

Activating an Electronic Resource from the Community Zone in Alma

- 1) Search the **Community Zone** for the correct electronic collection. Search by **Electronic Collection**, not All Titles.



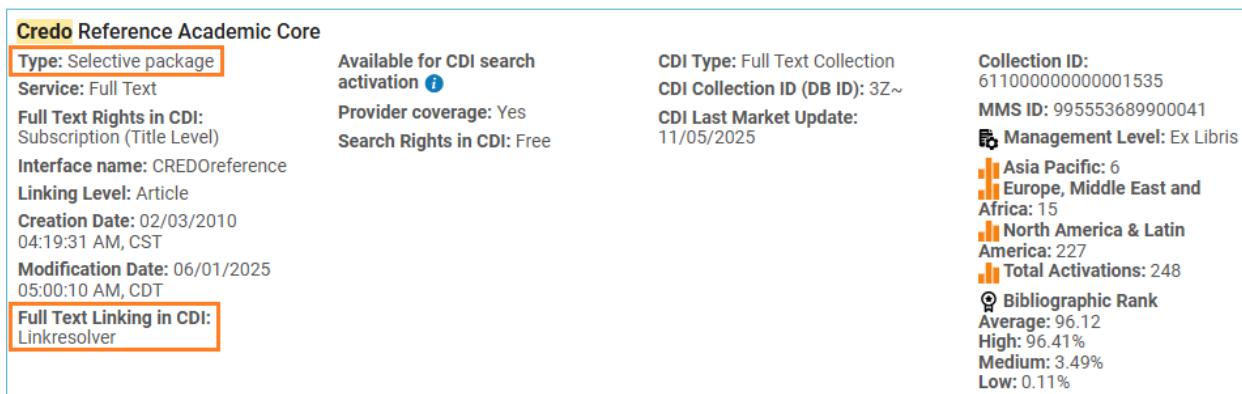
The screenshot shows the Alma search interface. The search bar contains the query "proquest african american poetry". The search button is highlighted with an orange border. The search bar also includes dropdown menus for "Electronic collection" and "Electronic Collection Name".

- Note the **Type of electronic collection** being activated: **Aggregator**, **Selective package**, or **Database**
- Note the **Full Text Linking in CDI** in the electronic collection details: **Link in record**, **Linkresolver**, or **Hybrid**



The screenshot shows the Alma Community Zone interface for the "African American Poetry" collection. The collection details are as follows:

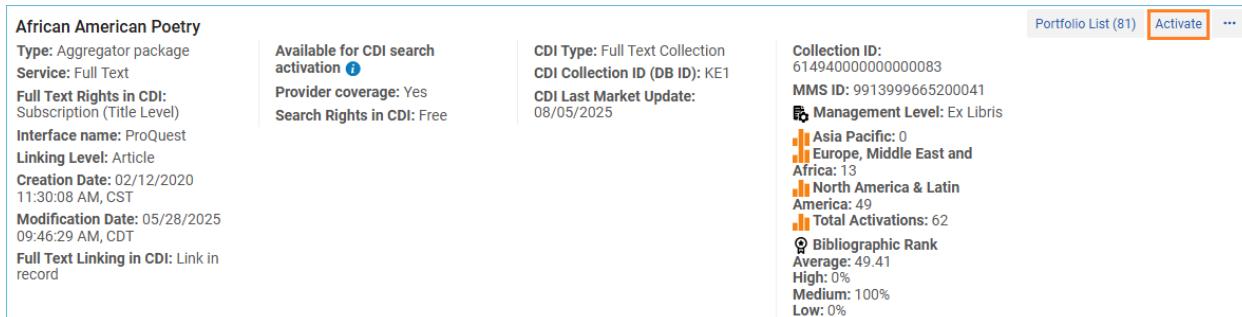
Type: Aggregator package	Available for CDI search activation	CDI Type: Full Text Collection	Collection ID: 6149400000000000083
Service: Full Text	Provider coverage: Yes	CDI Collection ID (DB ID): KE1	MMS ID: 9913999665200041
Full Text Rights in CDI: Subscription (Title Level)	Search Rights in CDI: Free	CDI Last Market Update: 08/05/2025	Management Level: Ex Libris
Interface name: ProQuest			Asia Pacific: 0
Linking Level: Article			Europe, Middle East and Africa: 13
Creation Date: 02/12/2020			North America & Latin America: 49
11:30:08 AM, CST			Total Activations: 62
Modification Date: 05/28/2025			Bibliographic Rank: Average: 49.41
09:46:29 AM, CDT			High: 0% Medium: 100% Low: 0%
Full Text Linking in CDI: Link in record			



The screenshot shows the Alma Community Zone interface for the "Credo Reference Academic Core" collection. The collection details are as follows:

Type: Selective package	Available for CDI search activation	CDI Type: Full Text Collection	Collection ID: 61100000000001535
Service: Full Text	Provider coverage: Yes	CDI Collection ID (DB ID): 3Z~	MMS ID: 995553689900041
Full Text Rights in CDI: Subscription (Title Level)	Search Rights in CDI: Free	CDI Last Market Update: 11/05/2025	Management Level: Ex Libris
Interface name: CREDOreference			Asia Pacific: 6
Linking Level: Article			Europe, Middle East and Africa: 15
Creation Date: 02/03/2010			North America & Latin America: 227
04:19:31 AM, CST			Total Activations: 248
Modification Date: 06/01/2025			Bibliographic Rank: Average: 96.12
05:00:10 AM, CDT			High: 96.41% Medium: 3.49% Low: 0.11%
Full Text Linking in CDI: Linkresolver			

- 2) Next to the record in the results list, click the **Activate** button



The screenshot shows the Alma Community Zone interface for the "African American Poetry" collection. The collection details are as follows:

Type: Aggregator package	Available for CDI search activation	CDI Type: Full Text Collection	Collection ID: 6149400000000000083
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09:46:29 AM, CDT			High: 0% Medium: 100% Low: 0%
Full Text Linking in CDI: Link in record			

The "Activate" button is highlighted with an orange border in the top right corner of the interface.

3) The Electronic Collection and Services Setup appears. Leave the settings in the top box, **Local Electronic Collection Information**, set to their defaults in most cases.

FIGURE 1 SETTINGS FOR AGGREGATORS AND SELECTIVE PACKAGES

African American Poetry

Local Electronic Collection Information

Public name (override)

Level URL (override)

Mark Bib as suppressed

Electronic Collection Proxy Enabled No Yes

Library African American Poetry

Additional descriptive information African American Poetry

Electronic Collection Proxy Selected

*Note: for **Database** type electronic collection, uncheck the **Mark Bib as suppressed** box and select **Yes** for **Electronic Collection Proxy Enabled** and add your **default proxy** to the drop-down.

FIGURE 2 SETTINGS FOR DATABASE TYPE

Local Electronic Collection Information

Public name (override)

Level URL (override)

Mark Bib as suppressed

Electronic Collection Proxy Enabled No Yes

Library ProQuest Congressional and Executive Base

Additional descriptive information ProQuest Congressional and Executive Base

Electronic Collection Proxy Selected Default (currently: Proxy CFL)

4) The next box down is for **CDI information** (note this box does not appear for some electronic collections).

- CDI Search activation status : Active
- We subscribe to only some titles in this collection:
 - Select YES:
 - for selective package type, where you subscribe to only part of the content
 - for Linkresolver link type collections
 - Select NO:
 - for an aggregator package type where you subscribe to all content
 - for Link in Record type collections (these are typically non-selective subscriptions.)
 - for Hybrid type collections; all records in these collections will appear as full text available
- Do not show as Full Text available in CDI even if active in Alma. This is left blank for electronic resources containing journal articles. If a library does not want eBooks and eBook chapters to come into Primo VE from CDI, they can check this box.

Central Discovery Index information

CDI Search activation status Active Not Active

We subscribe to only some titles in this collection No Yes

Do not show as Full Text available in CDI even if active in Alma

5) The next box is Full Text Service.

- Click Activate this electronic service
- Click Make service available
- Automatically activate new portfolios – only select this if your library subscribes to an entire package

Full Text Service

Activate this electronic collection service	<input checked="" type="checkbox"/>
Make service available	<input checked="" type="checkbox"/>
Automatically activate new portfolios	<input checked="" type="checkbox"/>
Active from date	<input type="text"/> <input type="button" value="Calendar"/>
Active until date	<input type="text"/> <input type="button" value="Calendar"/>
Service public name	<input type="text"/>
Service Public Note	<input type="text"/>
Service Authentication Note	<input type="text"/>

6) Linking Information.

- This page is where you would enter any account information needed to authenticate access, like Client IDs for Proquest, or a Gale LOC-ID, etc.
- The next box down is Proxy set up. Click Yes and enter your default proxy.

Full Text Service - Linking Parameters

Parameter Name	Value
1 CLIENTID	xxxx_xxx

Full Text Service - Proxy setup

Proxy enabled	<input type="radio"/> No <input checked="" type="radio"/> Yes	Proxy selected	Default (currently: NBJ EZProxy)
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7) The next page gives you the option to:

- Activate all portfolios – Select this if the electronic collection is an **Aggregator** type.
- Activate collection and selected portfolios via Excel file upload – This is an option if this is a **Selective** package type of electronic collection. For more about the spreadsheet method [see this documentation](#).
- Manual activation – activates the electronic collection and manually selects portfolios – you will get the option to search the CZ and select portfolios to add to the collection

African American Poetry

Activation Type	<input checked="" type="radio"/> Activate all - Activation of the complete electronic collection with no selection of portfolios <input type="radio"/> Activate electronic collection and selected portfolios via Excel file upload <input type="radio"/> Manual activation - activate electronic collection and manually select portfolios
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8) The next screen shows an activation summary – number of portfolios, and the collection and service that will be activated

Activation Summary	
Services	Full Text
Number of portfolios to be activated	304
Additional activation count (electronic collection + service)	2

- 9) Click the **Activate** button
- 10) After a few minutes (or longer for large collections) you will see the CZ icon turn blue in your IZ, and portfolios will be added into your Primo VE. Citations from CDI can take up to 72 hours to fully populate Primo VE.

1		African American Poetry
		Type: Aggregator package
		Services: Full Text (Available)
		Interface name: ProQuest
		Linking Level: Article
		Creation Date: 2021/09/14 11:45:02 CDT
		Modification Date: 2021/09/14 11:45:02 CDT