

# 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.

Electronic collection ▾ Electronic Collection Name ▾ proquest african american poetry X [User Icon] Q

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

<b>African American Poetry</b>			
<b>Type:</b> Aggregator package	<b>Available for CDI search activation</b> ⓘ	<b>CDI Type:</b> Full Text Collection	<b>Collection ID:</b> 614940000000000083
<b>Service:</b> Full Text	<b>Provider coverage:</b> Yes	<b>CDI Collection ID (DB ID):</b> KE1	<b>MMS ID:</b> 9913999665200041
<b>Full Text Rights in CDI:</b> Subscription (Title Level)	<b>Search Rights in CDI:</b> Free	<b>CDI Last Market Update:</b> 08/05/2025	<b>Management Level:</b> Ex Libris
<b>Interface name:</b> ProQuest			<b>Asia Pacific:</b> 0
<b>Linking Level:</b> Article			<b>Europe, Middle East and Africa:</b> 13
<b>Creation Date:</b> 02/12/2020 11:30:08 AM, CST			<b>North America &amp; Latin America:</b> 49
<b>Modification Date:</b> 05/28/2025 09:46:29 AM, CDT			<b>Total Activations:</b> 62
<b>Full Text Linking in CDI:</b> Link in record			<b>Bibliographic Rank</b> Average: 49.41 High: 0% Medium: 100% Low: 0%

<b>Credo Reference Academic Core</b>			
<b>Type:</b> Selective package	<b>Available for CDI search activation</b> ⓘ	<b>CDI Type:</b> Full Text Collection	<b>Collection ID:</b> 611000000000001535
<b>Service:</b> Full Text	<b>Provider coverage:</b> Yes	<b>CDI Collection ID (DB ID):</b> 3Z~	<b>MMS ID:</b> 995553689900041
<b>Full Text Rights in CDI:</b> Subscription (Title Level)	<b>Search Rights in CDI:</b> Free	<b>CDI Last Market Update:</b> 11/05/2025	<b>Management Level:</b> Ex Libris
<b>Interface name:</b> CREDOfreference			<b>Asia Pacific:</b> 6
<b>Linking Level:</b> Article			<b>Europe, Middle East and Africa:</b> 15
<b>Creation Date:</b> 02/03/2010 04:19:31 AM, CST			<b>North America &amp; Latin America:</b> 227
<b>Modification Date:</b> 06/01/2025 05:00:10 AM, CDT			<b>Total Activations:</b> 248
<b>Full Text Linking in CDI:</b> Linkresolver			<b>Bibliographic Rank</b> Average: 96.12 High: 96.41% Medium: 3.49% Low: 0.11%

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

<b>African American Poetry</b>				Portfolio List (81) <b>Activate</b> ...
<b>Type:</b> Aggregator package	<b>Available for CDI search activation</b> ⓘ	<b>CDI Type:</b> Full Text Collection	<b>Collection ID:</b> 614940000000000083	
<b>Service:</b> Full Text	<b>Provider coverage:</b> Yes	<b>CDI Collection ID (DB ID):</b> KE1	<b>MMS ID:</b> 9913999665200041	
<b>Full Text Rights in CDI:</b> Subscription (Title Level)	<b>Search Rights in CDI:</b> Free	<b>CDI Last Market Update:</b> 08/05/2025	<b>Management Level:</b> Ex Libris	
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<b>Linking Level:</b> Article			<b>Europe, Middle East and Africa:</b> 13	
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<b>Full Text Linking in CDI:</b> Link in record			<b>Bibliographic Rank</b> Average: 49.41 High: 0% Medium: 100% Low: 0%	

- 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**

The screenshot shows the 'Local Electronic Collection Information' section for the collection 'African American Poetry'. It includes fields for 'Public name (override)', 'Level URL (override)', 'Library', 'Additional descriptive information' (set to 'African American Poetry'), 'Mark Bib as suppressed' (checked), 'Electronic Collection Proxy Enabled' (radio buttons for No and Yes, with 'No' selected), and 'Electronic Collection Proxy Selected' (a dropdown menu).

**\*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**

The screenshot shows the 'Local Electronic Collection Information' section for a database type collection. It includes fields for 'Public name (override)', 'Level URL (override)', 'Library', 'Additional descriptive information' (set to 'ProQuest Congressional and Executive Base'), 'Mark Bib as suppressed' (unchecked), 'Electronic Collection Proxy Enabled' (radio buttons for No and Yes, with 'Yes' selected), and 'Electronic Collection Proxy Selected' (a dropdown menu set to 'Default (currently: Proxy CFL)').

- 4) The next box down is for **CDI information** (note this box does not appear for some electronic collections).
  - a. CDI Search activation status : Active
  - b. We subscribe to only some titles in this collection:
    - i. Select YES:
      1. for selective package type, where you subscribe to only part of the content
      2. for Linkresolver link type collections
    - ii. Select NO:
      1. for an aggregator package type where you subscribe to all content
      2. for Link in Record type collections (these are typically non-selective subscriptions.)
      3. for Hybrid type collections; all records in these collections will appear as full text available
  - c. 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.

The screenshot shows the 'Central Discovery Index information' section. It includes three settings: 'CDI Search activation status' (radio buttons for Active and Not Active, with 'Active' selected), 'We subscribe to only some titles in this collection' (radio buttons for No and Yes, with 'No' selected), and 'Do not show as Full Text available in CDI even if active in Alma' (checkbox, unchecked).

- 5) The next box is Full Text Service.
  - a. Click Activate this electronic service
  - b. Click Make service available
  - c. Automatically activate new portfolios – only select this if your library subscribes to an entire package

Full Text Service

Activate this electronic collection service

☒

Make service available

☒

Automatically activate new portfolios

☒

Active from date

Active until date

Service public name

Service Public Note

Service Authentication Note

6) Linking Information.

- a. 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.
- b. 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

☐ No ☒ Yes

Proxy selected

Default ( currently: NBJ EZProxy )

7) The next page gives you the option to:

- a. Activate all portfolios – Select this if the electronic collection is an **Aggregator** type.
- b. 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](#).
- c. 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

☒ Activate all - Activation of the complete electronic collection with no selection of portfolios

☐ Activate electronic collection and selected portfolios via Excel file upload



☐ Manual activation - activate electronic collection and manually select portfolios

- 8) The next screen shows an activation summary – number of portfolios, and the collection and service that will be activated

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

- 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.

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**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