CORAL Glossary

NOTE: Glossary was a collaboration among the CORAL Steering Committee, Fenway Libraries Online, and the Calvin College Hekman Library.

Access: When a user selects a Resource Record in the Resources Module, Access is the third tab on the record. This tab displays the Authentication Type, Access Method, Storage Location, Coverage, Username, Password, Simultaneous User Limit, Authorized Site(s), and Administering Site(s) pertaining to that particular title. (See also Access Method, Administering Site(s), Authentication Type, Library, Resource Record, Resources Module.)

Access Method: In the Resources Module, the Access Method field accompanies the Authentication Type field. Options include: EBSCOnet, External Host, Local Host, and Standalone CD. Users can view this information on a Resource Record under the Access tab. (See also Access, Authentication Type, Resource, Resource Record, Resources Module.)

Accounts: In the Organizations Module, the Accounts tab displays the External Login Type, URL, Login, and Password for access the administrative side of an organization’s website. For example, a library might use this account information to access usage statistics.

In the Resources Module, Accounts is the sixth tab on a Resource Record and it displays any inherited organizations pertaining to that particular title, which might have special external logins or authentication. The tab also allows for account information specific to a certain resource but not necessarily its organizations. (See also Authentication Type, External Login Type, Organization, Organizations Module, Resource, Resource Record, Resources Module.)

Acquisitions: When a user selects a Resource Record in the Resources Module, Acquisitions is the second tab on the record. This tab displays the Acquisition Type, Initial Cost, and License Status pertaining to that particular title. (See also Acquisition Type, License Status, Resource Record, Resources Module.)

Acquisition Type: In the “Add New Resource” window, the Acquisition Type field is meant to distinguish among free, paid, and trial resources. (See also Acquisitions, Resource, Resource Record, Resources Module.)

Administering Site(s): In the Resources Module, the Administering Site field indicates what part of the library manages that particular resource. Options are customizable by the library. (Hekman Library uses “Main Library” and “Seminary.”) Users can view this information on a Resource Record under the Access tab. (See also Access, Library, Resource Record, Resources Module.)

Aggregator: An aggregator is a database company, such as ProQuest, that collects and organizes electronic content on its own platform. (Note: Aggregator is not an option in the Organization Role field.) (See also Platform, Vendor.)

Alias: An alias is a variant name for an organization (e.g. publisher) or resource (e.g. journal title). For example, Library of Congress or LOC. (See also Alias Type, Organization, Product, Resource.)
**Alias Type:** In the Organizations Module, the Alias Type field allows users to specify what kind of variant name an organization uses as an alias. Options include: Acronym, Alternate Name, and Name Change. (Note: Hekman Library is considering changing **Acronym** to **Abbreviation** so that the field name is consistent with the Resources Module. Hekman Library has added “EBSCO Name” as an additional Alias Type in the Organizations Module.)

In the Resources Module, the Alias Type field allows users to specify what kind of variant name a resource might have as an alias. Options include: Abbreviation, Alternate Name, and Name Change. (Note: The Alias Type field does not show up on a Resource Record unless one has been entered for that title.) (See also **Alias, Product, Resource Record, Resources Module, Organizations Module**.)

**Archiving Agency:** An organization whose main service is to preserve in perpetuity digital content for libraries. Hekman Library uses two archiving agencies: Portico and LOCKSS. (See also **Organization Role**.)

- **Portico** works directly with publishers in order to archive their periodicals on Portico’s server. Libraries pay to participate in Portico, and this gives the library access to periodicals for which they have perpetual access rights (i.e., the library paid a one-time fee for content and cannot lose it).

- **LOCKSS** (Lots Of Copies Keep Stuff Safe) – Libraries pay to participate in LOCKSS, but unlike Portico, LOCKSS allows libraries to store their perpetual access periodicals on their own server.

**Authentication Type:** In the Resources Module, the Authentication Type field indicates whether the resource requires a layer of security before a user may access it. Options include: EZProxy/IP, Referring URL, and Username. Users can view this information on a Resource Record under the Access tab. (Note: Hekman Library has added IP Address as an option.) If a library enters an Authentication Type, then it must update the External Login Type field, as well. (See also **Access, Access Method, External Login Type, Resource Record, Resources Module**.)

**Cataloging:** When a user selects a Resource Record in the Resources Module, Cataloging is the fourth tab on the record. This tab displays cataloging data and workflow information that could be added by a library’s periodicals catalogers. Information includes: Identifier, Source URL, Cataloging Type, Cataloging Status, # Records Available, # Records Loaded, and OCLC Holdings. (See also **Cataloging Status, Cataloging Type, Resource Record, Resources Module**.)

**Cataloging Status:** Newly added to the Resources Module, this field shows up on a Resource Record under the Cataloging tab. Options include: Completed, Ongoing, and Rejected. (See also **Cataloging, Cataloging Type, Resource Record, Resources Module**.)

**Cataloging Type:** Newly added to the Resources Module, this field shows up on a Resource Record under the Cataloging tab. Options include: Batch, Value, and MATCit. (See also **Cataloging, Cataloging Status, Resource Record, Resources Module**.)

**Child Organization:** An organization that is a branch of or is owned by a larger, parent organization. For example, Chadwyck-Healey is a child organization under the parent organization ProQuest. (See also **Child Resource, Organization, Parent Organization**.)

**Child Resource:** A journal that is, perhaps, an offshoot of a larger publication, or “parent resource.” For example, a child resource could be a supplement or special issue that accompanies a regular publication.
In CORAL, parent and children resources are usually linked in the Resources Module. (See also Child Organization, Parent Resource, Resource, Resources Module.)

**Consortium:** A consortium is an organization that acts on behalf of its member libraries in one or more of the following capacities: as a negotiating intermediary with or without a fee for services; as the vendor who accepts payment for a product; or as the named licensee for a particular agreement. For example, the Midwest Collaborative for Library Services (MCLS) is the only consortium in which the Hekman Library participates. MCLS allows Hekman Library to purchase journals, ebooks, or content packages at a discounted rate; provides technical training; negotiates some deals; and coordinates the billing for some services. For the deals that MCLS brokers, Hekman Library pays MCLS directly, who in turn pays the publisher. (See also License, MCLS, Organization, Organization Role, Product, Vendor.)

**Contact:** A person at an organization, with whom a library may communicate regarding a journal title, agreement, license, etc. Users can add or update contacts in the Organizations Module, and the contacts will show up on any Resource Records that are associated with that Organization. Contacts can also be added directly to a Resource Record, but they will not link to the Organizations Module. (See also Contact Role, License, Organization, Organizations Module, Resource Record, Resources Module.)

**Contact Role:** In the Organizations Module, the Contact Role field distinguishes between the different functions of contact people at an organization, with whom a library may need to communicate. Options include: Accounting, Customer Support, Licensing, Sales, Tech Support, and Training. (See also Contact, Licenser, Organization, Organizations Module.)

**CORAL:** Centralized Online Resources Acquisitions and Licensing, an open source ERMS. (See also ERMS.)

**ERMS:** Electronic Resources Management System. (See also CORAL.)

**Expression Type:** In the Licensing Module, this field allows users to pull out significant clauses from a license agreement. For example, a library might want to list the license’s policy on interlibrary loan or the number of simultaneous users allowed in the database at one time. Options include: Authorized Users, Confidentiality Clause, Coursepacks, eReserves, General Notes, Interlibrary Loan, Jurisdiction (Choice of Forum), Multi-Year Term, Post Cancellation Access (aka perpetual access), and Third-Party Archiving. Each option allows for additional notes depending on the item. (See also Archiving Agency, License, Licenser, Licensing Module.)

**External Login Type:** In the Organizations Module, users may enter additional information that might be important to the site administrator. For example, a library might want to enter the login and password for administering the account and generating usage statistics, which might be different from the login/password used for accessing the resource itself. Options include: FTP, Other, Statistics, and Support. Similarly in the Resources Module, users may enter additional information that might be important to the site administrator. For example, the Chronicle of Higher Education requires a login/password instead of IP authentication. Options include FTP, Admin, Statistics, and Support. (See also Access, Accounts, Authentication Type, Organizations Module, Resources Module.)

**Format (field):** In the “Add New Resource” window, the format field is meant to indicate the publication medium. Options include: Electronic, Print, and Print + Electronic. (Note: Hekman Library has added
“Other” as an option in order to cover microfilm and unusual formats included in its EBSCO title list.) (See also Product, Resource.)

**ISBN:** International Standard Book Number, exclusive identification number for books and some monographs.

**ISSN:** International Standard Serial Number, exclusive identification number for periodicals and sometimes proceedings and monographs.

**Issues:** The Issues tab in the Organizations Module is meant for recording general information about an organization that may be valuable over time. (See also Organization, Organizations Module.)

**Library:** The academic entity that uses CORAL to manage its electronic resources. Some libraries have many hierarchies or branches, others are singular. Note: Hekman Library does not use this Organizational Role because it does not have sub-libraries. However, the library does indicate the Main Library and Seminary Library in the Resources Module, Acquisitions tab (“Purchase Site”) and Access tab (“Administering Site”). (See also Access, Acquisitions, Administering Sites, Organization Role, Organizations Module, Resources Module.)

**License:** A legal document between a licensor and a library regarding access rights to a particular journal title, package of journals, or a research database. (Also called License Agreement.) Sometimes licenses are signed between a licensor and a consortium on behalf of its member libraries. (See also Consortium, Licenser, License Status, Licensing Module, Research Database.)

**Licenser:** A licenser is an organization that holds rights to a particular journal title or product line (package of journals). Or, a licenser can be an organization with the authority to manage rights to a particular journal title or product line. The licenser is usually the same as the publisher or provider, but it can also refer to a different entity, such as a vendor. The licenser only matters when determining perpetual access on a license. (Note: Licenser is not an option in the Organization Role field.) (See also License, License Status, Licensing Module, Organization, Organization Role, Provider, Publisher, Vendor.)

**License Status:** In the Resources Module, the License Status can be found in a Resource Record under the Acquisitions tab. License Status options include: Completed, No License Required, and Pending. Once a resource is linked to a license, the user can go between the Resources Module and the Licensing Module to view details about the license.

In the Licensing Module, the License Status is a dropdown box when viewing an existing license agreement. Options include: Awaiting Document, Complete, Document Only, Editing Expressions, and NLR (No License Required). Until a license is given a status, it will not show up as an option in the Resources Module Acquisitions tab. (See also License, Licenser, Licensing Module.)

**Licensing Module:** The CORAL Licensing Module provides a way for libraries to store and access digital copies of current and expired license agreements, as well as any related documents or associated agreement metadata. (See also License, Licenser, License Status.)

**MeL:** Michigan eLibrary. From http://mel.org: “Administered by the Library of Michigan in partnership with Michigan’s libraries of all types, the Michigan eLibrary . . . will provide all Michigan residents with free access to online full-text articles, full-text books, digital images, and other valuable research
information at any time via the Internet; and provide an easy-to-use interlibrary loan system to allow Michigan residents to borrow books and other library materials for free from participating Michigan libraries.”

**MCLS:** Midwest Collaborative for Library Services. http://www.mcls.org. MCLS is a consortium in which Hekman Library participates. (See also Consortium, Vendor.)

**Note Type:** In the Resources Module, users may add customizable notes to Resource Records. The note will appear on the Product tab. Options include: Access Details, Acquisition Details, General, Licensing Details, and Product Details. (See also Access, Acquisitions, License, Product, Resource Record, Resources Module.)

**Organization:** A general term referring to a publisher, provider, vendor, licenser, library, consortium, etc. – any group that relates to content purchased (or collected) by a library. (See also Archiving Agency, Consortium, Library, Licensor, Organization Role, Organizations Module, Provider, Publisher, Vendor.)

**Organization Record:** Page in the Organizations Module, which contains six tabs (Organization,Aliases, Contacts, Accounts, Issues, and Licenses) and displays key information about a particular organization. (See also Accounts, Alias, Contact, License, Organization, Organizations Module, Resource Record.)

**Organization Role:** An organization may have one or more than one function in relation to content: Archiving Agency, Consortium, Library, Platform, Provider, Publisher, School, or Vendor. This information is displayed within a Resource Record’s Product tab. (Note: Hekman Library is not using the School role.) (See also Archiving Agency, Consortium, Library, Organizations Module, Platform, Provider, Publisher, Vendor.)

**Organizations Module:** The CORAL Organizations Module provides a way for libraries to store and manage names, contacts, and account information for the many publishers, providers, vendors, etc. that they interact with on a daily basis. (See also Accounts, Contact, Provider, Publisher, Organization, Vendor.)

**Parent Organization:** A large organization that may have many branches, subsidiaries, or “child organizations” affiliated with it. In CORAL, parent and children organizations are usually linked in the Organizations Module and the Resources Module. For example, ProQuest is a parent organization to many other organizations, including Chadwyck-Healey. (See also Child Organization, Organization, Parent Resource.)

**Parent Resource:** A journal that may come with additional supplements, special issues, or “child resources.” In CORAL, parent and children resources are usually linked in the Resources Module. (See also Child Resource, Parent Organization, Resource.)

**Platform:** A platform is the interface, software, or website through which a particular electronic resource is made available. For example, a user might use the EBSCO platform to access the ATLA Religion Database or Social Sciences Abstracts. A platform, such as Gale, can have multiple interfaces, each with the role of delivering content to a library. The same content may be available on multiple platforms/interfaces because the content is sold by multiple vendors. Gale’s Academic OneFile and Business Insights: Essentials come from the same organization but have very different interfaces. Vendors usually have a platform from which front-end users (students) can access content, as well as an
interface for back-end users (librarians) to view account information. For example, EBSCOHost is the front-end interface; EBSCONET is the back-end interface. In SFX targets are equivalent to platforms. (See also Accounts, Organization, Organization Role, Organizations Module, SFX, Vendor.)

**Product:** The Product tab is one of seven tabs that make up a Resource Record. It contains descriptive information for identifying a particular resource, including Journal Title, Record ID, ISSN/ISBN, Organizations, Publisher, and Resource URL.

A product (or product line) can also be a branded package of content marketed by a publisher or vendor. For example, some vendors feature an entrepreneurship product line. (See also ISBN, ISSN, Organization, Publisher, Resource, Resource Record, Vendor.)

**Provider:** The Hekman Library rarely assigns the provider role for organizations because it is so similar to the vendor role. In order to distinguish the roles, the library has deemed providers as vendors for whom it does not have to pay fees for content, access, or ongoing maintenance. For example, Hekman Library receives access to the Gale databases freely through MeL. (See also MeL, Organization Role, Vendor.)

**Publisher:** A publisher is an organization that creates, produces, and is responsible for content. For example, a university press publishes a journal. A publisher usually is the original rights holder for a particular journal title. A publisher may also act as a provider or vendor. (See also Organization, Organization Role, Provider, Vendor.)

**Research Databases:** As one of the options under Resource Type, a research database represents a collection of journals (and full-text articles) that a library subscribes to as a set product. The library does not have control over the journals included in the database and rarely has perpetual access rights. However, research databases sometimes share an organization with other journals listed in CORAL, and they almost always have licenses. (See also License, Product, Resource, Resource Type.)

**Record ID:** A Record ID is the unique number assigned to a particular Resource in CORAL. Record IDs are assigned automatically in the order in which they are added to CORAL and remain exclusive to the library's system. That is, Record IDs will differ by the institution because of the order in which they were added. (See also Resource, Resource Record.)

**Resource:** A resource is usually a single publication (journal, book title, etc.), such as *Booklist*, or a package of titles that a library wants to manage as a single unit. Each resource will have a Resource Record page containing seven tabs (Product, Acquisitions, Access, Contacts, Attachments, and Routing). (See also Access, Acquisitions, Contact, Product, Resource Record, Resources Module.)

**Resource Record:** Page in the CORAL Resources Module, which contains seven tabs (Product, Acquisitions, Access, Contacts, Attachments, and Routing) and displays key information about a particular resource. (See also Access, Acquisitions, Contact, Product, Resource, Resources Module.)

**Resources Module:** The CORAL Resources Module aids in the management of the electronic resource workflow from the initial request through the acquisition process and into ongoing support and maintenance. (See also Resource, Resource Record.)

**Resource Type:** In the “Add New Resource” window, the resource type field is optional, but provides additional context and is customizable through the admin page. Values include: eBooks, Multi-media,
Periodicals, Reference, and Research Databases. (See also Research Database, Resource, Resources Module.)

SFX (Ex Libris): Abbreviation that stands for “special effects.” Created by the company Ex Libris, SFX is an OpenURL link resolver program that libraries can use to connect a user’s request for content to the library’s holdings of that content. SFX is primarily used for resolving links in research databases. (See also Research Database, Terms Tool.)

Terms: Refers to the conditions of a licensing agreement, which a library might have with an organization regarding a particular journal title. (See also License, Terms Tool.)

Terms Tool: An add-on to the CORAL Licensing Module, the Terms Tool enables key stakeholders, such as interlibrary loan staff, to view the license terms without needing direct access to CORAL Licensing. The tool allows authorized users to retrieve license terms for a specific resource based on an ISSN or ISBN query.

More specifically, the Terms Tool uses ISBNs and ISSNs to query SFX (or another openURL resolver) and subsequently retrieve a list of available providers. Then, the Terms Tool queries CORAL Licensing for the license terms for each provider. (Note: Hekman Library is not currently using this tool.) (See also ISBN, ISSN, License, Licensing Module, Provider, SFX, Terms.)

Vendor: the organization responsible for accepting payment for electronic content. For example, EBSCO, ProQuest, or MCLS. A vendor may act as an aggregator, collecting content from various sources (typically publishers) and selling that content in a unified presentation. Alternately, a vendor may be a consortium, accepting payment as an intermediary with a content provider. Vendors usually have a platform from which front-end users (students) can access content, as well as an interface for back-end users (librarians) to view account information. Free resources where nothing is being sold do not have a vendor. (See also Aggregator, Consortium, Organization, Organization Role, Platform.)

Zombie: a now-defunct organization, which has perhaps ceased operations; been absorbed by other organization without retaining its former identity, branding, or interface; or otherwise no longer exists. Zombies have no role; they are dead, but may come back to haunt us. H.W. Wilson, whose existence was entirely expunged shortly after being acquired by EBSCO, is an example of a zombie. eBrary, because it retained its product identity when acquired by ProQuest, is not a zombie. Do not use this role in conjunction with any live roles. Zombie organizations can be retained in the CORAL system to track old subscriptions, for reference when fielding inquiries about formerly available products, for historic purposes, or any other need for clarification. This is an atypical organization role to be applied only highly selectively. When needed, elucidate all details in the notes field regarding resources formerly associated with an organization or funding source. (See also Organization.)