The Library Submission Utility is a web-based, password-protected tool used to manage your LinkOut, Outside Tool and Document Delivery accounts. You must have registered for at least one type of account to access the Library Submission Utility.

In the Submission Utility users can manage:

**LinkOut**
- Library Information
- Contact Information
- View or Update Online Holdings
- View or Update Print Holdings
- Provide Full Text and Print Icons
- View Usage Statistics
- Export Holdings

**Outside Tool**
- Contact Information
- Tool Settings
- Outside Tool Icon/Icon URL
- Outside Tool Statistics

**Document Delivery**
- Contact Information
- DDS Settings
- DDS Statistics

To login into the Library Submission Utility:

1. Go to the LinkOut Libraries webpage
2. Click “Library Submission” from the quick link bar under the LinkOut banner.
3. On the Library Submission Utility page, select the task that you would like to perform.
4. Log in with your library’s User Name and Password. Both User Name and Password are case sensitive. If you have forgotten your password click on “I forgot my password,” your library’s password will be sent to the email address(es) registered with LinkOut.

NLM Citation: LinkOut Help [Internet]. Bethesda (MD): National Center for Biotechnology Information (US); 2006-. Library Submission Utility. 2008 Feb 27 [Updated 2017 Feb 21].
If you do not remember your user name, go to either the LinkOut Libraries or Outside Tool provider lists. To view a brief animated tutorial, see Submission Utility: retrieving your password. (Macromedia Flash™ Player required).

**Library Information**

NCBI lists your library “Name” and “Public URL” in the LinkOut Libraries list. It is important to keep this information up to date to ensure that your library will be listed correctly.

To update Library Information:

1. Under the LinkOut tab, click Library Info
2. On the next screen click Edit
3. Edit the information as shown in the image below:
   A. **Name**: Verify that your Library Name is correct
   B. **Description**: Enter a brief description for your library (optional)
   C. **Display Name**: Choose a name for your library’s filter in My NCBI.
   D. **Public URL**: Enter the URL of your library Web site. If you do not have a library Web site, enter the homepage for your organization. The URL must be publicly accessible. Intranet URLs or URLs behind a firewall are not acceptable
   E. **DOCLINE LIBID**: Enter the DOCLINE LIBID assigned to your library if you wish to use the embargo function in DOCLINE for your holdings information stored in LinkOut.
4. Click Save. Updates take effect in 48 hours
Contact Information

The contact information is used only by the LinkOut Team and is not publicly available. It is important to keep this information current because the library contact is the recipient of the “I forgot my password” automated email and to allow the LinkOut team to contact you in the event of a problem with your account.

To update Contact Information:

1. Under the LinkOut tab, click Contact Info On the next screen click Add/Edit
2. Edit the fields Contact Name and Email. To list additional contact names and email, click Add Contact
3. Enter the additional contact name and email in the additional fields.
4. Click Save: Changes take effect immediately.

To view a brief animated tutorial on adding Contact Information see; Submission Utility: Contact Info (Macromedia Flash™ Player required).
View or Update Online Holdings

Links to your library’s online full-text holdings are applied to PubMed citations that are included in your LinkOut online holdings. Using your library links, your patrons can link directly from a PubMed citation to online full text from your library’s full-text provider. To view a brief animated tutorial on finding journals, see Submission Utility: Finding Journals. (Macromedia Flash™ Player required).

Note: Some full-text providers will manage LinkOut holdings on behalf of subscribers. For additional information, contact your full-text provider.

Section Contents

- Organizing Your Online Full-Text Holdings
- Editing your Holdings by Journals
- Editing your Holdings by Providers
- Editing your Holdings by Searching
- Entering your Subscription Information
- Using Preferred Provider

Organizing Your Online Full-Text Holdings

To help manage your online holdings, you should develop a list of journals that your library will be linking to through LinkOut.

For a library to link to online full text from a particular full-text provider (publisher, aggregator, etc.), the full-text provider must submit links for the journal AND the library must have a pre-existing access agreement with the full-text provider. See LinkOut Journals for a list of journals and associated full-text providers available for linking.

Some full-text providers do not provide links to NCBI, i.e., they are not LinkOut participants. Moreover, some LinkOut participants do not submit links to all of their online journals. If a journal is not available for linking from your full-text provider, please contact the provider and encourage them to submit links to NCBI.

NOTE: LinkOut does not perform any user verification. When users click on your link, they leave PubMed and are redirected to the provider site. Therefore, you should only include journals that validate IP addresses or are accessible through your proxy server; otherwise, you will need to distribute your passwords.

When organizing your holdings, you may encounter the following situations:

1. Sometimes the full-text provider is not obvious:

Provider of full-text links may not be the publisher of the journal. If you subscribe directly to the New England Journal of Medicine online, the provider is HighWire. Usually the provider information can be found at the journal website, or you can contact the publisher of a journal and ask.
If you’re not sure who your provider is, go to the Abstract view, and check the LinkOut – more resources, shown in the image below. Test provider links and see which one you can access. The one accessible to you is your provider.

2) Sometimes one journal has multiple full-text providers:

You may choose multiple full-text providers for the same journal. For example, if you receive the Journal of Advanced Nursing from both EBSCO and Ovid, you can select both full-text providers in LinkOut. If you have multiple full-text providers, it is to your advantage to select all of your full-text providers in the Library Submission Utility, because some full-text providers choose to omit links to certain articles or types of articles that may be linked to by a different full-text provider.

If you choose multiple full-text providers for the same date range, your links will be assigned according to the LinkOut priority: PubMed Central (PMC), publisher, aggregator. LinkOut will check first to see if one of the full-text providers you selected is PMC. If it is, your icon will link to the PMC version of the article. If the article is not in PMC, LinkOut will check to see if you chose one or more publishers for the article. If multiple publishers are selected, your icon will link to the first publisher in alphabetical order. If no publisher is selected, LinkOut will look at the aggregators that you selected. If multiple aggregators are selected, your icon will link to the first aggregator in alphabetical order.

You can assign a preferred provider for your library holdings or individual journals when multiple subscriptions are available for the same journal.

Regardless of how many full-text providers are selected, only one library icon will display with a link to full text from one full-text provider.

**Editing your Holdings by Journals**

1. Start by selecting **Browse by Journals** and **Show all**.
2. Locate the journal you want to add or edit by scrolling down the page and clicking on the pertinent alphabetical range for the journal title. For example, the Journal of clinical microbiology can be found on the below range:
3. Click on the range to reveal a list of titles and select the pertinent journal title.

4. Check the box next to your full-text provider(s) from the list of available providers. A set of drop-down menus will appear.

5. Select the date range for your library's subscription(s) using the drop-down menus. See Entering your Subscription Information for guidelines on entering different types of subscriptions. Click Update to save your changes. Updates will take effect in 48 hours. To view a brief animated tutorial, see Submission Utility: entering online holdings. (Macromedia Flash™ Player required).

**Editing your Holdings by Providers**

1. Start by selecting **Browse by Providers** and **Show all**.
2. Locate your provider. Click on your provider’s name to reveal an alphabetical list of journals titles. Select the pertinent alphabetical range for the journal title you want to add or edit. For example, the Journal of clinical microbiology can be found on the below range:
3. Check the box next to the journal you want to edit. A set of drop-down menus will appear. Select the date range for your library’s subscription(s) from the drop-down menus. See Entering your Subscription Information for guidelines on entering different types of subscriptions. Click Update to save your changes. Updates will take effect in 48 hours. To view a brief animated tutorial, see Submission Utility: entering online holdings. (Macromedia Flash™ Player required).

Tip: Click “Check all” to select all journal titles within one journal title range page. “Uncheck all” deselects all journal titles. Click Update to save your changes.

Editing your Holdings by Search

1. On the Online Holdings page, select the Search tab.
2. Enter a journal title, title abbreviation, ISSN, provider name or publisher name in the search box. Select “Journals,” “Providers,” or “Publishers” from the drop-down menu to specify the area that you want to search. Click “Go”.
3. If you searched by Providers or Publishers, locate the journal title(s) you would like to add or edit.
4. Select the date range for your library’s subscription(s) from the drop-down menus. See Entering your Subscription Information for guidelines on entering different
types of subscriptions. Click Update to save your changes. Updates will take effect in 48 hours.

**Entering your Subscription Information**

After selecting your full-text provider(s) for a journal, a set of drop-down menus will appear. Select a subscription type or date range for your library’s subscription(s):

- If your subscription agreement allows access to all years use the option “All available.” If the subscription agreement has an embargo period, set the embargo period by using the delayed drop-down menu(A).
- If your subscription agreement has a specific starting year and allows access to subsequent years or if it has a specific starting and ending year, use the option “Subscription effective” (B). Here you can also enter an embargo period using the delayed drop-down menu. For subscriptions that include gap years, you can add multiple subscription date ranges by clicking the plus sign. Note that each subscription date range should not overlap.
- If you have a sliding scale (limited retention) subscription agreement, click the radio button next to “Retained for the last” and set the retention term using the drop-down menu. (C) LinkOut will automatically remove your link when the retention period is over.

Each subscription type entry can be associated with a specific publication date type (D), select:

- **pdat** (publication date) when you want links to be applied to journal citations that have either print or electronic publication dates.
- **ppdat** (print publication date) when you want links to be applied to journal citations that use only print publication dates.
- **epdat** (electronic publication date) when you want links to be applied to journal citations that use only electronic publication dates.
When you are finish updating a page, click Update (E). If you do not click Update, your changes will be lost! Updates will take effect in 48 hours.

Tip: Click “Open all” to open all the drop-down menus within one journal title range page. “Close all” closes all the drop-down menus.

NOTE: You don’t need to add all of your holdings at once. Holdings can be added over time.

Using Preferred Provider

Libraries can override the default priority for links (PMC, publishers, aggregators) by selecting a preferred provider when multiple providers are selected for the same journal.

Default Preferred Provider: When a provider is selected as the default preferred provider and it is also selected as full text provider for individual journals, library links will point automatically to the full text at the default preferred provider’s site. This setting can be changed for individual journals by selecting a different preferred provider for each journal. Click the “Preferences” tab and “Change” to select a default preferred provider from the drop-down menu. Click “Save” to save your selection.

Preferred Provider for a Journal: You can select a preferred provider for individual journals. When selecting both a default Preferred Provider and Preferred Providers for individual journals, libraries should select a default Preferred Provider first, then select Preferred Providers for individual journals.

To select a preferred provider for individual journals:

1. Under “Show” select “Just my holdings.” Locate the journal title and click “Select a preferred provider.” Note: The “Select a preferred provider” link is only available when multiple providers are selected for a journal.
3. Select a preferred provider from the drop-down menu and click Save. Updates will take effect within 48 hours.

View or Update Print Holdings

Links to a record of your library’s holdings are applied to citations included in your LinkOut print holdings. You can see an example of a LinkOut print holdings record.

Print holdings information can be provided in two ways: by Using LinkOut-SERHOLD to automatically upload holdings from Docline's Serial Holdings (SERHOLD) or by Using Upload Holdings with a text file. To view a brief animated tutorial, see Submission Utility: print holdings. (Macromedia Flash™ Player required).

Section contents

- Using LinkOut-SERHOLD
  - Call Number Submission for LinkOut-SERHOLD
- Using Upload Holdings
  - Creating the Text File
  - Adding Call Numbers and Custom Holdings Statements to Print Holdings
  - Uploading the Text File
- Adding a Link to the Print Holdings Location Field
- Executing a Search in your Library Catalog from the Print Holdings Record
- Discontinuing Print Holdings Submission
Using LinkOut-SERHOLD

If your library participates in NLM’s Docline Serial Holdings (SERHOLD), you can display your print holdings information from the SERHOLD database in PubMed.

SERHOLD print holdings information is transferred to LinkOut daily. Print holdings information will only be presented for PubMed titles and for the ranges of PubMed citations that a library carries. For example, if your library has all volumes of a title except volume 5, links to holdings information will not appear in the PubMed citations for volume 5 of that title.

**NOTE:** SERHOLD is currently available for libraries in the United States and for some libraries in Canada and Mexico.

Before registering, make sure you have the following:

- **SERHOLD LIBID(s) for your library:** You can enter one or more LIBIDs for your LinkOut account. Holdings information for all of your LIBIDs will be shown on one print holdings page.
- **Enter your library DOCLINE LIBID** in the Library Info section of the Submission Utility.
- **Location of the print collection(s):** A description of where the print collections are located for each LIBID. Be as specific as you can. This can be up to 255 characters.
- **URL to the Library Catalog:** This is optional. If included, a link to the library catalog will display with print holdings.

To register:

1. Click **Use LinkOut-SERHOLD.** On the resulting page click **Add LIBID.**
2. On the below page:
   a. Select your library LIBID from the drop-down menu (A)
   b. Enter the location of your print collection (B). Be as specific as possible - for example: *Current Year (Unbound): First Floor, Main Branch Reading Room. Previous Years (Bound): Fourth Floor Open Stacks, Main Branch*
   c. Enter your library Catalog URL(C) - optional
3. Click **Save.** Updates will appear in PubMed within **48 hours**
Call Number Submission for LinkOut-SERHOLD

Libraries that participate in LinkOut-SERHOLD can supply call numbers for print holdings via the Call Number Submission function in the Library Submission Utility. Call numbers are submitted as a text file.

Creating the file

Call numbers are submitted to LinkOut as a text file. Each line must be in the following format:

```
LIBID|ISSN|tu|Call Number|
```

Call numbers must be no longer than 50 characters.

**Example**

```
MDUNLM|0360-4039|tu|W1 NU584K|
MDUNLM|0279-3091|tu|W1 NU639M|
MDUNLM|0276-5284|tu|W1 NU5853|
```

The file must:

1. Be created in a text editor, such as Notepad, rather than in a word processing program, such as MS Word. Word processing programs add formatting information that interferes with file processing. Save the file with the extension “.txt”.
2. Be no larger than 1.5 megabytes.
3. Contain only journals that are included in your SERHOLD print holdings.
4. Use only letters from the English alphabet or numbers in the file name. Do not use special characters or spaces.

**Submitting the file**

1. Click “Upload call numbers.”

2. On the resulting screen click on the **Browse** button to upload a text file (extension .txt) containing the call numbers. Click **Save**. Updates take effect in 48 hours.

**Using Upload Holdings**

If your library does not participate in SERHOLD, your library’s print holdings information can be submitted to LinkOut as a text file.

To upload your print holdings, you will need:

1. A text file of your print holdings for journals in PubMed. Please see Creating the Text File for the file specifications. ONLY PubMed journals should be in this file.
To be sure that you are only including PubMed journals, check the list of PubMed journals.

2. Print collection location (description of the physical location of the print collection). Be as specific as possible. This can be up to 255 characters.

3. Library Catalog URL (optional). If included, a link to your library catalog will display in the print holdings record.

Libraries that submit print holdings as a text file can also Add Call Numbers and Custom Holdings Statements to Print Holdings.

Creating the Text File

Each line of the text file must be in the following format:

ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|Acquisition status|

At least three values must be included in each line:

1. One of the following: ISSN, ESSN (ISSN for the electronic version), Title Abbreviation
2. One of the following: Start Year, Start Volume. If both year and volume are entered, their quantity must be the same on that line.
3. Acquisition Status: 4 = ongoing subscription, 5 = no longer received. If acquisition status is 5, End Year or End Volume must be included. Both are optional if Acquisition Status is 4.

Note: If any element is omitted, insert the delimiter "|" only. Each line must have 8 delimiters.

<table>
<thead>
<tr>
<th>Example file format</th>
</tr>
</thead>
<tbody>
<tr>
<td>0891-0162</td>
</tr>
<tr>
<td>0094-6354</td>
</tr>
<tr>
<td>0001-2092</td>
</tr>
<tr>
<td>1091-5923</td>
</tr>
<tr>
<td>1040-2446</td>
</tr>
</tbody>
</table>

The text file that you upload to LinkOut must follow the given format and each line must contain the required information. If your file does not follow this format or if required information is omitted, your print holdings will not be displayed.

The file must:

1. Be created using a text editor, such as Notepad, rather than a word processing program, such as MS Word. Word processing programs add formatting information that interferes with file processing.
2. Contain only PubMed journals. To be sure that you are only including PubMed journals, check the list of PubMed journals.
3. Be no larger than 1.5 megabytes.
4. Use only letters from the English alphabet or numbers in the file name. Do not use special characters or spaces.

Example: American Journal of Cardiology. Ongoing subscription from 1997
0002-9149||Am J Cardiol||1997|||4|

Example: American Journal of Cardiology. Ongoing subscription from volume 66:
0002-9149||Am J Cardiol|||66||4|

Example: Physical Therapy. No longer received, with back years for 1995 to 2000:
0031-9023||Phys Ther||1995|2000|||5|

To represent a gap in holdings for a title, use one line to represent each continuous run.

Example: Journal ISSN 1234-5678. Ongoing subscription from 1991 (vol. 1), 1995 (vol. 5) is missing
1234-5678|||1991|1994||4
1234-5678|||1996||6||4|

Example: Physical Therapy. No longer received, with back issues for 1980 (vol. 60) – 1999 (vol. 79), missing 1991 (vol. 71) – 1994 (vol. 74)
0031-9023||Phys Ther||1980|1990|60|70|5
0031-9023||Phys Ther||1995|1999|75|79|5|

Holdings statements will be constructed according to the year and volume information you provide.

Example: holdings display 262-279,281- (1990-1998,1999-)
|||AMA||1990|1998|262|279|4
|||AMA||1999|281||4|

0031-9023||Phys Ther||1980|1990|60|70|5
0031-9023||Phys Ther||1995|1999|75|79|5|

**Adding Call Numbers and Custom Holdings Statements to Print Holdings**

Libraries that submit print holdings as a text file can add Journal Call Numbers and Custom Holdings Statements to the print resource file.

To add a call number, use the following format:
ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|
Acquisition status|Call Number

Call Numbers must be no longer than 50 characters.

To add a custom holdings statement, use the following format:

ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|
Acquisition status|Call Number|Custom holdings statement|

If you provide a Custom Holdings Statement and omit the Call Number, you must provide the delimiter “|” for the Call Number field:

ISSN|ESSN|Medline abbreviation|Start year|End year|Start volume|End volume|
Acquisition status||Custom holdings statement|

Uploading the Text File

IMPORTANT: Uploading a Print Resource file will overwrite the current file. Be sure that the new file contains ALL of your print holdings information, not just “updates”.

1. Click on Use Upload Holdings, and on the resulting page, enter:
   a. Your library’s holdings text file (A)
   b. The location of your print collection (B). Be as specific as possible - for example: Current Year (Unbound): First Floor, Main Branch Reading Room. Previous Years (Bound): Fourth Floor Open Stacks, Main Branch
   c. The Library Catalog URL, if desired (C)
2. Click Save (D). Updates take effect in PubMed within 48 hours
Adding a Link to the Print Holdings Location Field

You can add a link to your library webpage or library catalog to the location field in both LinkOut-SERHOLD and Upload Holdings.

To add a link to the Location field:

1. In the Location field, use the HTML href tag:
   - Click `<a href="http://www.library.org">here</a>` for library information.
   - Check the `<a href="http://librarycatalog.edu">Library Catalog</a>` for details.
2. Click “Save” to save the changes.

Changes will appear in PubMed within 48 hours.

Executing a Search in your Library Catalog from the Print Holdings Record

Links in the Library Catalog URL or Location fields (see Adding a Link to the Print Holdings Location Field) can be enhanced to execute an ISSN search in your catalog. To do this, add one of the following terms to the URL of your library catalog:

- `&lo.issn;` - include hyphen in ISSN.
- `&lo.issnl` - omit hyphen from ISSN.

The exact format of the command will depend on your OPAC software. Please ask your library software vendor for more assistance. Here are some models:

Endeavor Voyager:

- `http://www.mylibrary.edu/cgibin/Pwebrecon.cgi?DB=local&Search_Arg=&lo.issn;&SL=None&Search_Code=ISSN&CNT=25`

ExLibris Aleph:

- `http://www.mylibrary.edu/F/?func=findb&base=mydatabase&find_code=022&request=&lo.issn;`

Innovative Millennium:

Discontinuing Print Holdings Submission

To withdraw print holdings for libraries via LinkOut-SERHOLD or Upload Holdings (text file):

1. Click Discontinue on the “Current Status” line.
2. On the next screen click Discontinue again to confirm that you want to cancel providing print holdings. Updates will appear in PubMed within 48 hours.

Provide Full Text and Print Icons

Your library icons represent your library in PubMed and serve as a link to online full text or to a local print holdings record.

We recommend submitting two different icons, one for online holdings and one for the print collection. Your marketing department or IT staff may be able to help you design your icons. Your icons could be your institution’s logo or simply a statement saying “Full Text Provided by [Library Name]” or “[Library Name] Print Collection”.

For icon specifications (size, file format, etc.) and to see examples of icons currently in use, see Technical Information: Icons.

If you cannot provide an icon, LinkOut will apply these icons to your library holdings:

![Online Full-text](image)

![Local Print Collection](image)

There are two ways to provide icons to LinkOut. Icons can be stored at a publicly accessible URL or uploaded to NCBI.
If you provide the URL for an icon at a publicly accessible URL, LinkOut will retrieve the latest version of your icon daily. Icons must not be on an intranet or behind a firewall. This method allows you to change your icon at any time without having to upload a new icon to LinkOut. The URL must point directly to the icon file, not to an HTML page.

If you upload an icon file, you will need to upload a revised icon to LinkOut if any changes are made.

To provide an icon:

1. Click on the Change button to upload an icon or enter a URL for either your online or print holdings.

2. To use a default LinkOut icon, choose the option Use the default icon (See A below).

3. To provide an image located on a publicly accessible web server, enter the URL under Use an icon on the Internet (See B below) The URL must point directly to the icon file, not to an HTML page.

4. To upload an image file from your computer, choose the option Upload an icon, then click Browse (see C below). A popup window will allow you to browse your computer for the file. Select the gif, jpg, or png file that you would like to upload. Only these image file formats can be used for your icons.

5. Click Save (see D below). Updates will appear in PubMed within 48 hours.
To view a brief animated tutorial on providing icons see; Submission Utility: Uploading Icons (Macromedia Flash™ Player required).

**View Usage Statistics**

Library statistics are only available via the Library Submission Utility. Statistics are kept for the current and the previous year. Statistics can be displayed for daily, weekly, monthly or yearly numbers, and can be downloaded as a CSV file (to MS Excel for example) or as a text file.

The following statistics are available for libraries:

**Total**: The aggregation of the number of times users click on LinkOut Full text, LinkOut Print, LinkOut Local, and Outside Tool links and icons.

**LinkOut Full Text**: Number of times users click on your library’s online full-text icon or the electronic full text link under your library name in the LinkOut display.
LinkOut Print: Number of times users click on your library’s print icon or the Print Collection link under your library name in the LinkOut display.

LinkOut Local: Number of times users click on your library’s icon or link under your library name in the LinkOut display to connect to a local link resolver.

Outside Tool: Number of times users click on your library’s Outside Tool icon

holding=[linkout username]: Number of times users click on the special URL with your LinkOut username. The special URL turns on your library’s LinkOut icon.

otool=[outside tool username]: Number of times users click on the special URL with your Outside Tool username. The special URL turns on your library’s Outside Tool icon.

tool=[tool username]: Number of times users click on the special URL with your DDS Tool username.

To view a brief animated tutorial, see Submission Utility: view usage statistics. (Macromedia Flash™ Player required).

Note: Statistics may change during the first 2 weeks that they are available. After 2 weeks, statistics will be stable.

Export Holdings

You can export your holdings to a CSV file or a text file using Export Holdings:

1. To export your holdings to a CSV file, which can be used with a spreadsheet program such as MS Excel, first sort the data either by Provider or Title/ISSN, then select the option Export Holdings (CSV file) (See A below)
2. To export your holdings to a text file, first sort the data either by Provider or Title/ISSN, then select the option List Holdings (text format) (See B below)
3. To see all your holdings in PubMed with your icon activated click on Search PubMed for Library Holdings (C in the image below)

To view a brief animated tutorial, see Submission Utility: Export holdings. (Macromedia Flash™ Player required).
Manage Outside Tool

Outside Tool allows an institution to place a link on every PubMed record. This link points back to a resource offered by the institution for their users. To view a brief animated tutorial, see Submission Utility: Managing Outside Tool. (Macromedia Flash™ Player required).

Contact Information

The contact information is used only by the LinkOut Team and is not publicly available. It is important to keep this information current because the library contact is the recipient of the “I forgot my password” automated email and to allow the LinkOut team to contact you in the event of a problem with your account.

1. Click Contact Info tab to see your current contact. Click Add/Edit to edit information.
2. On the next screen you can edit the current information or enter additional contacts by clicking Add Contact. When you are finished, click Save. Changes will take effect immediately.
Tool Settings

1. Edit the information as shown in the image below:
   A. **Library Name:** Verify that your Library Name is correct
   B. **Description:** Enter a brief description for your library (optional). This information appears in MyNCBI
   C. **Tool Label:** A short label (less than 50 characters) that identifies your institution and local service in My NCBI. The label must begin with your institution’s name, name abbreviation or acronym. NCBI reserves the right to adjust this label
   D. **Base URL:** Enter your institution's Outside Tool URL, right before where the PubMed ID (PMID) number is supposed to go. For example:

   \[\text{http://myUniveristy.edu/myLibrary/OpenURL\_local?} \]
   \[\text{sid=Entrez:PubMed\&id=pmid;}\]

   E. **Help Page URL:** The URL of an HTML help page that explains your service, to be used in My NCBI
   F. **Databases:** Indicate whether you would like your tool to be listed in MyNCBI

2. Click **Save** (G). Updates take effect in PubMed in 48 hours
**Outside Tool Icon/Icon URL**

1. At the bottom of the Outside Tool main page click **Change** to upload an icon or enter a URL for your Outside Tool.

![Outside Tool Icon/Icon URL](image-url)

**Outside Tool Icon/Icon URL**

http://www.n...library.gif
2. To use a default Outside Tool icon, choose the option **Use the default icon** (See A below). This is the default Outside Tool icon:

3. To provide an image located on a publicly accessible web server, enter the URL under **Use an icon on the Internet** (See B below) The URL must point directly to the icon file, not to an HTML page.

4. To upload an image file from your computer, choose the option **Upload an icon** and then click on the **Browse** button (C in the image below). A popup window will allow you to browse your computer for the file. Select the gif, jpg, or png file that you would like to upload. Only these image file formats can be used for your icons.

5. Click **Save** (D in the image below).

**Outside Tool Statistics**

To see the statistics recorded for your Outside Tool, click “View Usage Statistics.” Statistics are kept for the current and the previous year. An explanation of the different types of statistics available for libraries can be found here.

**Manage Document Delivery**

Document Delivery Service (DDS) allows PubMed users to order articles described in PubMed citations from a service of their choice. Users select the articles that they want to
order and click the “Send to” menu. Selecting “order” there and clicking “order article” will lead users to the Document Delivery Service.

**Contact Information**

The contact information is used only by the LinkOut Team and is not publicly available. It is important to keep this information current because the library contact is the recipient of the “I forgot my password” automated email and to allow the LinkOut team to contact you in the event of a problem with your account.

1. Click **Contact Info** tab to see your current contact. Click **Add/Edit** to edit information
2. On the next screen you can edit the current information or enter additional contacts by clicking **Add Contact**. When you are finished, click **Save**. Changes will take effect immediately.

![Edit DDS Contact Information](image)

**DDS Settings**

1. Edit the information as shown in the image below:
   A. **Library Name**: Verify that your Library Name is correct
   B. **Description**: Enter a brief description for your library (optional) This information appears in MyNCBI
   C. **DDS Label**: A short label (less than 50 characters) that identifies your institution and local service in My NCBI. The label must begin with your institution’s name, name abbreviation or acronym. NCBI reserves the right to adjust this label.
   D. **Base URL**: Enter the base URL of your DDS service.
   E. **Help Page URL**: The URL of an HTML help page that explains your service, to be used in My NCBI
   F. **List DDS in MyNCBI**: Indicate whether you would like your DDS to be listed in MyNCBI
2. Click **Save**(See G below). Updates take effect in PubMed in 48 hours.
DDS Statistics

To see the statistics recorded for your DDS tool, click “View Usage statistics.” Statistics are kept for the current and the previous year. An explanation of the different types of statistics available for libraries can be found here.