

E-Resources Subject List Screen Change Request

Institution: _____ Date: _____

Name of individual completing form: _____

Phone: _____ Email: _____

Instructions: Complete this form to identify changes to e-resources subject names, order, descriptions, and databases. Attach additional pages as needed.

Use section I to request changes to the order of subjects as they appear on the e-resources screen.

Use section II to rename, add, and remove subjects, or to change the databases that appear within subjects.

Note: To add or delete a database entirely, please use the form [Access to Local Electronic Resources](#) (Form 008) available from the State College Library Staff Resources website.

Notes:

FORM SUBMISSION INSTRUCTIONS

Step 1: Initial Requestor

Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: _____

Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: _____

I. E-Resources Screen: Change the Order of Subjects

The order of subjects that appear on the e-resources screen can be changed for your library. To request a change to this screen, include a list of ***all*** subjects in the requested order.

Note: To rename, add, and remove subjects, or to change the databases that appear within a subject, use section II of this form.

Alphabetical

Subject

Find Database

Trials

Click on +/- to Open or Close Categories or on a database name to go directly to that database

- ⊕ Arts, Humanities, and Music
- ⊕ Audiobooks
- ⊕ Behavioral (Psychology) and Social Sciences
- ⊕ Biography
- ⊕ Business
- ⊕ Careers
- ⊕ Computers and Technology
- ⊕ Education
- ⊕ Electronic Books

- Replace the current list with subjects in the following order (***list all***).

Note: To rename any of these subjects, complete section II as well.

II. E-Resources Screen: Rename, Add, and Remove Subjects or Change Databases within Subjects

The subjects and databases that appear within each subject on the e-resources screen can be changed for your library. To request a change to this screen, complete the following information.

Note: To request changes to the order of subjects, complete section I.



Click on +/- to Open or Close Categories or on a database name to go directly to that database

- Arts, Humanities, and Music
- Audiobooks
- Behavioral (Psychology) and Social Sciences
- Computers and Technology ← Subject Name
 - Applied Science & Technology (EBSCO) i
 - Computer Database (Gale) i
 - Safari Business & Tech Books Online (ProQuest) i
 - Springer eJournal Collection i) ← Subject Databases
- Education

Subject Name _____	
<input type="checkbox"/> Replace current name with _____	
<input type="checkbox"/> Remove subject	
<input type="checkbox"/> New subject	
Subject Databases	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____

Subject Name _____	
<input type="checkbox"/> Replace current name with _____	
<input type="checkbox"/> Remove subject	
<input type="checkbox"/> New subject	
Subject Databases	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____

Subject Name _____	
<input type="checkbox"/> Replace current name with _____ <input type="checkbox"/> Remove subject <input type="checkbox"/> New subject	
Subject Databases	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____

Subject Name _____	
<input type="checkbox"/> Replace current name with _____ <input type="checkbox"/> Remove subject <input type="checkbox"/> New subject	
Subject Databases	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____

Subject Name _____	
<input type="checkbox"/> Replace current name with _____ <input type="checkbox"/> Remove subject <input type="checkbox"/> New subject	
Subject Databases	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____

Subject Name _____	
<input type="checkbox"/> Replace current name with _____ <input type="checkbox"/> Remove subject <input type="checkbox"/> New subject	
Subject Databases	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____