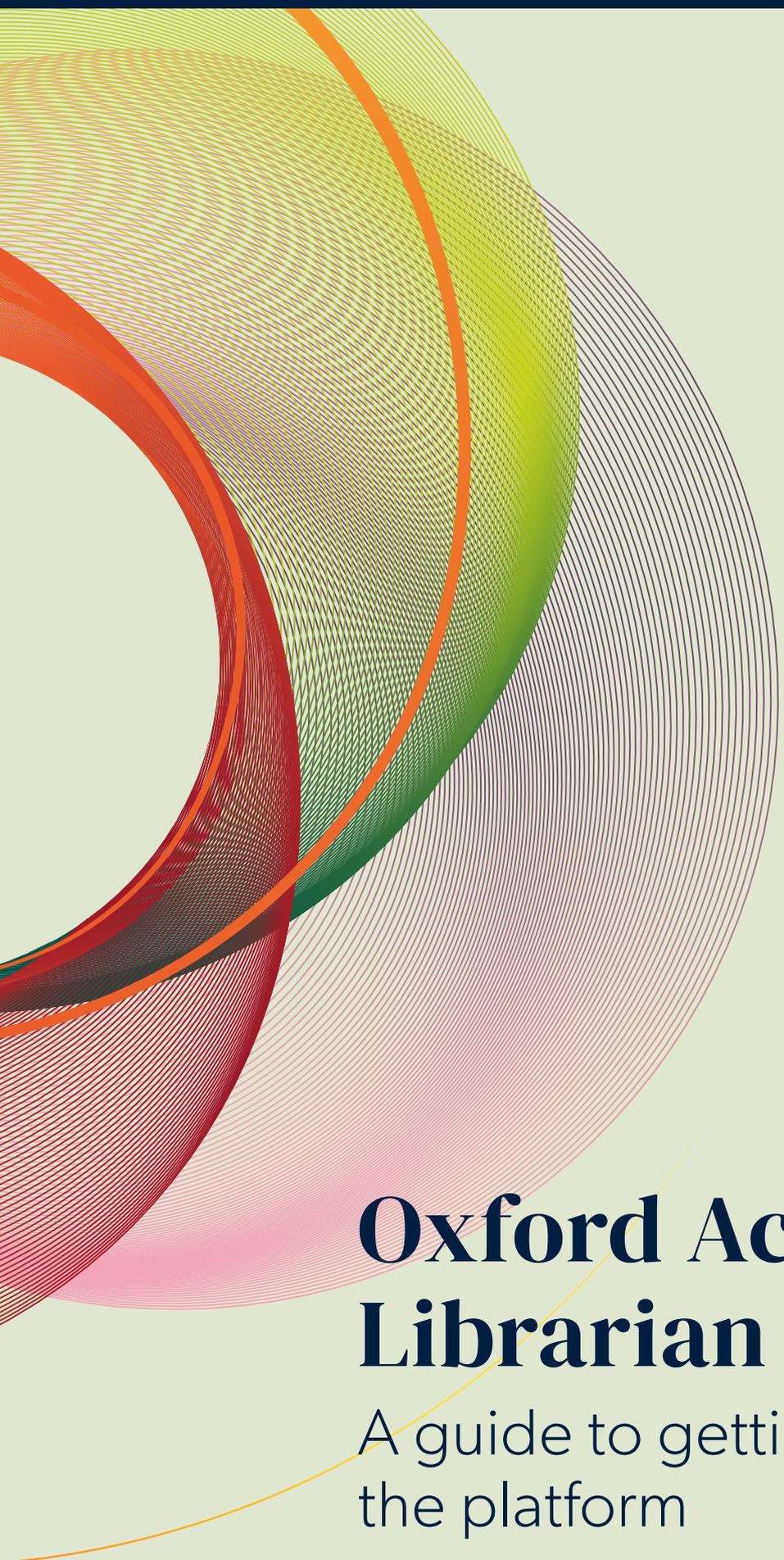




OXFORD  
UNIVERSITY PRESS



# Oxford Academic Librarian Handbook

A guide to getting started on  
the platform

## Contents

About Oxford Academic.....	3
The home of academic research from Oxford University Press	
Activate Your Oxford Academic Account.....	4
Manage Multiple Accounts.....	5
Manage Authentication.....	5
Add Your Institution's Branding.....	5
Access Your Usage Statistics.....	6
Discovery.....	7
Downloading KBART files and MARC records	
Accessing Holdings Reports.....	7
Link to Purchased Content.....	8
How to Link via URL.....	10-11
Open Access.....	12
Promote Usage.....	13
How Can We Help?.....	14
Frequently Asked Questions.....	15
Troubleshooting.....	16
Contact Us.....	17

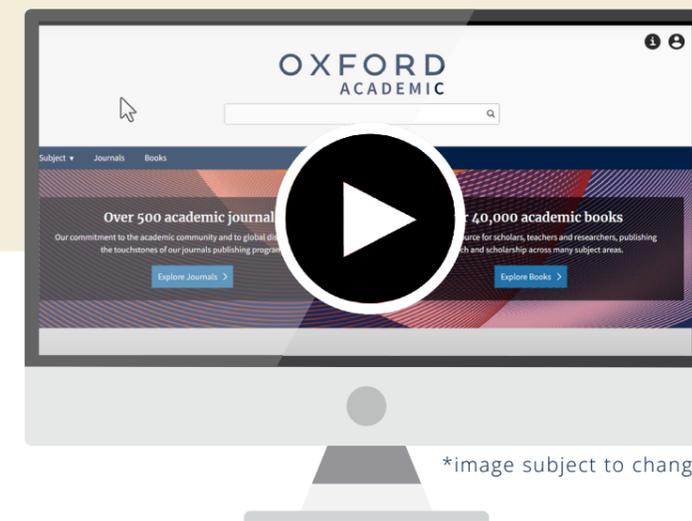
## About Oxford Academic:

The home of academic research from Oxford University Press

Books from *Oxford Scholarship Online*, *Very Short Introductions*, *University Press Scholarship Online*, *Oxford Handbooks Online*, *Oxford Medicine Online*, and *Oxford Clinical Psychology*, as well as the *AMA Manual of Style*, have migrated to Oxford Academic.

### Why Oxford Academic

You can now find our growing body of three million journal articles, 600,000 book chapters, and five million images and multimedia in one place, allowing for a streamlined user journey.



**> Watch our demo**  
to get started with navigating the  
Oxford Academic Platform

### FIND

- Search content across books and journals
- Refine searches by institutional availability, format, subject, series, partner press, and more
- Easily navigate to well-regarded series, including Very Short Introductions, Oxford Handbooks,

Oxford Medical Handbooks, Oxford Medical Textbooks, and *Treatments That Work*

- Find books published on behalf of our partners – including university presses and the *AMA Manual of Style*

### USE

- Access content from any device
- Intuitive display features such as graphical abstracts and side by side viewing
- DRM-free downloadable chapters and images

- Modern, accessible, and inclusive platform
- Updated features and functionality developed to Web Content Accessibility Guidelines

### MANAGE

- A new, single admin portal to manage all your OUP products with continued access to helpful administrative tools including:
  - o COUNTER compliant usage statistics
  - o Title lists
  - o MARC records
  - o KBART files

- Self-serve holdings report
- Simplified information pages to better support customers and users

**> Keep up with the latest platform updates**

# Activate Your Oxford Academic Account

## Before you start

The information in this box pertains to **new journals traditional subscriptions**. If you have purchased access to a journals collection or other online product via our sales team, that will be activated for you.

1. Have your subscriber number ready (usually 8 or 12 digits).
2. Decide your contact details and password.
  - We need a named contact and valid (ideally shared) email address.
  - Choose a password which will be for library administrator use only.
3. Read our institutional site agreement carefully. You must agree to the terms of our institutional site agreement before you activate your subscriptions.

## Through your Oxford Academic account, you can...

- Activate a subscription
- Manage authentication methods (see [page 5](#))
- Manage your institution's branding settings (see [page 5](#))
- Access usage statistics (see [page 6](#))

## Setting up online access

Library administrators can activate and manage all online subscriptions through the Oxford Academic Account. The Sign In / Register link can be found at the top right corner of every page on the Oxford Academic website.

## The IP Registry

As an institutional account administrator, you can set up your online access to authenticate using IP addresses via [theIPRegistry.org](https://theipregistry.org). This service is free to librarians and streamlines IP management by:

- Validating upon input to reduce errors and access issues
- Updating into OUP's authentication management system
- Automatically feeding changes through to all participating publishers



**> Learn more**  
about managing institutional settings  
in our Starter Guide

# Manage Multiple Accounts

If you manage more than one institutional account, when logging in with your email address and password, you will see a drop-down menu allowing you to switch between the different institutional accounts you administer. This functionality will allow you to view usage statistics or change settings for different institutions via a single login.

If you login and see duplicate or incorrect accounts, you may wish to consolidate your accounts. Please contact Customer Services ([page 17](#)) for this.

## Manage Authentication

### IP Authentication

You can register IP addresses for site-wide access to the content covered by your subscription. By doing this, library users will be able to access content without the need for individual usernames and passwords.

Your IT Department should be able to supply you with the IP addresses of the computers in your institution and confirm whether a proxy server is in use. Please note that OUP supports IPv4 format.

As of February 2024, IP addresses must be managed via [theIPRegistry.org](https://theipregistry.org). The registry is a free service for librarians that enables you to communicate IP changes not only to OUP but also to other participating publishers with whom you may have licensed content. If you have not already done so, you can register at [app.theipregistry.org/Account/Login](https://app.theipregistry.org/Account/Login).

This process will take the place of submitting updates via OUP's customer service team or making changes via My Account in Oxford Academic.

### EZProxy

If your institution uses EZProxy, please update your configuration file with the Oxford Academic proxy stanza created by OCLC.

### Shibboleth and OpenAthens

Shibboleth or OpenAthens authentication can also be used for remote access. To activate these methods for your institution, access your Oxford Academic account and enter your Organization ID and Entity ID, which will be provided by OpenAthens/Eduserv or your Shibboleth IDP.

Once your institutional access has been activated, users at your institution can choose "Sign in via your institution" in order to access content remotely using their institutional username and password.

## Add Your Institution's Branding

If your library branding was on previous sites, it will carry over on Oxford Academic. If you would like to display your institutional logo or link resolver icon on the Oxford Academic, log into your Oxford Academic Account with your institutional username and password and follow the instructions on the View or Change Institutional Branding Settings page.



# Access Your Usage Statistics

Oxford University Press provides usage statistics that are compliant with the COUNTER Code of Practice, Release 5.1.

Once you have a library administrator account, you can view our COUNTER-compliant usage statistics whenever you like via your Oxford Academic Account.

In addition to Platform, Title, Item, and Database reports, the following book- and journal-specific standard views are available:

## Books

- TR\_B1: Book Requests (Controlled)
- TR\_B2: Book Access Denied
- TR\_B3: Book Usage by Access Type

## Journals

- TR\_J1: Journal Requests (Controlled)
- TR\_J2: Journal Access Denied
- TR\_J3: Journal Usage by Access Type
- TR\_J4: Journal Requests by Year of Publication (Controlled)
- IR\_A1: Journal Article Requests

**Please note:** If you manage more than one institutional account, after logging into the customer usage portal, you will see a drop-down menu allowing you to switch between the different institutional accounts you administer at the top right-hand side of the portal.

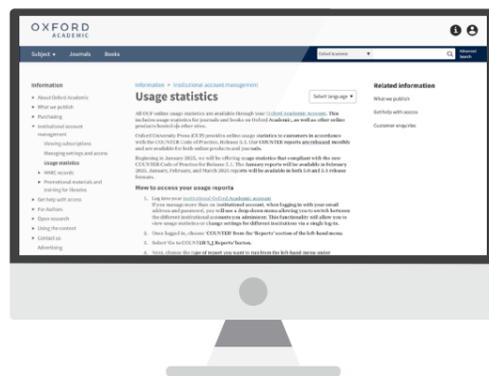
## Custom Usage Reports

We have developed Custom Reports in addition to offering COUNTER reports and standard views. The custom reports are similar to the TR\_B1 and TR\_B2 reports, but detail the “named collection”, i.e. *Oxford Scholarship Online*, *Oxford Handbooks Online*, *Oxford Medicine Online*, etc., that usage is tied to. These custom reports allow you to easily see usage from the products you have purchased. Usage for single titles such as the *AMA Manual of Style* will be reflected in the Title Report and its standard views.

## Usage Statistics Resources

For more on COUNTER metrics and reports, please visit [countermetrics.org/education](http://countermetrics.org/education).

> See further instructions and available reports on our Usage Statistics page



# Discovery

## Downloading KBART files and MARC records

### KBART Files

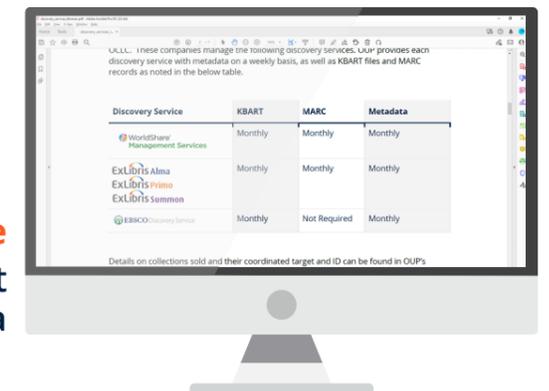
KBART files are the industry-standard file format for knowledge bases. Providing title list files in this format ensures that the content you are entitled to is accessible to end users. We provide KBART files for the Oxford Journals Collection and Oxford Journals Archive, and each of our online products. [Find out more.](#)

### MARC Records

Oxford Academic MARC records are available in MARC 21 format to load into your library catalogue.

- You can download file(s) by product from [academic.oup.com/pages/institutional-account-management/marc-records](http://academic.oup.com/pages/institutional-account-management/marc-records). Simply right click on any of the links to bring up a small menu. Select ‘Save Link As’ (or similar) to save the file to your disk.
- Alternatively, you can download all of your library’s MARC records from your account settings: [academic.oup.com/my-account/marc-records](http://academic.oup.com/my-account/marc-records).
- OUP also delivers MARC records to the following partners:
  - OCLC:** All OCLC customers with a cataloging subscription have access to our records through Collection Manager.
  - ExLibris:** All customers of Alma.
  - BDS:** All customers of Academic Libraries Live.

> Learn more about how we support discovery and metadata



Discovery Service	KBART	MARC	Metadata
WorldShare Management Services	Monthly	Monthly	Monthly
ExLibris Alma	Monthly	Monthly	Monthly
ExLibris Primo	Monthly	Monthly	Monthly
ExLibris Summon	Monthly	Monthly	Monthly
EBSCO Discovery Service	Monthly	Not Required	Monthly

## Access Holdings Reports

KBART holdings reports for books and journals can be obtained via email. To access these reports:

- Click on KBART Holdings Reports from the left-hand menu
- Select books and/or journals as applicable
- Type in your email address and click submit

You should then receive an email with the file as an attachment. Note that said attachment may exceed the maximum file size supported by some email systems. If this appears to be the case, please contact our Customer Services team (see page 17).

**Please note:** Holdings reports are generated monthly. The books holding report reflects some Open Access books titles associated with certain collections. To filter out OA content and display only purchased book content, you may wish to filter the “access\_type” field and remove the value “F” (free).

# Link to Purchased Content

To view a list of books you have access to on Oxford Academic, first click on the “Advanced Search” option next to the search box on the Books homepage. Then simply choose the “All content I have access to” filter option.

This will result in the following URL, which you can bookmark to return to in the future, or save to your own personal account:

[https://academic.oup.com/books/search-results?fl\\_SiteID=6283&SearchSourceType=1&access\\_all=true](https://academic.oup.com/books/search-results?fl_SiteID=6283&SearchSourceType=1&access_all=true)

You can also use this to link to content you have purchased or subscribed to across all institutional book products on Oxford Academic, for example in libguides or an A-Z resource list. If an EZProxy-compliant link is required, we recommend including no more than one filter within the URL, for example:

- Link to all books: [https://academic.oup.com/books/search-results?fl\\_SiteID=6283&SearchSourceType=1&access\\_all=true](https://academic.oup.com/books/search-results?fl_SiteID=6283&SearchSourceType=1&access_all=true)
- Link to all purchased content (books and journals): [https://academic.oup.com/search-results?fl\\_SiteID=191&SearchSourceType=1&access\\_all=true](https://academic.oup.com/search-results?fl_SiteID=191&SearchSourceType=1&access_all=true)

**Please note:** These links are not yet compatible with WAYFless URLs. For WAYFless URLs we recommend linking to <https://academic.oup.com/books>.

Likewise, the below URLs can be used to link to landing pages for each product. From this page, users can easily browse by subject, search books within that product, and view other highlighted series and titles.

- *Oxford Scholarship Online*: <https://academic.oup.com/oxford-scholarship-online>
- *Oxford Handbooks Online*: <https://academic.oup.com/oxford-handbooks-online>
- *Very Short Introductions*: <https://academic.oup.com/very-short-introductions>
- *Oxford Medicine Online*: <https://academic.oup.com/oxford-medicine-online>
- *Oxford Clinical Psychology*: <https://academic.oup.com/oxford-clinical-psychology>

If you would like to then filter by a subject area, you can choose this in the left-hand side of the search result page and copy the updated URL. For example:

- Link to all purchased books, filtered to medicine & health: [https://academic.oup.com/books/search-results?fl\\_SiteID=6283&access\\_all=true&page=1&tax=AcademicSubjects/MED00010](https://academic.oup.com/books/search-results?fl_SiteID=6283&access_all=true&page=1&tax=AcademicSubjects/MED00010)
- **Please note:** The subject filters on the Oxford Academic platform are reflective of the centralized Oxford Taxonomy and do not necessarily reflect the names of purchased subject modules. [Learn more about this distinction.](#)

## Availability

- All content I have access to
-  Purchased
-  Open Access
-  Free

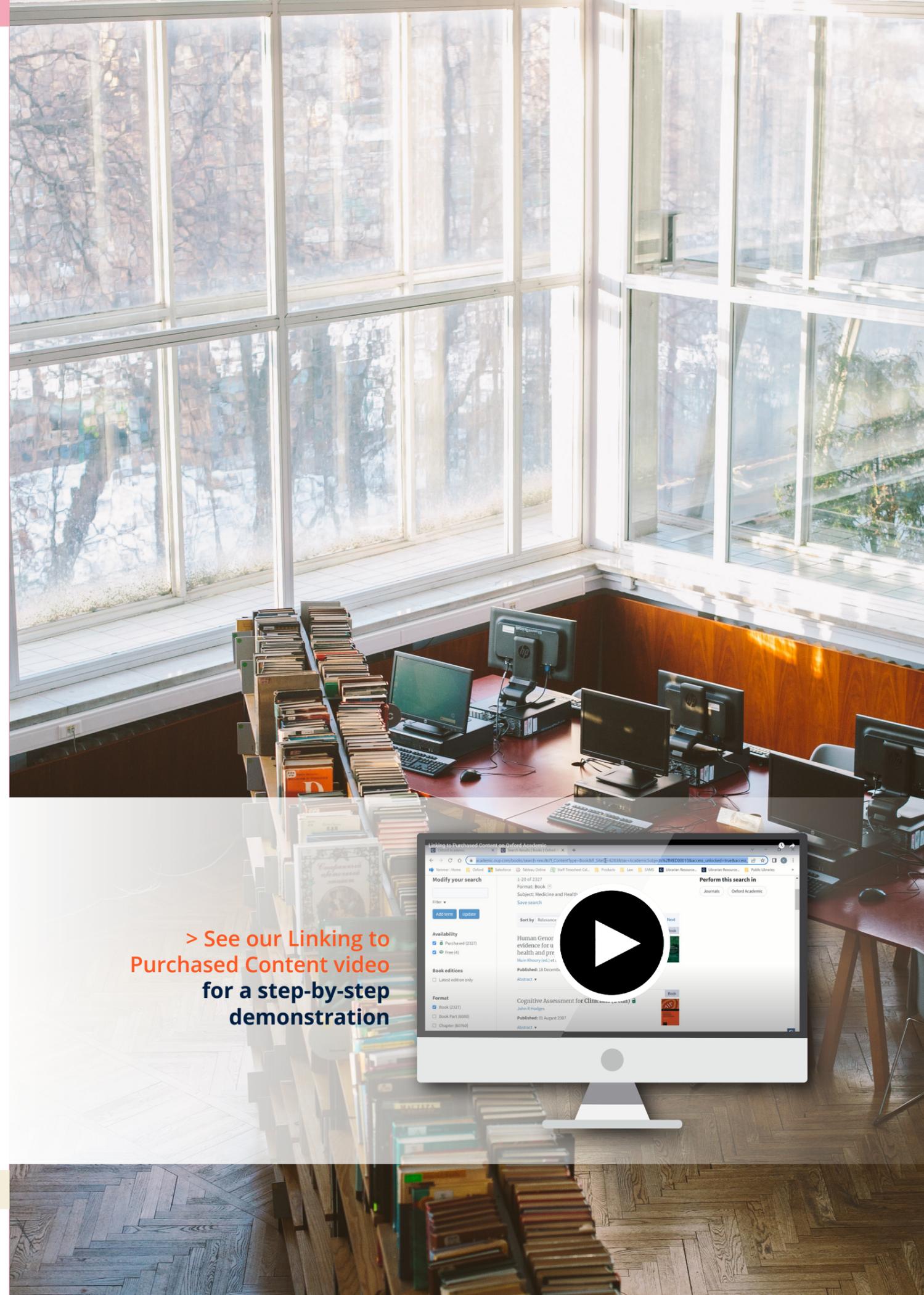
## Availability filters

There are thousands of books and journal articles available on Oxford Academic, so finding the content you have access to is important.

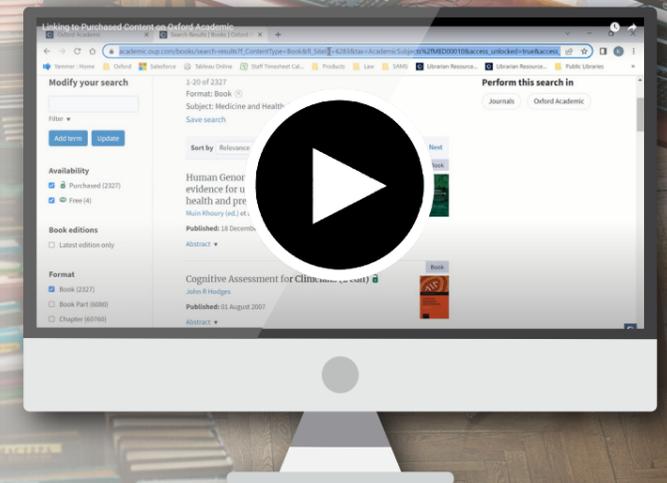
When running a search, users can choose to filter by all the content your library has access to, or by picking a specific type of availability:

- **Purchased:** Content you have access to through an institutional purchase, subscription, or trial, or via a personal subscription
- **Open Access:** Content available to all on an Open Access licence
- **Free:** Content available to everyone, often for a limited time

> **Keep up** with the latest search capabilities



> See our **Linking to Purchased Content** video for a step-by-step demonstration



# Link via URL

## Crossref and DOIs

The preferred method for linking to content is via Crossref DOIs.

Oxford University Press deposits DOIs and metadata for our journal content with Crossref. Anyone wishing to link to content can query the Crossref database using bibliographic metadata and retrieve DOIs. If you know the DOI of an article (e.g. 10.1093/nar/gkh704), append it to <https://doi.org> to make a link: <https://doi.org/10.1093/nar/gkh704>

## OpenURL Linking

### Inbound

In order to link to OUP content on the Oxford Academic platform using an OpenURL syntax, use the Crossref OpenURL Resolver.

### Outbound

If you are the administrator of an institution which has an OpenURL link resolver, you can add outbound OpenURL reference links to reference lists on the Oxford Academic platform.

In addition, the following URL-based linking is supported for books and journals:

## Books

1. Books home: <https://academic.oup.com/books>
2. Collection home: <https://academic.oup.com/british-academy-scholarship-online>
3. Book page: <https://academic.oup.com/book/{bookID}>,  
e.g., <https://academic.oup.com/book/908>
  - a. Book in a collection: <https://academic.oup.com/{collection-identifier}/book/{bookID}>,  
e.g., <https://academic.oup.com/british-academy-scholarship-online/book/19335>
  - b. Edited volume page: <https://academic.oup.com/edited-volume/{bookID}>,  
e.g., <https://academic.oup.com/edited-volume/38571>  
NB, these URLs are to enable migrating OHO content to retain Google Scholar full text indexing. If a user enters `/book/38571` the site will redirect them to the correct page.
4. Chapter page: <https://academic.oup.com/book/{bookID}/chapter/{chapterID}>  
e.g. <https://academic.oup.com/book/908/chapter/135491000>
  - a. Chapter page in a book or collection:  
<https://academic.oup.com/{collection-identifier}/book/{bookID}/chapter/{chapterID}>  
e.g. <https://academic.oup.com/british-academy-scholarship-online/book/19335/chapter/177912477>
  - b. Chapter in OHO edited volume:  
<https://academic.oup.com/edited-volume/{bookID}/chapter/{chapterID}>  
e.g., <https://academic.oup.com/edited-volume/38571/chapter/334563546>
5. Book or chapter by DOI: <https://academic.oup.com/book/doi/{doi}>  
e.g. <https://academic.oup.com/book/doi/10.1093/actrade/9780198766131.001.0001>  
redirects to <https://academic.oup.com/book/908>;  
e.g. <https://academic.oup.com/book/10.1093/actrade/9780198766131.003.0002>  
redirects to <https://academic.oup.com/book/908/chapter/135491000>



## Journals

1. Journals home: <https://academic.oup.com/journals>
2. Publication home: e.g. <https://academic.oup.com/nar>  
A full list of these can be found in our KBART files.
3. Current issue: `.../issue`  
e.g. <https://academic.oup.com/nar/issue>
4. Specific issue: `.../issue/{volume-number}/{issue-number}`  
e.g. <https://academic.oup.com/nar/issue/43/10>
5. Advance articles: `.../advance-articles`  
e.g. <https://academic.oup.com/bmb/advance-articles>
6. Article by volume/issue/page: `.../article-lookup/{volume}/{issue}/{first-page}`  
e.g. <https://academic.oup.com/nar/article-lookup/43/10/4785>
7. Article by DOI: The platform supports `.../article-lookup/doi/{doi}` but this is only for use in special circumstances. If a DOI is known, linking via the DOI resolver is recommended.
8. Article PDF by volume/issue/page: `.../pdf-lookup/{volume}/{issue}/{first-page}`  
This generates a 301 redirect for legacy linking purposes.
9. Article PDF by DOI: `.../pdf-lookup/doi/{doi}`  
This generates a 301 redirect for legacy linking purposes.

# Open Access

Oxford University Press is mission-driven to facilitate the widest-possible dissemination of high-quality research. We embrace both green and gold open access (OA) to further this mission.

## Open Access Books

Recognizing the importance of the monograph, we also publish about 50 OA books each year.

- See the title list
- Get MARC records

## Open Access Journals

We publish more than 100 fully OA journals and more than 400 hybrid titles.

- See the title list
- Get MARC records



> Visit our Open Access web page for further information

## Oxford Open

The flagship open access journal series from Oxford University Press, Oxford Open is underpinned by principles of open research and will grow to include cutting-edge research in a wide range of disciplines.

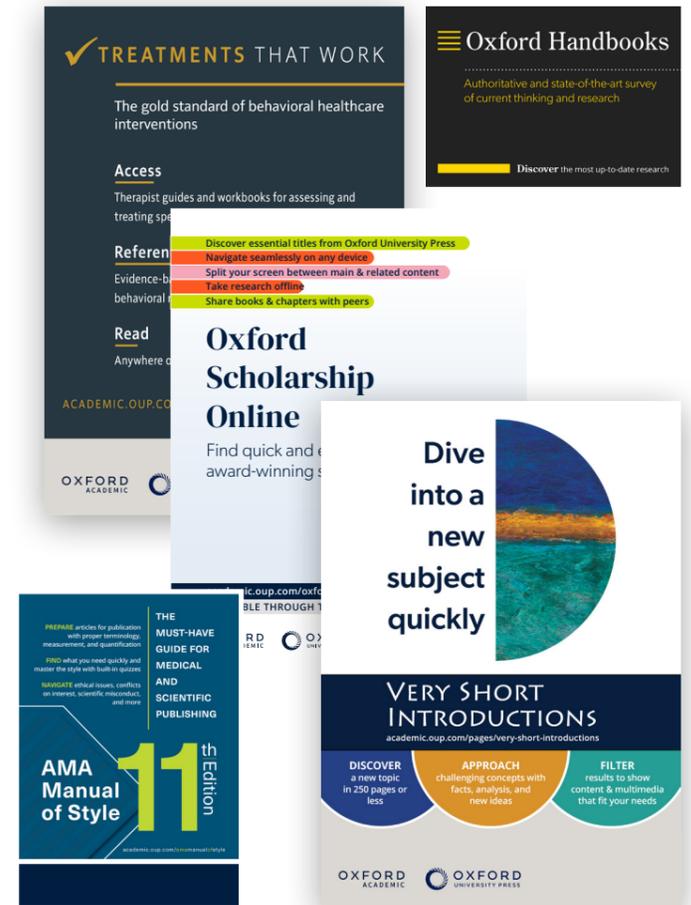


# Promote Usage

## Information Pages

Promote your OUP resources to your users with our posters, bookmarks, social media tools, promotional language, and more.

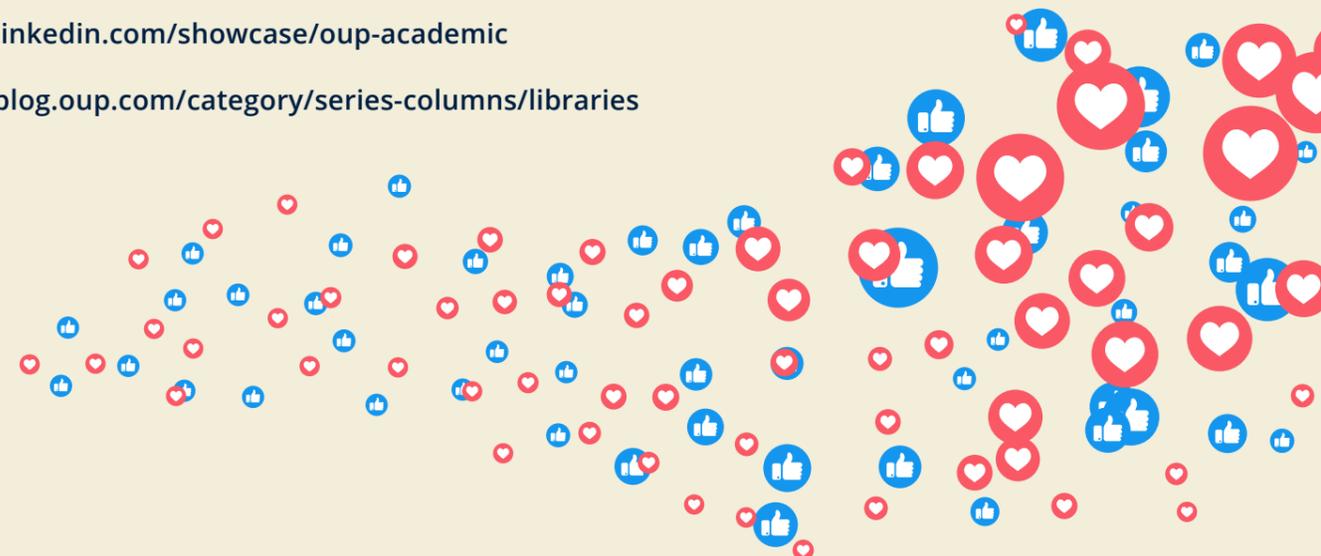
- Oxford Academic
- Books on Oxford Academic
- Journals on Oxford Academic
- AMA Manual of Style
- The Official Methods of Analysis of AOAC INTERNATIONAL
- Oxford Medicine Online
- Oxford Clinical Psychology
- Oxford Handbooks Online
- Oxford Scholarship Online
- Very Short Introductions



## Staying Connected

Keep up-to-date with Oxford Academic products and services on social media:

- @OUPLibraries
- facebook.com/OUPAcademic
- linkedin.com/showcase/oup-academic
- blog.oup.com/category/series-columns/libraries



## How Can We Help?

Have a new online product? Need training?  
We're here to help!

Our global team of expert trainers offer an extensive range of services for your staff and users to make the most of your access. Contact us if you have any questions or need more information at [customertraining@oup.com](mailto:customertraining@oup.com)

The Customer Training & Implementation Team can offer the following:

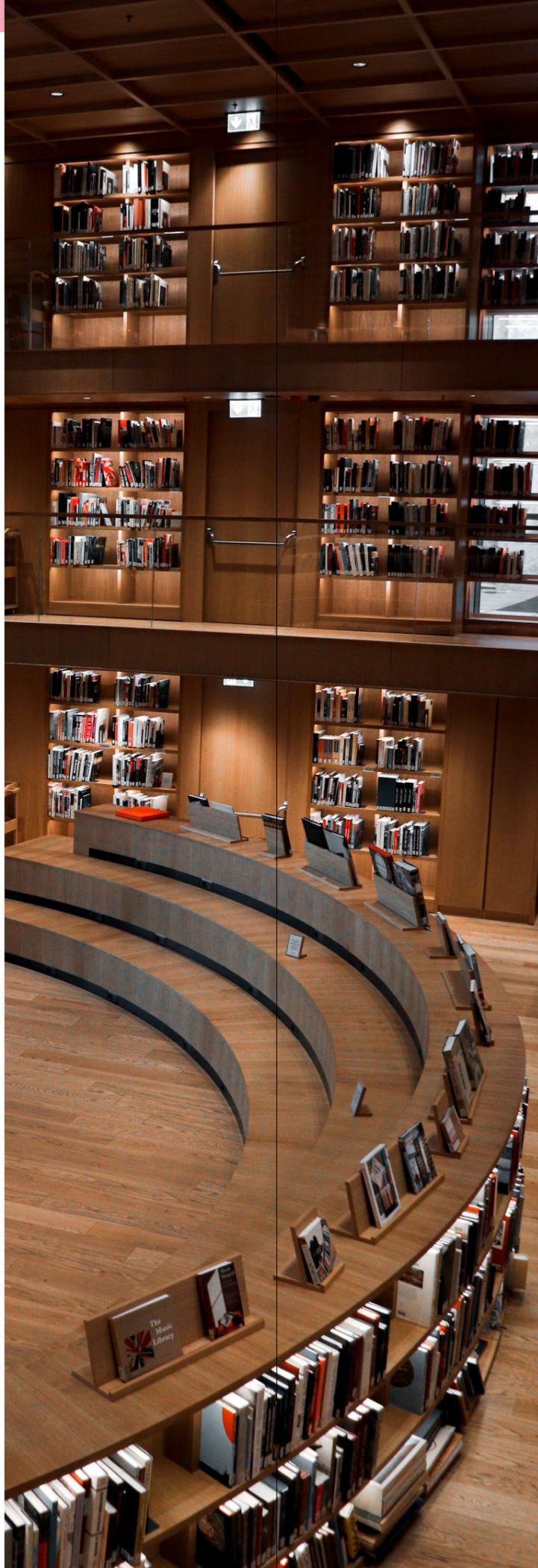
- Personalised in-person or remote product training tailored to your needs
- Guidance on increasing usage
- Support on navigating the OUP resources available to you and your users
- Presentations on How to Publish, Read & Publish, Author Workshops, and more

Visit our [Librarian Resource Centre](#) to access the following materials:

- Schedule of upcoming public training webinars
- Recorded online training sessions available to access any time
- Digital and print promotional materials to boost usage of your OUP online resources

### Training Schedule

Sign up to attend one of our in-person training demonstrations. If you'd like to arrange a training visit, schedule a webinar, or simply discuss your library's specific training needs, please get in touch with our training team. Trainings are available in English, Spanish, Chinese, and Polish.



## Frequently Asked Questions

### CAN I PASS MY USERNAME AND PASSWORD ON TO MY LIBRARY USERS TO USE FOR ACCESS?

No. These details are for the use of the library administrator only. User access can be authenticated via a number of different methods including IP address, Shibboleth, or other secure network. If those options are unavailable to you, please contact our Customer Services team (see [page 17](#)).

### HOW CAN I CHECK IF OUR PAYMENTS HAVE BEEN PROCESSED?

Please note that payment can take up to 10 days to process. If payment was made more than 10 days ago and you need to check if it has been received, please contact our Customer Services team (see [page 17](#)).

Please have your subscriber number, date and method of payment, full amount paid, and email address ready.

### WHAT DIGITAL PRESERVATION AGREEMENTS DOES OXFORD UNIVERSITY PRESS HAVE IN PLACE?

Digital preservation is the set of processes that ensure that digital journal content is backed up and ready to be distributed if the current method of delivery is no longer available, ensuring continued access for the long term. They provide you with peace of mind where you have perpetual access rights to journal content.

We participate in key archiving agreements with Portico, and the LOCKSS and CLOCKSS (Controlled LOCKSS) preservation initiatives. These agreements mean that we will be preserving not only an exact copy of journal content, but also ensuring the usability of archived content over time by migrating the files to future file formats.

### WILL I NEED TO ACTIVATE MY SUBSCRIPTIONS TO ENABLE ONLINE ACCESS AGAIN NEXT YEAR?

No, with online subscriptions it is the subscriber number that must be activated – not each and every subscription. As you renew your subscriptions each year — for journals or other online products — the list of titles associated with each subscriber number will be updated by us.

### HOW DO I CHANGE THE IP ADDRESS DETAILS FOR MY INSTITUTION?

As of February 2024, you need to make changes via [thelPregistry.org](https://thelPregistry.org). If you have not already, you can register at [app.thelPregistry.org/Account/Login](https://app.thelPregistry.org/Account/Login) for free. See [page 5](#) for additional information.

### WHERE CAN I FIND PRICING INFORMATION FOR ADDITIONAL OXFORD UNIVERSITY PRESS RESOURCES ?

Online products and journals on Oxford Academic are specially priced per institution/consortium, to ensure that you get the best possible deal.

Contact our Institutional Sales team (see [page 17](#)) for more information.

# Troubleshooting

## DO YOU HAVE THE CORRECT SUBSCRIPTION TYPE?

Online access is available for organizations with a subscription, perpetual access purchase, or as an online-only or combined (print & online) subscription.

If you are unsure of your subscription type, please contact our Customer Services team (see [page 15](#)).

## HAS YOUR SUBSCRIPTION EXPIRED?

Journals subscriptions are entered on a calendar year basis, running January-December. Online products may start on the first of any month.

## HAVE YOU ACTIVATED YOUR JOURNALS ONLINE ACCESS?

If you or your library users are prompted for a username and password when trying to access the full text of **journal articles**, despite having a valid subscription, then the IP address for your machine is not being recognized by our computer. One reason for this could be that you have not activated your online access.

If you have not activated already, please see [page 4](#). If you have already activated, please read on.

## DO YOU SUBSCRIBE TO THIS JOURNAL OR PRODUCT?

If you cannot access a title, it might be because it is not part of your current subscription package. Some Journals, for example, may be included in the Journals Collection but not the Journals Archive. You may also be subscribing to an older package. This would be the case for titles that only joined OUP recently.

For a list of journal joiners and leavers, visit: [academic.oup.com/journals/pages/access\\_purchase/changes\\_to\\_list](https://academic.oup.com/journals/pages/access_purchase/changes_to_list)

## ARE YOUR IP ADDRESSES CORRECTLY REGISTERED?

It may be that not all IP addresses for your institution have been registered correctly or perhaps your details have changed recently. You can update your IP addresses via [thelPregistry.org](https://thelPregistry.org).

## ARE YOUR USERS TRYING TO ACCESS CONTENT FROM OUTSIDE YOUR IP RANGE?

For information on remote access via Shibboleth or OpenAthens, visit: [academic.oup.com/journals/pages/librarians/getting\\_started#authentication](https://academic.oup.com/journals/pages/librarians/getting_started#authentication)



# Contact Us

## Customer Services & Technical Support

### > ENQUIRE ABOUT PRODUCTS OR JOURNALS

Complete this form for queries about:

- Access or login issues
- Account management and usage statistics
- Renewals
- Cancellations
- Consortia
- Purchasing and invoices
- Pay per view

Information submitted here will only be used to respond to your query.

### > CHAT WITH CUSTOMER SERVICES

Our support advisors are available Monday-Friday, 09:00-22:00 BST.

