Manual for linking to digital sources and articles   6-7-2021
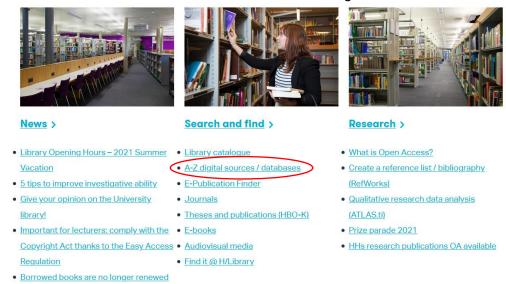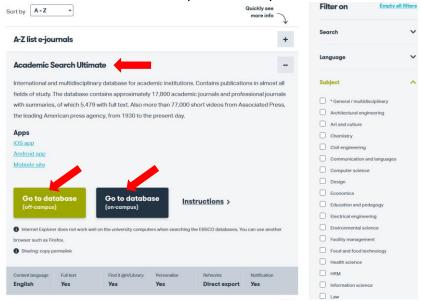
Introduction

The library of The Hague University of Applied Sciences offers a lot of external digital content. Of course, not everyone can access the paid databases ("payment wall").You can refer to this content in e-mails, Word, Excel, PowerPoint, on websites and in BlackBoard using hyperlinks. Deeplinking to articles is always allowed and this prevents fines for unauthorized distribution of the content. It is also important to use the right hyperlinks, so that the content can be accessed outside the university network.

Linking to sources

Go on the library website: http://thuas.com/library to the overview of digital sources. This can be found under Search and find: A-Z databases / digital sources:

News >

- Library Opening Hours – 2021 Summer Vacation
- 5 tips to improve investigative ability
- Give your opinion on the University library!
- Important for lecturers: comply with the Copyright Act thanks to the Easy Access Regulation
- Borrowed books are no longer renewed

Search and find >

- Library catalogue
- A-Z digital sources / databases
- E-Publication Finder
- Journals
- Theses and publications (HBO-K)
- E-books
- Audiovisual media
- Find it @ H/Library

Research >

- What is Open Access?
- Create a reference list / bibliography (RefWorks)
- Qualitative research data analysis (ATLAS.ti)
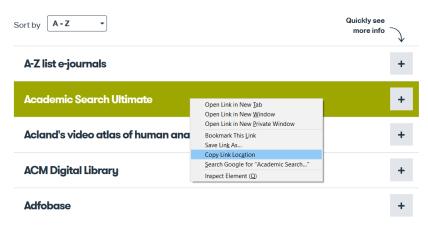- Prize parade 2021
- HHs research publications OA available

If you hover your mouse over the title of a source, you will see the URL of the hyperlink at the bottom left of your screen. You can copy this URL using the right mouse button. The title has a link for off-campus (e.g. home) access. This also works within the university. Click on the **+** for the database description with separate links for off- and on-campus access.

Important: in order to refer to a digital source, you need to copy the link for <u>off-campus</u> access. So please don't click on the source and then use the URL from the browser's address bar, because that could be another URL.

Hover your mouse over the title of the source or the off-campus link and click the right mouse button. Then choose: "Copy Link Location".

Sort by | A - Z ▾

A-Z list e-journals   +

Academic Search Ultimate   +

| Open Link in New Tab |
| Open Link in New Window |
| Open Link in New Private Window |
| Bookmark This Link |
| Save Link As... |
| Copy Link Location |
| Search Google for "Academic Search..." |
| Inspect Element (Q) |

Acland's video atlas of human ana   +

ACM Digital Library   +

Adfobase   +

Quickly see more info

Ways of access
Most databases are accessible by recognition of the user's IP-address. Computers in the THUAS network fall into a certain IP-range which offers access. This means that the user does not have to log in each time with passwords; access is anonymous.
A number of different techniques are used to gain access to the digital content outside the THUAS network (i.e. off-campus).
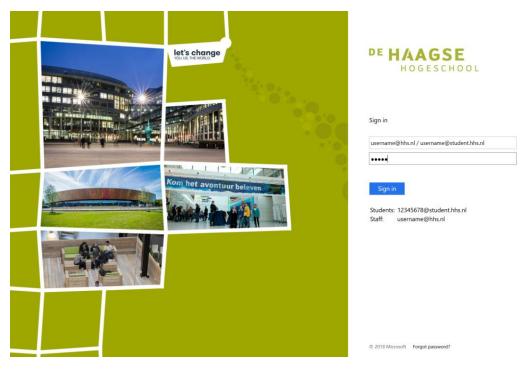
EZproxy
For most databases, EZproxy software is used to provide off-campus access. The URL used to gain on-campus access to a database or an article is preceded by this prefix:
https://ezproxy.hhs.nl/login?url=
If you click on the URL from outside the THUAS network, a login screen appears where you can enter your regular credentials (the same as for the intranet).

When you're on campus, no login is required.

Example sources: Business Source Ultimate, SpringerLink Off-campus URL:
https://ezproxy.hhs.nl/login?url=https://link.springer.com/search?query=&showAll=false

DE HAAGSE
HOGESCHOOL

Sign in

| username@hhs.nl / username@student.hhs.nl |
| ••••• |

Sign in

Students: 12345678@student.hhs.nl
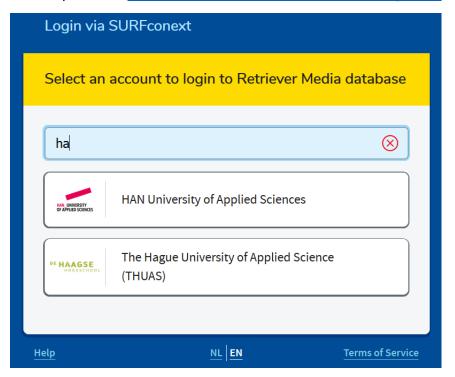Staff: username@hhs.nl

© 2018 Microsoft   Forgot password?

SURFconext

After clicking on this URL you will see a selection screen where you can click on The Hague University of Applied Sciences. By typing letters you can quickly go through the list. Then you can log in with your regular credentials (the same as for intranet). This is not anonymous, but personalized access. It is also necessary to log in when you're on campus. If you are logged in via SURFconext, you may no longer need to log in to other sources that are also accessible via SURFconext (Single SignOn) but this is not always the case.

Example sources: Retriever, Navigator, Beeld en Geluid op school, Van Dale Onlinewoordenboeken
Off-campus URL: https://database.retriever.nl/surfconext-login.php

SAML custom access

This is the same technique as at SURFconext, but then set up specifically in collaboration with our IT department. So it's personalized access via log-in with your regular credentials (the same as for intranet). When on campus, you need to log in as well.

Example sources: O'Reilly Safari, Westlaw UK en Westlaw International
Off-campus URL: https://westlawuk.thomsonreuters.co.uk/?groupid=hhsnl

KennisID

THUAS users can create a KennisID on a [separate site](). With their THUAS email address and password of their choice, they have access to specific sources.

Example sources: [ISSO Open]()

Off-campus URL: https://www.kennisid.nl/
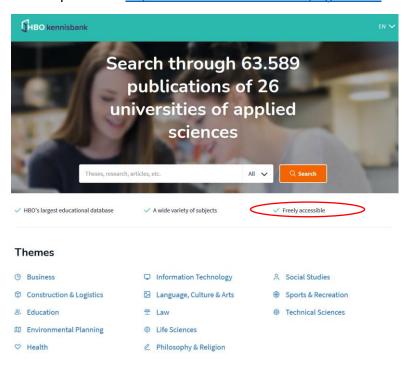
No login

A number of public sources are also included in the database overview. Of course, these do not require a login.

Example sources: [HBO Kennisbank](), [Statline](), [United Nations Digital Library]()

Off-campus URL: https://hbo-kennisbank.nl/nl/page/home

Linking to articles

When it comes to article-level linking (i.e deeplinking), it is also important that you use the URL for off-campus access.

If home access to the database in question is controlled by EZproxy, the link to the article should also contain the EZproxy prefix: **https://ezproxy.hhs.nl/login?url=**

No home access via EZproxy? Then the possibilities differ per database.
In most cases you can use the URL you see in the address bar on the webpage of the article. If you want to use this off-campus, you first have to log in to the database in question.

On the library website and in Simultaneous Search, the database description under "Share" briefly indicates how to link to articles.

Permalinks

For some databases there is an option to obtain permalinks (permanent links).
If available, you should always use the permalink.
This is especially important for databases with dynamic content such as EBSCO. If you don't use the permalink, you will get error messages!

DOI

For scientific articles and e-books there is often a special permalink available, the so-called DOI (digital object identifier). This is a unique combination of numbers, which can also be used for searches. Via https://dx.doi.org/ you can search with the DOI number.
A DOI is more reliable and the URL is usually shorter than the URL in the address bar on the webpage of an article. URLs with https://doi.org lead to the webpage of the original publisher of the article.

Example of a DOI and the URL for on-campus / off-campus access:
DOI: 10.1080/13645579.2015.1102454

Within the THUAS network: https://doi.org/10.1080/13645579.2015.1102454
Outside: https://ezproxy.hhs.nl/login?url=https://doi.org/10.1080/13645579.2015.1102454

Please note: for sources where EZproxy is used for home access, the DOI of the article must also be preceded by the EZproxy prefix!

Please note: you might sometimes choose not to use the DOI, because you go to the publisher's webpage via the DOI.

An example: you have found the article "The discourse of QDAS: reporting practices of ATLAS.ti and NVivo users with implications for best practices" in the EBSCO database Academic Search Complete. There is a DOI in the article record:

ISSN:	1364-5579
DOI:	10.1080/13645579.2015.1102454
Accession Number:	119804612
Publisher Logo:	

Via https://ezproxy.hhs.nl/login?url=https://doi.org/10.1080/13645579.2015.1102454 you will go to the article page of Taylor & Francis and not to the article page in Academic Search Complete. If you want to link to EBSCO, you have to use the regular permalink of EBSCO and not the DOI.

Here are some examples of correct linking to articles in EBSCO and other databases.

EBSCO databases
Example: you went from outside the THUAS network to the database Academic Search Complete and found an article. The URL in the address bar is for example:
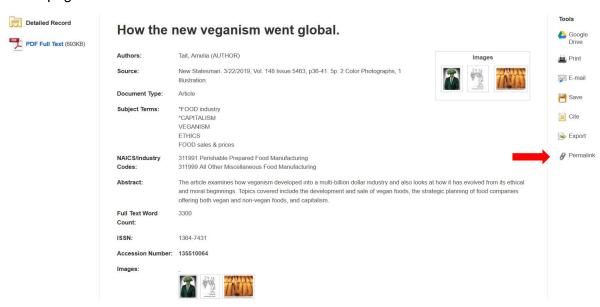
https://web-a-ebscohost-com.ezproxy.hhs.nl/ehost/detail/detail?vid=6&sid=85826e3e-60ad-4adf-aad7-3b1a06f3bff4%40sdc-v-sessmgr05&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#AN=135510064&db=a9h

This URL cannot be used, because EBSCO databases are dynamic and the web pages have no fixed URLs. You would see this :

or

This is why EBSCO databases have an option to obtain a permalink on the right side of the article page:
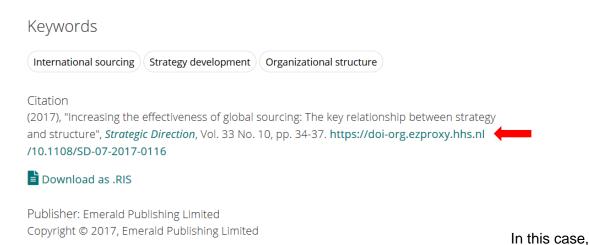

Clicking on Permalink will open a screen with the correct URL. In this case:
https://ezproxy.hhs.nl/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=135510064&site=ehost-live

Permalinks of EBSCO databases already have the EZproxy prefix, but other databases might lack it, in which case you should add the prefix manually.

Emerald Insight
If you have searched for an article in this database you can copy the URL in the address bar. You have to add the EZproxy part yourself, for off-campus access. For example:
https://ezproxy.hhs.nl/login?url=https://www.emeraldinsight.com/doi/full/10.1108/SD-07-2017-0116

An alternative is to use the DOI. This can be found near the citation data:

In this case,
https://doi.org/10.1108/SD-07-2017-0116 must be altered to:
https://ezproxy.hhs.nl/login?url=https://doi.org/10.1108/SD-07-2017-0116

SpringerLink

The same applies here. To link to an article in this database you can use the URL from the address bar on the article page and manually add the EZproxy prefix; for example:
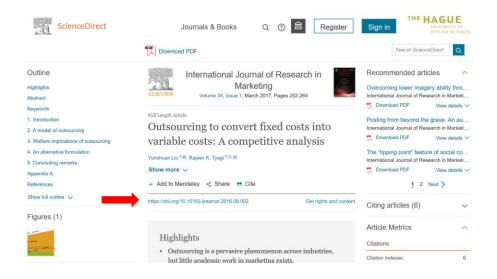https://ezproxy.hhs.nl/login?url=https://link.springer.com/article/10.1007/s10479-017-2591-3

If there is a DOI at the bottom of the article, it is preferable to use it. Of course with application of the EZproxy prefix. In addition, SpringerLink offers the possibility to share some articles for free, without the recipient having to log in. See the Share article option at the right of the article description.

ScienceDirect

Articles in this database also have a DOI-link, which should be preceded by the EZproxy prefix so the article can be accessed off-campus. For example:
https://ezproxy.hhs.nl/login?url=https://doi.org/10.1016/j.ijresmar.2016.08.002

Retriever
[This database](#) with information about media is accessible via SURFconext. The database description states: "Share: copy the URL, the recipient of the URL must be logged in". If you have found a particular magazine, you can copy the URL from the address bar. For example: https://database.retriever.nl/database#medium/21927 .
If the recipient wants to see this page, he or she must first log in to Retriever. Then paste the URL of the magazine into the browser's address bar and press Enter.

O'Reilly Safari
In this [database](#) you can link to, for example, an e-book (chapter) or part of a video, learning path or case study. To share, copy the URL from the address bar and put this in front of it: https://go.oreilly.com/haagse-hogeschool/

Points of interest when linking to content

Please note the following points if you want to use deep links to articles, for example for student courses on BlackBoard.

Use the EZproxy prefix if necessary
As indicated above, this is the case for most of the databases.

Be careful when linking to sources with restrictions in use
The university library offers a large amount of e-books, most of which have unlimited access. However, if e-books are purchased per title, the number of simultaneous users may be limited. This is the case with the e-books of [EBSCO](#) and [Boom](#). Sometimes there is unlimited use, but sometimes only 1 or 3 simultaneous users.

Preferably use content from the THUAS digital library
For example: an e-book is available through a site that offers free e-books. However, the e-book is also available in the e-books collection of EBSCO. This does not require any advertising, additional registration, etc., and the use is then included in the statistics.

For example:
PESTLE analysis, strategy skills
http://www.free-management-ebooks.com/dldebk/dlst-pestle.htm -> EBSCO e-book with unlimited number of users:
http://ezproxy.hhs.nl/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1096529&site=ehost-live

Linking directly from BlackBoard
Some teachers have experienced problems creating links in BlackBoard.
As a solution, the literal URL of the articles was mentioned with the text: "Attention: copy the url and paste it in a new window!".

However, this should not be necessary, you can simply add a hyperlink to an article in BlackBoard. In case of such problems, please contact the Bb support.

Avoid problems and use plain text
When copying and pasting hyperlinks in/from Word, Outlook or websites, invisible codes can be added to the hyperlinks that disrupt their operation.

Outlook often adds code for security reasons and on some websites a Google Analytics code can be added. Always work with plain (= unformatted) text, for example using Notepad (Windows Accessories).

Testing hyperlinks
Important: always verify access to digital content from outside the THUAS network yourself, when applying the hyperlinks in readers, presentations or on BlackBoard!

URL shortener
Visit https://edu.nl/ and log in with SURFconext to create a brief link you can use instead of a long URL. This service is safe, sustainable and privacy-friendly.

Copyright Information
On the library website under the heading Research / Copyright and Plagiarism, useful information can be found for teachers about copyright, compiling digital readers, etc. It is always allowed to include links on BlackBoard to (bona fide) sources where the articles can be found. It is not recommended to upload entire articles, unless it has been verified that this is allowed (according to the license agreement with the supplier or permission holder).

In the event of the unauthorised distribution of digital content, the university of applied sciences may be faced with substantial fines from the UvO Foundation (formerly the PRO Foundation)!

Questions
In case of access problems you can contact Francesco Izzo.
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For questions about copyright, please contact Leen Liefsoens.
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