

# Library Dashboard User Guide

For institutional subscribers

For questions related to your  
Library Dashboard, please  
contact:

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# 0. Logging in

Previously called the *Client Zone*, the Dashboard gives you access to services and information regarding your institution's journal subscriptions. This includes usage statistics, registered IP addresses, institutional logos, collection management, records, etc.

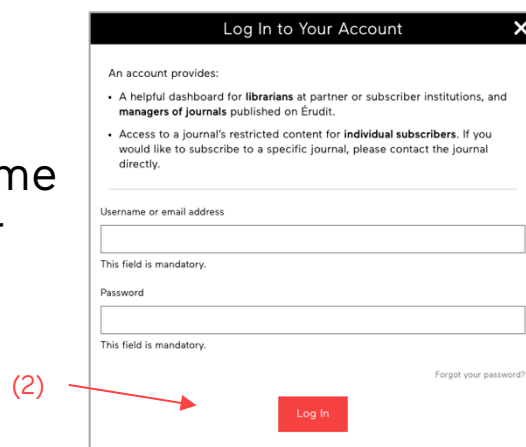
If you haven't been given access to your library's dashboard, send a request to [client@erudit.org](mailto:client@erudit.org)

Logging in on [erudit.org](http://erudit.org) is required to access the Dashboard.

(1) Select **Log in** from the menu at the top of the page.



(2) A modal window will appear. Enter your username or email address, and your password. Click **Log in**.



# 1. Statistics

Once you have logged into the Dashboard, click the **Statistics** tab in the left-side menu. You will access usage statistics for the journals your institution subscribes to. The available reports comply with the COUNTER (R4) standard.

(1) Determine what type of report you would like (JR1 or JR1 GOA) and click the appropriate tab.

(2) Use the drop-down menus to specify the time period that the report should cover (a specific year or period). The period may not exceed two years.

(3) Use the drop-down menu to specify your desired file format (CSV, XML or HTML).

(4) Click **Download**.

Please note that journals from the Centre for Digital Scholarship collection are not included in these reports because they are not hosted on our servers. Therefore, we cannot compile usage statistics for them.

[Click here to see a list of the journals in question.](#)

The screenshot shows the 'COUNTER Journal Report 1 (R4)' interface. At the top, there are two tabs: 'JR1' (highlighted in red) and 'JR1 GOA'. A red arrow labeled '(1)' points to the 'JR1' tab. Below the tabs, the title 'COUNTER Journal Report 1 (R4)' is displayed, followed by the subtitle 'Number of Successful Full-Text Article Requests by Month and Journal'. The 'Period' section contains a 'By year' dropdown menu, a radio button labeled 'or' (circled in red), and two sets of 'Start' and 'End' date pickers, each with 'Month' and 'Year' dropdowns. A red arrow labeled '(2)' points to the 'By year' dropdown. The 'Format' section has a 'Data format' dropdown menu set to 'CSV', with a red arrow labeled '(3)' pointing to it. At the bottom, there is a red 'Download' button with a red arrow labeled '(4)' pointing to it.

## 2. IP addresses

The IP addresses section allows you to consult the IP address ranges currently registered for your institution. Your users can access your subscriptions from these addresses.

Title	Start	End
AANDC Departmental Library - Multiple Access	198.103.249.251	198.103.249.251
AANDC Departmental Library - Multiple Access	198.103.250.250	198.103.250.250
AANDC Departmental Library - Multiple Access	198.103.254.251	198.103.254.251

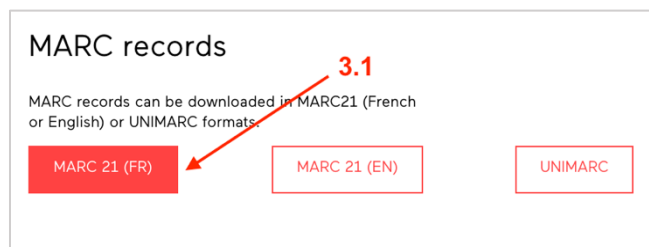
To inform us of a change in your IP addresses, please write to [client@erudit.org](mailto:client@erudit.org).

# 3. Collections

Under the **Collections** tab, you will find various collection management tools, including MARC records and OCLC and KBART-compliant dynamic title lists.

## 3.1 MARC records

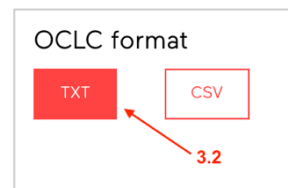
Click the desired format (MARC 21 (FR), MARC 21 (EN) or UNIMARC) to start downloading MARC records.



## 3.2 OCLC dynamic title list

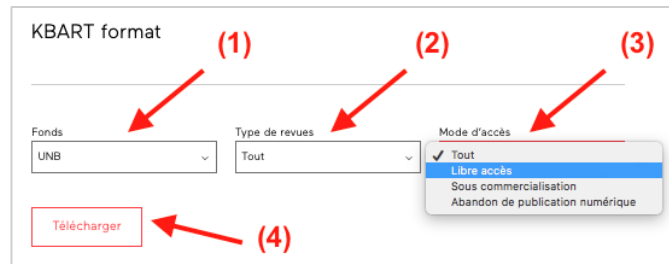
The dynamic title lists contain metadata describing the status for all of Érudit's collections. They are OCLC or KBART-compliant.

Click the desired format (TXT or CSV) to download the dynamic title list.



## 3.3 KBART dynamic title list

(1) Using the drop-down menus, select the desired Collection: Érudit, UNB or All;



The screenshot shows a web interface for generating a KBART dynamic title list. At the top, there is a label 'KBART format' followed by a horizontal line. Below this are three drop-down menus: 'Fonds' (with 'UNB' selected), 'Type de revues' (with 'Tout' selected), and 'Mode d'accès' (with a dropdown menu open showing options: 'Tout', 'Libre accès', 'Sous commercialisation', and 'Abandon de publication numérique'). A red arrow labeled '(1)' points to the 'Fonds' menu, another red arrow labeled '(2)' points to the 'Type de revues' menu, and a third red arrow labeled '(3)' points to the 'Mode d'accès' dropdown menu. Below the menus is a red button labeled 'Télécharger', with a red arrow labeled '(4)' pointing to it.

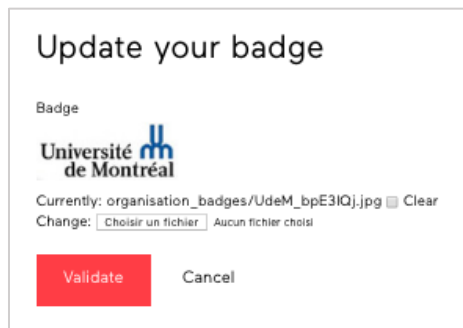
(2) Select the **Publication Type**: Scholarly, Cultural;

(3) Select the **Access type**: Open access, Subscription-based, Archives, All;

(4) Click **Download**.

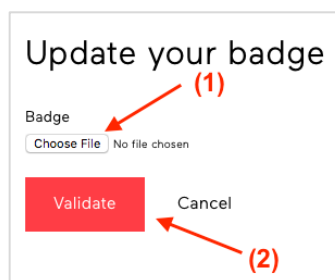
# 4. Institutional logo

This section displays the logo (or “badge”) associated with your library. This logo will appear under the phrase “Your access is provided by” each time one of your users logs into our platform from your network.



## 4.1 Adding your logo

(1) Click **Choose file** to select your logo file from your computer. The file name will appear to the right of the button.



The logo may not exceed 140 x 140 pixels. If it does, it will be automatically resized. The following formats are accepted: PNG, JPG and GIF.

(2) Click **Validate** to add your logo. A message will confirm the modification.

## 4.2 Updating your logo

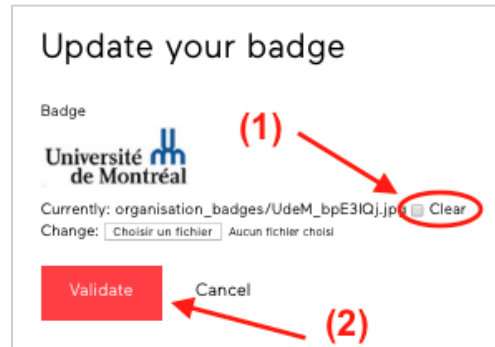
(1) To update your logo, click **Choose file**. The file name will appear to the right of the button.



(2) Click **Validate** to update your logo. A message will confirm the modification.

## 4.3 Removing a logo

(1) To remove a logo that has already been uploaded, check the **Clear** box.



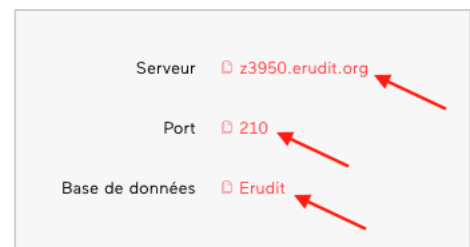
(2) Click **Validate** to remove your logo. A message will confirm the modification.

# 5. Connection settings

This section describes the connection settings required to configure your tools to use the SUSHI and Z39.50/SRU/SRW protocols for Érudit resources, as well as the recommended configuration when using EZproxy.

## Z39.50/SRU/SRW

Click the text in red to copy it to your clipboard; this will allow you to paste it into your Z39.50 client.



## Recommended stanza for EZproxy

Here is the recommended stanza to access Érudit's resources if you are using EZproxy.

If you are using OCLC's EZproxy service, here is the recommended stanza to access Érudit's resources.

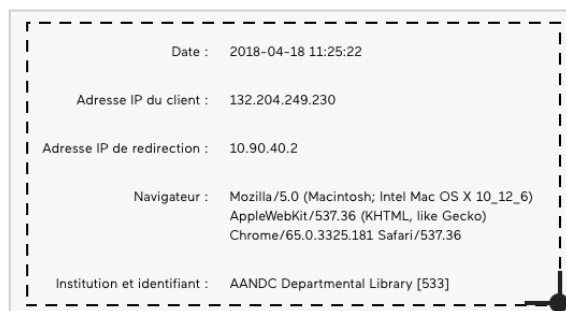
- URL <https://www.erudit.org>
- HJ <https://retro.erudit.org/>
- HJ <https://depot.erudit.org/>
- HJ <https://journals.lib.unb.ca/>
- DJ [erudit.org](https://erudit.org)
- DJ [retro.erudit.org/](https://retro.erudit.org/)
- DJ [depot.erudit.org/](https://depot.erudit.org/)

# 6. Diagnosis

This section provides useful tools if you have trouble logging in. Please send an email with your information to us at [client@erudit.org](mailto:client@erudit.org). We will try to resolve the issue for you.

## 6.1 Your account

If you have trouble logging into your account, send us a screenshot of the message you receive. This information will allow us to determine how to help you.



## 6.2 Your subscriptions

This section lists out your institution's journal subscriptions. If this list differs from your records, contact us at [client@erudit.org](mailto:client@erudit.org).

Anthropologie et Sociétés [as]	Nouvelles pratiques sociales [nps]
Archives [archives]	Nutrition Science en évolution [nutrition]
Assurances et gestion des risques [agr]	Phronesis [phro]
Atlantic Geology [ageo]	Phytoprotection [phyto]
Bulletin d'histoire politique [bhp]	Politique et Sociétés [ps]
Cahiers de géographie du Québec [cga]	Rabaska [rabaska]
Cahiers de recherche sociologique [crs]	Recherches amérindiennes au Québec [raq]
Canadian Social Work Review [cswr]	Recherches féministes [rf]
Diversité urbaine [du]	Recherches sociographiques [rs]
Documentation et bibliothèques [documentation]	Reflets [ref]
	Relations industrielles [ri]

# Library Dashboard User Guide

If you have questions about the services available through your Library Dashboard, please contact:

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