# Cambridge Core

## 圖書館員賬户使用指南

- 更新學校∕機構信息
- 下載書目信息
- 管理内容需求、查看訂閱/購買内容
- 獲取使用統計



## Cambridge **Core**

Cambridge Core是劍橋大 學出版社最新發布的學術資源 平臺。

此用户指南爲賬户管理員 管理學校/機構賬户提供了循序 漸進的指導。

cambridge.org/core

## 圖書館員賬户

## 登録管理員賬户

在Cambridge Core主頁上,點擊頁面右上方藍色的"log in"按鈕,使用電子郵箱地址和密碼以賬戶管理員身份登 録。

如您在登録過程中有任何問題,請訪問

cambridge.org/core/help

•登録要求:

-電子郵箱:輸入申請管理員賬户時登記的電子郵箱地址(例如:test@exampleuniversity.edu.cn)

-密碼: 輸入您的密碼 (密碼區分字母大小寫)

• Manage your account settings 管理您的帳户設置

管理員賬户頁面有如下選項:

登録后,點擊頁面右上方藍色的"My Account"按鈕。

• Review access and authentication methods 查看訪問和身份驗證方法

- Retrieve bibliographic data 獲取書目數據(MARC, KBART)
- View your content holdings 查看本校訂閱/購買内容
- View content requests 查看内容需求
- Marketing support 宣傳支持
- Retrive usage statistics 獲取使用統計
- Find user guides and training 獲取用户指南與培訓

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如果您是多個機構的管理員,您可以通過選擇左側機構 賬户名稱旁的"Change"更改,輕松在多個機構之間轉换。 集團用户管理員還可以查看本集團内的機構列表。

帳户設置

## 更新機構信息

① 在"Account settings" 賬户設置頁面中,您可以檢查并更新您的地址,設置 顯示機構名稱,上傳機構徽標以及設置開放鏈接(OpenURL)。

## 上傳機構徽標

- 在機構賬户頁面上選擇"Account settings" 賬户設置
- 2 在"Account settings" 賬户設置頁 面中,選擇"Organisation logo" 標簽



#### 帳户設置

#### 3 上傳機構徽標

- 通過資料夾位置上傳
- 單擊"Select Image"
- 選擇您的圖像文件所在的資料夾
- 通過拖放方式上傳
- 從資料夾中選擇您想上傳的圖像文件
- 拖放到圖像區域
- 4 成功上傳機構徽標后,即可看到"Delete Logo"删除徽標按鈕。如有 需要,您可使用此功能來删除您之前上傳的徽標。
- 5 默認情况下,如果没有上傳圖片,會以機構名 稱的首位字母顯示。
- ⑥ 您也可以通過在文本框中提供網址鏈接并選擇"Save"保存的方式來 定義徽標網址。如果提供了網址,點擊機構的徽標將鏈接到該網 址。



#### ✔ JPEG, PNG和GIF圖片均可

- ✔ 圖片大小不超過150KB
- ✓ 不合適的圖片會出現錯誤提示 信息

#### 帳户設置

## 開放鏈接(OpenURL)設置

- 1 在機構帳户頁面上,選擇"Account settings"帳户設置
- ② 在"Account settings" 帳户設置下,選擇 "OpenURL Resolver" 開放鏈接解析器

.

- 3 輸入圖書館的鏈接解析器基地址
  - •例如: http://example.search.serialssolutions.com
- ④ 通過使用自定義文本或上傳圖片的辦法,您可以修改開放鏈接(OpenURL) 顯示給機構用户的方式。圖片必須是 JPEG,PNG或者GIF格式,并且不 大於150kb。



#### 帳户設置

- 5 如果没有提供自定義文本或圖片,則開放鏈接(OpenURL)的默認顯示爲文本開放鏈接查詢(OpenURL Query)。
- 6 您可以預覽開放鏈接(OpenURL)在視窗右側的開放鏈接解析器 (OpenURL resolver)頁面上的呈現方式。

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#### 書目數據

## 下載MARC數據, OCLC控制號& KBART列表

- 1 在機構賬户頁面上,選擇"Bibliographic data"書目資訊
- 2 選擇所需的數據格式:
  - MARC records (MARC 數據)
  - OCLC control numbers (OCLC控制號)
  - KBART title lists (KBART 期刊列表)
- ③ 您可以使用以下選項選擇您想要下載的數據:
  - 按機構名稱 可以是某一機構或聯盟名稱
  - 按訂單號 使用訂單參考號
  - 按ISBN 國際標准書號
  - 按ISSN 國際標准連續出版物編號(僅適用于KBART記錄)
  - 按包 下載機構購買的由特定圖書/期刊組合的包

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### 書目數據

- 4 下一步,您可以根據書目的錢上出版日期,指 定所需下載數據的日期範圍(僅適用於MARC 數據與OCLC控制號)
- 5 點擊"Download"下載
- ⑥ 您可以在下列不同的文件格式中獲取到更多資 訊。
  - •不同數據的下載文件格式:
  - MARC Records (.mrc 格式)
  - OCLC (.txt 格式)
  - KBART (.txt 格式)

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圖書館員可以下載您所訂購産品的書目資訊, 同時也可獲取Cambridge Core平臺所有內容的公 開數據。

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## 内容需求與已訂閱/購買内容

## 内容需求

此功能可以查看您所在機構的讀者對哪些内容有需求,幫助您識别用户需要。

- 1 在機構賬户頁面上,選擇"Content requests"内容需求
- 2 設定"Content request notification"内容需求通知
  - 如果您想在用户推薦内容時收到電子郵件通知,請啓用該選項
- ③ 在内容需求頁面上,您可以查看終端用户推薦購買的需求列表
- ④ 您可以按如下選項將需求列表進行升序/降序排序:
  - "Type"類型
  - "Title"標題
  - "Requests"需求
  - "Latest requests"最新需求

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## 内容需求與已訂閱/購買内容

5 如需查看每個需求的細節,包括推薦用户的身份及其輸入的留言, 點擊"View details"查看詳細資訊

6 您也可以通過點擊"Download list"下載需求列表



下載文件爲CSV格式,文件將 包含以下資訊:

- "Product type"產品類型
- "Title"標題
- "Link"鏈接
- "Request date"申請日期
- "Name"姓名
- "Email" 電子郵件
- "Message (if applicable)" 留言(如已填寫)

## 内容需求與已訂閱/購買内容

## 已訂閱/購買内容

#### 1 在機構賬户頁面上,選擇"Content holdings"已訂閱/購買内容

- 期刊訂閱
- 點擊"Download"下載csv格式的機構訂 関期刊列表
- 文件包含您已經購買的所有期刊列表 (列出已購買期刊及購買年份)\*\*
- 如需激活期刊訂閱,請輸入10位訂閱
   號(中間不留空格),并選擇"Activate"
   激活



\*\* 請注意:此列表不包括您可能通過試用而獲取的額外内容。

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## 内容需求和與已訂閱/購買内容

- 已購買的電子圖書
- 點擊"Download"下載csv格式的已 購買電子書列表\*\*
- 下載文件將包括電子書號和書名



\*\* 請注意,上述文件僅列出已購買或訂閱的内容,不包括您試用的内容

## 使用統計

## 獲取使用統計

- 1 在機構賬户頁面上,選擇"Account Settings" 賬户設置
- 2 在賬號設置頁面,選擇"Usage statistics"使用統計
- ③ 選擇報告時間範圍(開始和結束日期)
- ④ 選擇報告類型(詳見下頁的報告類型清單)和格式(如csv)
- 5 點擊"Download"下載



#### 使用統計

## 可下載哪些報告類型?

JR1 – Journal Report 1 每種期刊、每月成功的全文請 求量

JR1A – Journal Report 1a 回溯期刊庫中每種期刊、每月 成功的全文請求量

JR1GOA – Journal Report 1GOA 金色開放獲取期刊、每月成功 的全文請求量 JR2 – Journal Report 2 每種期刊、每種類別、每月被 拒絶的全文請求量

JR5 – Journal Report 5 每種期刊的下載量按出版年份 分布的情况

BR2 – Book Report 2 每種圖書、每月成功的章節請 求量 BR3 – Book Report 3 每種圖書、每種類别、每月被 拒絶的内容項目

PR1 – Platform Report 1 每個平臺、每月搜索和結果點 擊及記録查看總量

CR1

集團用户管理人員可獲取詳細 的集團使用情况

重要信息

- 請注意,COUNTER報告只有在Cambridge Core正式上綫后才開始記録數據,可選時間範圍爲2016年9月4 日至操作當日,如需要劍橋圖書和劍橋期刊時間更早的使用報告,請選擇頁面下方"Archived usage statistics"進行 下載。

## 訪問、驗證和宣傳支持

## 賬户管理員還可以做什么?

訪問和身份驗證

選擇"Access and Authentication"訪問和身份驗證以便進行以下操作:

- 在IP地址選項卡中瀏覽授權IP和封鎖IP
- 選擇Athens選項卡或Shibboleth選項卡來查看任何 關聯到您的賬户上、或是爲您的機構設置訪問的 Athens或Shibboleth ID
- 設置Athens或Shibboleth訪問,可以讓機構的用户 通過用機構系統單點登録的方式通過Cambridge Core在綫平臺的身份驗證。如您添加了一個 Shibboleth ID,您還可以生成一個可同機構終端用 户分享的WAYFless URL,以提供更快的口令驗證
- 在"Remote Users" 遠程用户中查看遠程和過期用户

#### 宣傳支持

- 選擇"Marketing support"宣傳支持選項,查看 Cambridge Core的現有資源,包括可下載的海報、 傳單和電子促銷產品
- 您也可使用此頁面爲所在機構索取您所需的定制的 宣傳材料



#### 您知道嗎?

Cambridge Core還支持入站開放鏈接(Inbound OpenURL)。 我們的基地址(Base URL)是<u>https / /www.cambridge.org/core/openurl</u>





劍橋大學出版社臺灣代表處 電話: +886 953-723421 Email: scheng@cambridge.org



