



LIBRARY USER GUIDE

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- Linguistics
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- Music
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- Political Science
- Romance Languages and Literature
- Sociology
- Theology



Peter Lang's platform (<https://www.peterlang.com/>) offers full-text search functionality, downloadable books and chapters in PDF format, DOIs at the title level, free MARC records, COUNTER-compliant usage statistics, and personalized alert and research tools.

Librarians' FAQ

Are Athens, Shibboleth available?

Yes, they are.

What is the Institutional Price for an eBook?

The institutional price for an eBook is twice the retail price.

How many titles are DRM 'free'?

All our titles are DRM 'free'.

Who should I contact for ordering eBooks?

You can email the list of eISBN and titles in an excel form (taken out of the attached spread sheet) to customer services directly at order@peterlang.com.

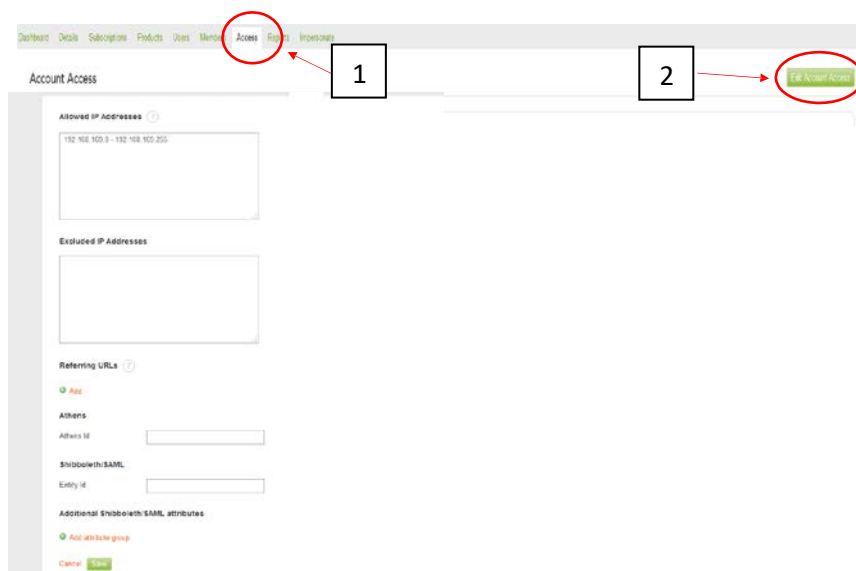
How can I update IP changes?

Libraries can easily save time by updating Library IPs by themselves.

1. You should go to: <https://ams.peterlang.com/login>

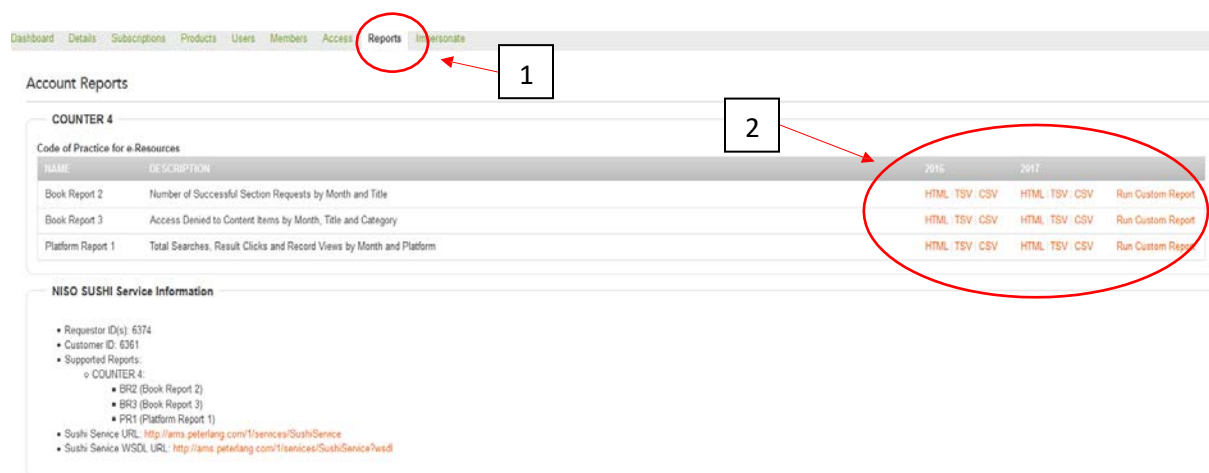
You will be recognized by entering your administrator's username (normally your email address)/password. If you forgot your username/password, you should enter your username and click 'forgot my password'.

2. Go to 1. Access and click 2. Edit Account Access. Change your IPs and click Save



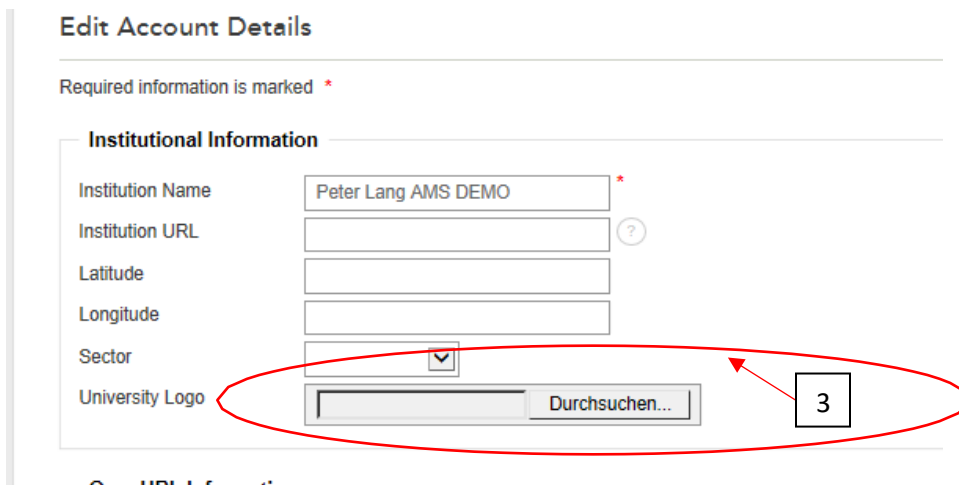
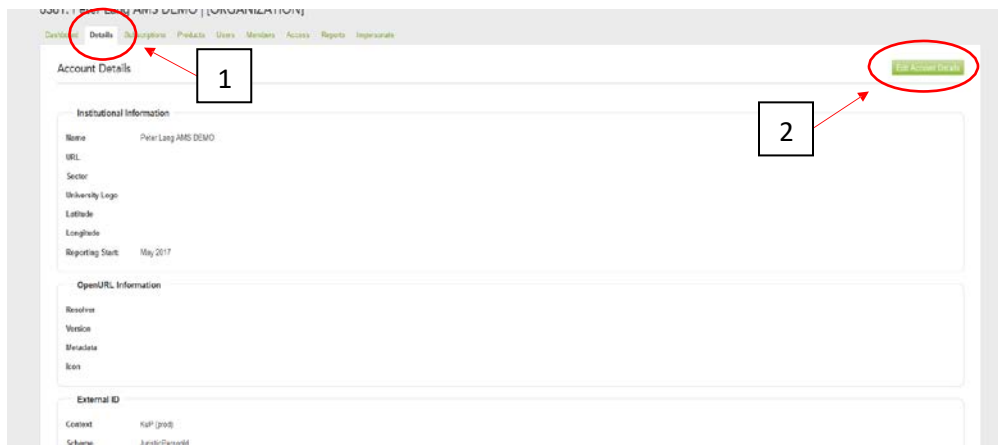
How can a University/ Library usage report be downloaded?

1. The library administrator should go to: <http://ams.peterlang.com/login>
2. She will be recognized by entering her administrator's username (normally her email address)/password.
3. Go to 1. Report. Download your usage report.

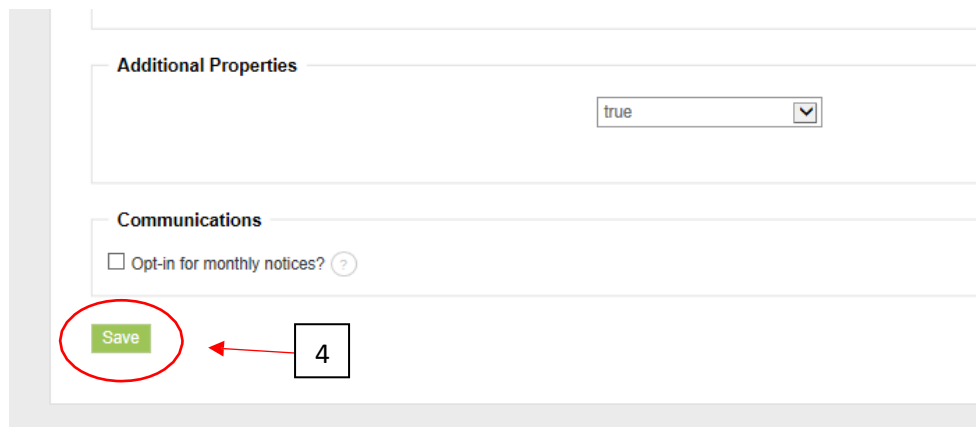


How can I add my university logo on the platform?

1. You should go to: <http://ams.peterlang.com/login>
2. You will be recognized by entering your administrator's username (normally your email address)/password.
3. Go to 1. Details
4. Click on 2. Edit Account Detail and Go to University Logo and 3. download your Logo



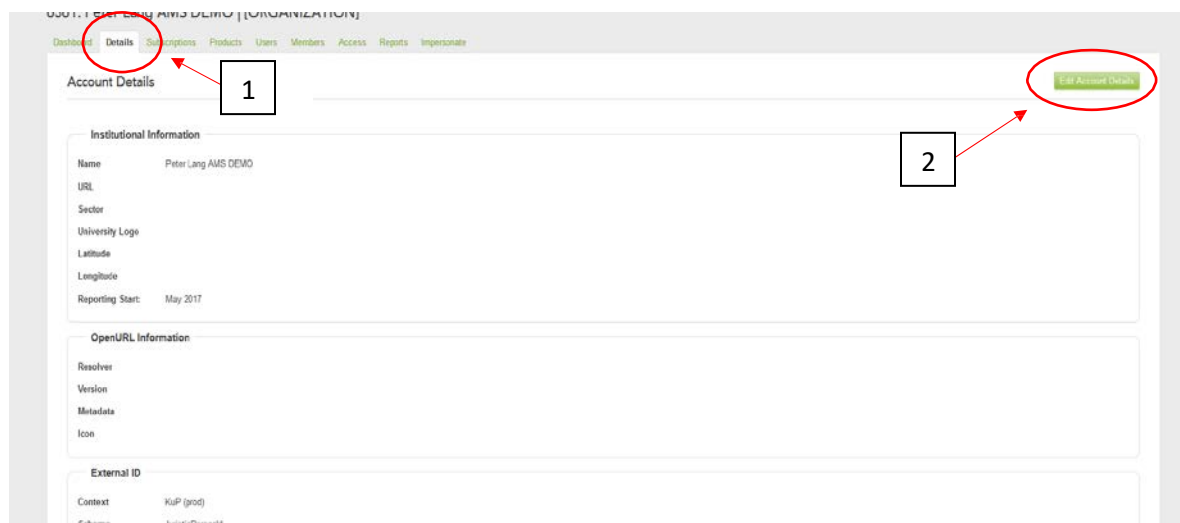
5. At the End go down the page and click 4. Save



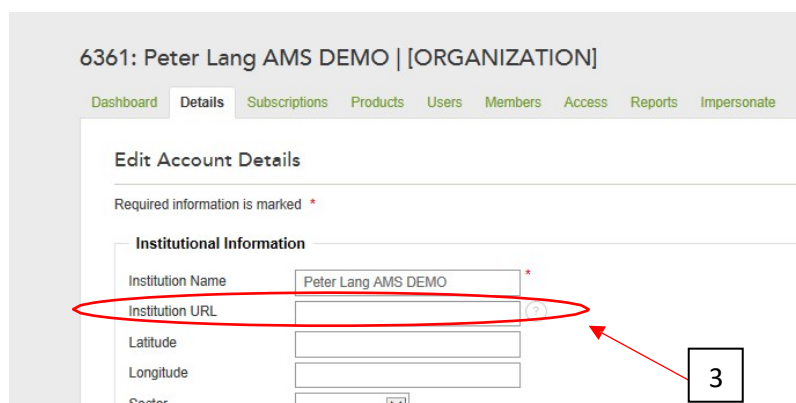


How can I set up an open URL on the platform?

1. Go to: <http://ams.peterlang.com/login>
2. You will be recognized by entering your administrator's username (normally your email address)/password.
3. Go to 1. Details
4. Click on 2. Edit Account Detail

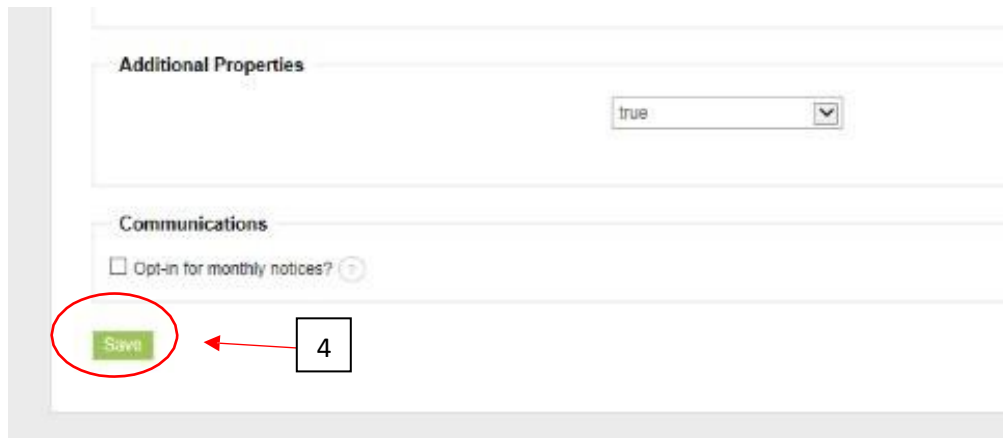


5. Go to 3. Institution URL



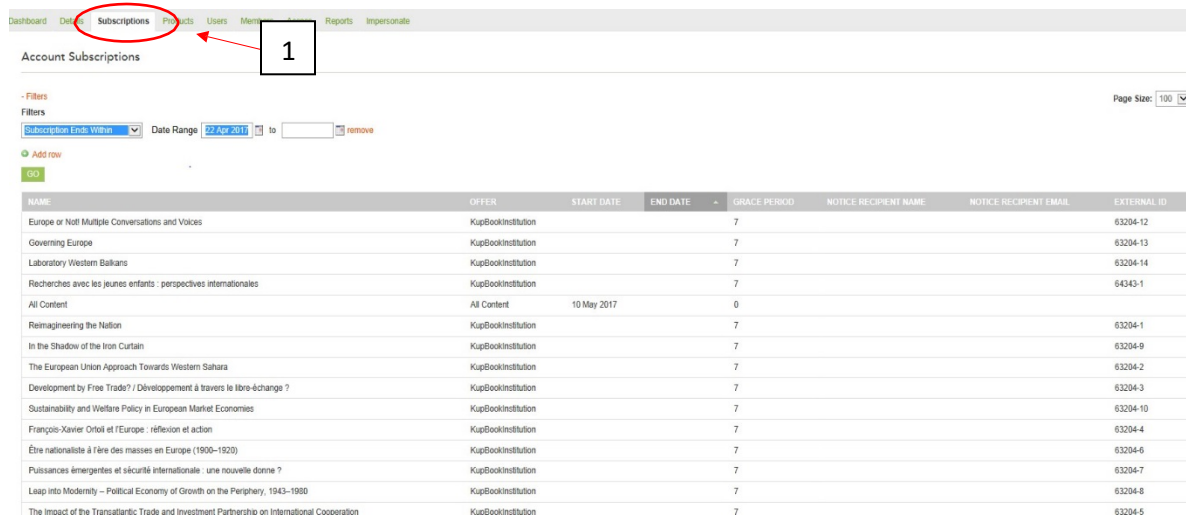


6. Go down the page and click 4. Save



How can I see the content I purchased from your eBooks platform?

1. Go to: <http://ams.peterlang.com/login>
2. You will be recognized by entering your administrator's username (normally your email address)/password.
3. Go to 1. Subscriptions. There you can see all the contents you purchased





How can I add a Library administrator?

1. Go to: <http://ams.peterlang.com/login>
2. You will be recognized by entering your administrator's username (normally your email address)/password.
3. Go to 1. Users
4. Click on 2. Add Users



5. Fill in the 3. Personal Information
6. Also fill in the 4. Login
7. Click 5. Save

The screenshot shows the 'Contact Roles' form. The 'ROLE' dropdown is at the top. Below it are several sections of input fields. The 'Personal Information' section is circled in red and has a box labeled '3' with an arrow pointing to it. The 'Login' section is circled in red and has a box labeled '4' with an arrow pointing to it. The 'Save' button at the bottom is circled in red and has a box labeled '5' with an arrow pointing to it. The form fields include: Email, First Name/Forename, Middle Initial, Last Name/Surname, Phone, Fax, Language Preference (English), Address (Street, City/Town, State/Province, Zip/Postal Code, Country), Username, Password, and Confirm Password.

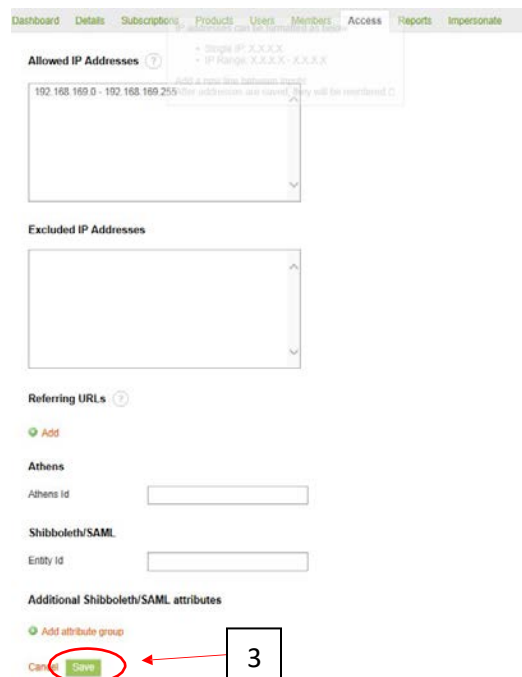


How can I update the Universities IP address?

1. Go to: <http://ams.peterlang.com/login>
2. You will be recognized by entering your administrator's username (normally your email address)/password.
3. Go to 1. Access
4. Click 2. Edit Account Access



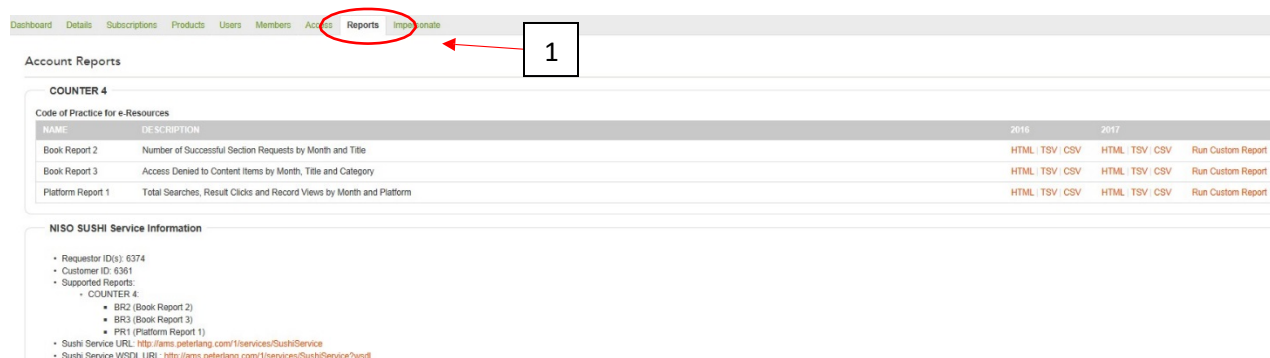
5. Update the Universities IP address and click 3. Save





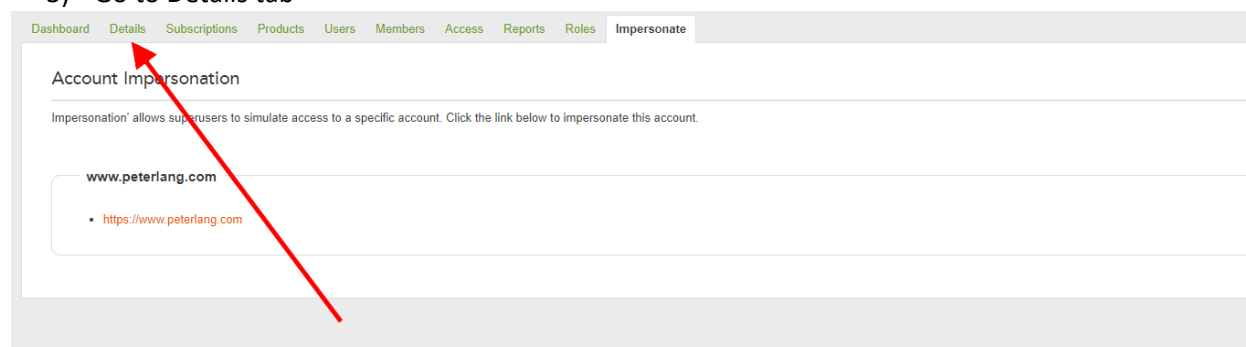
How can I download statistics?

1. Go to <http://ams.peterlang.com/login>
2. You will be recognized by entering your administrator's username (normally your email address)/password.
3. Go to 1. Reports
4. Download your statistics



How can I update my User Login Password?

- 1) Go to: <http://ams.peterlang.com/login>
- 2) Select your individual account
- 3) Go to Details tab

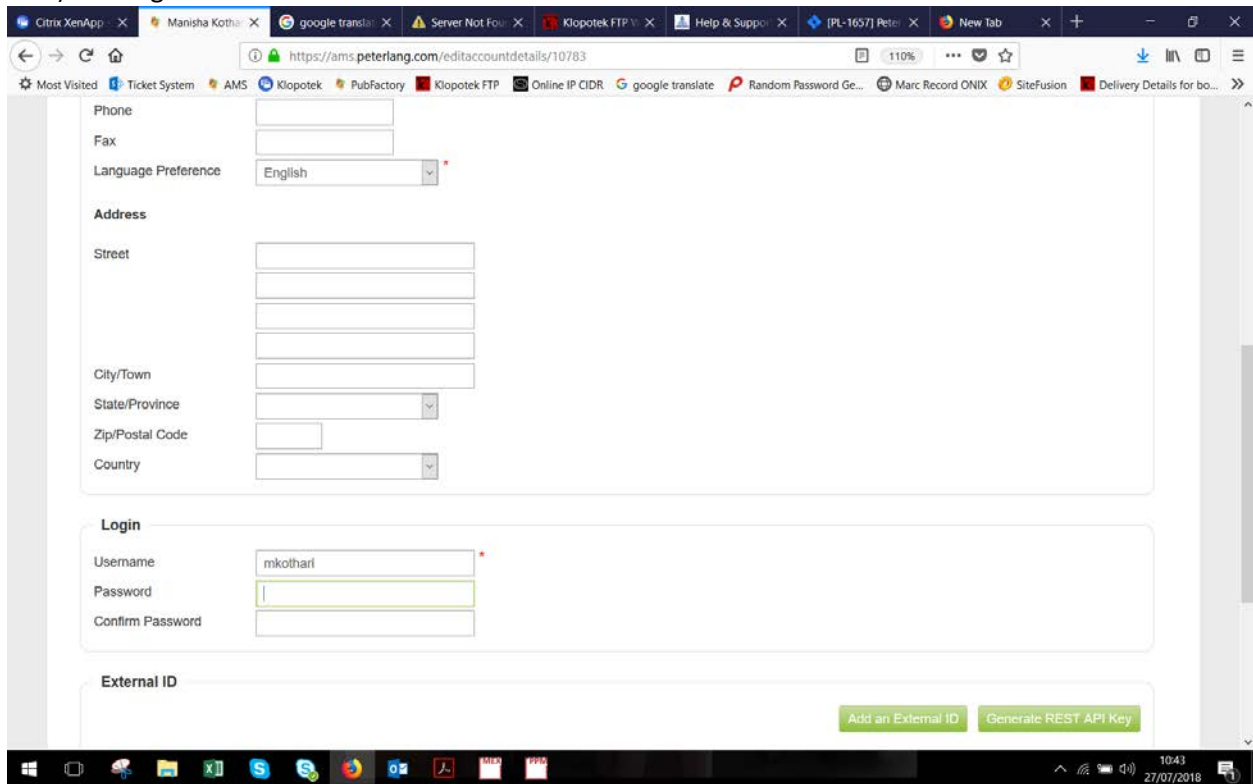


- 4) Edit details





5) Change Password then Save



For further information on the offer, please contact: r.chesa@peterlang.com.