CREATING LINKS TO LRC RESEARCH DATABASES: the Process

Contents

Background........................................................................................................................................2
The Steps ...........................................................................................................................................3
Building the Link – An Example .......................................................................................................4
Background

The best way to locate articles, books and reports from the LRC is to search for relevant topics in one of two ways.

- Search the Discovery Service, which searches several major databases all at once
- Search one or more individual database from one of our major service providers

You can access all of our databases (over 100) from the E-Resources page, either alphabetically, or by subject.

Most of the LRC's databases contain permanent links to articles that must be used to link back to them in the future. In the LRC’s research databases, the link in the address bar of your browser is frequently not permanent.

This document explains the process of building a functional link to articles from the LRC’s research databases.

After using this document to understand the process, take a look at the associated document titled “Linking to LRC Research Databases: Finding the Correct Link” for more examples of what the permanent link looks like, and where to find the permanent link in each of our databases.
The Steps

When you search for and locate an article from any of our databases, to successfully make a link to it for students to access off-campus, you need to do 2 things (and possibly a third):

1) Record the permanent link to the article, if one is provided.

2) Insert the following off-campus proxy prefix in front of that permalink, if it is not already present.


3) If you have copied the link while off-campus, you may have to edit out a portion of the link for it to function correctly.

   When off campus, the permalink given to an article may look something like this (this example is from EBSCOhost, but applies to all databases):


   Whereas, the correct, functional link would be:


   You must always remove all occurrences of .rap.ocls.ca from the link for it to function later. You will never encounter this issue if copying the permalink while on-campus.
Building the Link – An Example

1. Start with copying and pasting the permanent link to your workspace (e.g. Word document, eConestoga page, etc). It should look something like this:


2. To make this link function off-campus, add the off-campus prefix in front of the link. To do so, copy the off-campus prefix (Step 2, page 3) then return to the permanent link. Right click the permanent link to edit it and past the prefix in front of the rest of the link in the “Address” box.

   The final link should look similar the following format (prefix+permanent link).


3. If you originally copied the permanent link from off-campus, check to make sure the any instance of “.rap.ocls.ca” is edited out. You can edit the link again by right clicking it and choosing to Edit Hyperlink.