click on the "Add Gold Rush Journal to My Holdings" link on the Holdings menu.



3. You will now need to search for the Journal Title. Select your search method (Title or ISSN).
4. Enter your search string (all or part of the title or full ISSN) and click on the SEARCH button if you wish to perform a keyword search OR BROWSE button if you wish to browse alphabetically through the journals.

A screenshot of a search form titled "Journal Title Search Form". It has a "Search By..." dropdown menu set to "Title" and a "Search Text" input field containing "mountain bike". There are "Search" and "Browse" buttons to the right.

5. Select the journal you wish to add from the list displayed and click on the "Get Providers" button.

A screenshot of a search results area titled "Journal Titles Matching Your Search". It shows a list with one entry: "Mountain bike." To the right of the list is a "Get Providers" button.

- You will now see a list of Providers and the databases that contain the journal title you have selected. Click on the "Get DB's" button next to the Provider for the title you wish to add.

Journal Providers	
Current Journal: <b>Mountain bike.</b>	
Providers	
EBSCO INDUSTRIES	Get DBs
GALE GROUP	Get DBs
PROQUEST	Get DBs

- The list of the databases available from the selected vendor is displayed. Click on the "Add" button to the right of the database name to add the selected title, from the selected vendor, to your holdings.

Journal Databases	
Current Journal: <b>Mountain bike.</b>	
Current Provider: <b>PROQUEST</b>	
Databases	
ProQuest 5000	Add
ProQuest 5000 International	Add
ProQuest Magazines	Add
ProQuest Platinum	Add
ProQuest Research Library	Add

- You will now see the Review screen which is re-displaying the information you have just entered. If everything looks correct, click the "Continue" button. If the information is not correct you can abort the process by clicking the "Cancel" button or clicking on one of the main menu items or the links in the Current Location Bar.

Current Journal: <b>Mountain bike.</b>
Current Provider: <b>PROQUEST</b>
Current Database: <b>ProQuest 5000</b>
<input type="button" value="Cancel"/> <input type="button" value="Add"/>

9. The next screen is a confirmation page displaying the journal, database and provider information entered as well as a brief note at the top letting you know that the add was successful.

Successfully Added:

---

Current Journal: <b>Mountain bike.</b>
Current Provider: <b>PROQUEST</b>
Current Database: <b>ProQuest 5000</b>

10. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar.

## Manage Journal URL's

Use this menu item to update current journal URLs for your library. This URL is used for any journal links in the public interface. Not all databases have journal level URL's, those that do not utilize the default database URL for the individual title URL.

If you have a number of updates to make or if you have overall changes you need to make to journal level URL's, please contact the Colorado Alliance regarding the possible loading of URL data or programmatic updates.

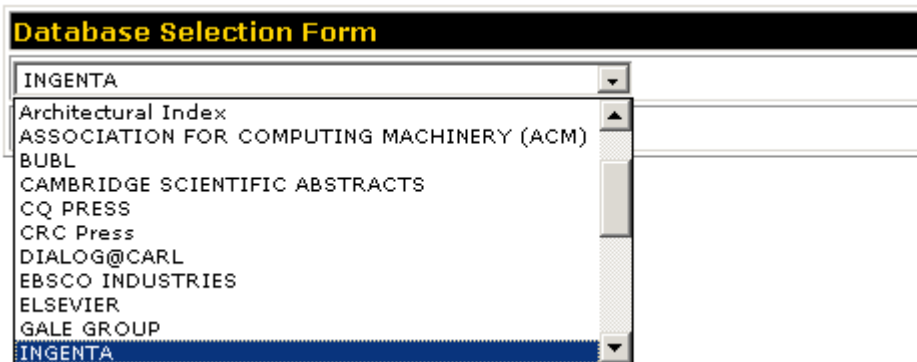
1. Select Holdings from the main menu.



2. Click on the 'Manage Journal URL's' link on the Holdings menu.



3. Select the Provider of the database that you wish to update. Only those Providers already marked for your library through the Holdings module will be available to you. Once you have selected a Provider, the drop-down box for databases will be populated.



- Select the database that you would like to view from the drop-down box and click the "Continue" button. Only those databases from the selected Provider that have been added to your holdings via the Holdings module will be available.

**Database Selection Form**

INGENTA

ingenta (Online Publications)

Continue

- The entire journal title list for the database you selected will be displayed. The display includes:
  - o Alphabet Navigation Bar
  - o Journal Title
  - o ISSN
  - o JT URL (journal title URL)
  - o Hide (which allows you to determine which titles are displayed and searched on the Public side of Gold Rush)
  - o Use Proxy

**Journal Titles (Total in Database: 3143, Titles beginning with A: 380)** Download

Provider: **GALE GROUP**


Database: **Expanded Academic Index ASAP**

WARNING: If modifications have been made, hit the Update button before selecting another letter.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Title	ISSN	JTurl	Hide All Yes All No	Use Proxy All Yes All No	Update
A+	0740-1590	http://dml.regis.edu:2048/logir	N	N	<input type="checkbox"/>
ABA Journal, the Lawyer's Magazine	0747-0088	http://dml.regis.edu:2048/logir	N	N	<input type="checkbox"/>
Abacus	0001-3072	http://dml.regis.edu:2048/logir	N	N	<input type="checkbox"/>
ABNF Journal	1046-7041		N	N	<input type="checkbox"/>
Aboriginal History	0314-8769		N	N	<input type="checkbox"/>
About Women and Marketing	1089-2958		N	N	<input type="checkbox"/>
Academic Exchange Quarterly	1096-1453		N	N	<input type="checkbox"/>
Academic questions : AQ.	0895-4852		N	N	<input type="checkbox"/>

- You can use the Alphabet Navigation Bar to move through the titles in the selected database.

7. You can edit the URL and the Hide fields on this screen. Each time you make a change, click on the "Update" button to the right of that title to save your changes.
8. You can edit the Use Proxy setting by changing the value in that column for any individual journal, or all journals displayed on this page. If set to "Y", Gold Rush will automatically add your proxy server's address to the URL entered in the JTurl field.
9. You can exit this process by clicking on any of the menu items at the top of the screen or by using the links in the Current Location Bar. But if you have made any changes, be sure to click the "Update" button before moving to another page.
10. If you wish to save the report shown on the screen, click the  button on the top bar of the Chart. This will bring up the list in an Excel-like screen. To save the information, go to the File Menu on your browser and select "Save as...". You should now see a dialog box that will allow you to name and save the information on your screen in a variety of file types, including html, Excel, etc. You can get back to your Gold Rush Report using your Back Button.

## Managing Journal Dates

1. After selecting the "Manage Journal Dates" item from the Holdings menu in the Gold Rush Staff Toolbox, you'll be presented with the standard Gold Rush Provider and Database selection form.

This report lists all journal level dates for the provider database selected. To change a date, enter the date into the appropriate column. Date Format choices are: YYYY-MM-DD for date fields  
 'none' for date fields to signify no date  
 'current' for End date fields only, to signify the title is accessible up to the current date  
 After editing the dates on this page, be sure to click the "Update" button.

Journal Titles (Total in Database: 8148, Titles beginning with A: 749) Download

Provider: GALE GROUP  
 Database: InfoTrac One File

WARNING: If modifications have been made, hit the Update button before selecting another letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Title (ISSN)	Full-Text start	Full-Text end	Citation start	Citation end	Date Notes	Embargo Period	Window Period	Update
A Friend Indeed (0824-1961)	2002-09-01	current	2002-09-01	current		0	0	<input type="checkbox"/>
A.N.A.L.O.G. Computing (0744-9917)	none	none	1983-01-01	1985-11-30		0	0	<input type="checkbox"/>
AALL Spectrum (1089-8689)	none	none	1997-02-01	current		0	0	<input type="checkbox"/>
AB Europe (1367-885X)	2000-03-01	2003-02-28	2000-03-01	2003-02-28		0	0	<input type="checkbox"/>
AV Video Multimedia Producer (1090-7459)	1999-09-01	current	1999-09-01	current		0	0	<input type="checkbox"/>
AVC Presentation For The Visual Communication (1062-2683)	1993-02-01	1993-07-31	1991-09-01	1993-07-31		0	0	<input type="checkbox"/>
Ave Maria Law Review (1541-4221)	none	none	2003-03-22	current		0	0	<input type="checkbox"/>
Aviation Canada (1183-0204)	none	none	2002-09-22	current		0	0	<input type="checkbox"/>
Aviation Daily (0193-4597)	none	none	1991-01-02	2001-09-27		0	0	<input type="checkbox"/>
Aviation History (1076-8858)	none	none	2000-07-01	current		0	0	<input type="checkbox"/>
Aviation Quarterly (1198-676X)	none	none	2000-03-22	current		0	0	<input type="checkbox"/>
Aviation Week & Space Technology (0005-2175)	none	none	1980-01-07	current		0	0	<input type="checkbox"/>
Avionics Report (1041-1631)	1989-06-16	1989-12-31	1989-06-16	1990-07-20		0	0	<input type="checkbox"/>
AZB, Arizona Business (1079-4255)	1995-01-01	current	1995-01-01	current		0	0	<input type="checkbox"/>
Aztlan (0005-2604)	none	none	1987-03-22	current		0	0	<input type="checkbox"/>

Data entry instructions for the Manage Journal Title Dates form. In **Start** and **End** Dates, you can enter a date in the YYYY-MM-DD format. You can also enter 'none' if you want to blank out the current date. In End dates, you can also enter 'current' to represent an open ended subscription.

Currently selected database and provider

If the selected database has more than 500 titles, you will have a browse bar at the top of the form. You can use the browse bar to move between different subsets of journals.

If you make any changes on to the journals on a single page, you should be sure to click the 'Update' button before moving to another browse letter.

The header row includes the names of the fields in each column and the "Update" button that you will need to click after making any changes on this page.

Each Journal row begins with the name and ISSN of the journal. The rest of the columns contain the form fields for Full Text Start, Full Text End, Citation Start, Citation End, Date Notes, Embargo, and Window Periods.

The final column holds a check box which will automatically be checked if you make any changes on that row.

You can change any or all fields on as many journal rows as you wish, but be sure to click the "Update" button on the header row when you have completed your changes.

If you change your mind after editing a journal's date information, you can uncheck the box in the 'Update' column before you click the 'Update' button.

If you forget to click the "Update" button, all of your changes will be lost.

2. Once you have selected a Provider and Database, you will see the Journal Dates screen. This screen includes a grid, allowing you to edit the date settings for each individual journal in the selected database.

If the selected database has 500 or fewer titles, you will not see the alphabetical browse bar. If the selected database has more than 500 titles, the browse bar will be included, and the first screen will contain only those titles beginning with the letter 'A'.

3. Use one or more of the journal rows to add or edit the Full Text Start and End dates, Citation Start and End dates, Embargo Period, Window Period, or Date Notes for the journal listed at the beginning of the row.

Notes: Date fields with the word "none" indicate that Gold Rush does not currently have information for that date for the current journal. Embargo and Window Period fields with a "0" indicate that Gold Rush has no Embargo or Window Periods defined for the current journal.

4. After you have made changes to as many journals as you wish on the current page, be sure to click the "Update" button at the top of the last column.
5. After you click the "Update" button, your screen will be refreshed, and you will see a message like the following, indicating that you have successfully updated the indicated journals.

A Friend Indeed has been updated  
A.N.A.L.O.G. Computing has been updated  
AALL Spectrum has been updated  
Abacus has been updated  
Abilities has been updated  
Aboriginal History has been updated

## Title Lists

The Title lists section of the Holdings menu allows Gold Rush customers to upload a tab-delimited text file of journal holdings information. The first feature we added to this new section was the ability to upload a file that tells Gold Rush which journals you get from a specific database. You can use this Match Title feature to accomplish a number of different things, particularly if you combine it with the "Download Journal Information" Report available from the Reports Menu.

For example, if a database provider changes the URLs for journal access in their database, and Gold Rush has not been able to update that list for a while, you can use the "Download Journal Information" report to get a title list out of Gold Rush. You can then alter the URLs using MS Excel, or some other application. Then, you can use the Match Title function to upload the altered list, immediately giving your library the right URLs for access to the product.

You can also use the Match Title feature to add date notes to an entire database, even if those notes are different for each journal. Or you could update your dates of access for a particular database if you change your subscription to a particular resource.

The newest additions to this section allow Gold Rush customers to add any journal to an existing database. If the new title does not belong to one of the current title lists in Gold Rush, customers can create a new database to hold the information. The information added through this feature are only visible to your library users and will not be available to other Gold Rush customers.

Gold Rush customers can now upload their own database into Gold Rush through the new Upload Title List feature. These local database can be created, loaded and updated through this menu option.

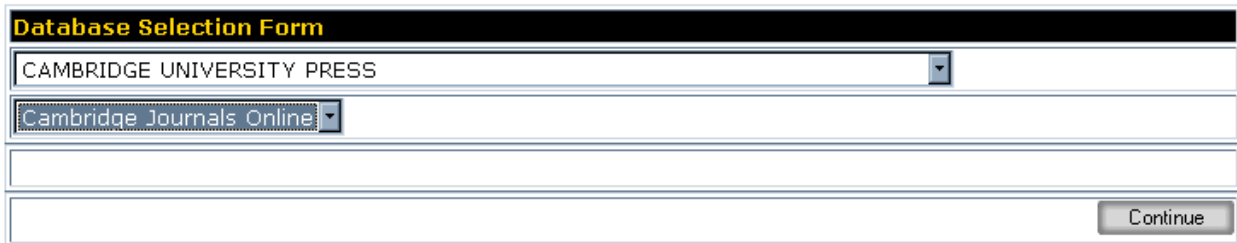
## Match Titles (Update existing title list metadata via file upload)

1. After you select the Match Titles item from the Holdings menu, you will see the familiar database selection form.



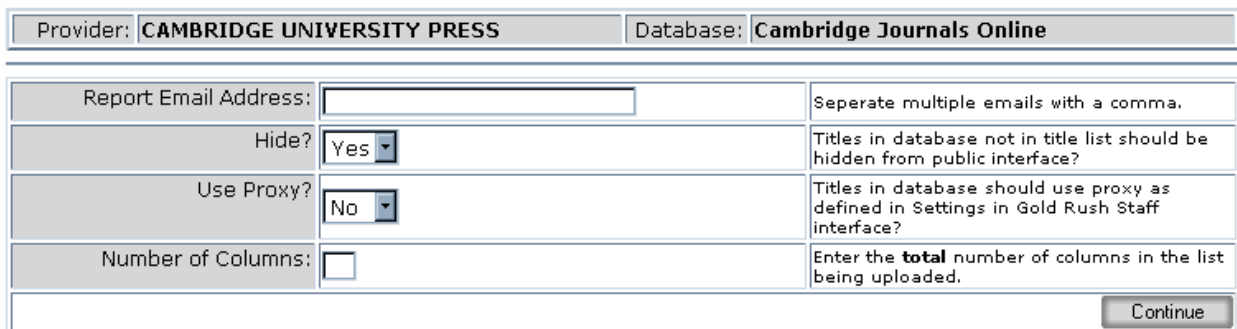
The screenshot shows a form titled "Database Selection Form" with a black header. Below the header are two dropdown menus. The first dropdown menu is labeled "Pick a Provider" and the second is labeled "Pick a Provider first." Both menus have a downward arrow on the right side.

2. Using this form, select the provider and database you would like to update. After selecting a database and provider, click the continue button.



The screenshot shows the "Database Selection Form" with the following selections: "CAMBRIDGE UNIVERSITY PRESS" in the first dropdown menu and "Cambridge Journals Online" in the second dropdown menu. A "Continue" button is visible in the bottom right corner of the form.

3. Next, you will see a screen that allows you to configure how the list is going to get loaded, and how many columns your tab-delimited file actually has. Fill in the "Report Email Address" and enter a number in the "Number of Columns" field. Optionally, you can set the way Gold Rush will handle titles that are in the specified database, but are not in your list. Typically, you will want these to be hidden. You can also set whether or not you want the URLs in your list to be sent through a proxy server or not.



The screenshot shows a configuration form with the following fields and options:

Provider:	CAMBRIDGE UNIVERSITY PRESS	Database:	Cambridge Journals Online
Report Email Address:	<input type="text"/>	Separate multiple emails with a comma.	
Hide?	Yes	Titles in database not in title list should be hidden from public interface?	
Use Proxy?	No	Titles in database should use proxy as defined in Settings in Gold Rush Staff interface?	
Number of Columns:	<input type="text"/>	Enter the <b>total</b> number of columns in the list being uploaded.	

A "Continue" button is located in the bottom right corner of the form.

4. Once you have given Gold Rush these basic settings, it will display another form that allows you to specify what type of information is in each of the columns of your tab-delimited file. You can also make adjustments to your earlier entries if you change your mind.

The columns that are normally included are **Title**, **ISSN** (print, electronic, or both), **Journal URL**, **Full Text Start Date**, and **Full Text End Date**. You can also include **Date Notes**, **Citation Start Date**, **Citation End Date**, **Embargo Months**, and **Window Months**.

It is ok to have additional columns in your file, but any columns beyond the number of columns you enter will be ignored. If you have additional columns in between the columns you intend to use, you should add them to your column count, and leave their column specification set to the default "SKIP."

Provider: <b>CAMBRIDGE UNIVERSITY PRESS</b>		Database: <b>Cambridge Journals Online</b>	
Report Email Address:	<input type="text" value="scott@somewhere.com"/>	Seperate multiple emails with a comma.	
Hide?	<input type="button" value="Yes"/>	Titles in database not in title list should be hidden from public interface ?	
Use Proxy?	<input type="button" value="No"/>	Matching titles in database should use the proxy as defined in Settings in Gold Rush Staff interface?	
Number of Columns:	<input type="text" value="5"/>	Enter the <b>total</b> number of columns in the list being uploaded.	
Column 1:	<input type="button" value="SKIP"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 2:	<input type="button" value="SKIP"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 3:	<input type="button" value="SKIP"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 4:	<input type="button" value="SKIP"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 5:	<input type="button" value="SKIP"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
<input type="button" value="Continue"/>			

- Once you have specified the column types, click the Continue button. Gold Rush will add some new fields at the bottom of the form that allow you to upload and test your file. Use the Browse button to find the file on your local system, and use the Upload button to move the file to the Gold Rush server.

Provider:	<b>CAMBRIDGE UNIVERSITY PRESS</b>	Database:	<b>Cambridge Journals Online</b>
Report Email Address:	<input type="text" value="scott@somewhere.com"/>	Seperate multiple emails with a comma.	
Hide?	<input type="button" value="Yes"/>	Titles in database not in title list should be hidden from public interface ?	
Use Proxy?	<input type="button" value="No"/>	Matching titles in database should use the proxy as defined in Settings in Gold Rush Staff interface?	
Number of Columns:	<input type="text" value="5"/>	Enter the <b>total</b> number of columns in the list being uploaded.	
Column 1:	<input type="button" value="Title"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 2:	<input type="button" value="Print ISSN"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 3:	<input type="button" value="Full Text Start Date"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 4:	<input type="button" value="Full Text End Date"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 5:	<input type="button" value="Journal URL"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Update changes to the form?	<input type="button" value="Update"/>		Use Update if you need to make changes. If no changes need to be made, use the options below to upload your file and then test the records.
Upload Title List File:	<input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="Upload File"/>	Locate and upload your title list file
How Many Test Records?	<input type="text"/> <input type="button" value="Test"/>	Choose the number of test records to display.	

6. After uploading the file, your screen should have a message at the top of the form, telling you that the file has been uploaded successfully. If you do not see this message, try uploading the file again.

**File Successfully Uploaded**

Provider:	<b>CAMBRIDGE UNIVERSITY PRESS</b>	Database:	<b>Cambridge Journals Online</b>
Report Email Address:	<input type="text" value="scott@somewhere.com"/>	Seperate multiple emails with a comma.	
Hide?	<input type="button" value="Yes"/>	Titles in database not in title list should be hidden from public interface ?	
Use Proxy?	<input type="button" value="No"/>	Matching titles in database should use the proxy as defined in Settings in Gold Rush Staff interface?	
Number of Columns:	<input type="text" value="5"/>	Enter the <b>total</b> number of columns in the list being uploaded.	
Column 1:	<input type="button" value="Title"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 2:	<input type="button" value="Print ISSN"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 3:	<input type="button" value="Full Text Start Date"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 4:	<input type="button" value="Full Text End Date"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 5:	<input type="button" value="Journal URL"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Update changes to the form?	<input type="button" value="Update"/>		Use Update if you need to make changes. If no changes need to be made, use the options below to upload your file and then test the records.
Upload Title List File:	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload File"/>
How Many Test Records?	<input type="text"/>	<input type="button" value="Test"/>	Choose the number of test records to display.

- After successfully uploading the file, you are ready to test your file. During the test process, the records in your file will be read and parsed as if they were going to be loaded into the Gold Rush database. However, instead of actually merging them into your Gold Rush holdings, it will display a few parsed records on the screen. This allows you to review the way Gold Rush is parsing your records, and make sure that we're using the right data from the right columns. To perform the test, enter a number in the "How Many Test Records?" field. We recommend five to ten records. After entering a number, click the "Test" button.

Depending on the length of your title list, the test can take a few minutes, but when it is complete, you should see a screen with a few test records on it. In this example, we have two test records displayed. Both of these records are missing an Electronic ISSN and Full Text coverage dates. This is ok if those columns were blank for those records in the file you uploaded. If the uploaded file did have values for these fields, then there is a problem, and you need to review the column specifications you made in step 5.

Test Records		
<b>Line 2 of input file</b>		
Title	America	
Print Issn	0002-7049	
Electronic Issn		
Journal URL	http://www.americamagazine.org/	
Full Text Start Date		
Full Text End Date		
Date Notes	See website for dates of coverage. Contact Reference for Password (library@regis.edu).	
<b>Line 3 of input file</b>		
Title	American historical review	
Print Issn	0002-8762	
Electronic Issn		
Journal URL	http://dml.regis.edu/login?url=http://www.historycoop.org/	
Full Text Start Date		
Full Text End Date		
Date Notes	See website for dates of coverage.	
Match List Options		
Run File?	<input type="button" value="Run"/>	Select Run to process your file
Test More?	<input type="checkbox"/> <input type="button" value="Test"/>	Enter number of test records to return
Return to Previous Form	<input type="button" value="Return"/>	Return to the form

8. This screen also has three buttons at the bottom of the page. If you are satisfied with your test records, then click the "Run" button. This will tell Gold Rush to read and parse your file again, but to go ahead and merge the records into your Gold Rush holdings.

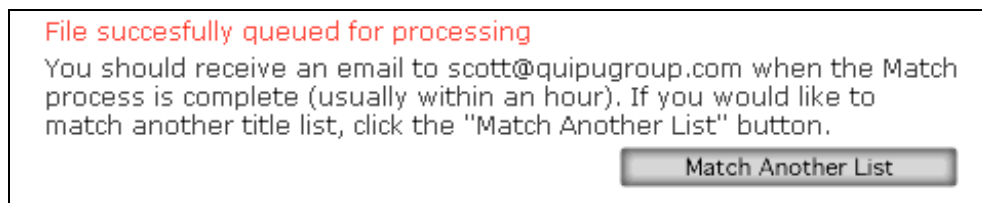
If your test records look ok, but you are still concerned about some particular records, you may want to test again. If so, just enter the number of records you would like to see in the text entry box, and click the "Test" button.

If you are not satisfied with the test records, or if you see errors on the page of test records, click the "Return" button to go back to step 5 and alter your field specifications.

If there are still problems, you should review the data in your file, looking for any anomalies, like your ISSNs that begin with zeros have suddenly lost all of their leading zeros. (If you're using MS Excel, it's very easy to do this if you're not careful with your field formats.)

9. Once you have clicked the "Run" button, you should see a screen with a message telling you that the file has been "successfully queued for processing." It will also tell you where it is going to send the email notifying you that the load is complete.

At this point, you have completed the process of loading a matching title list. You can click the "Match Another List" button to start on your next list, or you can use the main menu buttons at the top of the screen to go on to other Gold Rush tasks.



10. The email you receive will tell you a lot about what happened during the matching process. There is a sample email message on the following page.

## Sample Gold Rush Title Match Notification Email

Gold Rush has processed your Match list for:

Provider: REGIS UNIVERSITY

Database: Regis Online Journals

===== Match Statistics =====

Total titles in list: 210

Matching titles: 205

Titles not matched from list: 5

Titles not matching:

(1) Applied Linguistics (Print Issn = 1477-450X), line 28

(2) Directory / Association of Jesuit Colleges and Universities, Jesuit Secondary Education Association (Print Issn = 1053-8941), line 56

(3) ELT Journal (Print Issn = 1477-4526), line 65

(4) n.paradoxa (Print Issn = 1462-0426), line 151

(5) Weekly cotton market review / United States Department of Agriculture, Agricultural Marketing Service, Cotton Division (Print Issn = 0145-0360), line 205

The notification email will tell you how many titles were in the list you uploaded, how many titles in that list matched a title in the existing list, and how many titles in your list did not match anything in the existing list. It also provides a list of the titles that did not match and where they are in your file.

**Note:** It is possible that the number of titles in the list will not equal the number of matching titles plus the number of non-matching titles. This can occur if Gold Rush sees one or more items in your list as duplicates, due to incorrect or out-of-date ISSNs.

## Upload Title List (New or Existing)

With this menu item, you can:

\*Add a new database to Gold Rush just for your users

\*Update a database which you previously uploaded for your users

There are several stages involved in adding or updating a local database that is only displayed to your users and not to the entire Gold Rush community. This is considered a local database because it is not updated in the same way as "regular" databases included in the Gold Rush service. Local title lists are not seen in the

public or the staff interface by other Gold Rush customers and it is the responsibility of the owner of the list to keep it updated.

There are three main parts of this process and they involve the following:

\*Provider – you can select a provider that already exists in Gold Rush or create a new one.

\*Database – you can select a database already in Gold Rush or add a new database.

\*Upload File Specifications – there are a number of fields that describe the information in the file to be uploaded.

### File Specifications

The file must be a tab-delimited text file. This table describes all of the fields that can be included in your file.

Field Name	Description	Format/Notes
Title (required)	Journal title	Free text field, up to 255 characters
Print Issn *	ISSN for print version	XXXX-XXXX
Electronic Issn *	eISSN for electronic version	XXXX-XXXX
Citation Start Date	Date which indexing began for the title	Select Standard* or Custom
Citation End Date	Date which indexing stopped for the title	Select Standard* or Custom
Full Text Start Date	Date which full text began for the title	Select Standard* or Custom
Full Text End Date	Date which full text ends for the title	Select Standard* or Custom
Embargo Months	Number of months for which the vendor restricts access to the latest material for this title	0 – 9999
Window Months	Number of months you are allowed to access the content for this title	0 – 9999
Journal URL	URL direct to journal	Include the " <a href="http://">http://</a> " in the URL, up to 255 characters

Open Access	Indicates if the journal is available free or if it is restricted/subscription	"Y" indicates the title is open access, "N" indicates it is restricted access
Date Note	Journal specific note	Free-text field, up to 255 characters

\*You must include at least one ISSN for each record. You can include an ISSN or an eISSN or both.

\* Standards date include all of formats below. If your dates do not match one of these formats, select "Custom" and fill out the appropriate fields. Standard formats: mm/dd/yyyy, mm/d/yyyy, m/dd/yyyy, yyyy/mm/dd, yyyy/m/dd, yyyy/mm/d, mm-dd-yyyy, mm-d-yyyy, m-dd-yyyy, yyyy-mm-dd, yyyy-m-dd, yyyy-mm-d, yyyy

## The Process

1. Select "Upload a Title List (New or Existing)" from the Holdings menu.

### Title Lists

- [Match Titles \(Update existing title list metadata via file upload\)](#)
- [Upload a Title List \(New or Existing\)](#) ←
- [Add Journal to new or existing title list](#)

2. Select Provider

A list of all of the Providers currently in the Gold Rush database are available in a drop-down list in the first step of this process. You can select one of the current Providers from the drop-down list or you can type in a new Provider name in the space provided. Once selected or entered, click "Continue."

**Provider Selection Form**

Pick Existing Provider: AAAS [dropdown] [continue]

-- OR --

Create New Provider: Two Dog Press [input] [continue]

3. Select Database

The choices available on this screen will be determined by the Provider information given.

**Create database for Two Dog Press**

Enter Database name:

\*If you selected an existing Provider in Step #1, a list of databases from that Provider will be displayed. You can select one of the databases showing in the drop-down list or you can enter a new database name in the space provided, if you want to add a new database for a Provider already in Gold Rush.

\*If you entered a new Provider, then you will have to enter a new database name since there are no existing title lists from the new Provider.

Once you have selected a database name or entered a new one, click "Continue."

- There are several steps to filling out the file upload form. You will be giving some contact information and database-wide specifications. After completing these fields, click "Continue."

The screenshot shows a form titled "Create database for Two Dog Press" with the following fields and callouts:

- Provider:** Two Dog Press | **Database:** Natural Diets for Dogs (Callout: "Currently selected Provider and Database.")
- Requested By:** Socrates Stockton
- Report Email Address:** socrates@qipugroup.com (Callout: "Enter an email address. Reports regarding this load will be sent to this address.")
- Hide?** No (Callout: "Decide whether or not to display the titles in this database to the public. If you want to upload a list and then do further editing of the records, you may want to hide the list until you are finished with your work.")
- Use Proxy?** No (Callout: "Decide whether or not you want Gold Rush to automatically add your proxy server to the links in the public interfaces.")
- Database URL:** qipugroup.com/start.php?db=NDD (Callout: "Enter the URL that is used to access this database. If you do NOT load journal-specific URLs, then this URL will be used for all journal links. If you do have journal-specific URLs, then this URL will only be used for the db link in the public interface.")
- General Notes:** (Callout: "Enter any notes you want about this database or this load. This note does not display to the public.")
- Number of Columns:** 4 (Callout: "Enter the number of columns that are included in the file you wish to upload. You must enter the total number of columns, even if you do not plan to upload all of the columns.")
- Continue** button (Callout: "When you have entered all the necessary information, click the 'Continue' button.")

- When the page is re-displayed, there will be additional fields to be completed.

A field will be displayed for each column of your file. If you indicated there were 5 columns in your file then 5 fields with drop-down lists will be displayed. You need to select the data that is included in each column or select "skip" if you do not wish to upload the column.

Provider: <b>Two Dog Press</b>		Database: <b>Natural Diets for Dogs</b>
Requested By:	Socrates Stockton	
Report Email Address:	socrates@quipugroup.com	
Hide?	No <input type="button" value="v"/>	
Use Proxy?	No <input type="button" value="v"/>	
Database URL:	http://www.quipugroup.com/start.	
General Notes:		
Number of Columns:	4	
Column 1:	Print Issn <input type="button" value="v"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 2:	Title <input type="button" value="v"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 3:	Full Text Start Date <input type="button" value="v"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Column 4:	Full Text End Date <input type="button" value="v"/>	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.
Date Format:	None <input type="button" value="v"/>	If you have dates, choose what format. Standard Dates: yyyy, m/d/yyyy, yyyy/m/d, m-d-yyyy, yyyy-m-d. Custom Dates: If you choose custom, please click "Update" or "Continue" to display the custom date section.
Journal Format:	Citation and Full Text Journals <input type="button" value="v"/>	Please select the journal format. If choice is not 'Local Holdings Journals', then type will be based on dates provided.
Custom Code:	None <input type="button" value="v"/>	Select Custom Code <input type="checkbox"/>
<input type="button" value="Continue"/>		

For each column in your file, select the data that is in each column, or select "Skip" if you do not want to upload that column.

Select the date format used in the date columns in your file. Most common date formats are included in "Standard". See the File Specification section above for details.

Select the appropriate option for your file. This designation affects how Gold Rush displays and links the journals you are loading. See instruction number 7 below for more details.

If you have custom code for this title list, select it. Custom code can only be set up by Gold Rush staff. If you want more information about custom code for title lists, contact the Alliance.

When you have completed all of the new fields, click the "Continue" button.

6. Select "Standard" or "Custom" for the date information included in your file. The "Standard" selection should handle the most commonly used date formats, including mm/dd/yyyy, mm/d/yyyy, m/dd/yyyy, yyyy/mm/dd, yyyy/m/dd, yyyy/mm/d, mm-dd-yyyy, mm-d-yyyy, m-dd-yyyy, yyyy-mm-dd, yyyy-m-dd, yyyy-mm-d, yyyy.

When you select the "Custom" date format, you will see additional fields displayed for you to use to describe the format.

7. The Journal Format relates to the journals in the upload file and if they are full text or citation only resources. This designation makes a difference in where the journals are displayed in Gold Rush. In the public interface, databases and journals show up under specific sections and the section in which they display is determined by journal format. Journal Format also affects Gold Rush Linker which only creates links directly to articles for

journals that have a full text designation. Here is a description of the four choices available.

**Full Text Journals** – Select this option if ALL of the journals in your file have full text online. This will cause the database and all of the journals to be designated full text.

**Citation Journals** – Select this option if ALL of the journals in your file are citation only and do not include full text. This will cause the database and all of the journals to be designated as citation only.

**Citation and Full Text Journals** – Select this option if you have a mixture of full-text and citation only journals in your file. This will cause the database to be designated as both full text and citation and the journal designation will be determined by the types of dates you have included in the file. If you include a “Full Text Start Date” field/column then those journals with full text dates will be designated as full text and those without full text dates will be designated citation only.

**Local Holdings Journals** – Select this option if you are uploading a file of local library holdings. All journals loaded with this option will be designated as “local full text” and will display in a special, separate section labeled “Full Text Resources in your library” in both the public interface and the Gold Rush Linker result screen.

8. If a loader has been created for you in the past, select it from the “Custom Code” drop-down list. Once selected, your specialized code will run during the update instead of the regular loader.
9. When the page is re-displayed, you will see new fields for uploading your file and running an initial test load at the bottom of the form.

Provider:	<b>Two Dog Press</b>	Database:	<b>Natural Diets for Dogs</b>
Requested By:	Socrates Stockton		
Report Email Address:	socrates@quipugroup.com	Separate multiple emails with a comma.	
Hide?	No	Should titles be hidden from public view? You will be able to modify this in Holdings -> Manage Journal URL's.	
Use Proxy?	No	Matching titles in database should use the proxy as defined in Settings in Gold Rush Staff interface?	
Database URL:	http://www.quipugroup.com/start.		
General Notes:	Use this space for any notes you wish to keep.		
Number of Columns:	4	Enter the total number of columns in the list being uploaded even if some columns will not be used.	
Column 1:	Print Issn	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 2:	Title	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 3:	Full Text Start Date	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Column 4:	Full Text End Date	Select GoldRush Field name to map to each column of the title list. Choose SKIP if no match.	
Date Format:	Standard	If you have dates, choose what format. <b>Standard Dates:</b> yyyy, m/d/yyyy, yyyy/m/d, m-d-yyyy, yyyy-m-d. <b>Custom Dates:</b> If you choose custom, please click "Update" or "Continue" to display the custom date section.	
Journal Format:	Citation and Full Text Journals	Please select the journal format. If choice is not 'Local Holdings Journals', then type will be based on dates provided.	
Custom Code:	None	Select Custom Code	
Update changes to the form?	<input type="button" value="Update"/>		
Upload Title List File:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload File"/>	Locate and upload your title list file	
How Many Test Records?	<input type="text"/> <input type="button" value="Test"/>	Choose the number of test records to display.	

If you change any of the fields above, click the "Update" button.

Browse for your file, and click the "Upload" button to move a copy to the Gold Rush server.

After the file has been uploaded, enter the number of records you want to test, and click the "Test" button.

- a) Browse for your file, the filename will be placed into the upload file box.
- b) Click on "upload file" to put a copy of the file on the Gold Rush server. When your file has been successfully uploaded, you will see this message displayed at the top of the page.

File Successfully Uploaded

- c) Scroll down. Enter the number of records you want to run in test mode
- d) Click on "Test"

10. Gold Rush will perform a test load and a result screen will be displayed. The results show how your data will be placed into the appropriate Gold Rush fields. If you have errors in the file, the line number of the problem title will be displayed. Gold Rush requires that you test your file before loading it, and it must be free of errors before you can finish the load process.

Test Records	
<b>Record #1</b>	
Title	1895
Print issn	0769-0959
Journal URL	
Full Text type	full text
Full Text start	2004-02-01
Full Text end	current
Open Access	N
<b>Record #2</b>	
Title	24 Images
Print issn	0707-9389
Journal URL	
Full Text type	full text
Full Text start	1988-01-01
Full Text end	current
Open Access	N
<b>Total titles in file</b>	<b>15</b>

Test Records. These are the records from your file that were tested. Be sure that your data is displayed in the correct field.

If the data appears in the wrong field, click the "Return" button below, to go back to the Load Form. On the Load Form, adjust your field settings, and test again.

The total number of lines that the loader found in your file.

Local List Options		
Run File?	<input type="button" value="Run"/>	Select Run to process your file
Test More?	<input type="button" value="Test"/>	Enter number of test records to return
Return to Previous Form	<input type="button" value="Return"/>	Return to the form

- Once you have tested your file, if it was error-free, you can re-test the file, return to the file upload form or Run the list.

Local List Options		
Run File?	<input type="button" value="Run"/>	Select Run to process your file
Test More?	<input type="button" value="Test"/>	Enter number of test records to return
Return to Previous Form	<input type="button" value="Return"/>	Return to the form

Use this form to queue your report with the "Run" button, to test additional records, or to return to the the load form.

The "Run" button will not appear until your file has been parsed successfully.

- After you have clicked "Run," a confirmation screen is displayed. This will queue the file for load, it will not be loaded immediately. When your file has finished the load process, an email will be sent to the email address included in the file upload form.

Running Two Dog Press, Natural Diets for Dogs

**File succesfully queued for processing**

You should receive an email to socrates@quipugroup.com when the Title load process is complete (usually within 24 - 48 hours). If you would like to load another title list, click the "Upload Another List" button.

Return to Previous Load Form

Once your file has been uploaded, successfully parsed, and queued for loading, you will see a message like this.

You will receive an email once the load is complete.

## Add Journal to New or Existing Database

With this menu item you can:

- \*add any journal to an existing Gold Rush database
- \*add a new journal or journals for a new Gold Rush database

1. Select "Add Journal to new or existing title list" from the Holdings menu.

### Title Lists

- [Match Titles \(Update existing title list metadata via file upload\)](#)
- [Upload a Title List \(New or Existing\)](#)
- [Add Journal to new or existing title list](#) ←

2. Select Provider

A list of all of the Providers currently in the Gold Rush database are available in a drop-down list in the first step of this process. You can select one of the current Providers from the drop-down list or you can type in a new Provider name in the space provided. Once selected or entered, click "Continue."

Provider Selection Form	
Pick Existing Provider	AAAS <input type="button" value="continue"/>
-- OR --	
Create New Provider	Three Dog Press <input type="button" value="continue"/>

3. Select/Enter Database Name

If you have selected one of the existing Gold Rush Providers in Step #1, a list of the databases from that Provider will be displayed. If you entered a new Provider name in Step #1, you must enter a new database name.

Select an existing database from the drop-down list or type in the name of the database. By entering your own database name, a new database is created in Gold Rush. Once your selection/entry is made, click on "Continue."

Database Selection Form for AURARIA LIBRARY	
Select Local Database	Auraria Local Library Journals <input type="button" value="Continue"/>
-- OR --	
Enter Database name if not in list	<input type="text"/> <input type="button" value="Continue"/>

4. The next step is to enter the information about the journal you are adding. You must have an ISSN or an eISSN for the title to be included in the Gold Rush database.

Add Journal for Auraria Local Library Journals (AURARIA LIBRARY)	
Title Name: <small>(required)</small>	Denver Snow <input style="float: right;" type="button" value="Lookup ISSN"/> ?
Issn: <small>(issn or eissn required)</small>	<input type="text"/> Issn format: 2222-2222 or 2222-222X
Eissn: <small>(issn or eissn required)</small>	<input type="text"/> Eissn format: 2222-2222 or 2222-222X
Journal Format:	Full Text Journal <input type="button" value="v"/> Should Journal show in the Local Library Resources, Full Text, or Indexing Section on Public Interface.
Full-text Start:	<input type="text"/> Date Format: mm/dd/yyyy or mm-dd-yyyy
Full-text end:	<input type="text"/> Date Format: mm/dd/yyyy, mm-dd-yyyy or leave blank if currently received
Citation Start:	<input type="text"/> Date Format: mm/dd/yyyy or mm-dd-yyyy
Citation end:	<input type="text"/> Date Format: mm/dd/yyyy, mm-dd-yyyy or leave blank if currently received
Date Note:	<input type="text"/> Notes about dates that will appear on Public interface.
Embargo period: (months)	<input type="text"/> Please enter as whole number
Window period: (months)	<input type="text"/> Please enter as whole number
Journal URL:	http:// <input type="text"/> Please include beginning http://
Open Access Journal:	No <input type="button" value="v"/> Is this journal open access?
Hide:	No <input type="button" value="v"/> Should this journal be hidden from Public view?
Use Proxy:	Yes <input type="button" value="v"/> Should this journal be proxy wrapped?
Lock this Title:	Yes <input type="button" value="v"/> If Yes, this record can not be updated by a Global Load
<input type="button" value="Add"/>	

Enter the title you want to add to this database.

You must enter either an ISSN or an EISSN. You may enter both if you have them. Use the "Lookup ISSN" button if you do not know the ISSN.

Indicate if the journal is Full Text, Citation or if it is a part of a database with local holdings. This will determine the section in which this title will display.

Complete as many date fields as appropriate for this journal. You can enter "current" or leave End Dates blank to indicate an ongoing subscription.

For details about Embargo Periods and Window Periods, see the Gold Rush document *Managing Dates in Rush*.

Enter the URL used to access this journal.

Set this to "Yes" if the full text of this journal is accessible without a subscription.

Set this to "Yes" if you do not want this title to display to the public.

Set this to "Yes" if you want Gold Rush to automatically add your proxy server to the links for this title.

Set this to "Yes" if you want to have this title ignored by the regular Gold Rush loader. If a title is locked, it will not be updated or removed by normal Gold Rush title list loads.

When you have completed the form, click the "Add" button.

If you do not know the ISSN/eISSN, enter part or all of the title and click on the "Lookup ISSN" button. A new window will be displayed with ISSN information for any match for the title you entered in Gold Rush. If the title you entered only matches one journal title in Gold Rush, the Gold Rush title will be placed into the title field and the ISSN field will automatically populate.

Dog Fancy	0892-6522	Select
Dog Watch	1098-2639	Select
Dog world; the complete all-breed magazine.	0012-4893	Select
Dogilmunhak: Koreanische Zeitschrift für Germanistik	1226-8577	Select
Dogs in Canada	0012-4915	Select
Dogtown Territorial Quarterly	1080-7594	Select

Click the "Select" button beside the title and ISSN that matches the journal you want to add.

- Once you have completed as many of the journal fields as possible, click "Add".
- A confirmation screen is displayed, with the journal information you entered. If you wish to add another journal title to the same database, click on "Add Another Journal." If you wish to enter a journal for another database, select "Add Journal" from the bread crumbs at the top of the page or go back to the main Holdings menu.

Successful Journal Add	
Provider:	AURARIA LIBRARY
Database:	Auraria Local Library Journals
Journal:	Dog Watch
<input type="button" value="Add Another Journal"/>	