

# How to activate Community Zone Collections

In order for an Electronic Collection or an Electronic Portfolio to be visible and accessible to users, it must first be activated. When activating from the Community Zone (CZ), the Collection or Portfolio is activated and then becomes a part of the Institution Zone (IZ) while still connected to the CZ for updates.

1. Identify an Electronic Collection or an Electronic Portfolio in the CZ that you wish to activate.
2. Click the “Activate” button. The Activation Wizard: Electronic Collection and Services Setup page appears.
3. Enter the required information in the Activation Wizard: Electronic Collection and Services Setup page. The Activation Wizard allows you to configure settings for the Collection and/or Portfolio that are required for user access. The Ex Libris documentation should be consulted for the most current details of the Wizard. However, the Wizard is comprised of 4 main sections requiring input, some of which only appear for specific types of collections:
  1. Local Electronic Collection Information (All Collections) - basic localized information about the collection. If the collection is to appear for users, some input will be required:
    1. Public name - If you want to override the electronic collection name that is exposed to the public, enter a new name in this field.
    2. Library - select the library of which this collection is a part.
    3. Level URL - the unproxied access URL for the whole of the Electronic Collection
    4. Additional descriptive information - the bibliographic record that describes the Collection. This will automatically come from the CZ but can be overridden with a bibliographic record in the IZ.
    5. Mark Bib as suppressed - if checked, the collection-level bibliographic record will not appear. Uncheck if you wish for the collection to be visible to users.
    6. Electronic Collection Proxy Enabled - Select “Yes” if the Level URL should be proxied.
    7. Electronic Collection Proxy Selected - If “Yes” was selected for the Electronic Collection Proxy Enabled, select the appropriate pre-configured proxy.
  2. Full Text Service (Selective Packages only) - contains the services available for the Collection being activated. More than one service may be available.
    1. Activate this electronic collection service - this activates the relevant service for the Electronic Collection. This must be checked in order for the collection to be accessible for staff locally or for users through Primo.

2. Make service available - this makes the activated service available for the Electronic Collection. In conjunction with Activate this Electronic Collection, both must be checked in order for the Collection to be visible to users in Primo. If the service is activated but unchecked, the Collection will not be available for users in Primo but will be activated for testing by staff in Alma.
  3. Automatically activate new portfolios - check if the Collection is an aggregator. Uncheck if only specific portfolios are to be activated.
  3. Full Text Service - Linking Parameters (Selective Packages only) - contains the parameters that are required for some full text services. Depending on your authentication method or the provider, client ID or Shibboleth parameters may be required for title-level linking.
  4. Full Text Service - Proxy setup
    1. Proxy enabled - if access requires proxy access, it should be enabled at the service level to cascade to all individual portfolios.
    2. Proxy selected - if the proxy is enabled above, select the appropriate pre-configured proxy
  5. Activation Type (Selective Packages only) - decide which activation type is appropriate for the collection
    1. Activate all - activates all portfolios then available in the CZ without selection. If the Collection is an aggregator, select this and ensure that Automatically activate new portfolios was selected earlier in the Wizard.
    2. Activate electronic collection and selected portfolios via Excel file upload - when this option is selected, the search for portfolios in the Community Zone is done using the ISSN or ISBN (from the Excel file)
    3. Manual activation - select the specific portfolios that should be activated from within the Alma web interface
  6. Activation Summary (All Collections) - this summarizes the service(s), portfolios, and total activations that will be carried out. The total activation count is the sum of the collection, service(s), and portfolios.
4. To complete the Wizard, click "Activate". Selecting Activate causes an [Inventory Electronic Collection Activation/Deactivation job](#) to run. The results of the activation job can be viewed by selecting Report from the row actions list on the Monitor Jobs page for the job that ran. This report identifies the validation policy that you selected and provides a link to the file that was analyzed, that is, the file that was selected for loading in the Activation Wizard when you selected the Activate electronic collection and selected portfolios via Excel file upload option.

## Relevant Documentation

- [Managing Electronic Resources: Activating Electronic Resources](#)
- [Managing Electronic Resources: Activating an Electronic Collection Using the Activation Wizard](#)

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