

LIBRARIAN PORTAL QUICK START GUIDE



The Springer Nature Librarian Portal on librarian.springernature.com is a self-service platform built to streamline library workflows. It offers tools for managing content acquisition, metadata, access methods, and usage analysis. Librarians can order single eBooks, manage holdings, download KBART and MARC records, configure access methods like IP addresses and single sign-on, and analyse COUNTER-compliant data. Whether you're handling content discovery or evaluating ROI, the Portal provides essential tools to support your library's workflow. This guide will introduce you to key features and where to find them.

## Your account

With your account you have access to your institution's subscriptions, discovery settings, access methods, and administrative tools.



# Logging in

Visit librarian.springernature.com and log in. If you have any issues, use the "Forgot Password" link or contact customer service. If you manage multiple institutions, once logged in you'll see them listed at the top of your dashboard.

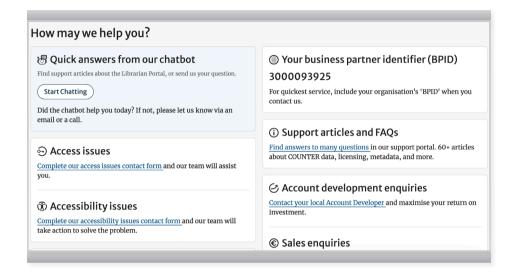
SPRINGER NATURE	
Log in	
Email	L
Password	
Forgot password?	
Don't have an account? Email onlineservice@springernature.com.	

# Help and contact

Contact options include email support in multiple languages, phone assistance, and additional help services.

## Support Portal

Click on information links within the Portal for detailed guidance on topics such as COUNTER reports and metadata.

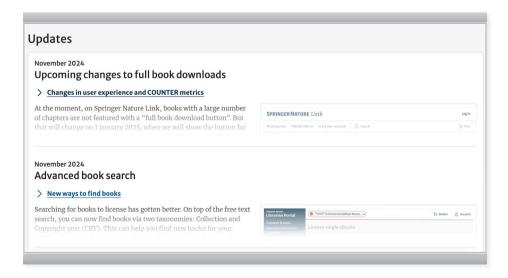


#### Customer service

Reach out via email or phone for personalized assistance. Contact details are available on the Portal, including options for different languages.

#### **Updates**

Check the updates page for summaries of new capabilities and enhancements to the Portal.





# Organisation settings

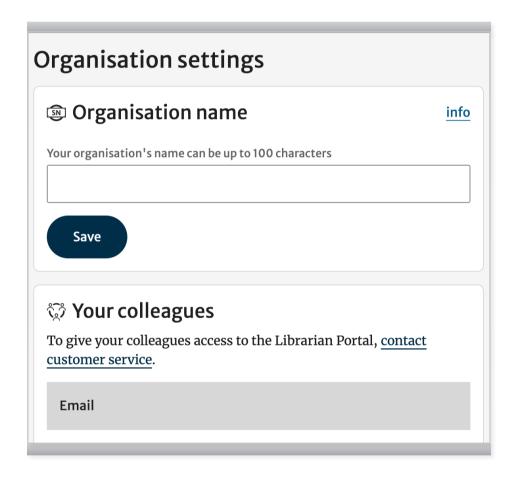
Manage various settings for your organisation.

#### Co-branding

Customize how your institution's name will be displayed on platforms like Springer Nature Link and nature.com when patrons access content through your library's subscriptions.

#### Colleagues

View and manage administrator accounts for your institution. If colleagues need access or have left your organization, contact customer service for updates.



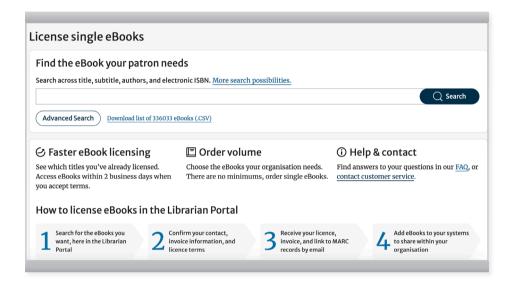


# Content and tool acquisition

Choose the best set of content and solutions for your patrons.

## Single eBooks

Order individual eBooks directly through the Portal. Add titles to your basket, check out, and your patrons will get access quickly.



## eBook order history

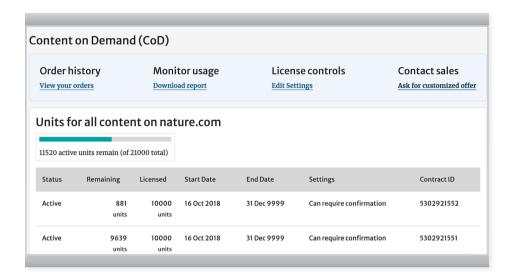
Review past purchases of eBooks. Future updates may include other business models, allowing you to see journal orders and more.





#### Content on Demand

Monitor your unit balance and usage reports to manage your Content on Demand subscriptions effectively.

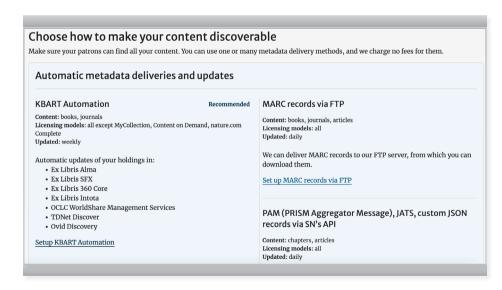


# Metadata management

We can help you catalogue and manage discovery systems in many different ways.

## Choose discovery setup

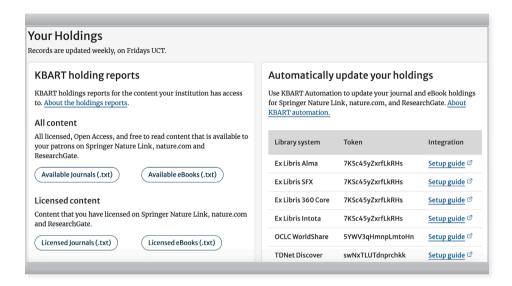
The Discovery Setup page provides an overview of available metadata formats and delivery methods for cataloguing.





## Holdings

Download holdings files in KBART format or set up automated updates of your holdings in your library system.



## Title lists (KBART)

Download title lists for most of our business models. The lists are in KBART format so that they can be used to update most library systems.



#### MARC records

Get MARC records for your licensed eBooks and journals.

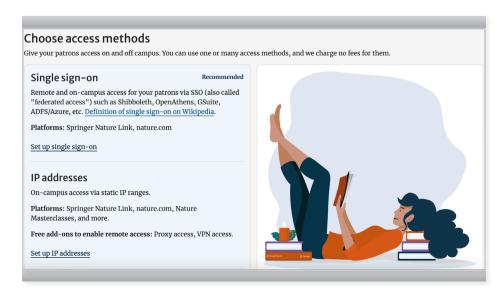
0)	<b>Books</b> Titles available on Springer Nature Link, Apress.com, and BSL.nl.	Journals Titles available on Springer Nature Link, nature.com, and BMC.
0)	Collections	
0)	> Collections With Reference Wor	ks
	> Collections Without Reference	Norks (R0)
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# Access method management

Configure access methods like IP addresses and single sign-on (SSO) for seamless patron access.

## Choose access methods

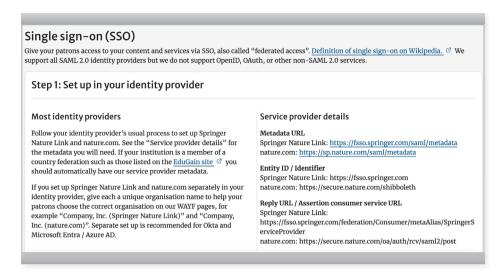
Select how users access content. Options include IP-based access and Single Sign-On (SSO). Choose the methods that best suit your institution's needs.





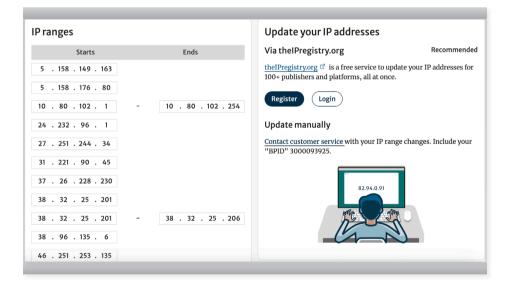
#### Single sign-on

Set up SAML-based federated authentication so your patrons can easily get access to the content and tools that you have provided them with.



#### IP addresses

Check and update your institution's registered IP ranges on the IP Addresses page. Updates can be made via theipregistry.org or via customer service.



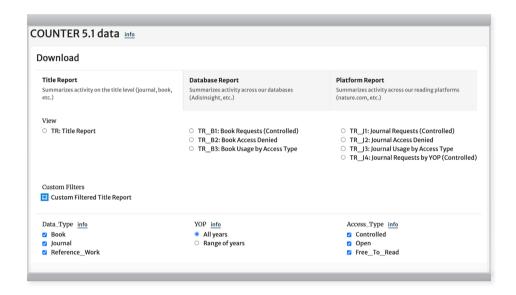
# Usage analysis

Evaluate return on investment (ROI) by analysing user activity including denials and downloads and make informed decisions about content acquisition.

# po

#### **COUNTER data**

Analyse usage with COUNTER-compliant reports. Access COUNTER 5.0 and 5.1 reports via the form or set up SUSHI harvesting in your library system.



## Welcome to the Librarian Portal

Make sure your patrons have access to the content, tools, and OA publishing they need—log in to the Librarian Portal!

