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EBOOK

ACLS Humanities E-Book
The Online Collection Developed by Scholars

USER MANUAL

Updated January 1, 2019
to represent HEB on

fulcrum

www.fulcrum.org/heb
www.humanitiesebook.org

EBOOK

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The Online Collection Developed by Scholars

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ABOUT

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Mission

HEB's Mission:
The mission of Humanities E-Book, founded in 1999, is to support ACLS's mission by making available titles of enduring importance in the humanities and related social sciences to those students, scholars, and institutions engaged in humanistic studies.

ACLS's Mission:
The American Council of Learned Societies, founded in 1919, is the pre-eminent representative of humanities scholars in the United States. The mission of ACLS is to "advance humanistic studies in all fields of learning in the humanities and related social sciences and to maintain and strengthen relations among the national societies devoted to such studies."

Learn more about the American Council of Learned societies [here](#).

Overview of the Collection

ACLS Humanities E-Book (HEB) is an online collection of over 5,400 titles of the highest quality in the humanities and related social sciences. As of August 2018, titles are hosted on the Fulcrum platform, a new publishing platform developed by HEB's publishing partner Michigan Publishing in the University of Michigan Library. For an overview of the services Fulcrum provides, visit https://www.fulcrum.org/about.

The collection includes monographs, special series, primary sources, and other works of lasting scholarly value. The titles are recommended for inclusion by members of the societies that make up the American Council of Learned Societies, scholarly publishers who partner with HEB, and individual scholars/librarians. Titles (other than award-winners) are reviewed by the appropriate ACLS society to ensure that they are of high quality and lasting scholarly value. HEB adds 200-300 new titles to the collection annually. If you would like to recommend a title, click [here](#).

Breakdown

HEB has provided a breakdown of the collection for your convenience, including information on subject areas covered in the collection, HEB Special Series, award-winning titles, and the different formats available in the HEB collection.

If you have any questions about the collection, email subscriptions@hebook.org.

Below are the subject areas represented in the collection, listed alphabetically. Please note: these are HEB's own subject designations and many titles are interdisciplinary.

Area and Historical Studies

African	European
American History	Islamic Studies
Asian	Jewish Studies
Australian/Oceanian	Latin American
Byzantine	Law
Canadian	LGBTQ
Caribbean	Medicine
Central European	Methods/Theory
Comparative/World	Middle East
Eastern European/Russian	Native Peoples of the Americas
Economic	Science/Technology
Environmental	Women's Studies

Other Subjects Areas

Art
Architecture
Biblical Studies
Bibliographic Studies
Film & Media Studies
Folklore
Linguistics
Literature
Literary Criticism
Musicology
Performance Studies
Philosophy
Political Science
Religion
Sociology

Special Series Overview: HEB partners with scholarly publishers, learned societies, and other organizations to offer access to select series. Titles in HEB Special Series are often the only digital version available and include a wide range of subjects. These series are offered to subscribers **at no extra cost.** Below is a list of each series, learn more here.

ACLS Centennial Series
ACLS Fellows' Publications
American Historical Association's Guide to Historical Literature
American Sociology Association's Rose Series in Sociology

American Theological Library Association (ATLA) Special Series
Cambridge University Press
Catalogus Translationum et Commentariorum
College Art Association Monographs
Collected Writings of Walt Whitman, offered by NYU Press
English Institute Publications
Fordham University Press
Gutenberg-e
John Harvard Library
Littman Library of Jewish Civilization
Records of Civilization
Society of Biblical Literature
Transformation of the Classical Heritage
Villa I Tatti
West Virginia University Press
Works of Henry Steele Commager

Award-Winning Titles Overview: **25%** of the titles in HEB have received awards by learned societies, scholarly institutions, and other peer-organizations. Awards represented in the HEB collection include the Pulitzer Prize, American Historical Association Awards, the National Book Award, Choice Outstanding Academic Title, and more. HEB routinely pursues recent award-winning titles for inclusion in the collection.

Format Offerings: As of August 1, 2018, HEB titles are in fixed layout EPUB, viewed in the Fulcrum e-reader. HEB is aiming to generate fully-encoded EPUB 3.1 files in the future and will update our subscribers as necessary. Below are formats subscribers have access to:

Fixed Layout EPUB: The default file format when in the Fulcrum e-reader.
Text: Under "Settings" in the e-reader, there is a text-only viewing option for users.
PDF: PDF chapter downloads are available for HEB titles.
EPUB: The Humanities Open Book Titles are in fully-encoded EPUB, HEB will update users as other titles in fully-encoded EPUB become available.

Connect with HEB

Visit the our Contact page online to contact a HEB employee directly or fill out a contact form. For general inquiries, please email info@hebook.org.

Questions regarding accessing the collection, using HEB titles, generating reports, cataloging, and any technical issues should be directed to subscriptions@hebook.org.

Keep up with HEB on Facebook, Twitter, LinkedIn, and Pinterest!

HEB sends out a monthly newsletter, *Oh, the Humanities!*, to librarians and faculty in the humanities. Newsletter items include critical updates to the HEB collection, ACLS news, industry insights and stories, and seasonal highlights. Sign up here.

ACCESSING HEB

In this section:

Accessing Titles

The collection features **unlimited multi-user access** and is available **24/7 on-and off-campus** through standard web browsers. There is no special platform: subscribers access HEB through IP authorization by the University of Michigan, which houses the collection. Once authorized, users on and off-campus can access HEB directly through:

https://www.fulcrum.org/heb	Direct link into the collection, hosted by University of Michigan on the Fulcrum platform.
https://humanitiesebook.org/the-collection/overview	You can find direct links into the collection for our Special Series and other programs throughout the HEB website.
Via the library's catalog once HEB's MARC records have been loaded.	HEB's MARC records are free to download and can be found on our For Librarians Page.
Via one of the discovery services with whom HEB partners.	OCLC Worldcat, Proquest, Ex Libris, EBSCO, and Yewno. Learn more.

MARC Records

MARC records for the HEB collection are free to download and regularly updated by HEB on our For Librarians page. HEB provides .mrc files for: the cumulative collection, the most recent title release, removed titles, and records for titles in the Humanities Open Book program.

MARC records are provided to subscribers "as is." Some options for MARC editing tools can be found on the Library of Congress's website. One free program, MarcEdit, can be downloaded here.

PLEASE NOTE: The records are MARC21, USMARC records, in Unicode UTF-8 format. There is a discrepancy between the number of records and the number of books in the collection due to the fact that multi-volume sets share a single record. Every effort has been made to bring these records up to current national standards.

Fixed Fields:

Record Type: a – Language material
BLvl: d – Subunit of a collection
001 System-supplied control number
005 Date and time of latest transaction
006 Form of material: m – Computer file Type of computer file: m – Combination
007 Record characteristics for remote access computer file format for textual data

Variable Fields:

035 A unique identifier of the record
040 MiU |c MiU (University of Michigan NUC symbol)
090 LC call number derived from the original print version
260 Record publisher information pertinent to the original print source
300 Physical description for the original print source
533 Reproduction note on the processing of the page-image version – or
534 Original version note for text-based items
6XX Relevant LCSH assignments
7XX Additional access points
830 Uniform title series added entry
856 URL for Electronic access

Proxy Server

If your campus uses a proxy server, it generally needs to be configured with the host names and/or domains of our servers. Please note, the configuration on the right is for Fulcrum. If you have questions about the previous DLXS configuration, visit our For Librarians page or email subscriptions@hebook.org.

T Fulcrum
U https://www.fulcrum.org
HJ hdl.handle.net
HJ https://hdl.handle.net
HJ www.fulcrum.org
HJ https://www.fulcrum.org
HJ fulcrum.org
HJ https://fulcrum.org
DJ fulcrum.org

Discovery Services

HEB works with several discovery services to make our metadata available to our subscribers. In 2012, HEB teamed up with OCLC to make available a complete set of records for the HEB collection via WorldCat. Records for all HEB titles are assigned unique OCLC ID numbers. HEB titles are also available as a WorldCat Collection Set.

In addition to OCLC, HEB makes our content available to ProQuest/Summons, Ex Libris (via both the Primo Central and the Alma Community Zone options), EBSCO (via two divisions: EBSCO Discovery Services, and EBSCO A to Z), and Yewno. By providing our metadata via discovery services, we aim to make it easier for subscribers who draw on these various services to integrate HEB with the rest of their digital holdings.

Please note, although HEB provides metadata to several discovery services, viewing our titles is only possible if an institution's IPs have been authorized by HEB for access to the collection. HEB's content is for the most part un-duplicated.

Our research shows that an average of 90% of the HEB collection is unique and does not overlap with the title lists made available by a number of other providers (including JSTOR, Project MUSE, ebrary, EBSCO Academic and EBL Ebook Library). The HEB collection is centered on back list titles of enduring value to research and teaching. The titles held in HEB are often the only digital versions of these books currently available and thus remain un-duplicated. **Simply put, the only way to access HEB's collection is to subscribe to HEB.**

Description for Library Database

To help your students and faculty find the collection, you can add this description of HEB in your library's list of databases. We will update this description as we add to the collection with our annual releases of new titles.

"ACLS Humanities E-Book (HEB) is an online, fully searchable collection of 5,409 books of high quality in the humanities and related social sciences. Frequently cited in the literature, these titles are recommended by scholars and learned societies and include many prize-winning works. Users may also access online book reviews from leading journals."

Accessibility

As of August 1, 2018 HEB is live on the Fulcrum platform. To keep up with accessibility updates from the Fulcrum platform, visit https://www.fulcrum.org/accessibility/. Download the Voluntary Product Accessibility Template (VPAT) Version 2.1.

From the Fulcrum website,

> "The Fulcrum platform aims to meet WCAG 2.1 AA Standards in both the platform and its content by providing infrastructure and resources to support accessible books, image descriptions, transcripts for audio, captions for video, and alternative formats for digitized content."

NAVIGATING HEB

In this section:
- [Navigating HEB on Fulcrum](#)
- [Chapter Downloads](#)

Navigating HEB on Fulcrum

Below are labeled screenshots to point out key functions users will use while accessing titles in the HEB collection on Fulcrum.

Homepage

This is the HEB home page on https://www.fulcrum.org/heb. If users click on a title directly from a library catalog, title link, etc., they will not be brought to this page. Please note the items listed to the right.
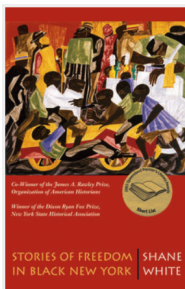
1. Title Search (top): Search HEB works by title, author, or subject
2. Sort Options (top-right): Sort title-set by Author, Title, Publication Date, Date Added
3. Filter (Left): Filter collection/search set
4. Links (Right): Cover and title text are live links

Title Page

This is a title page for an entry in the HEB collection (see title here). Users can click TOC headings or the "Read" button to enter the E-Reader, or select to download a chapter. Please note, the citable link on the title page is the only stable URL available for HEB titles.

1. Bibliographic Info (Top Right)
2. Citable Link/Stable URL (Mid Right)
3. Title Info (Mid): Users can see reviews of the title and page-view stats
4.TOC Headings
5. PDF Chapter Download Link
6. E-Reader Link

Subject areas shown above (under Bibliographic Info) are representing HEB's internal subject designation. For LOC subjects, please email subscriptions@hebook.org. As mentioned above, the citable link/stable URL for the title page is the only link to a title appropriate to share with faculty, students, etc. The URLs within the browser where the e-reader is opened are unique to the user and vary depending on device and mode of access.

January 2019: Please note the "Stats" tab shown above will continue to be improved over the coming months. These stats are meant to be a point of reference for readers and are not directly related to an institution's usage report.

Inside the E-Reader

*Feature only available in fully-encoded EPUB titles (chapter downloads are accessed on the title page for the majority of HEB titles, as shown on page 8.)

Not labeled: Upper left, the "X" closes the e-reader and returns the user to the title page, the HEB logo takes the user to www.fulcrum.org/heb. Bottom left corner, comment box to provide feedback to the Fulcrum developers.

1. TOC Menu
2. Media Gallery*
3. Citations: MLA, APA, and Chicago style citations are generated. Users can copy/paste.
4. Full text search
5. Share: Social media, Mendeley, Cite U Like
6. EPUB Download*
7. Page turn (left and right)
8. Navigation/Progress Bar: Sliding bar with % read display
9. Full-screen display option
10. Preferences

Inside the E-Reader

Above: Screenshot of in-text search results (search results are live links). Note, when the TOC menu is selected in the e-reader, it appears in the same left-hand window shown above. Below: Screenshot of preferences menu, with text size and display options.

Chapter Downloads

As previously discussed, HEB offers PDF chapter downloads for titles in the collection. Below are a few key points regarding chapter downloads HEB wants to point out.

- Please be sure to emphasize copyright fair use standards to faculty and students utilizing chapter downloads. For more information on fair use, please visit: https://www.copyright.gov/fair-use/more-info.html.
- The URLs generated when downloading a chapter **are not stable and should not be disseminated via email, syallabi, etc.** Depending on browser and user authorization, the URLs will vary.
- If you come across an issue downloading a chapter, please email subscriptions@hebook.org.

REPORTS

In this section:

Overview

Stay updated with updates to the reports page at www.humanitiesebook.org/about/for-librarians/. If you have any questions about your reports, email subscriptions@hebook.org.

HEB on Fulcrum provides COUNTER 5 Reports to subscribing institutions. **To access the reports, follow this link: https://www.fulcrum.org/counter_reports** (screenshot on pg.13). The platform uses either your IP address or Shibboleth login to identify which traffic to include in your report. (This operates the same way the platform determines whether you have access to the collection's content.)

WHY DO MY USAGE STATS LOOK DIFFERENT?
1) The new COUNTER 5 standard shows use in a very different way (more detail below.)
2) HEB's new platform, Fulcrum, provides readers with a more modern way of reading which doesn't rely on individual page views in a page turner.

How to Access COUNTER 5 Reports

The ACLS Humanities E-Book Collection migrated from DLXS to Fulcrum on August 1, 2018. Librarians can access, view, and download (CSV) their institution's COUNTER reports documenting usage from August 1, 2018 onwards at **fulcrum.org/counter_reports**.

For reports documenting usage before August 1, 2018, please visit http://quod.lib.umich.edu/cgi/s/stats/subscriber and choose ACLS Humanities E-Book (acls) in the scrolling menu. (Please note that since titles were still accessible for a time via DLXS after the migration to Fulcrum, you may still have some usage tracked in the COUNTER 4 reports from August-December 2018.)

COUNTER Standards

COUNTER 5 is markedly different from COUNTER 4. The biggest difference comes in the way the reports count the number of hits. In your COUNTER 4 reports, viewing each page counted as an individual hit. In COUNTER 5 reports, paging through any number of pages in the ereader, or downloading any number of chapters, counts as 1 unique request.

In COUNTER 4, like total requests in COUNTER 5, usage counts are highly dependent on the structure of the content and how a given platform delivers it. If you change that, like we did with Fulcrum (page images to packaged EPUB), it changes the counts without any of the user behavior necessarily changing.

Reports & Metrics to Use

For the closest comparison to the COUNTER 4 BR2 report, use the "total item investigations" metric in the major platform reports, which are:

Platform Master Report (PR) = A customizable report summarizing activity across the platform that allows the user to apply filters and select configuration options

Title Master Report (TR) = Provides comprehensive information about activity at the "Title" level and includes all metrics and attributes relevant to any of the "Title Standard Views."

Item Master Report (IR) = A granular customizable report showing activity at the level of the item (article, chapter, media object, etc.) that allows the user to apply filters and select configuration options

These reports will capture usage on a more general scale. There are also several new metrics in the COUNTER 5 standard. The metrics below capture general usage:

Total Item Investigations: the total number of times a content item or information related to a content item was investigated by a user. Examples of "Content Items" are article, book chapter, or multimedia files.

Total Item Requests: the total number of times the full text of a content item was downloaded or viewed. (Equivalent to full-text download counts in COUNTER 4)

Additional Resources

Detailed HEB COUNTER 5 Guide

The Friendly Guide to Release 5 for Librarians

COUNTER website

COUNTER 5 Guides

Glossary of COUNTER terms