



Full Text Finder

Quick Reference Guide

This guide has been developed to help libraries configure Full Text Finder to most effectively leverage their investment in content on the JSTOR platform. Please follow these guidelines carefully to ensure that all your licensed content on JSTOR is properly surfaced for your users. Our research shows that the appropriate configuration of Full Text Finder is an important determinant in the discoverability of the content your library licenses from JSTOR.

EBSCO's *Full Text Finder* features link resolver software that uses OpenURL data to provide context-sensitive item-level linking among the various online resources in a library collection. EBSCO Discovery Service (EDS)—and other discovery services such as Summon and Primo Central—use your *Full Text Finder* link resolver to determine your institutional holdings and to provide full-text linking from items in the discovery service.

To ensure effective linking to JSTOR content you will need to activate your subscribed JSTOR collections in *Full Text Finder*'s Holdings & Link Management. Once Holdings & Link Management is populated with your holdings and the link resolver is set-up to retrieve full text, you can activate linking in your Discovery Service.

Activate JSTOR collections in *Full Text Finder*

Activate the JSTOR collections in your *Full Text Finder* account to match the collections to which you subscribe. This can be done through the Holdings Management tab in *EBSCOadmin*.

If you purchase your JSTOR collections through EBSCO, they will automatically be activated for use in *Full Text Finder*. However, if you order these through another agency or directly from JSTOR, you will need to manually add the collection to Holdings Management.

For subscribers of JSTOR archive and primary source collections:

- i. Activate the JSTOR collections to which you subscribe in Holdings Management. For assistance with adding packages, see the following page available from EBSCO Connect:
[Holdings Management - Adding or Removing Packages from Your Holdings](#)
- ii. New titles that are added to these collections will automatically be activated.

For Books at JSTOR and Current Scholarship Program (CSP) participants:

- i. Activate the JSTOR collections to which you subscribe in Holdings Management. For assistance with adding packages, see the following page available from EBSCO Connect:
[Holdings Management - Adding or Removing Packages from Your Holdings](#)
- ii. Unless you have licensed the complete collections, you will need to de-select the titles that are not in your collection. To add titles individually, see the following page available from EBSCO Connect:
[Holdings Management - Adding or Removing Titles from Your Holdings](#)
Or upload a holdings file using the upload process. For details on the upload process, see the following page available from EBSCO Connect:
[Holdings Management - Uploading Your Holdings](#)
- iii. When new titles are added by JSTOR, or the library, the collection will not be updated, as the package is custom to the library. All new additions to the collection will need to be added manually in Holdings Management.

Set link ordering priorities for *Full Text Finder*

Full Text Finder customers may select the order in which CustomLinks are displayed on the *Full Text Finder* link resolver menu when an item is available from more than one provider. Our research indicates that setting the link ordering priorities to promote JSTOR is the best way to ensure your users connect reliably to JSTOR. We encourage you to strongly consider using this option, as we feel it will provide a quality user experience.

For instructions on ordering your *Full Text Finder* CustomLinks please see the following: [Can I change the order of the links in the Full Text Finder link resolver menu?](#)

Activate JSTOR collections in your discovery service

If you are using the EBSCO Discovery Service (EDS) together with *Full Text Finder*, then you will need to activate the relevant datasets in EDS; but no further action is required to set your specific JSTOR holdings information as this will automatically be uploaded from *Full Text Finder* to EDS on a regular basis. For further information on the activation of JSTOR datasets in EDS, see the [JSTOR Quick Reference guide to EDS](#). However, if you are using another indexed-based library discovery tool such as Ex Libris Primo or ProQuest Summon, then:

- a) Ensure all subscribed JSTOR collections are activated in your discovery service.
- b) Ensure your holdings are 'published' for use by your discovery service. For details on this, see the JSTOR quick reference guide for your discovery service.

Need Help?

If you need help accessing the content on the JSTOR platform or have any questions, you can contact JSTOR Support at discoveryservices@ithaka.org or EBSCO LinkSource Support at <http://connect.ebsco.com>