

# Getting Library Resources into Blackboard \*

## Linking to Web Materials

To link to Web sites from within your Blackboard course, follow these steps:

1. Copy the URL (Web address) of the site you intend to include in your Blackboard course.
2. Log in to [Blackboard](#) and enter the specific course site in which you are adding a link.
3. Select **Control Panel**, and then select the area of your Blackboard course where you want to add the link.
4. Click on the **+External Link** icon.
5. Complete the **Name** box and paste the copied URL in the **URL** box.
6. Complete the remainder of this page as desired and click on **Submit**.
7. **IMPORTANT:** Check the link before making it available to your students – Web pages frequently move or are deleted.

Rice Library's [Recommended Websites LibGuide](#) is a source for quality Web sites appropriate for academic study and research.

Suggestions for links to other important Rice Library services and resources include:

1. [Recommended Library Databases](#)
2. [LibGuides](#)
3. [Online Tutorials](#)
4. Subject specific netLibrary reference books (see below)
5. [Contact Rice Library](#)
6. [Rice Library's Distance Learning Services Web Page](#)
7. [Access to Library Materials for DE and DNP Students Guide](#)
8. [Interlibrary Loan Services](#)
9. [Document Delivery Options](#)
10. [Citation LibGuides](#)
11. Library Catalog Searches

## Using TinyURL.com

**For Web Materials:** Occasionally the Web address for the page to which you want to link is so large that it cannot be accommodated in the space provided within Blackboard. In such circumstances you can convert the Web address to a much shorter URL using TinyURL at <http://tinyurl.com>.

**For Articles in Library Databases: IMPORTANT** When using TinyURL to reduce the size of the URL associated with an article retrieved from one of Rice Library's electronic databases, be sure to insert the proxy prefix below at the beginning of the URL before clicking on the "Make TinyURL!" button. Otherwise the durable link to the article will not work.

<https://login.lib-proxy.usi.edu/login?url=>

## Linking to Electronic Course Reserves in the Library Catalog

To link to items you have placed on electronic course reserve in the library's catalog, follow these steps:

1. Begin by retrieving the catalog record for the specific item in the **Course Reserve** section of the library catalog.
2. Copy the URL (Web address) for the item's catalog record (not document) that you intend to include in your Blackboard course.
3. Log in to [Blackboard](#) and enter the specific course site in which you are adding a link.
4. Select **Control Panel**, and then select the area of your Blackboard course where you want to add the link.
5. Click on the **+External Link** icon.
6. Complete the **Name** box and then paste the item's catalog record URL in the **URL:** box.

7. Complete the remainder of the page as desired and click on **Submit**.

**NOTE:** Users attempting to retrieve electronic course reserves linked using the method above will need to log in using the user name and password provided by Rice Library and distributed by their professor (for scanned documents) or their MyUSI user name and password (for durable link documents).

## Linking to Articles in Library Databases

To link to articles in one of the databases below, choose from one of the following options:

### Option 1:

1. Log in to [Blackboard](#) and enter the **Control Panel** of the specific course site where you intend to add the links.
2. Select the area where you intend to place the link to the article.
3. Click on the **+External Link** icon.
4. At the next page, type (or copy and paste) the following **Proxy Prefix** (URL for proxy server) in the **URL** box:

<https://login.lib-proxy.usi.edu/login?url=>

**IMPORTANT:** This **Proxy Prefix** must be typed exactly as given. The link will not work if there is any error in its transcription.

5. Search any of the Rice Library databases listed below to locate the full-text of the article you want to add to your Blackboard course. **IMPORTANT:** Link only to those articles that are available in full text in the database, not to those which have only a citation and/or abstract.
6. Copy and paste the persistent link or URL (as specified by the chart below) to the **URL** box to the right of the **Proxy Prefix**. Do not leave a space between the **Proxy Prefix** and the copied durable link or URL.

DATABASE	METHOD FOR LINKING <i>Unless noted, all links must be preceded by Proxy Prefix</i>
<ul style="list-style-type: none"> <li>• <b>Alexander Street Databases:</b> North American Theatre Online PLUS Social Theory</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul>
<ul style="list-style-type: none"> <li>• American Chemical Society Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Right click the .html, pdf, or DOI link and click on “Copy Shortcut” (Internet Explorer) or “Copy Link Location” (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• ARTstor</li> </ul>	<ul style="list-style-type: none"> <li>• For instructions for linking to ARTstor images, <a href="#">click here</a>. Be sure to include the proxy prefix above with each ARTstor image.</li> </ul>
<ul style="list-style-type: none"> <li>• Bentham Open Access Journals</li> </ul>	<ul style="list-style-type: none"> <li>• Right click the article title and click on “Copy Shortcut” (Internet Explorer) or “Copy Link Location (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• Biography Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> <li style="text-align: center;"><b>Or</b></li> <li>• Right click the article title and click on “Copy Shortcut” (Internet Explorer) or “Copy Link Location” (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• BioOne</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> <li style="text-align: center;"><b>Or</b></li> <li>• Right click the “Full Text Article” or “Print Version” links and click on “Copy Shortcut” (Internet</li> </ul>

	Explorer) or “Copy Link Location” (Netscape/Firefox). Paste copied link into Blackboard.
<ul style="list-style-type: none"> <li>• Britannica Online</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul>
<ul style="list-style-type: none"> <li>• CQ Researcher</li> </ul>	<ul style="list-style-type: none"> <li>• Use the URL that appears in Web browser.</li> </ul> <p><b>NOTE:</b> Durable linking allowed only to Result Lists, not individual articles.</p>
<ul style="list-style-type: none"> <li>• CREDOreference</li> </ul>	<ul style="list-style-type: none"> <li>• Use the URL that appears in Web browser.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>EBSCOhost Databases:</b> Academic Search Premier America: History and Life with Full Text Business Source Premier CINAHL with Full Text Communication and Mass Media Complete Corporate ResourceNet ERIC Health Business FullTEXT Health Source: Consumer Edition Health Source: Nursing/Academic Edition Historical Abstracts with Full Text MAS Ultra MasterFile Premier McClatchy-Tribune Collection Military &amp; Government Collection Newspaper Source Professional Development Collection PsycARTICLES Regional Business News SocINDEX with Full Text SPORTDiscus with Full Text</li> <li>• <b>Other EBSCOhost Databases:</b> The following EBSCOhost databases do not contain full-text items but may link to full-text articles in other EBSCOhost databases. To create durable links to such articles, simply follow one of the <b>Full Text</b> (HTML Or PDF) links to the appropriate database and apply the method for linking to EBSCOhost databases given in the adjacent box.  Criminal Justice Abstracts GeoRef Historical Abstracts Library, Information Science and Technology Abstracts (LISTA) MEDLINE MLA International Bibliography PsycINFO</li> </ul>	<ul style="list-style-type: none"> <li>• Use the persistent link that appears within the article’s citation/abstract. <b>NOTE:</b> It is not necessary to add the <b>Proxy Prefix</b> above.</li> </ul>

<p>Social Work Abstracts</p>	
<ul style="list-style-type: none"> <li>• Education (H. W. Wilson)</li> </ul>	<ul style="list-style-type: none"> <li>• Copy and paste the link provided at the bottom of the abstract page by clicking on the link labeled "Click to copy the HTML [or] PDF full text article link." Strip the link of everything but the URL (portion located between quotation marks).</li> </ul>
<ul style="list-style-type: none"> <li>• Encyclopedia of Health Services Research</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Right click the article title link and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• Encyclopedia of Social Work</li> </ul>	<ul style="list-style-type: none"> <li>• Right click the article title link and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• Facts on File</li> </ul>	<ul style="list-style-type: none"> <li>• Right click the article title and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Gale Databases:</b> Contemporary Authors Encyclopedia of Associations LitFinder Small Business Resource Center Testing &amp; Education Resource Center</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Right click the article title link and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• GeoScienceWorld</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Right click the article title link and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• International Encyclopedia of the Social Sciences</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in the Web browser.</li> </ul>
<ul style="list-style-type: none"> <li>• JSTOR</li> </ul>	<ul style="list-style-type: none"> <li>• Use the stable URL found in the results list.</li> </ul>
<ul style="list-style-type: none"> <li>• Lexis-Nexis Academic</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Right click the article title and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• Literature Online (LION)</li> </ul>	<ul style="list-style-type: none"> <li>• Use the "Durable URL for this page/text" given on page.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Right click on the "Full Text" or "Page Image" icons and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• <b>A.</b> Search the library's catalog for the e-book title to which you would like to create a link. <b>B.</b> Once in the "Detailed Record" for the item, switch to the "MARC Format" view of the record. <b>C.</b> From the "MARC Format," copy and paste the information</li> </ul>

	<p>contained in the <b>856 field (subfield u) D</b>. Embed this information in your Blackboard course site.</p> <p><b>NOTE:</b> It is not necessary to add the <b>Proxy Prefix</b> above.</p>
<ul style="list-style-type: none"> <li>• NetLibrary</li> </ul>	<ul style="list-style-type: none"> <li>• Use the following URL followed by the book's <b>Product ID</b> number located on the "Show Details/Full Metadata" section (eBook Details page) for each book title.  <a href="http://www.netlibrary.com/urlapi.asp?action=summary&amp;v=1&amp;bookid=">http://www.netlibrary.com/urlapi.asp?action=summary&amp;v=1&amp;bookid=</a></li> </ul> <p>Use the following URL followed by the book's <b>Product ID</b> number when creating links in Microsoft Office products:  <a href="http://www.netlibrary.com/summary.asp?ID=">http://www.netlibrary.com/summary.asp?ID=</a></p> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• <b>A.</b> Search the library's catalog for the e-book title to which you would like to create a link. <b>B.</b> Once in the "Detailed Record" for the item, switch to the "MARC Format" view of the record. <b>C.</b> From the "MARC Format," copy and paste the information contained in the <b>856 field (subfield u) D</b>. Embed this information in your Blackboard course. <b>NOTE:</b> It is not necessary to add the <b>Proxy Prefix</b> above to this link.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Nursing Titles, Individual.</b>  Including: <i>Applied Nursing Research, Clinical Scholars Review: The Journal of Doctoral Nursing, Evidence Based Nursing, Journal of Nursing Administration [JONA], Journal of Professional Nursing, Nurse Educator, Nursing Outlook, Nursing Research, Western Journal of Nursing Research</i></li> </ul>	<ul style="list-style-type: none"> <li>• Right click on article title or full text link (.html or .pdf) and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• Project Muse®</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>• Right click the article title or the "View in PDF" link and click on "Copy Shortcut" (Internet Explorer) or "Copy Link Location" (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>ProQuest Databases:</b>  ABI/INFORM Complete  ABI/INFORM Trade &amp; Industry  Chicago Tribune Historical (1849-1987)  Criminal Justice Periodicals  Hoover's Company Capsules &amp; Profiles  New York Times Historical (Sept. 1851 – Dec. 2005)  ProQuest Health and Medical Complete  ProQuest Research Library</li> </ul>	<ul style="list-style-type: none"> <li>• Copy and paste the Document URL available in the pop-up window that appears when you click on "Copy Link." <b>NOTE:</b> It is not necessary to add the <b>Proxy Prefix</b> above.</li> </ul>
<ul style="list-style-type: none"> <li>• PubMed Central</li> </ul>	<ul style="list-style-type: none"> <li>• Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p>

	<ul style="list-style-type: none"> <li>Right click the Full Text or PDF link and click on “Copy Shortcut” (Internet Explorer) or “Copy Link Location” (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>Safari Books Online</li> </ul>	<ul style="list-style-type: none"> <li>Use the book’s URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li><b>A.</b> Search the library’s catalog for the e-book title to which you would like to create a link. <b>B.</b> Once in the “Detailed Record” for the item, switch to the “MARC Format” view of the record. <b>C.</b> From the “MARC Format,” copy and paste the information contained in the <b>856 field (subfield u)</b> <b>D.</b> Embed this information in your Blackboard course site.</li> </ul> <p><b>NOTE:</b> It is not necessary to add the <b>Proxy Prefix</b> above.</p>
<ul style="list-style-type: none"> <li>Social Issues in America</li> </ul>	<ul style="list-style-type: none"> <li>Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>Right click the article title link in the search result list and click on “Copy Shortcut” (Internet Explorer) or “Copy Link Location” (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>
<ul style="list-style-type: none"> <li>Value Line</li> </ul>	<ul style="list-style-type: none"> <li>Use the article URL that appears in Web browser.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <ul style="list-style-type: none"> <li>Right click the article .pdf or .html icon and click on “Copy Shortcut” (Internet Explorer) or “Copy Link Location” (Netscape/Firefox). Paste copied link into Blackboard.</li> </ul>

- Under **Options** it is recommended that you select **Yes** in response to the statement **Launch item in external window**.
- Complete the remainder of the page and click on **Submit**. **IMPORTANT:** Be sure to include a full citation to the article link along with the name of the database from which it can be found. This information may help students to locate the article directly on their own should there be a problem with the durable link.
- All faculty are encouraged to include the following statement with each linked resource: **Since this material is protected by copyright law (Title 17 U.S. Code), students should not copy and distribute this material to unauthorized users (non USI students, faculty, and staff).**
- IMPORTANT:** It cannot be guaranteed that durable links to journal articles in subscription databases added to personal course Web pages (other than Blackboard) will work in the same way as they do in Blackboard.

**Option 2:**

- Contact Debbie Clark, Rice Library’s Circulation Manager, at 812/464-1922 or 800/246-6173.
- Supply Debbie with the following: a) course code (including section) and title of course, b) list of citations of the articles to be added to course along with the databases from which the articles are found, c) section of Blackboard course where links are to be added, d) timeframe during which the link is to remain active, e) any special instructions to students that are to accompany link.
- Enroll Debbie as a “Course Builder” user in your Blackboard course to allow her to add the article links to your course site.

**For Help:**

Contact Debbie Clark at [dclark@usi.edu](mailto:dclark@usi.edu), 812/464-1922, or 800/246-6173 and ask for Debbie Clark.

\* Based on instructions originally developed by Elisabeth Leonard and updated by Carol Cramer at Wake Forest University.

Getting Library Resources into Blackboard  
07/22/10