

# ACCESS and LIBRARY MANUAL

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#### **COUNTER Statistics**



**COUNTER (Counting Online Usage of Networked Electronic Resources)** is an initiative formed by **NISO (National Information Standards Organization)**. Libraries and publishers wish to make available consistent, credible, and comparable usage reporting. In this light, COUNTER helps libraries understand how content they obtain from a variety of vendors and publishers is being used.

For a publisher or vendor to be considered "COUNTER-compliant," they must undergo an independent audit to show compliance with the COUNTER Code of Practice (that their usage reports follow the standard reporting structure).

In terms of the usage reports provided, COUNTER reports include usage information on journals, databases and books, and provide standards for recording & reporting online usage stats for consistency, credibility & compatibility among vendors.

Release 5 is designed to balance the needs of quality reports with the need to make things simpler so that all content providers can achieve compliance and librarians can have usage statistics that are credible, consistent and comparable.

Trans Tech Publications Ltd. provides its subscribers with Counter Reports 4 and 5.

If you want more information on the <u>latest release for the Code of Practice</u>, the Project COUNTER website has further details, or stay on Editor Resources for more detail on understanding research metrics.





#### STATISTICS FOR LIBRARIES

Follow our step-by-step instructions to start the reviewing process.

#### Step 1. Library Home

**Log in** to your account and select the **LIBRARY** role on the top menu. You will see your library main menu. Menu tabs for Library comprise four sections:

#### LIBRARY HOME DOCUMENTS COUNTER REPORTS R4 COUNTER REPORTS R5



#### Step 2. Documents

By clicking on **DOCUMENTS** you get to a screen where you can see **how many papers have been downloaded** during a specific time period (weeks, months, years, etc.).



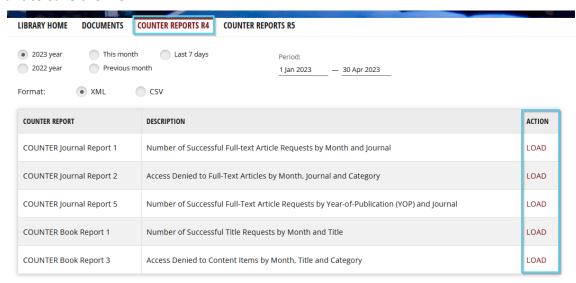
**Subscribed:** Each time a user downloads the PDF of a paper to which he has access (only PDF downloads are counted, first page views are not counted).

**Unsubscribed**: Shows how many times a user tried to download a paper to which he does not have access. Without access a user can only open the first page of the paper; each time he opens this first page is counted.



#### Step 3. Counter Reports R4

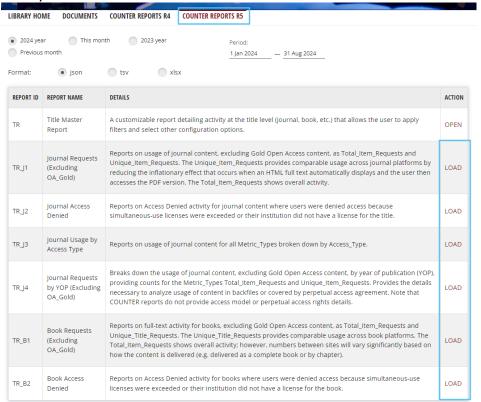
Clicking on **COUNTER REPORTS R4** you will get to an interface that allows you to **download reports with download statistics**. Simply select the period (year, month, last 7 days or any other period from the calendar) you are interested in, the data format (XML or CSV) and click on the **Load** button in order to have the download window pop up asking you where you want to save the file.



You can find more information about these reports at <a href="https://www.projectcounter.org/code-of-practice-sections/usage-reports/">https://www.projectcounter.org/code-of-practice-sections/usage-reports/</a>.

#### Step 4. Counter Reports R5

The COUNTER REPORTS R5 tab takes you to a screen where you can download your reports on usage of the journals content for a certain period of time. You can adjust the needed period manually.





In addition to standard reports, it is possible to generate a customized Title Master Report.



You can select and set the required parameters manually.







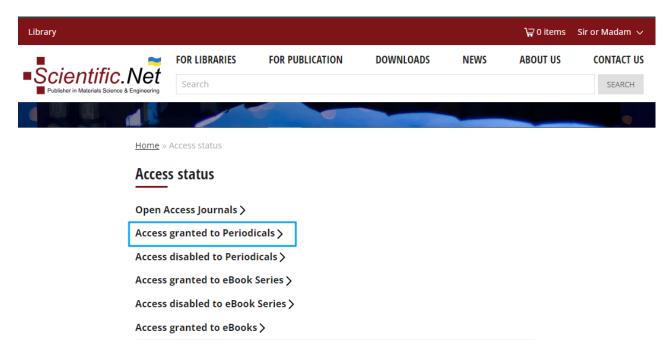
#### **ACCESS TO PERIODICALS**

To access the periodicals that are open for your account, please follow the steps:

- 1. Visit www.scientific.net website.
- 2. Log in to your User account in the top right corner of the webpage and click on the "Access Status" menu as shown in the screenshot below:

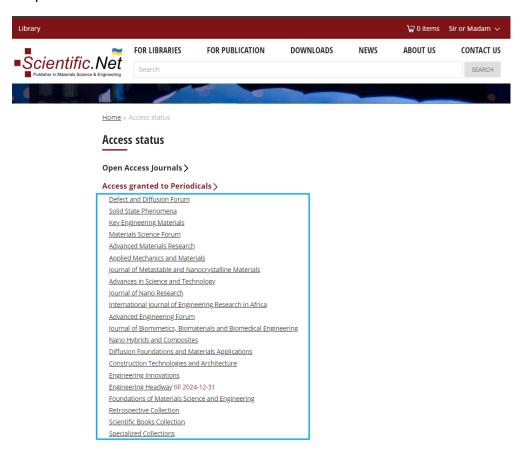


3. Click on "Access granted to Periodicals":

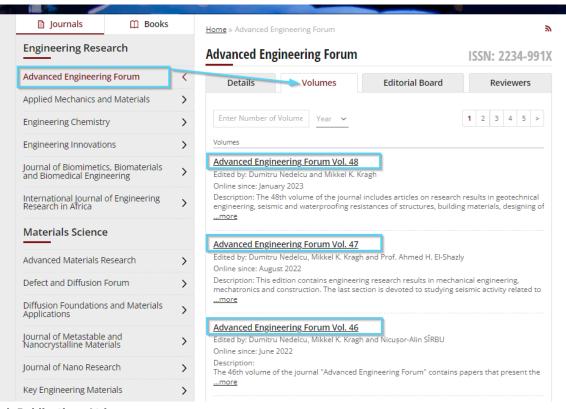




4. Under the "Access granted to Periodicals" you will have a full access to the list of all subscribed periodicals:

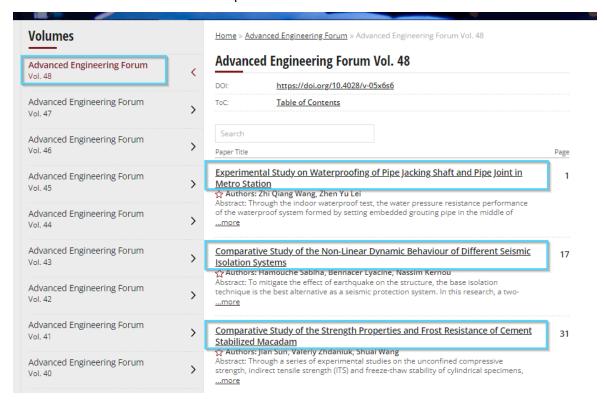


5. Select the periodical. The list of volumes will be available under the periodical title in the tab "Volumes":

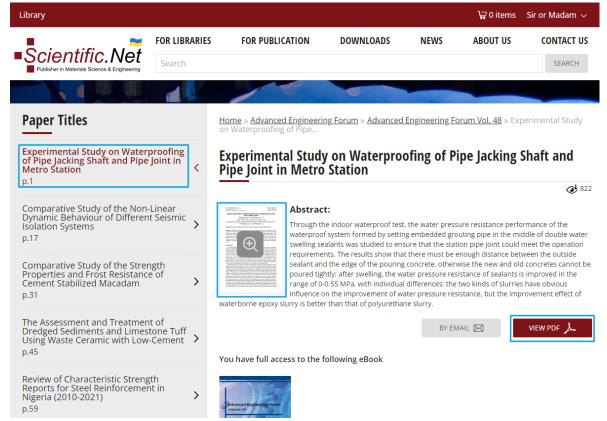




6. Please click on the Volume to open the list of articles:



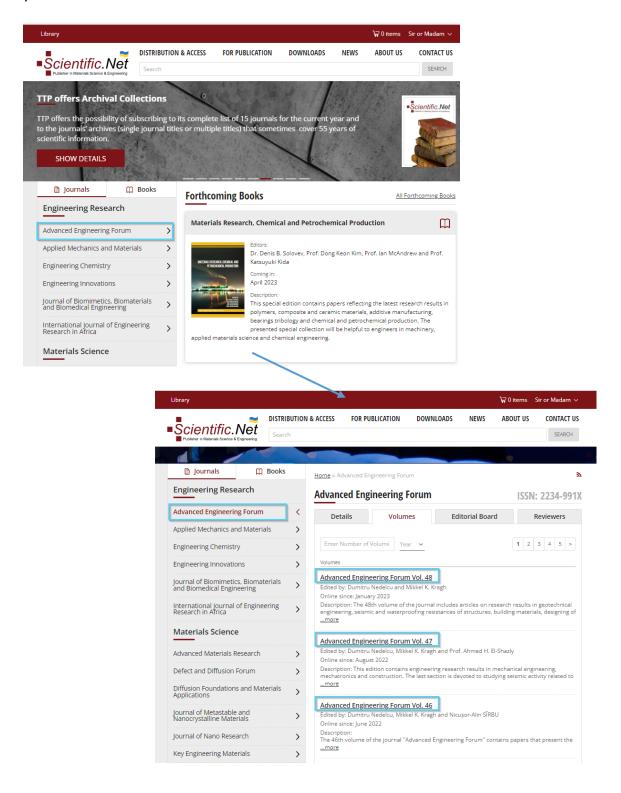
7. Select an article. You can access its full text by clicking on the button" **VIEW PDF**" available below the Abstract:





#### NOTE:

You can skip steps 2-5 and select the periodical from the list appearing on the left side after you access the www.scientific.net website:



All further steps will be the same.





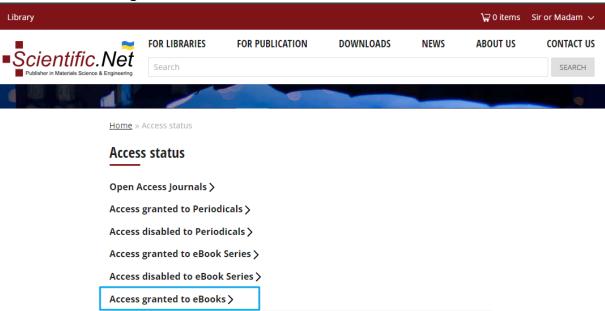
#### **ACCESS TO eBOOKS**

To access the eBooks that are open for your account, please follow the steps:

- 1. Visit www.scientific.net website.
- 2. Log in to your User account in the top right corner of the webpage and click on the "Access Status" menu as shown in the screenshot below:



3. \*Click on "Access granted to eBooks":

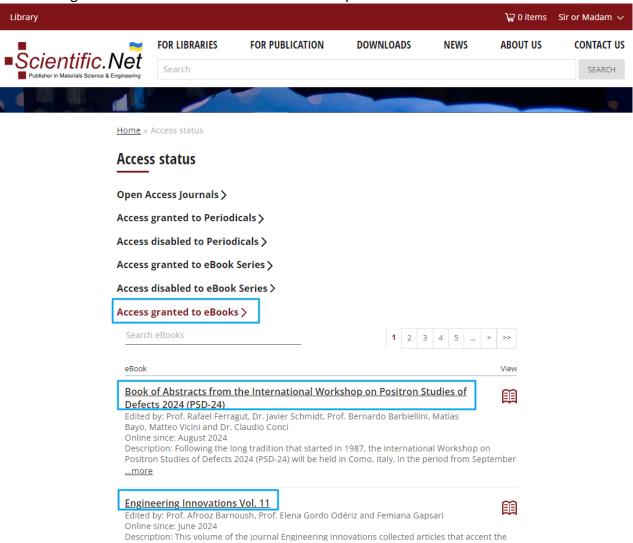


\*Alternatively, skip the steps 3-4 and go to "My eBooks" after you access the www.scientific.net website:

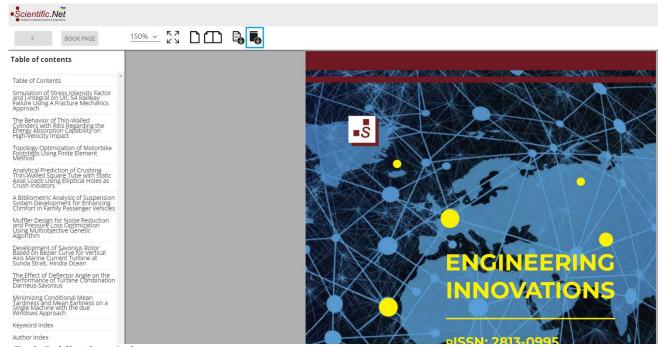




4. You will get the list of eBook titles as shown in the picture below:

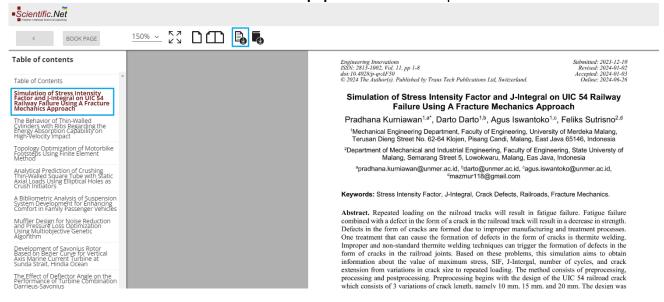


## 5. You can download the eBook as PDF file by clicking on the "**Download book**" icon on the top:



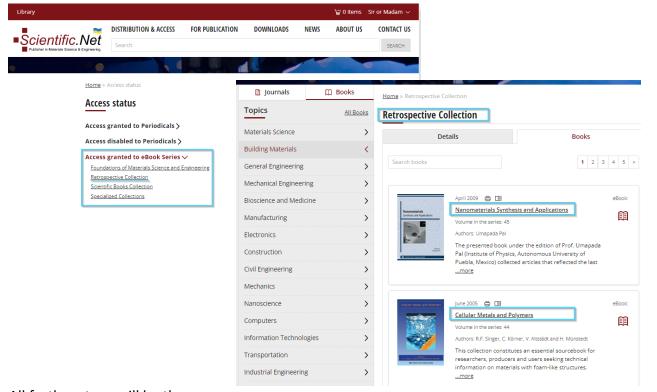


6. You can also download a separate article: choose an article from the Table of Contents list, click on itand click on the "**Download current paper**" icon on the top:



**IMPORTANT**: Downloads can only be used within the organisation that has the subscription and cannot be shared outside the institution.

7. You can also download the eBook or a separate article from the eBook series to which the access is granted:



All further steps will be the same.

Switzerland



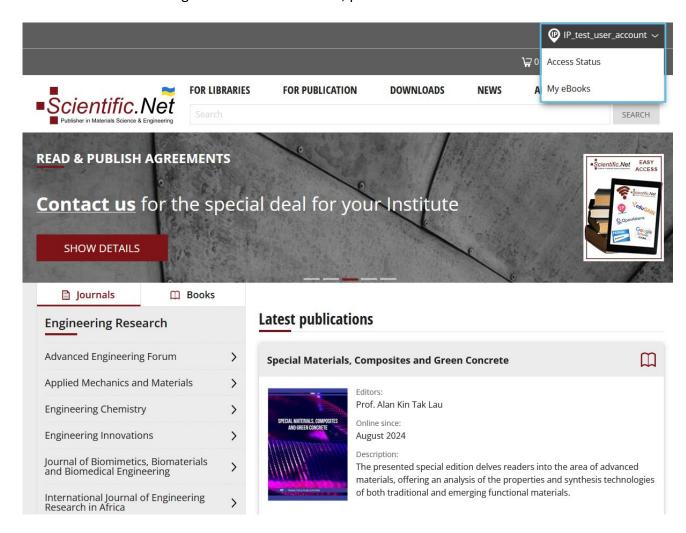


#### IP USER AND OTHER WAYS TO ACCESS PERIODICALS AND eBOOKS

The access to the same extent and the same periodicals/eBooks is granted to IP Users without necessity to log in to the user account.

In other words, you can enjoy the prompt easy access to all content open for your IP immediately after visiting the Scientific.Net website and skipping the authorization step.

The IP access functionality will be available at the top right corner of the website to enable you to reach the subscribed periodicals and eBooks via the same "Access Status" and "My eBooks" menus as through the authorized access, please see below:



All further steps are the same as described for the authorized access.



There are **different methods to access Scientific.net**, that is through:

- 1) IP Address authentication (IPv4);
- 2) SSO Authentication (now supported next federations: eduGAIN, OpenAthens, UK Access Management, InCommon, SWAMID, SWITCHaai, and DFN-AAI). SAML protocols: OpenAthens, Shibboleth
- 3) Authentication by Scientific.NET user login and password;
- 4) Google Scholar CASA to provide authentication enhancement that improves the authentication for off-campus users of Google Scholar.

#### ? HOW TO UPDATE USER INFORMATION FOR IP ACCESS (IP RANGES) ?

TTP is partnering <u>theIPregistry.org</u> which is a repository of validated IP addresses for content licensing organisations.

If you have an account with the IP registry, your IP information will be updated on a centralized basis from their database. Contacting our customer service is not required.

If you don't have an account with thelPregistry, you can create it following the link <a href="https://app.thelPregistry.org">https://app.thelPregistry.org</a>.

The users having not registered with theIPregistry, in case of any changes in the user information, should send the updated IP ranges to us directly through the convenient channel.

Enjoy the advantages of the prompt and easy IP User access and in case of any problems with access or other questions, please contact us: office@scientific.net.



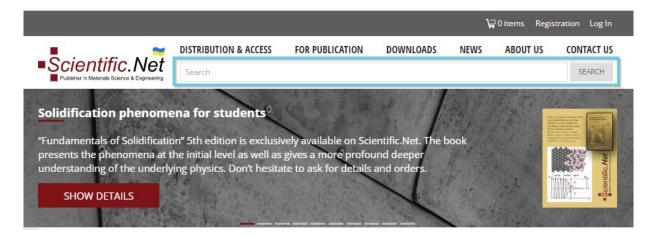
#### **SEARCH OPTIONS and CAPABILITIES**

Our website Scientific.Net offers a very comfortable search through the database allowing the users to refine their search by kewords, author, periodical, etc. as well as sort it by relevance or date.

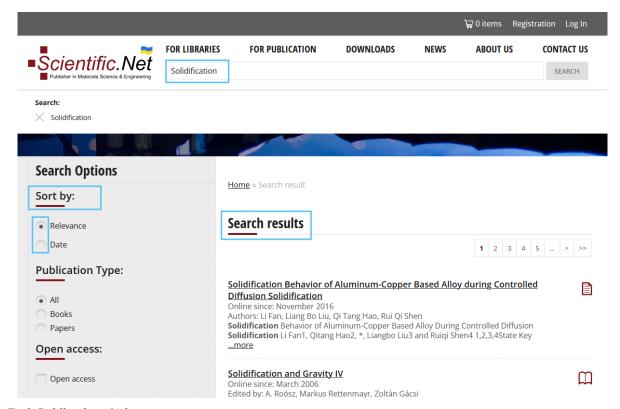
Please explore this option in more detail.

#### **GETTING STARTED**

To start searching the content, please type in the phrase / title of your interest in the searchbox that appears at the top of the webpage under the website menus and press the "Search" button or "Enter" button on the keyboard.



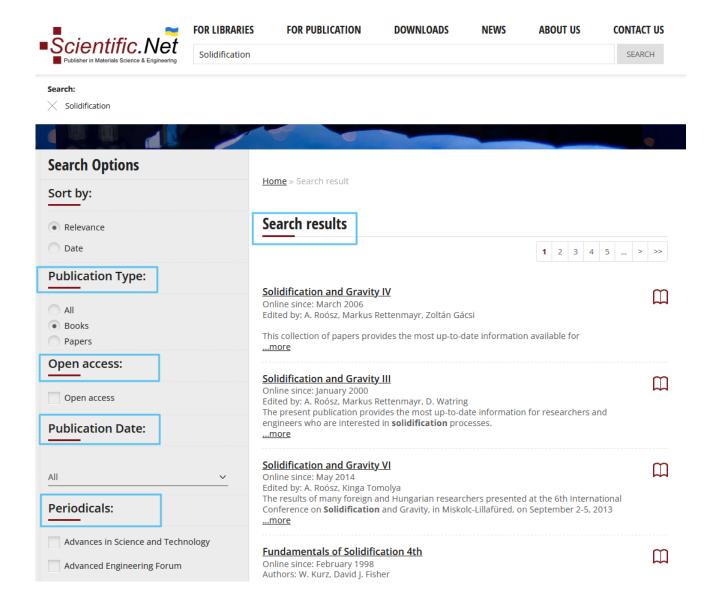
You can **sort** your search results by relevance or date:





Also, you can refine your search results by:

- the type of the publication (all/book/paper)
- open access
- publication date
- periodicals



We hope you will enjoy your experience with the Scientific. Net website. If you have any additional questions or encounter problems, please contact us at office@scientific.net.