



SWAN Migration Documentation

Enterprise Setup, Part One

Contact the Help Desk

630-734-5153

help@swanlibraries.net

support.swanlibraries.net



Introduction

SWAN needs to collect a comprehensive list of all of your library's online resources and downloadable or streaming media products. This information will be used to set up your library's unique Enterprise installation, integrating your online resources through Ebsco Discovery Services and E-Resource Central.

Please list all products, whether or not you think they will integrate with Enterprise. The information will be shared with SirsiDynix as they continue to develop new integrations and form the basis of an ongoing SWAN inventory.

General Instructions

Complete all three sheets the document LibraryResourceList.xlsx. You can access each sheet using the named tabs at the bottom of the page.

- List all products separately (LIST: Science Reference Center, Literary Reference Center, and History Reference Center, NOT: "Ebsco Databases")
- If you are considering adding a product in the new fiscal year: include it.
- If you are considering canceling a product in the new fiscal year: include it.
- If you are not sure if a product should be included: include it.

When you have completed the document, log onto support.swanlibraries.net and upload the document to <https://support.swanlibraries.net/node/add/database-info>.
You will need to be logged into the website to access the upload page.

Send questions to MigrationHelp@swanlibraries.net



Details

Cover Page

Row 6 – Resource List URL

List the URL to the page on your website featuring your library's online resources and downloadable media. Ideally, it is a master list containing research databases, language learning tools, downloadable and streaming media. If you do not have a single page on your website that lists all of these resources, use Row 7 as well.

Row 7 – Resource List URL 2

If you have a secondary list of resources on your website *not included in the list above*, list the URL here. Many libraries have a separate webpage of their listing their ebooks or other downloadable and streaming media.

Rows 9-23 – Streaming and Downloadable Media

Please check the box for each product your library subscribes to. You may check as many or as few boxes in a set as necessary. For example, if your library is part of an Overdrive group like Media On Demand and you also purchase titles individually with an Overdrive Advantage account, check both boxes.

Databases and Packages

List all of the databases or package subscriptions your library uses. List each database separately (List: Science Reference Center, History Reference Center, etc. NOT "Ebsco Databases.")

Local digital collections or institutional repositories should be included here.

Please note: There are a number of hidden columns in this sheet. You only need to fill out the columns listed below.

Column A – Resource Name

List the resource name (Heritage Quest, Consumer Reports, Points of View, etc.)

Column D – Provider/Publisher

List the provider or publisher (Gale, Ebsco, Overdrive, etc.)

Column E – URL

Copy and paste the URL library users click to access the resource. Don't worry if it is long or messy.



Individual Journals and Books

List all subscriptions you have to electronic journals or ebooks that are not part of a database or subscription package. The columns in yellow are required. The columns in green are optional. Your library may not have any of these individual subscriptions to report.

Please note: There are a number of hidden columns in this sheet. You only need to fill out the columns listed below.

Column A – Title

List the title (*Science, Applied Nursing Research, etc.*)

Column D – Publisher Site

Give the link to the publisher or provider's website

Column E – URL

Copy and paste the URL library users click to access the resource. Don't worry if it is long or messy.

Column G – Standard Number

List the standard number (ISSN for serials or ISBN for books) for the print version of the resource.

Columns K, L, and O – Optional

If your resource has coverage start and end dates, or is restricted by an embargo, include that information here.

Upload Instructions

When you have completed the document, log onto support.swanlibraries.net and upload the document to <https://support.swanlibraries.net/node/add/database-info>. You will need to be logged into the website to access the upload page.

When you access the form, it will prepopulate with your name, email, and library, based on your login.

Click **Choose File**, browse to the completed form on your computer and select it. Click **Upload**, and then click **Save**. *THE FILE WILL NOT BE STORED UNTIL SAVE IS CLICKED.*

More Information

For assistance with this document, please contact the SWAN Migration Team at MigrationHelp@swanlibraries.net.