

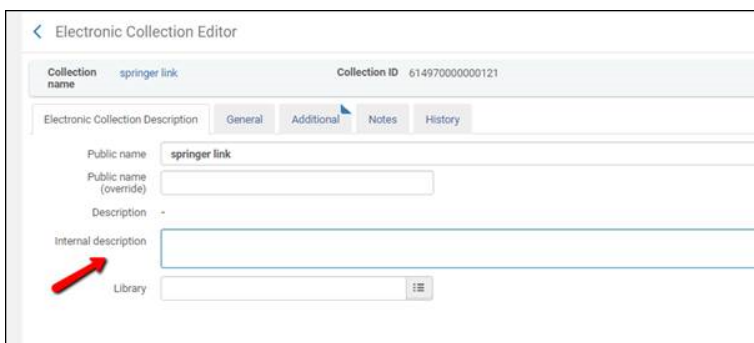
Managing the Lendable Status of Electronic Sets

To manage the lendable status of your electronic collections, add a keyword to each collection's internal description field. Choose a different keyword for each lendable status: **LendableInternational**, **LendableCountry**, or **LocalOnly**.

Note that the keywords used in the internal description of the collection must match these keywords exactly.

Next, update every lendable collection with that identifying text. For example:

- In the **Internal Description** field of the Electronic Collection Editor, add your lendable status keyword, such as **LendableInternational**.

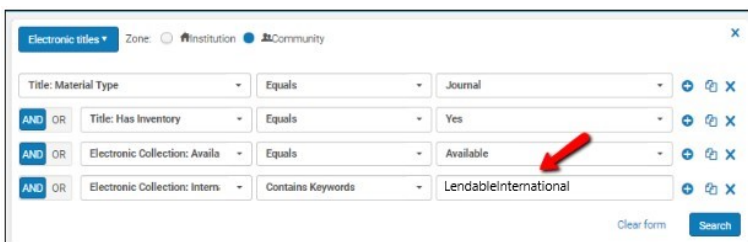


The screenshot shows the 'Electronic Collection Editor' interface. At the top, it displays 'Collection name: springer link' and 'Collection ID: 61497000000121'. Below this are tabs for 'Electronic Collection Description', 'General', 'Additional', 'Notes', and 'History'. The 'Electronic Collection Description' tab is active. It contains fields for 'Public name' (springer link), 'Public name (override)', 'Description', and 'Internal description'. A red arrow points to the 'Internal description' field. Below the 'Internal description' field is a 'Library' dropdown menu.

Internal Description

Use this note on every collection that you can lend internationally.

- Once your collections contain a keyword describing their lendable status, you can create a set of a single lendable status by using that keyword. For example, to create a set of holdings that is lendable internationally add the field **Electronic Collection: Internal Description**, operator **Contains Keywords**, and value **LendableInternational**.



The screenshot shows the 'Electronic titles' search filter interface. It has a 'Zone' dropdown set to 'Community'. Below are several filter rows. The first row is 'Title: Material Type' equals 'Journal'. The second row is 'Title: Has Inventory' equals 'Yes'. The third row is 'Electronic Collection: Availa' equals 'Available'. The fourth row is 'Electronic Collection: Intern' with operator 'Contains Keywords' and value 'LendableInternational'. A red arrow points to the 'LendableInternational' value. At the bottom right, there are 'Clear form' and 'Search' buttons.

Internal Description Applied to Set

Contains keywords will also work even if you have other notes in your internal description.

This results in a a set that can be automatically used for republishing the information, without requiring you to recreate the itemized set before every republish.

Initial Setup

To bulk update all electronic collections, use the [E-Collection Quick Update](#) app from our Cloud App center. Select one or

more records from a list of e-collections, and update the internal description field to include one of the lendable status keywords.