<u>Online e-Resource Requisition System Help Manual for "E-Resource Requirement Survey for the Year 2022"</u>

The current model of e-Shodh Sindhu Consortium where access to 17 resources are available to selected eligible institutions is completing in the year 2021.

All the universities/Institutions are requested to kindly submit their requirements through online requisition portal for the year 2021. The e-Shodh Sindhu will start process of negotiation of rates of subscriptions to e-resources with publishers that are either subscribed by eSS or member Institutions from their own funds based on sanction/approval of the requisite funds for the year 2022 from the Ministry of Education.

For submitting the details members can login to the Online e-Resource Requisition System available at https://ess.inflibnet.ac.in/oes/ using their existing login details. The selection of the resources for future years will be based on the details submitted through the online portal.

Important Notes:

This survey is primarily for capturing the requirement of e-Journals and e-databases required for their Institutes that may be considered for central funding by eSS or will be negotiated centrally for better rates of subscription. As such, institutes are requested kindly note the following:

- Update the details of subscribed resources on subscription model only and not at one-time payment basis (e.g. archive, e-books etc);
- Kindly update the correct collection name from the eSS list available, if not, look for an alternate name of the collection (eg. Abbreviated form, publisher name added at beginning or end).
- For custom collection please use the generic collection provided from the publisher to your institute and add additional titles/core subscription titles specific to your institute under custom collection, if needed;
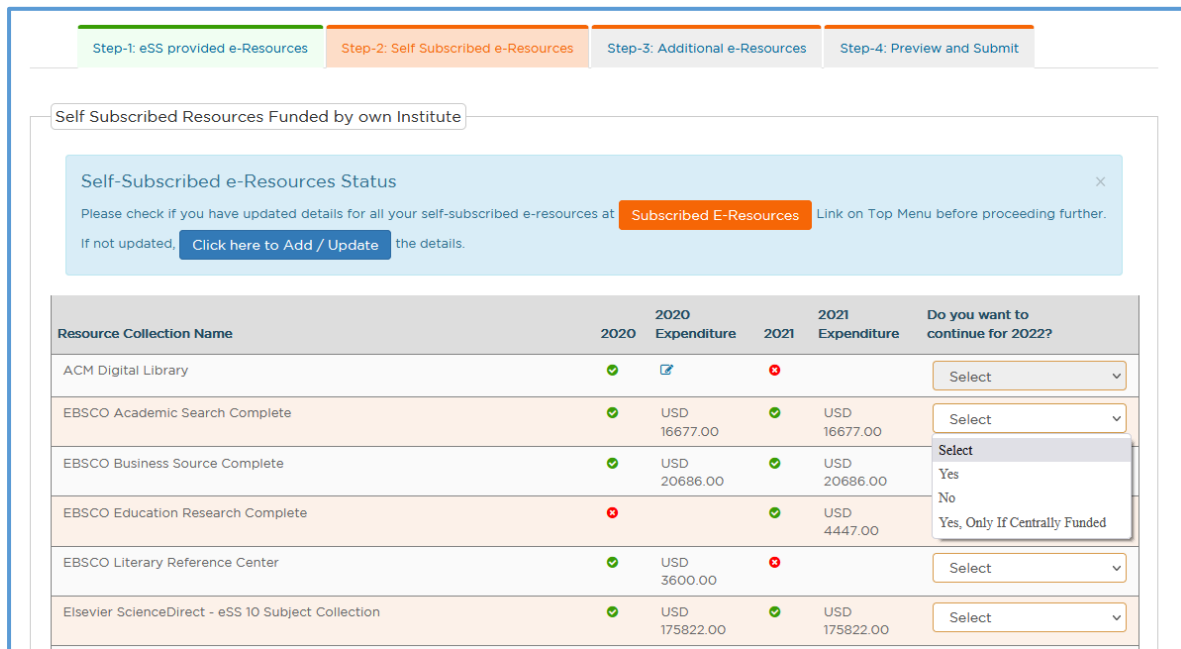- The subscription amount should be in original currency and excluding the taxes or TDS deductions.

Once you login to the System, you will be able to view your institute name and contact details as shown in below screenshot. Move to the "**2022 Survey**" from the top navigation as shown below.
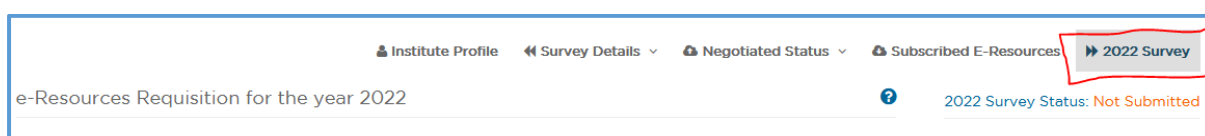
Member institutions are requested to provide their requirement which are sought in three parts.

Part I: Selection of Resources from Existing e-SS (only for members having eSS funded resources)

This page lists the existing e-resources subscribed for your institution under e-Shodh Sindhu Consortium for 2020 & 2021.

Please select the option "Yes"/ "No"/ "Yes, only if central funded" option for the list of e-resources that are available to your institute through central funding.

Click of "Save and Continue" from the bottom of the page to move to **step 2**.

Part II: Selection of Resources from Existing Institute Subscription

In this section you are required to submit the details of requirement from existing resources subscribed by you institute during year 2018 and 2019. The details available in this step is as per the details submitted by you on the basis of the self-subscribed resources submitted by you on this portal. If you have not submitted, you may visit the "**Subscribed e-Resources**" Tab from the top menu.
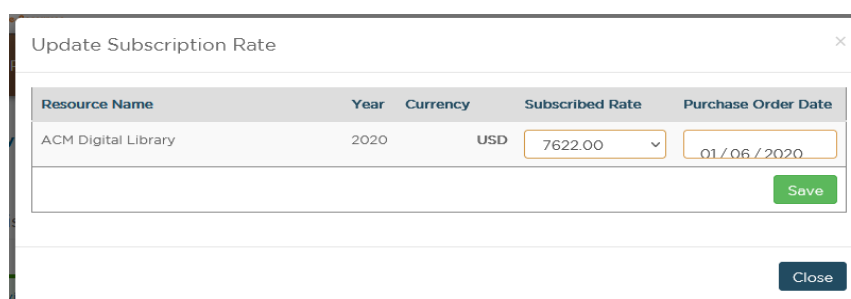

Please select the option "Yes"/ "No"/ "Yes, only if central funded" option for the list of e-resources that are available to your institute through central funding.

The option to select is disabled if the subscription amount is not mentioned at the time of submission earlier. You need to edit and update the rates of subscription by clicking on the edit icon as below:

On clicking the edit button, you will get a update screen as shown below:
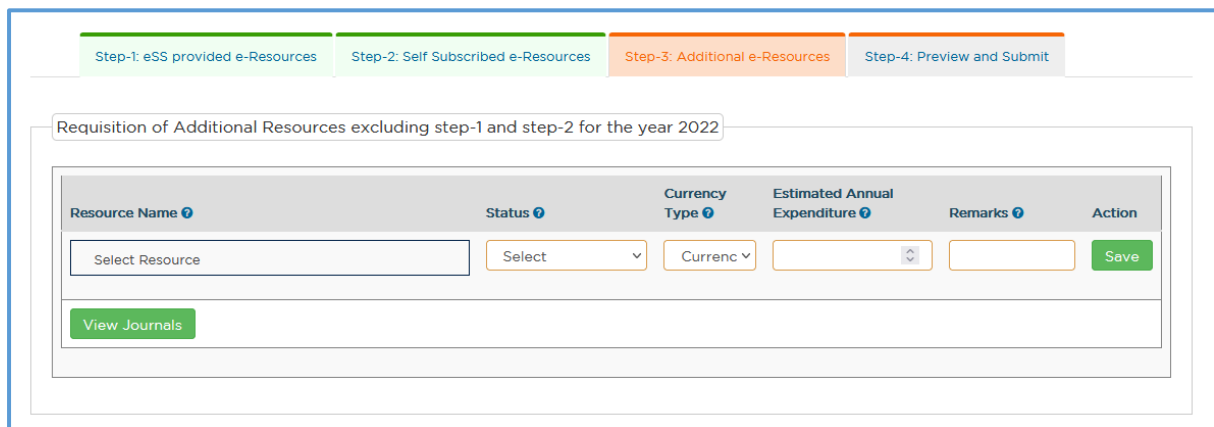

Update the details and save. If the resource is negotiated under eSS you will get the default option to select the rates of subscription. If not negotiated under eSS, you can update the rates directly inputting the value.

Select the option for all resources.

Click of "Save and Continue" from the bottom of the page to move to **step 3.**

Part III: New Requirement/Wishlist

In this step, you need to provide the details of additional resources that you need to subscribe in future.

Provide the necessary details as explained below:

Resource Name: Select the resource name from among the list of e-resources available in the dropdown menu. The list contains the various e-journal collections available from different primary publishers, list of aggregator fulltext databases, bibliographic or factual databases etc.
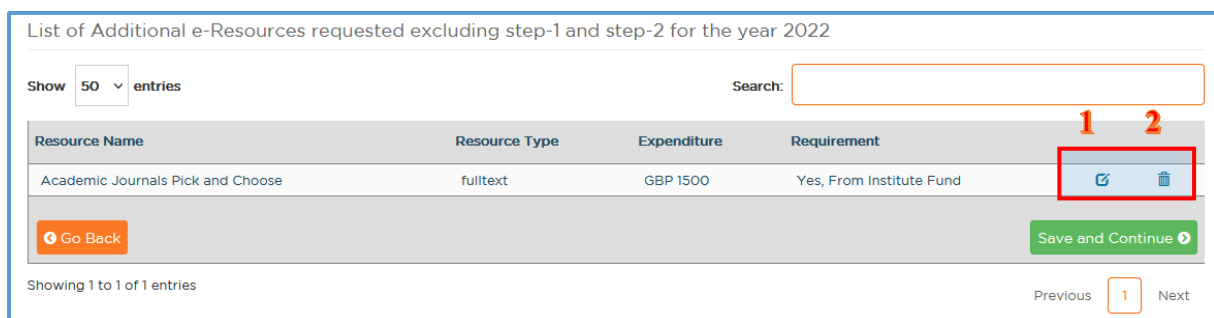
After selection of the "Resource Name", you can click on the "View Journals" link to view the list of journals available under the collection you selected. Note: The list of journals is available only in case of primary publishers. You will not view any list of journals for aggregator fulltext databases like JSTOR, Muse, EBSCO, Proquest etc.

Currency: Select the Original currency in which you subscribe to the product and make payments.

Estimated Annual Expenditure: Provide the approximate amount expected to pay for the resource for next year.

Remarks: Provide any other information that may be relevant to the resource selected.

Provide all the relevant details and click on "Save". The resources will be saved and the list of resources will be available below the "Submit e-Resources Details" as shown below:

To edit an existing saved record click on the edit icon (![edit icon]) as shown in above screenshot (1).

To delete the existing saved record click on the delete icon (![delete icon]) as shown in the above screenshot (2).

Part IV: Final Submission

Once you fill in the list of your required e-resources, click on the "Save and Continue" to view the estimated budget for the resources requested as shown below.

Select the check box and click on submit for final submission.

Once submitted, you will not be able to edit the details provided in previous step. You can only view the list of submitted resources with details. The list can also be exported into Excel or Print it for your reference and future use.

If you have selected custom collection or Elsevier ScienceDirect multiple subject collection you will view the count against the collection as shown below.

If you have not selected the list of journals for such collection (mentioned as [0 Journal(s)]), you need to update the title list of collection list for such resources from the "Subscribed E-Resources" Tab. Once you complete the details, you can proceed for "Final Submit". You will not be able to make final submission till the details are missing for the collections.

If you find any difficulty in submitting the Survey please contact us as per below details:
Email: eshodhsindhu@inflibnet.ac.in
Telephone: +91 79 2326 8242/49 (Timing 9:30 AM - 6.00 PM)