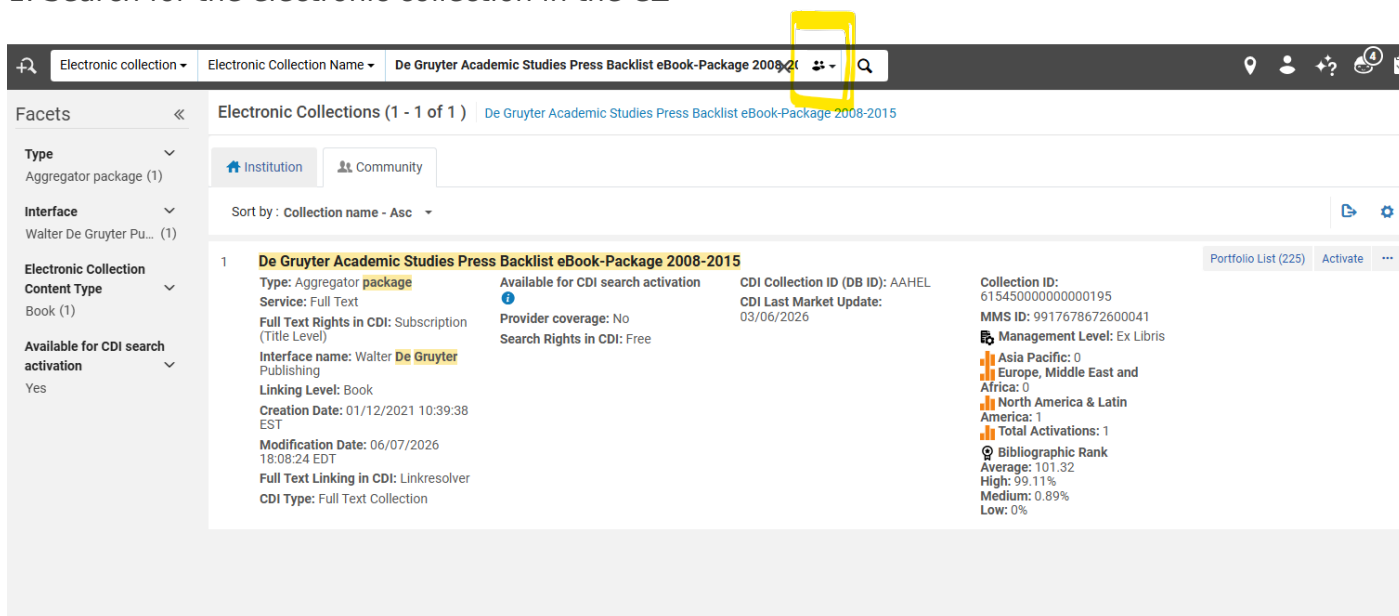


# How to Activate a CZ Collection in the Network Zone

Below are instructions on how to activate a Community Zone (CZ) collection in the Network Zone.

If you are activating a collection that will be used for AUTOHOLDINGS, please follow the instructions given on the [Alma Knowledgebase](#) for that particular vendor!

## 1. Search for the electronic collection in the CZ



The screenshot shows the Alma interface with a search bar at the top containing the text "De Gruyter Academic Studies Press Backlist eBook-Package 2008-2015". The search results display a single collection with the following details:

Facets	Electronic Collections (1 - 1 of 1)	De Gruyter Academic Studies Press Backlist eBook-Package 2008-2015
Type Aggregator package (1)	Institution	Community
Interface Walter De Gruyter Pu... (1)	Sort by: Collection name - Asc	
Electronic Collection Content Type Book (1)	1	<b>De Gruyter Academic Studies Press Backlist eBook-Package 2008-2015</b>
Available for CDI search activation Yes	Type: Aggregator package Service: Full Text Full Text Rights in CDI: Subscription (Title Level) Interface name: Walter De Gruyter Publishing Linking Level: Book Creation Date: 01/12/2021 10:39:38 EST Modification Date: 06/07/2026 18:08:24 EDT Full Text Linking in CDI: Linkresolver CDI Type: Full Text Collection	Available for CDI search activation Provider coverage: No Search Rights in CDI: Free CDI Collection ID (DB ID): AAHEL CDI Last Market Update: 03/06/2026 Collection ID: 61545000000000195 MMS ID: 9917678672600041 Management Level: Ex Libris Asia Pacific: 0 Europe, Middle East and Africa: 0 North America & Latin America: 1 Total Activations: 1 Bibliographic Rank Average: 101.32 High: 99.11% Medium: 0.89% Low: 0%

2. Choose the Activate option for the collection.

3. In the **Electronic Collection and Services Setup** page :

a. Under the **Local Electronic Collection Information** section

i. Add the **Public Name (override)** to be the same name as the collection, with '(WRLC)' added at the end of the name. This will help consortial staff identify the collection as a WRLC managed electronic collection.

ii. Checkmark **Mark Bib as suppressed**. This ensures that the bibliographic record that describes the collection is suppressed from Primo; it does NOT suppress the portfolios attached to the collection.

iii. **Electronic Collection Proxy enabled = No**. This ensures that a proxy is not added to the URL for the entire electronic collection; it does NOT remove a proxy from the

portfolios attached to the collection.

Local Electronic Collection Information

Public name (override)	<input type="text" value="De Gruyter Academic Studies Press 2008-2015 (WRLC)"/>	Library	<input type="text"/>
Level URL (override)	<input type="text"/>	Additional descriptive information	<input type="text" value="De Gruyter Academic Studies Press Backlist eBook-Pack"/>
Mark Bib as suppressed	<input checked="" type="checkbox"/>	Electronic Collection Proxy Selected	<input type="text"/>
Electronic Collection Proxy Enabled	<input checked="" type="radio"/> No <input type="radio"/> Yes		

b. Under the **Central Discovery Index Information** section

i. **CD Search activation status = Active**

ii. **We subscribe to only some titles in this collection = Yes**

Please note that the above setting may be changed later, depending on the linking settings of the collection. When first activating a collection, it is safest to set this criteria to 'Yes.'

iii. IF collection includes only ebooks, Checkmark Do not show as Full Text available in CDI even if active in Alma.

IF collection includes journals, do not checkmark Do not show as Full Text available in CDI even if active in Alma.

Central Discovery Index information

CDI Search activation status	<input type="radio"/> Not Active <input checked="" type="radio"/> Active
We subscribe to only some titles in this collection	<input type="radio"/> No <input checked="" type="radio"/> Yes
Do not show as Full Text available in CDI even if active in Alma	<input type="checkbox"/>

c, Under the **Full Text Service** section

i. Checkmark the following options

- Activate this electronic collection service
- Make service available
- Automatically delete portfolios removed from service

ii. For the following option...

- Automatically activate new portfolios : only checkmark if NOT setting up an autoholdings collection, AND if all portfolios in the collection are available through our subscription.

All remaining options can be left blank.

Full Text Service

Activate this electronic collection service

Make service available

Automatically activate new portfolios  ⓘ

Automatically delete portfolios removed from service  ⓘ

Active from date  ⓘ Active until date  ⓘ

Service public name

Service Public Note

Service Authentication Note

ii. Then click Next.

4. In the **Linking Information** page :

a, Under the **Full Text Service - Linking Parameters** section

i. Leave all parameters blank

b. Under the **Full Text Service - Proxy setup** section

i. **Proxy enabled = No**. If the collection requires a proxy, the proxy settings for each individual Institution will be set later in the workflow.

Activation Wizard: Linking Information

Full Text Service - Linking Parameters

Parameter Name	Value
1. U_SHIBBOLETH	<input type="text"/>
2. SHIBBOLETH	<input type="text"/>

Full Text Service - Proxy setup

Proxy enabled  No  Yes

Proxy selected

ii. Then click Next

5. In the **Select Activation Method** page :

a. **Activate all - Activation of the complete electronic collection with no selection of portfolios** : choose if all portfolios in the collection are available through our subscription.

b. **Manual activation - activate electronic collection and manually select portfolios** : choose this option if you are activating a collection that will be used for autoholdings.

b. Then click Next

6. Review the **Activation Summary** page and make sure everything looks accurate. Click **Activate** to activate the collection. This will trigger an Activation job to run.

7. At this point, you will be brought back to your original Alma search page. Find the collection you just activated, and click on the house icon to view the same collection in the Network Zone (as opposed to the Community Zone).

8. Click on the ellipsis button, then choose **Edit Service**

The screenshot displays the Alma interface for a collection titled "De Gruyter Academic Studies Press 2008-2015 (WRLC) (De Gruyter Academic Studies Press Backlist eBook-Package 2008-2015)". The interface is divided into three columns of metadata:

- Left Column:** Type: Aggregator package; Services: Full Text (Available); Interface name: Walter De Gruyter Publishing; Linking Level: Book; Creation Date: 06/12/2026 10:14:01 EDT; Modification Date: 06/12/2026 10:14:01 EDT.
- Middle Column:** Available for CDI search activation ⓘ; Provider coverage: No; Active for Search in CDI: Yes; Search Rights in CDI: Free; Full Text Rights in CDI: Subscription (Title Level); Full Text Linking in CDI: Linkresolver; CDI Type: Full Text Collection; Do not show as Full Text available in CDI even if active in Alma: No; CDI Collection ID (DB ID): AAHEL; We subscribe to only some titles in this collection: Yes; CDI Last Market Update: 03/06/2026.
- Right Column:** Collection ID: 61451201290004101; MMS ID: 9914772698304101; Management level in Community Zone: Ex Libris.

At the bottom, there are tabs for "Available For", "CDI", and "Other details". On the right side, a dropdown menu is open, showing options: "Descriptive Record", "Deactivate for Search in CDI", "Delete", "View", "Create E-Activation Task", "Publishing information", "Edit Service" (highlighted in yellow), "Edit Full Text Portfolios", "View It", "Report to Clarivate", and "Add Reminder".

a. Go to the **Linking** tab

i. Under the **General Linking Information** section

IF a proxy is necessary for this resource, select Proxy enabled = Yes, then leave the Proxy selected drop down menu blank

IF a proxy is NOT necessary for this resource, leave Proxy enabled = No.

## Electronic Service Editor

Activation

Service Description

Linking

Portfolios

Notes

Group Settings

History

General Linking Information

This tab has content Alt + 3

URL type  Dynamic URL  Parser Parameters

Parser **Springer::BOOKS**

Parser parameters **url=https://link.springer.com & url2=https://rd.springer.com & code=\$\$CODE & shib=\$\$SHIBBOLETH & u\_shib=\$\$U\_SHIBBOLETH**

URL type (override)  Dynamic URL  Parser Parameters

Parser (override)

Parser parameters (override)

Linking level **Book**

Linking level (override)

Service is free? **Not Free**

Service is free? (override)  Not Free  Free

Crossref supported **Yes**

Crossref supported (override)  No  Yes

Crossref enabled  No  Yes  INHERIT

Proxy enabled  No  Yes

Proxy selected

b. Go to the **Group Settings** tab

i. Click **Add Settings For Group** to add each institution that has access to the collection.

ii. IF a proxy is necessary for this resource, select Resource Default for the Proxy Enabled configuration

IF a proxy is NOT necessary, select No for the Proxy Enabled configuration;

Do NOT choose Yes for Proxy Enabled. This setting is only for proxies configured in the Network Zone, and WRLC does not configure proxies in our NZ.

iii. Proxy Selected is left blank.

iv. Click Save, and repeat for each institution.

**Available For Information**

Group \*



PARAMETERS

Proxy enabled  No  Yes  Resource Default

Proxy selected

Authentication note

Public note

v. Once you have configured each Institution, click Save on the Electronic Service Editor page.

Please note that there is also a Group Settings tab in the Edit Collection page; the Electronic Service page is the only one that should be edited for Group Settings.

c. Afterwards, you should be brought back to the Alma search page with a view of the electronic collection.

9. From here, click Edit Collection

Electronic Collections (1 - 1 of 1) De Gruyter Academic Studies Press Backlist eBook-Package 2008-2015 Save Query

Institution Community

Sort by: Collection name - Asc

1 **De Gruyter Academic Studies Press 2008-2015 (WRLC) (De Gruyter Academic Studies Press Backlist eBook-Package 2008-2015)** Portfolio List (225) [Edit Collection](#) ...

<b>Type:</b> Aggregator <b>package</b> <b>Services:</b> Full Text (Available) <b>Interface name:</b> Walter <b>De Gruyter</b> Publishing <b>Linking Level:</b> Book <b>Creation Date:</b> 06/12/2026 10:14:01 EDT <b>Modification Date:</b> 06/12/2026 10:14:01 EDT	<b>Available for CDI search activation</b> ⓘ <b>Provider coverage:</b> No <b>Active for Search in CDI:</b> Yes <b>Search Rights in CDI:</b> Free <b>Full Text Rights in CDI:</b> Subscription (Title Level) <b>Full Text Linking in CDI:</b> Linkresolver <b>CDI Type:</b> Full Text Collection <b>Do not show as Full Text available in CDI even if active in Alma:</b> No <b>CDI Collection ID (DB ID):</b> AAHEL <b>We subscribe to only some titles in this collection:</b> Yes <b>CDI Last Market Update:</b> 03/06/2026	<b>Collection ID:</b> 61451201290004101 <b>MMS ID:</b> 9914772698304101 <b>Management level in Community Zone:</b> Ex Libris
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Available For    CDI    Other details

Go to the CDI tab and follow the instructions for setting CDI settings for electronic collections found on the [Configuration of CDI Settings for Shared Electronic Collections](#) page on the Alma Wiki.

### Revision #3

Created 12 June 2026 13:22:25 by Jackie Saavedra

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