The R2 Digital Library Administrator Guide

R2Library.com

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BOOK DISTRIBUTORS
DISTRIBUTING THE LEADING SCIENTIFIC, TECHNICAL AND MEDICAL PUBLISHERS

WELCOME TO THE
R2 DIGITAL LIBRARY

The R2 Digital Library is market-leading eBook platform for health science collections featuring a comprehensive selection of medical, nursing and allied health eBooks with an intuitive interface optimized for your library.

With thousands of eBooks from more than fifty STM publishers, the R2 Digital Library offers one of the most comprehensive and specialized selections of health science eBooks for institutional use. With an extensive selection of Doody's Core Titles and DCT Essential Purchases, the R2 Digital Library ensures your library has access to the most trusted resources available.

Enhanced search features, a vast image library and integrated tools enrich the R2 Digital Library eBook experience for your end users. The streamlined Administrative area allows you to manage your collection efficiently and intuitively.

Stop Searching. Start Finding.

This R2 Digital Library Administrator Guide will help you optimize your experience with the application.

The R2 Digital Library Experience for End Users

Accessing the R2 Digital Library

The R2 Digital Library can be accessed with any web-enabled device. Simply type www.R2Library.com into your browser. Depending on your institution's access method, you will either be automatically authenticated or have to enter your user name and password. If necessary, enter your user name and password on the public access page or any other page of the R2 Digital Library:

Once authenticated, you have access to all of the eBooks within your library's R2 Digital Library collection.

Browsing the R2 Digital Library

Your institution administrator will choose to display your library's R2 Digital Library eBook collection by title or by discipline.
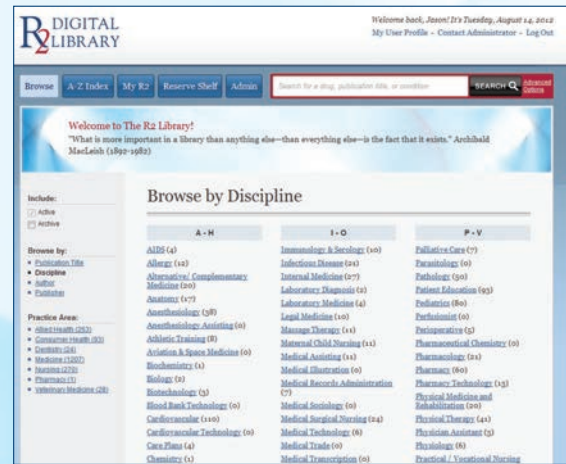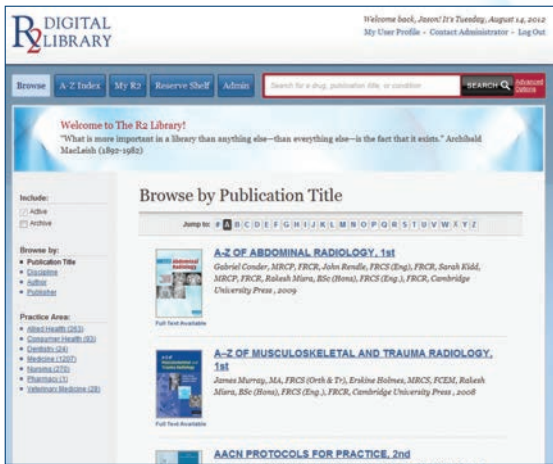
Title Display
- Titles are listed alphabetically
- Click on any title to access that eBook
- Used the jump bar to navigate through the title listings
- Use the sorts and filters along the left-hand navigation bar to refine your library's collection

Discipline Display
- Disciplines with eBooks within your library's collection are displayed
- Click on any discipline to display related eBooks
- Click on any title to access that eBook
- Use the sorts and filters along the left-hand navigation bar to refine your library's collection
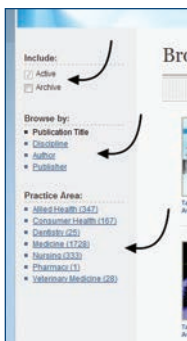
A Closer Look at the Browse Tools
- Expand your search to include eBooks declared out of print by the publisher
- Browse by Title, Discipline, Author or Publisher
- Refine your library's eBook collection by Practice Area

# The R2 Digital Library Experience for End Users

Searching the R2 Digital Library

The R2 Digital Library features an omnipresent search tool that enhances discoverability. Use the quick search box to search for topics, diseases, drugs, authors and other keywords. Or, use the Advanced Search options to refine your search results.

Once you've entered your search term, the R2 Digital Library searches across your library's entire collection and returns results from multiple eBooks at the chapter and section level. Results are displayed based on relevancy, with eBooks featuring indexed terms appearing first.

- Search results are generated from your library's eBook collection
- Results are returned based on relevancy
- Cover image, bibliographic information and brief synopsis included with each search result
- Use the jump bar to move through search results
- Use the sorts and filters along the left-hand navigation bar to refine your search
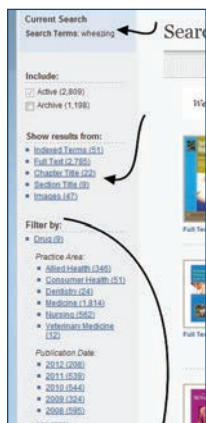
A Closer Look at the Search Tools

- Current search and refinements are tracked in the upper portion of the navigation bar
- Choose to display results from specific subject areas
- Show results from selected portions of eBooks
- Use the filters to limit by Practice Area, Publication Date and Discipline
- Search elsewhere to access primary source materials and gain full access based on your library's subscriptions

The R2 Digital Library Experience for End Users

Accessing eBooks on the R2 Digital Library

• Click on any eBook title, chapter heading or section to access that eBook's content on the R2 Digital Library.
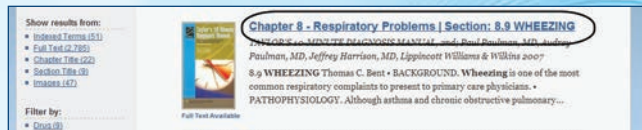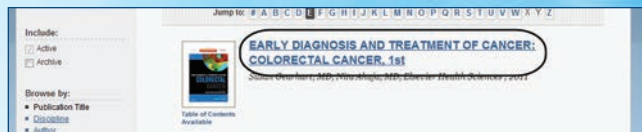
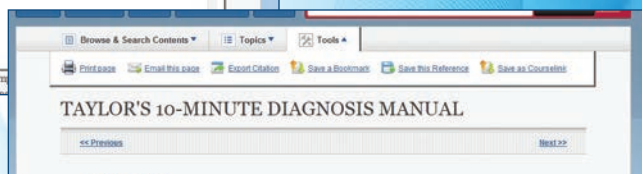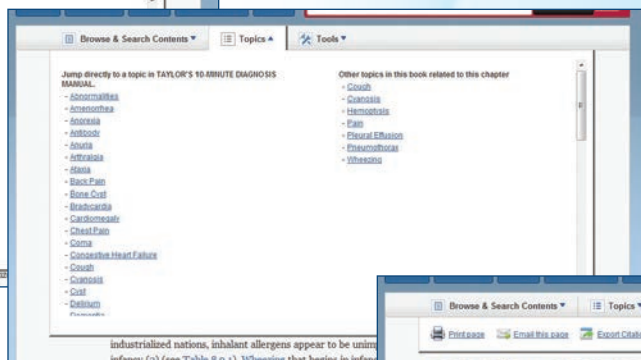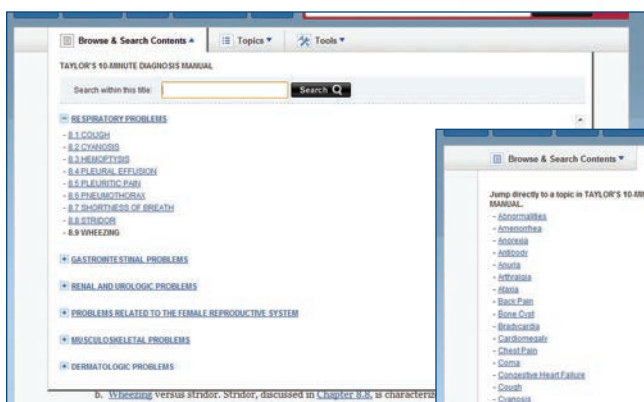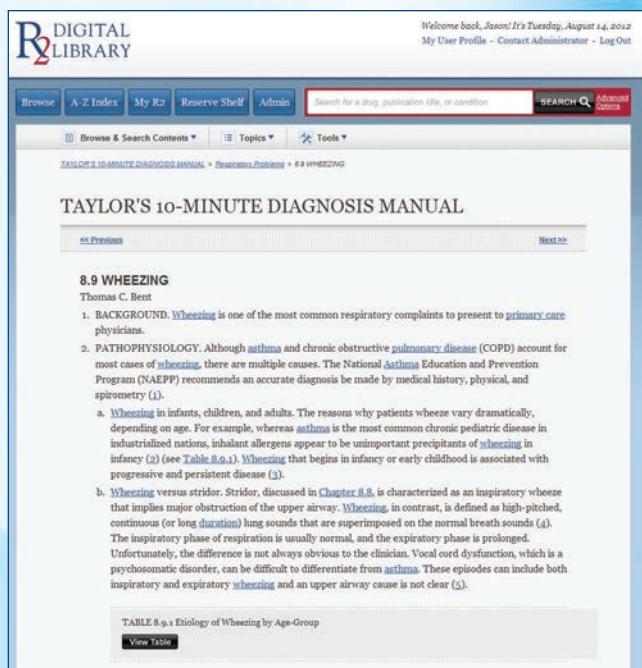## Optimizing the eBook Experience on the R2 Digital Library

Upon accessing an R2 Digital Library eBook, the reading pane will look like this:

There are many things you can do within the reading pane, including:

• Browse and search an eBook using the Browse & Search Contents drop box
• View other topics within an eBook using the Topics dropbox
• Use the Tools dropbox to print, email, and save sections

- Click on any hyperlinked term to launch a new search across your library's eBook collection

- Click on any image or table to expand it in the reading pane (all images and tables are embedded into R2 Digital Library eBooks)

- View relevant references, including links where applicable
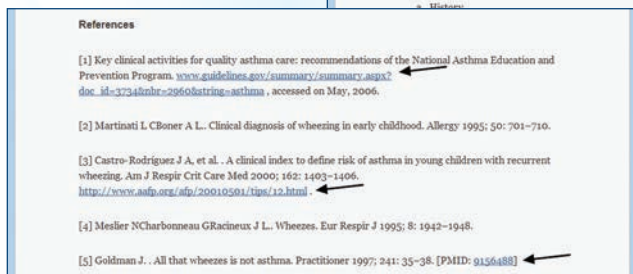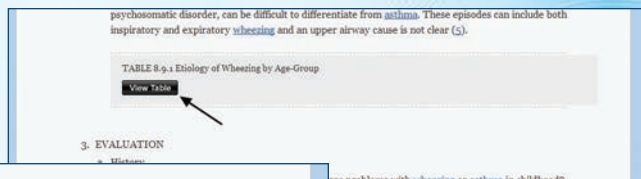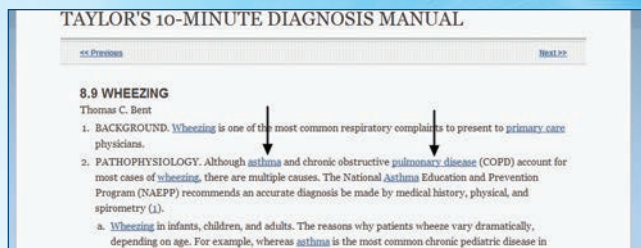
Images on the R2 Digital Library

The R2 Digital Library has one of the largest collections of medical images available anywhere on the internet. All images are embedded at the section and chapter level and integrated into eBooks for a seamless experience.

To search for images, simply type your search term in the Quick Search box and then choose the "Images" filter in the left hand navigation box. This will filter your search results to only display those with an associated image.

Once you are within a section, the image will be embedded within the section. You can expand or save any image on the R2 Digital Library.

The R2 Digital Library A-Z Index

The R2 Digital Library features an A-Z index that includes drug names, diseases and topics. This index is dynamic and pulled directly from your library's R2 Digital Library eBook collection. This index can be filtered and sorted to enhance discoverability.

My R2

The My R2 area of the R2 Digital Library allows you to save images, sections, deep links and more for future use. Please note that to save from session to session, your library must enable user names and passwords so that you can create your unique profile over time. You may also use the My R2 area without a user name and password to save information over a single session.

The R2 Digital Library for Administrators

As your library's R2 Digital Library administrator, there are many tools available to help you develop your eBook collection to best suit the needs of your patrons.

Accessing the Admin Area of the R2 Digital Library

To access the Admin area of the R2 Digital Library, you will have to log in using your Institutional Administrator credentials. Please note that even if your library uses IP authentication, you will still need to log in to access the Admin area.

You can enter your username and password from any page of the R2 Digital Library.

Once logged in, the R2 Digital Library will welcome you back, and the Admin tab will be present along your navigation bar. Click that to access the Admin area of the R2 Digital Library.

Your Library's Profile

Once logged in to the R2 Digital Library, you will be directed to your library's profile page.

From the Profile area, you can:

• Review your account status
• Choose to display non-purchased titles or only titles purchased by your library to your patrons
• Change your access preferences
• Configure your Athens login information
• Review discounting
• Enter or edit your logout preferences
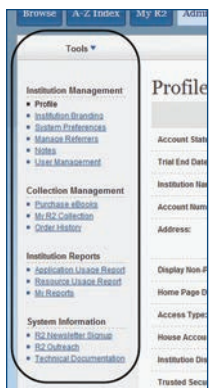
Navigating the Admin Area of the R2 Digital Library

To navigate through the Admin area of the R2 Digital Library, please use the left hand navigation bar. The Tools drop down box is also persistent through the Admin area and will allow you to print, email, download, search and perform additional tasks based on your location within the Admin area.

Branding the R2 Digital Library

It is important for your patrons to understand that R2 Digital Library eBooks are an investment made by your library for their benefit. As such, the R2 Digital Library gives you branding options to assist in your library's marketing efforts.

Simply click the Institution Branding link along the left hand navigation bar to access the Branding area. To edit your library's branding options, click the Edit Institution Branding button within the Branding area. You will then be able to change your library's name, add a message and upload your logo to appear in the upper left hand corner on all R2 Digital Library pages (the R2 Digital Library logo will migrate beneath the login area).
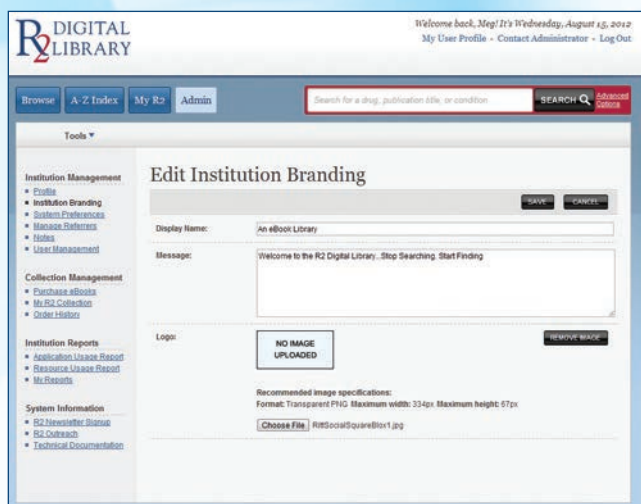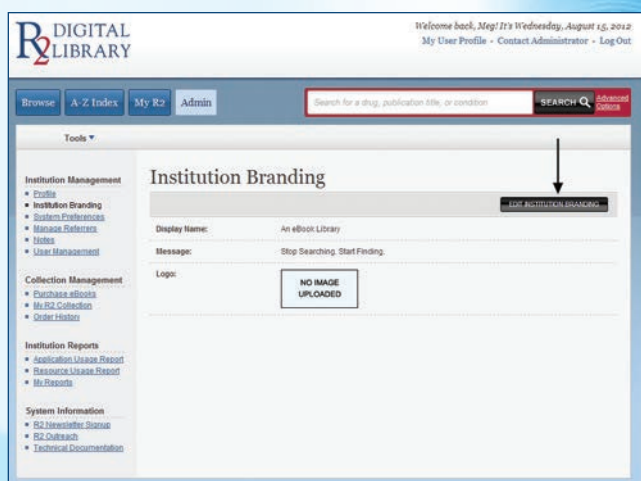
The R2 Digital Library for Administrators

Managing Users on the R2 Digital Library

Within the User Management section of the Admin area, you can add a user to your institution by clicking the Add New User button. To edit a current user, simply click that user's name.
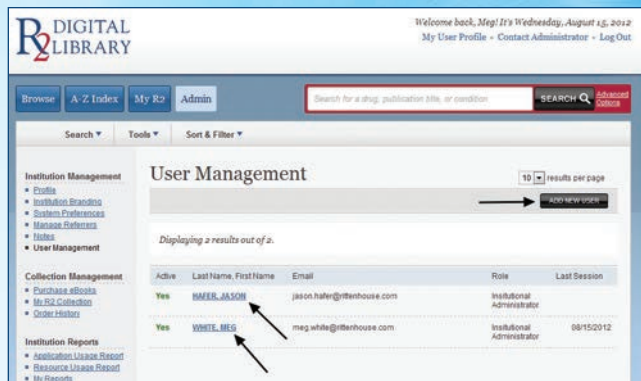
When you are adding or editing a user, you can change that user's email preferences to receive various email notifications from the R2 Digital Library. Please note that some email notifications are not available to all users.

Other Institution Management Options

From the left navigation bar of the Admin area, you can also access:

• System Preferences: Add and manage your institution's IP ranges
• Manage Referrers: Add and manage your referrer URLs with one click
• Notes: Write and track notes to assist with your library's work flow

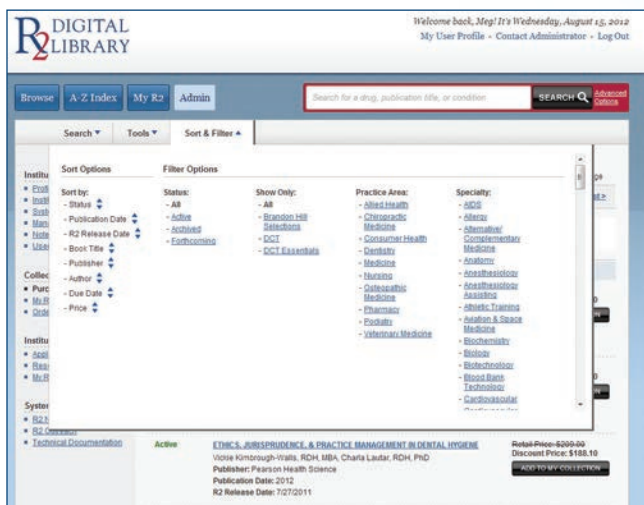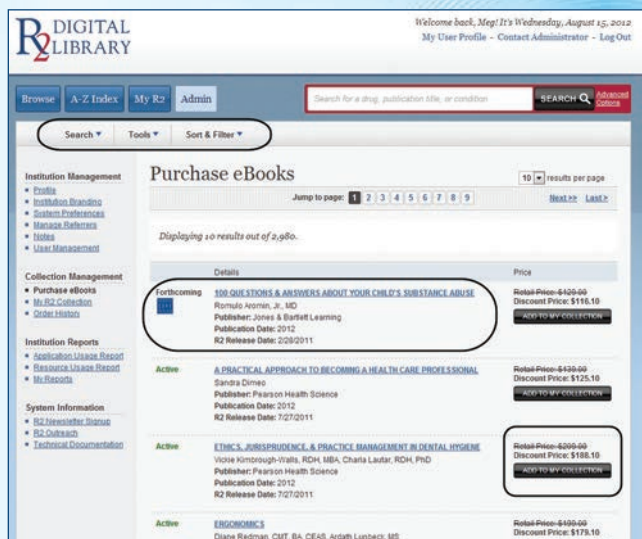# The R2 Digital Library for Administrators

Managing Your R2 Digital Library eBook Collection

From the Collection Management section of the Admin area, you can purchase R2 Digital Library eBooks, view your current collection and review your order history. These options are all available from the left navigation bar.

Purchasing eBooks on the R2 Digital Library

To purchase R2 Digital Library eBooks, click the Purchase eBooks link beneath the Collection Management heading of the left hand navigation bar.

- Use the Search, Tools and Sort & Filter dropboxes to find essential eBooks
- Each title listing contains titles status, bibliographic information, DCT and Brandon Hill status
- Click on any title to expand the title detail section
- Prices are clearly stated with applicable discount
- Click the Add to My Collection button to call up the cost calculator and add an eBook to your shopping cart

The Sort & Filter Tool

The Sort & Filter dropbox allows you to quickly refine your selection of eBooks available for purchase on the R2 Digital Library. Using the sort and filter tools allows you to quickly find the eBooks you need, which saves time and streamlines the purchasing process.

My R2 Collection

The My R2 Collection area within Collection Management allows you to review your current R2 Digital Library eBook collection. You can use the Tools drop box along the top navigation bar to print, email and download your collection.
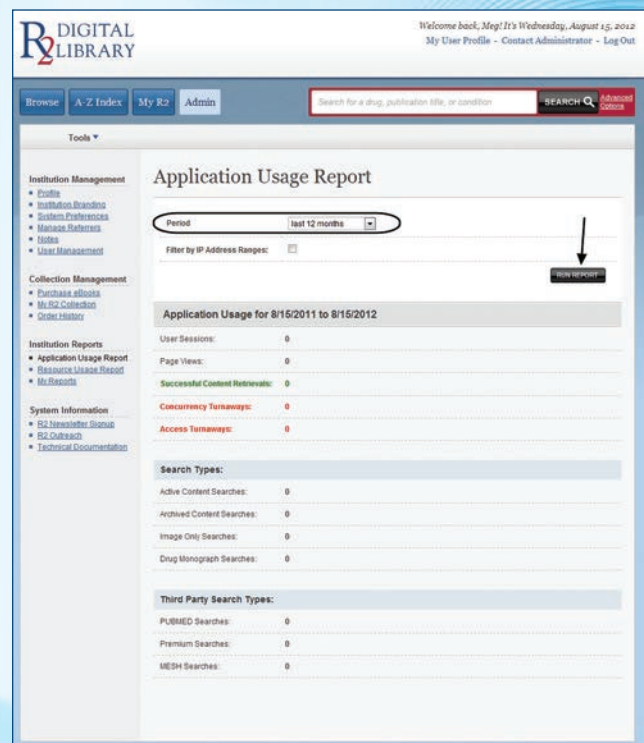
Order History

Within the Order History area of Collection Management, you can review past orders and download MARC records.

R2 Digital Library Institution Reports

The R2 Digital Library provides many reporting options for Admins. These easy to use tools allow you to see how your users are accessing your R2 Digital Library collection and can help inform future acquisition decisions.

- Use the dropbox to select the time period for the report you wish to view
- Click the Run Report button to generate that report
- Usage statistics will be displayed on screen
- Use the Tools drop box along the top navigation bar to email, download or print your report
- Review application-wide and resource-specific reports
- Use the My Reports area to customize and automate your R2 Digital Library reports

System Information

The System Information area for administrators provides valuable resources to assist in your implementation of R2 Digital Library eBooks. Here, you can:

- Sign up for R2 Digital Library News and Notes, a monthly newsletter that keeps you current with the R2 Digital Library
- Access valuable training and marketing materials in the R2 Outreach area
- Provide your IT department with the technical documentation needed for Federated Search Integration, EZ Proxy Configuration and Trusted URL Configuration

Thank You for Using the R2 Digital Library

Thank you for making the R2 Digital Library part of your health sciences eBook solution. We look forward to working with you to develop your eBook collection in the future. Should you have any questions regarding the application, please email us at customerservice@r2library.com.