

The ACM Digital Library: A User Guide

The ACM is the world's leading publisher of scientific and technical information and conference organizer in the field of Computing





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Part I: The Researcher Guide





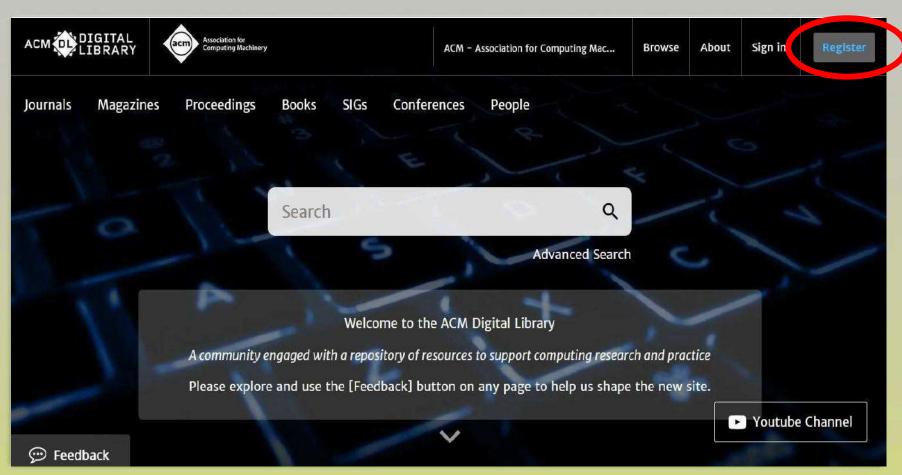
The ACM Digital Library (DL)

- The DL is computer science's most comprehensive and highly-used online research platform.
- Contains all of ACM's journals, conference proceedings, newsletters and books.
- ACM Books series (https://dl.acm.org/acmbooks) is hosted on DL platform but is not included with institutional subscription but instead by one-time purchase. The series is also available via individual ACM membership.
- As of March 2020, the DL contains 786,000 full-text articles, and 3.2 million tracked publication records.
- The ACM DL web account allows the user to access full-text remotely, save searches, set up alerts, and save full-text articles into Binders.
- To create a web account, click on the "Register" button in the upper right-hand corner of the DL screen (see next slide).
- Visit at https://dl.acm.org





The ACM DL Web Account

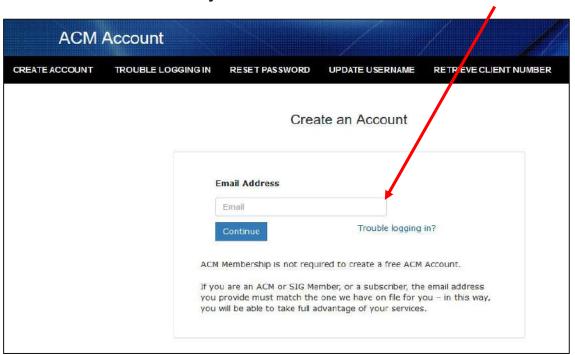






Setting Up the ACM DL Web Account

To create the account, enter your email in the box shown here:



Then confirm your account once you have received the email from ACM





Logging In to the ACM DL Web Account

• Sign in using the link in the upper right-hand corner of the screen







ACM DL Web Account

- Once you are signed in, you will see your account name in the upper right-hand corner:
- Uses of the ACM web account:
- Remote Access: sign in with your web account to the ACM DL from inside a full-text authenticated environment, and for 6 months from that time you will be able to access the full-text articles from outside that authenticated environment by logging in with your web account.
- Create Binders to save articles and notes, and share them with friends
- Save Search queries and set up Content Alerts.







The ACM DL Home Page (https://dl.acm.org)

- The ACM DL home page provides an overview of ACM's many activities, awards and publications.
- Award Winners:



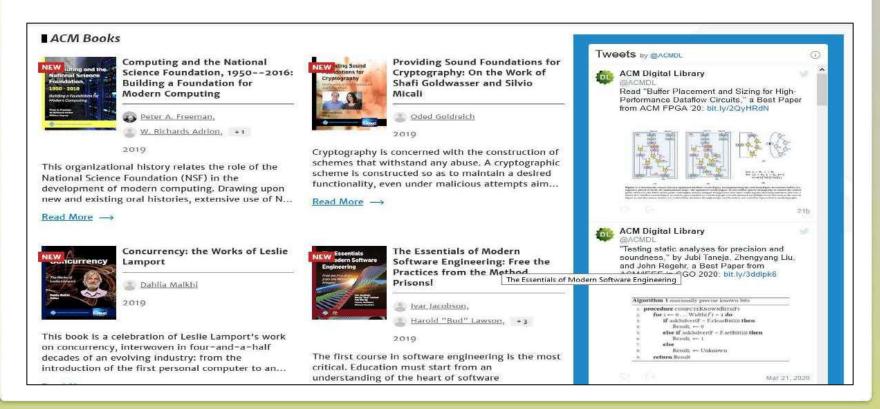
A. D. McGettrick

ACM Presidential Award 2018
In recognition of his unwavering commitment to computer science education -- particularly in terms of its quality, breadth, and access -- for generations of students worldwide.





ACM Publications and Social Media:







• ACM's Special Interest Groups (SIGs): 37 different sub-organizations under the ACM umbrella, each with a different focus area in computing:

■ ACM Special Interest Groups (SIGs)



View all SIGs →





ACM Journals browsable menu... ACM Journals Computing for Healthcare Digital Threats Digital **ACM Computing Surveys** Read More .





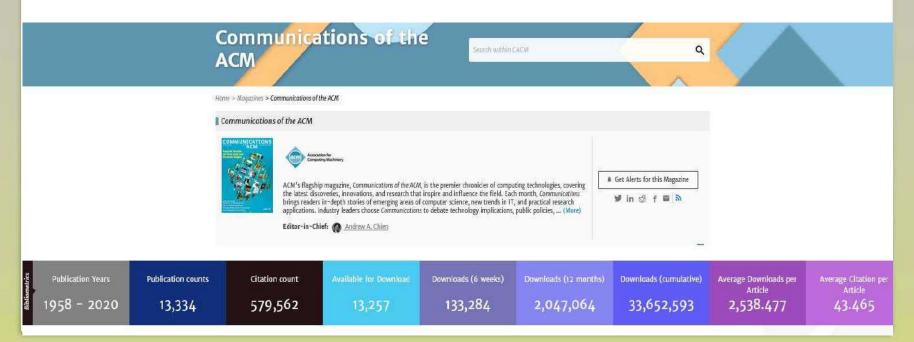
ACM Magazines...







- Clicking on a magazine cover will bring you to the magazine's citation summary page.
- Bibliometrics such as total number of citations and downloads are continually tracked.
- Clicking on the issue's cover will allow you to view specific bibliometrics for that issue, and to download a PDF, e-reader or other digital version of the issue.
- The DL contains bibliometric profiles for all publications, authors, articles and more.

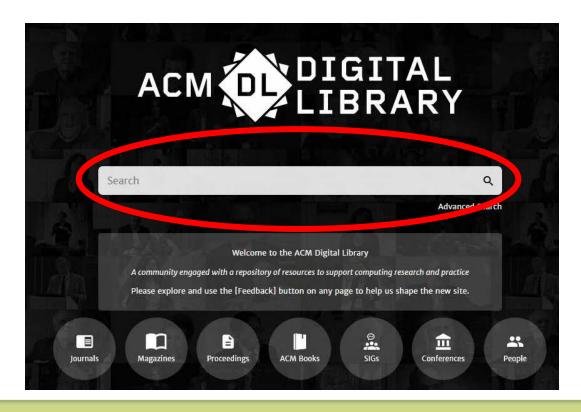






ACM DL: Basic Search

The Basic Search box is found at the top of the DL home page:







ACM Basic Search (con't)

• The Basic Search provides instant suggestions as you type:



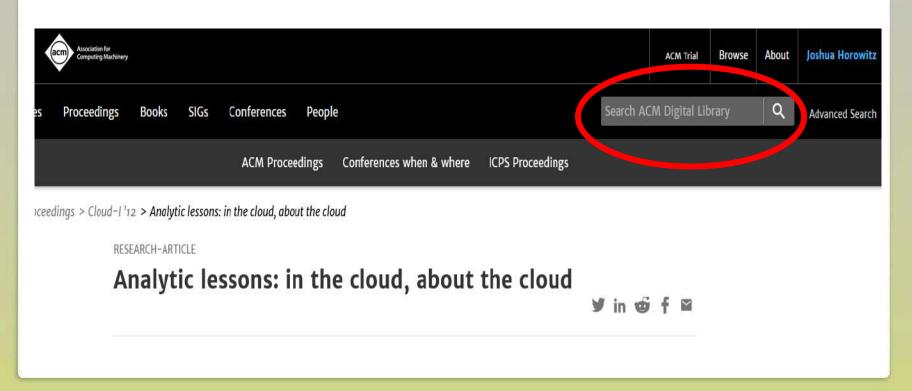
- The Basic Search allows you to search for People, Publications, and Content
- Basic Search allows Boolean operators AND, OR and NOT (use capital letters)





ACM Basic Search (con't)

• The Basic Search box is always available on the DL screen:

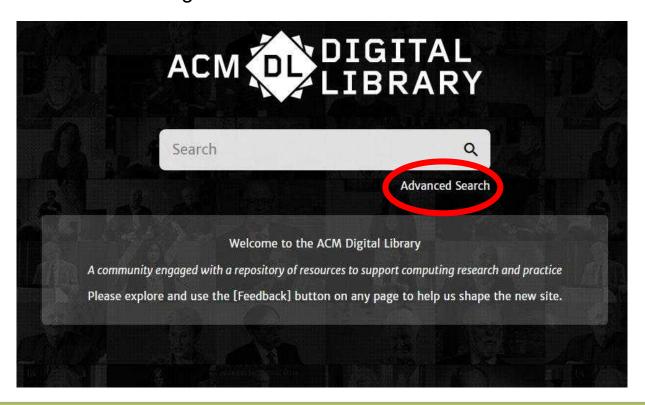






ACM DL Advanced Search

The Advanced Search is right below the Basic Search box:







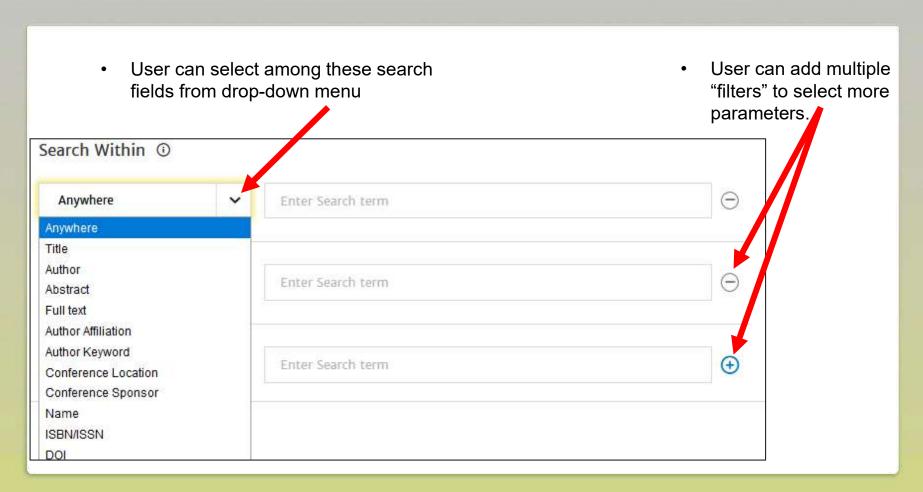
ACM DL Advanced Search (con't)

Advanced Search Advanced Search is based on a filtering system that allows the user to refine their search parameters. Search Search anything within the ACM Digital Library or go to your Saved Searches User may select between searching Full-Text only or Search items from: also including The Guide to Computing Literature · 0 The ACM Full-Text collection bibliometric index. Search Within ① User may search for words contained in article citation Anywhere 0 or other associated metadata. Filters ① User may then add additional content filters such as Enter Search term 0 Published in Match All for terms related to article supplemental materials, general computing subject area, publisher and more. Publication Date ① Finally, user may define the publication date range for All dates their search results. Last Please Select Boolean operators AND, OR, and NOT can be applied. Custom range Select Month Select Year





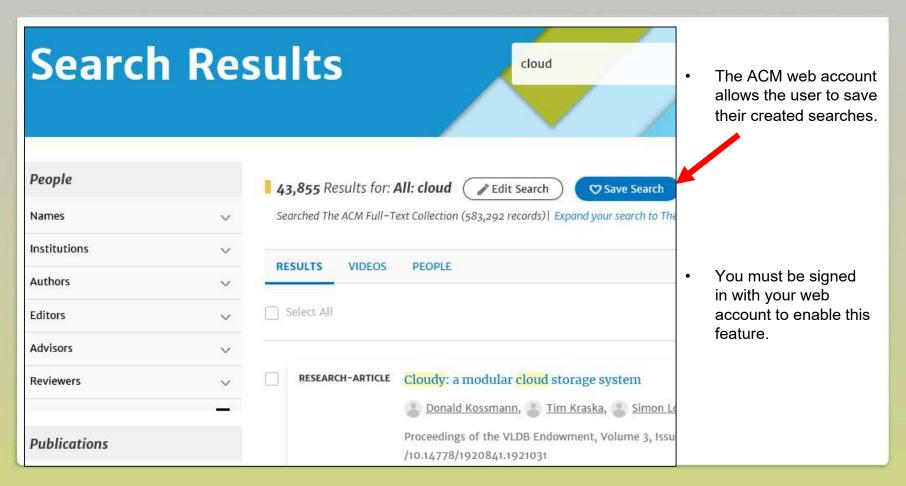
ACM DL Advanced Search (con't)







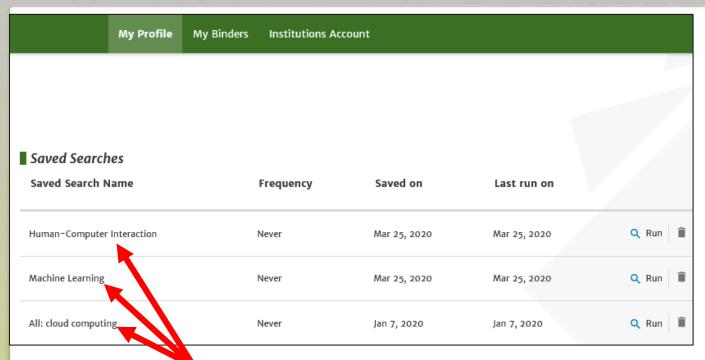
Saving Searches







Saving Searches (con't)

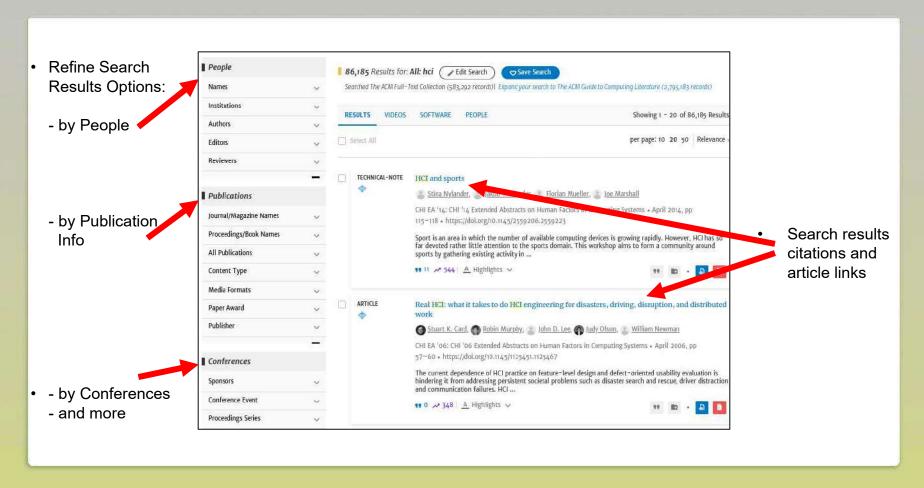


 Saved Searches can be found and re-generated in your web account Profile. Click on your name in the upper right-hand corner of the screen to go to your Profile account.





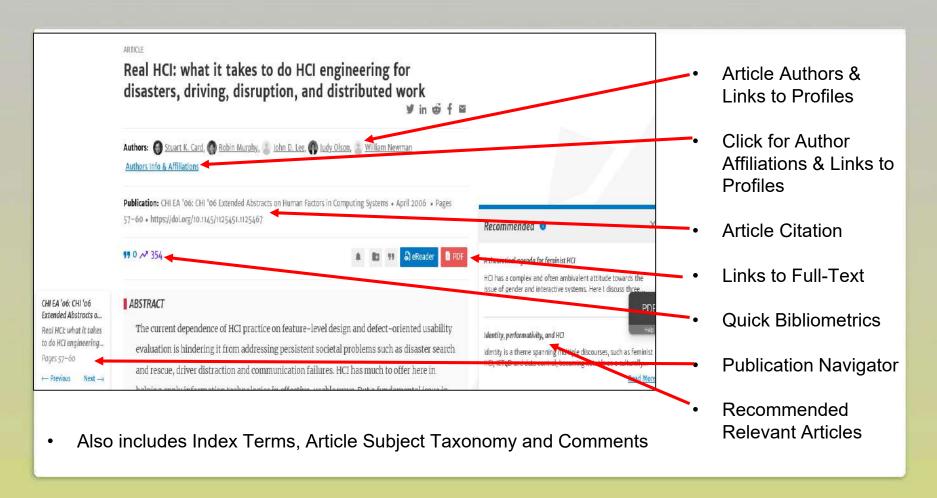
ACM DL Search Results Screen







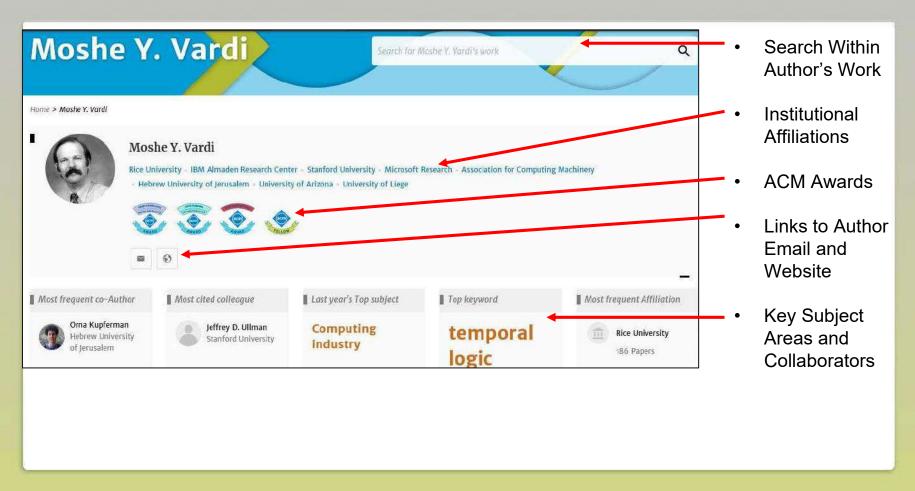
Article Citation Page







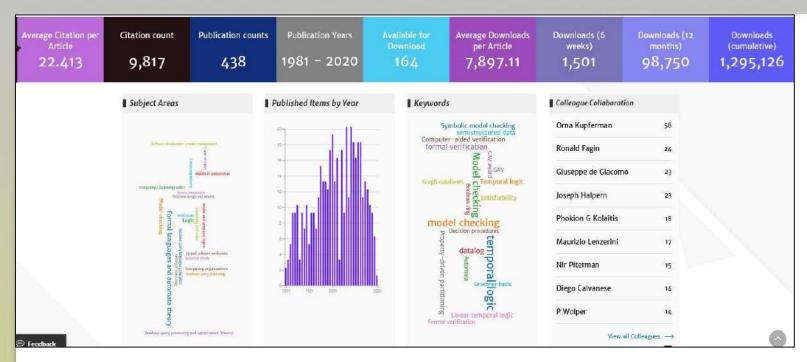
Author Profile Page







Author Profile Page (con't)



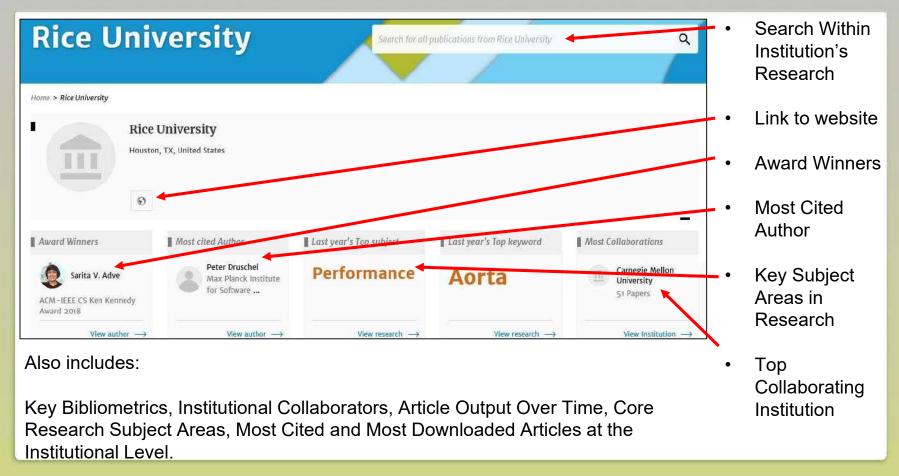
Also Included:

-Key Bibliometrics, Detailed Subject Areas & Collaborators, Latest Publications, and Most Cited and Most Downloaded Articles





Institutional Profile Page





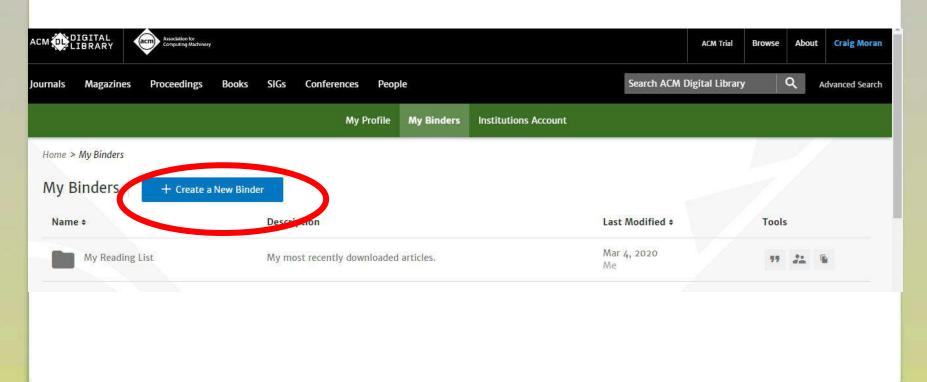


The ACM Web Account: Personalization Features

- By accessing your web account you can:
- Save searches
- Create and Add articles to "Binders"
- Share "Binders" to colleagues and students
- Create alerts for new content, citations on articles, when magazines and journals have a new issue, conferences and proceedings.
- View usage reports on your institution or consortium members (see below)



To create binders, login to your web account, click on your name, and then My Binders. And then "Create a Binder"







Then you can add a name and a description and Create

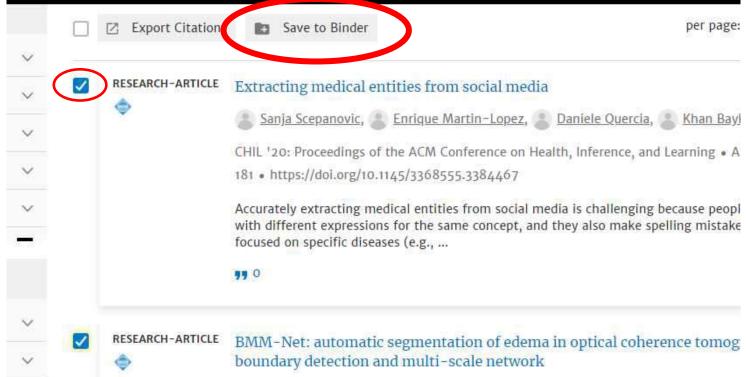
	iption (optional).
inder's Name	
My new Binder	256
Write a description	2000





To add articles to a binder, run a search or browse content in the DL, select at least one article and save to Binder

Der Dage:







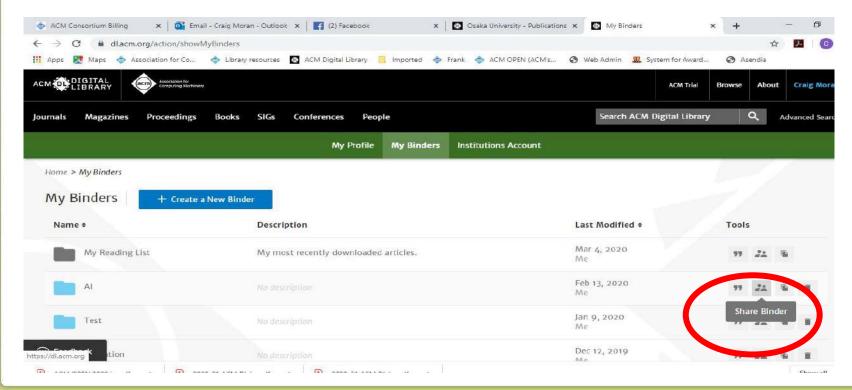
Select a binder	from your existing list, or create a new binder:		
	Save to Binder	\times	
	My Reading List		
	□ AI		
	☐ Test		
	Education		
	Data clensing		ele
			ifer
	+ Create a New Binder		cha





Personalization Features: Sharing Binders

You can share Binders with colleagues, students, groups and authors; anyone with a DL subscription can read the content you share. Go to my Binders and click Share Binder







Personalization Features: Sharing Binders

Enter email addresses of those people you want to share with and click share.

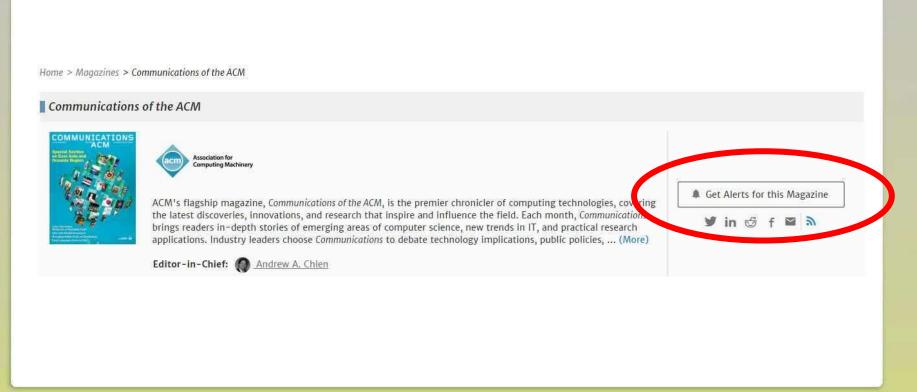
	Options		
AI			
No descr	ription		
To share this	binder, add a user's e	email address:	
Enter an emo	ail address here		
	or user listing		
	3770		
Shared bind Shared with o	3770		





Personalization Features: Creating Alerts

For most content in the DL you can create an alert- whenever you see this button you can do so:







Personalization Features: Creating Alerts

Edit your alerts and delete them by going into My Profile. Please note you can also create alerts on Citations and Conference Proceedings. My Account Alerts Personal Details Conference Proceedings New content alerts Citation alerts Alerts Saved Searches To receive alerts when new content is published in the journals or book series listed below, check the box next to each published in the journals or book series listed below, check the box next to each published in the journals or book series listed below, check the box next to each published in the journals or book series listed below, the box next to each published in the journals or book series listed below, the box next to each published in the journals or book series listed below, the box next to each published in the journals or book series listed below, the box next to each published in the journals or book series listed below. select. TOC alerts are sent immediately after a new issue publishes. TOC alerts are sent immediately after a new issue publi Institutional Affiliations day.



Part II: The Library Administrator Guide





Access to the Digital Library

Options for access:

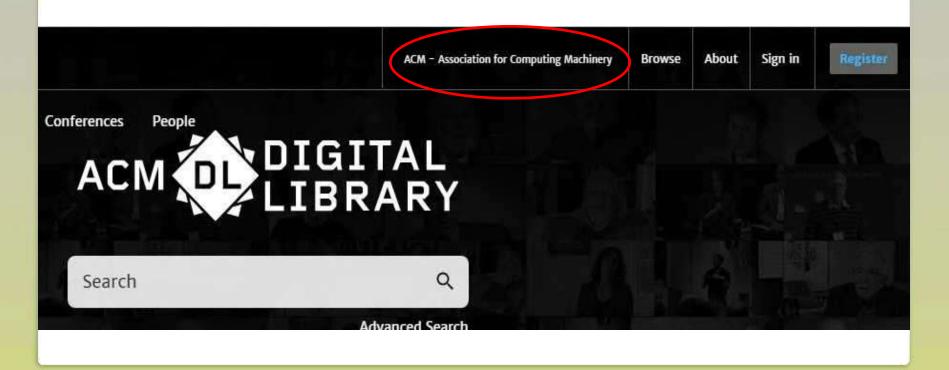
- 1. IP address. Simple to set up but requires maintenance (new/expiring addresses), have to be physically on campus to access without a web account, Proxy IP's unstable/incompatible.
- 2. Shibboleth/Federated access. Simple to set up and requires little maintenance, single sign on via self-regulated institutional credentials. Can use federation to pre-authorize IDP. To set up, email <u>dl-info@hq.acm.org</u>. Best option for Academic institutions.
- Single Sign On- via IDP. Requires both the institution and ACM to ingest each other's metadata. Full set up can take time but is secure and ensures remote access.





Access to the Digital Library

 If you see your Institution's name at the top of the screen, you are authenticated for full-text access in the DL:

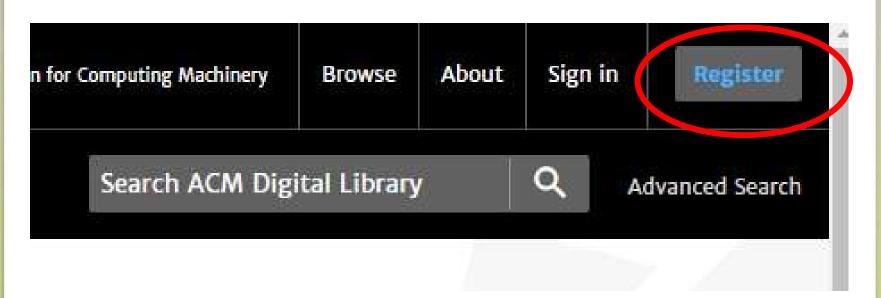






Registering for a Web Account

To enable DL administrator privileges, you will first need to create an ACM Web Account. First, click on "Register" in the upper right-hand corner of the DL:

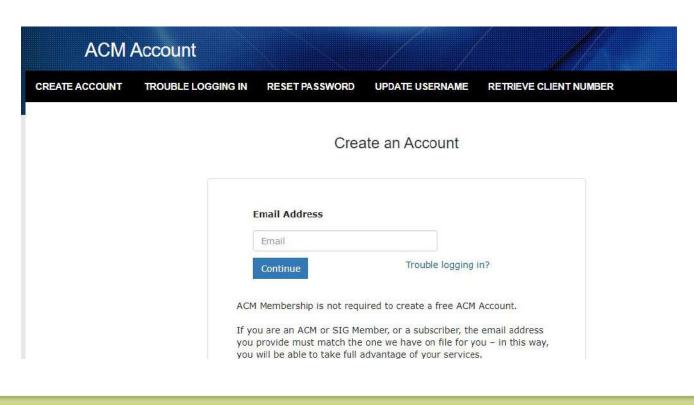






Registering for a Web Account

Enter your institutional email. A verification email will require a click through.

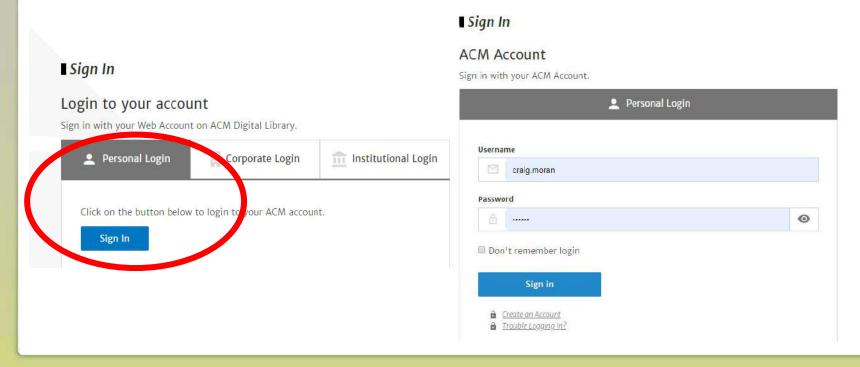






Registering for a Web Account

Once registered and verified you can now login. Click on "Sign In" next to your institution on the top right-hand side of the DL homepage. Then simply enter the username and password

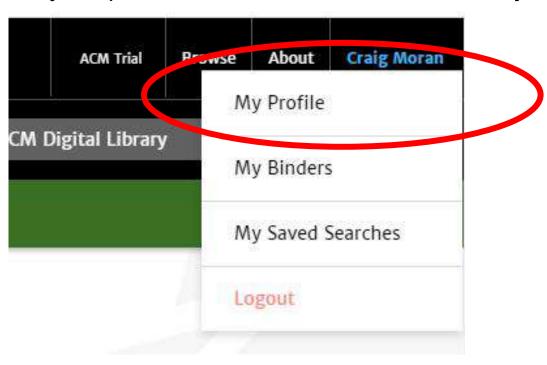






Setting up your profile and personalization features

Once logged in, your username appears on the top right of the home page. To access your profile, click that name and then My Profile:







Setting up your profile and personalization features

In this page, you can view your alerts, binders, usage reports and saved searches

	Му	Profile	My Binders	Institutions Account	
me > My Profile					
My Account					
Personal Details	Personal Details				
Alerts	Your personal details stored in ACM Digital Library, can be found below:				
Saved Searches	Full Name:	Craig	Moran		
				acm.org	





In order to see usage reporting, an authorized administrator or librarian must follow the earlier steps and create a Web Account. Once set up (or if you have any issues setting this up), email <u>dl-info@hq.acm.org</u> so we can link your account to your institution or consortium. Once linked, go to your profile and click on "Institutions Account" and then "Usage Reports".

	My Profile My Bind	rs Institutions Account	
Access Entitlements	Reports		
Usage reports	ACM Reports	Usage Data (COUNTER5)	Usage Da
Holdings File	Please use the link below to access your in	stitution's ACM Reports.	





There are ACM Reports, COUNTER 4 and 5 reports, and legacy reports previous to January 2020.

	My Profile My Binde	rs Institutions Account	
Access Entitlements	Reports		Help
Usage reports	ACM Reports	Usage Data (COUNTER5)	Usage Data (COUNTER4)
Holdings File			
	Please use the link below to access your ins	titution's ACM Reports.	
			View ACM Reports ☑





To view ACM Reports, click on View ACM Reports at the bottom right

Reports		Help
ACM Reports	Usage Data (COUNTER5)	Usage Data (COUNTER4)
Please use the link below to access your in	stitution's ACM Reports.	
Download Legacy ACM Repo	rts and Counter 4 reports	View ACM Reports ☑
	ACM Reports Please use the link below to access your in	





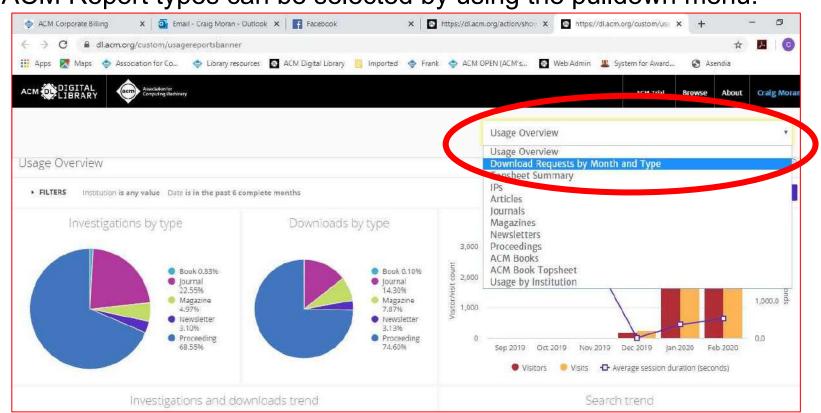
ACM Reports shows a dashboard and traditional usage reports you may be familiar with







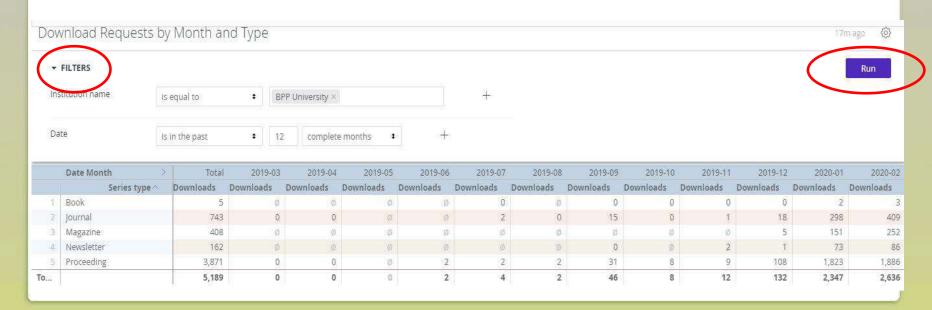
ACM Report types can be selected by using the pulldown menu:







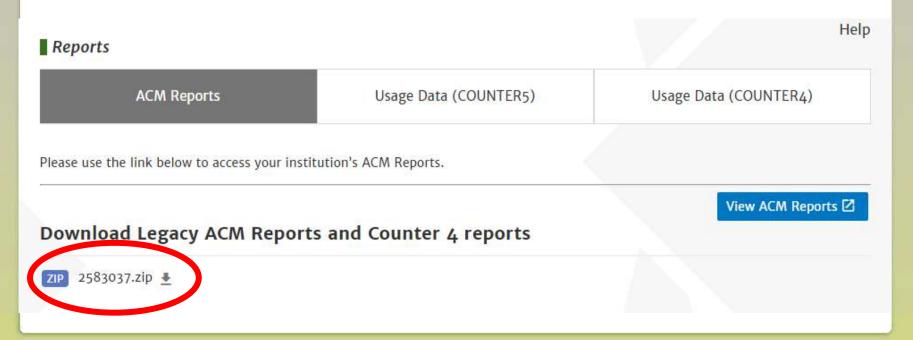
ACM Reports can be viewed by selecting them from the pulldown menu, selecting various filters and pressing "Run."







Historical ACM reports (2019 and earlier) can be downloaded as a .csv zip file for your institution:







COUNTER 4 reports will be available until the end of 2020

Usage reports	ACM Reports	Usage Data (COUNTER5)	Usage Data (COUNTER4)		
Holdings File					
	COUNTER 4 reports can be found on Atypo	COUNTER 4 reports can be found on Atypon Insights.			
	Go to Atypon Insights				
	COUNTER 4 reports will be updated with current usage data through the end of 2019. In 2020, no new usage data will be included in the COUNTER 4 reports, but the reports, with 2019 usage, will be available through the end of 2020.				
	View/Download Usage Da	View/Download Usage Data			
	SUSHI Details				
	Our SUSHI request URL is: https://dl.acm.org/api/soap/analytics/SushiService				
	Your Requestor ID is : craig.moran@hq.acm.org				
	Your customerReference ID is: 2583	037			





COUNTER 4 reports can be set up for notifications, or switched off here. The legacy reports can be downloaded here also

Download Legacy COUNTER Reports



ZIP 2583037.zip 🕹

Email Notifications

Send an email after the COUNTER usage data for the current month has been processed and is ready for reporting.

Update settings





COUNTER 5 reports are now available. If you need to set up SUSHI Feeds you can find all the info here. Please change <COUNTER 5 report id> with the report ID found for the one you want to use. These can be found at projectcounter.org

Reports

ACM Reports

Usage Data (COUNTER5)

Usage Data (COUNTER4)

COUNTER5 Reports

According to the Project's website, "COUNTER (Counting Online Usage of Networked Electronic Resources) is an international initiative serving librarians, publishers and intermediaries by setting standards that facilitate the recording and reporting of online usage statistics in a consistent, credible and compatible way."

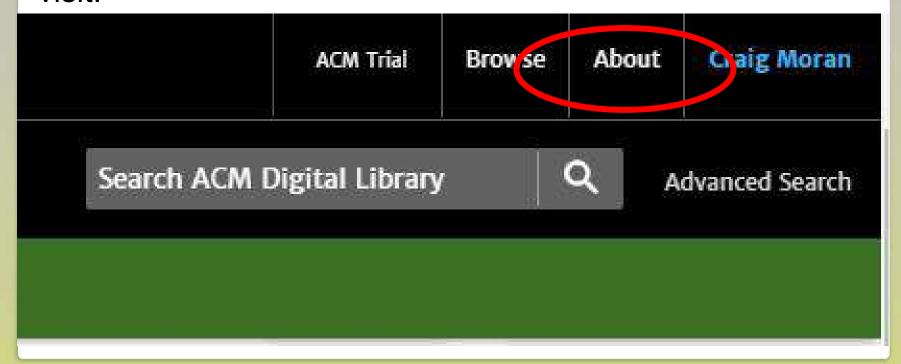
- Our SUSHI request URL is: https://dl.acm.org/reports/<COUNTER5 report id>?
 requestor_id=craig.moran@hq.acm.org&customer_id=2583037&<other parameters>
- o Your Requestor ID is: craig.moran@hq.acm.org
- o Your CustomerReference ID is: 2583037





Resources for Librarians and Providing Feedback

The DL has a suite of resources for Librarians. Please visit:

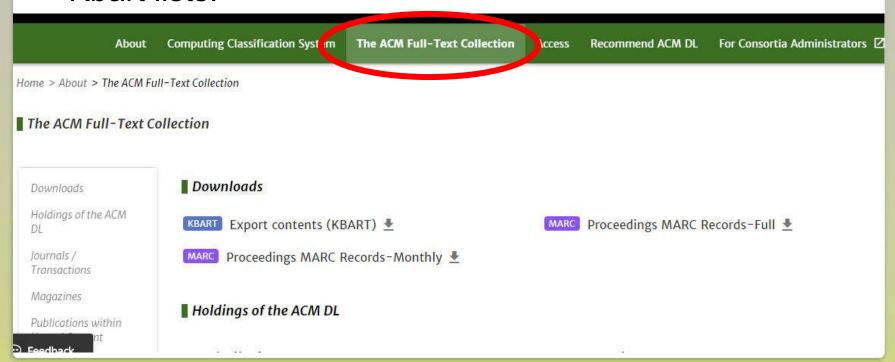






Resources for Librarians and Providing Feedback

 For a list of holdings and full text collections, download Kbart lists:

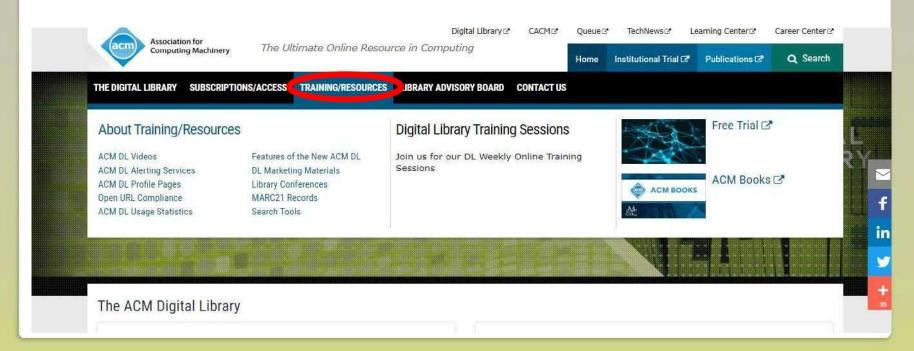






Resources for Librarians and Providing Feedback

 For user guides and videos, click on "For Consortia Administrators" and this page will load. Resources are found:

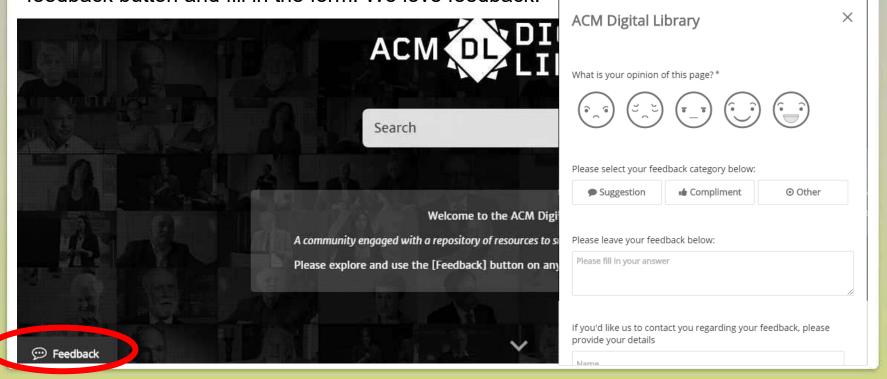






Providing Feedback

ACM Digital Library is an evolving new database that benefits from feedback from our users and library administrators. To provide feedback, go to the DL and click on the feedback button and fill in the form! We love feedback!







Contact us

Please contact us for more information:

dl-info@hq.acm.org