



Using the Electronic Holdings Report

The Electronic Holdings Report (EHR) offers you the possibility to view your institution's access rights to ScienceDirect journals and books.

Have you ever wanted a complete list with all your subscribed titles including coverage dates? Have you ever wondered which titles you could add to your ScienceDirect Subscription Agreement? Have you ever wanted to see the titles to which you have permanent complimentary access? This is the information which can be found in the EHR, available to every Administrator.

Downloading the EHR will show you a list of all ScienceDirect content, highlighting the titles and time frames that your institution has access to as part of your ScienceDirect Subscription Agreement.

Handy Tip!

The information in this report can be used to link full text ScienceDirect holdings to other products such as Scopus or PubMed.

Administrators can download the EHR for their account via the Admin Tool (<https://admintool.elsevier.com>).

Downloading the EHR:

1. Navigate to the ScienceDirect tab within the Admin Tool and click on "ScienceDirect Electronic Holdings Reports".
2. A new window opens up and you are presented with three options for refining your reports, and three options for viewing your reports.

Note: There are two different reports you can run, one for serial content (Journals, Book Series, and Handbook Series), and one for non-serial content (Reference Works, and Books).

Subscribed titles:

Select this option to include all titles to which you are subscribed.

Non-Subscribed titles:

Select this option to include all titles that are not part of your ScienceDirect Subscription Agreement. This option also includes titles where permanent complimentary access is offered.

Titles published:

Select this option to include all Elsevier titles whether or not they are available on ScienceDirect.

HTML:

Select this option to view a browser-friendly report.

Comma Separated Value (CSV):

Select this option to view the report in Microsoft® Excel. The CSV report automatically opens in Excel but only if Excel is installed on the computer you are using. Otherwise, you are prompted to save this report to your local computer.

XML:

Select this option to view the XML (extensible markup language) format of the report. This is the format that is usable as an input format in e.g. OPAC systems. To download the report to your local machine, right-click the Download File link, and then select Save Target As from the right-click menu.

Understanding EHR

Whenever there is a gap in the range of content that you get access to, you will see a title listed on multiple lines to be able to show the different content ranges.

The date range of content that you get access to as part of your ScienceDirect subscription

The date range of content that is on ScienceDirect

If any changes have been made to a title since it was launched, it will be noted here

Subscription to the title

The title is on ScienceDirect but no longer owned by Elsevier

Complimentary access to that title

Type	Publication Title	ISSN	Publisher	First Available Subscribed Volume/Issue	Last Available Subscribed Volume/Issue	Coverage Begins	Coverage Ends	Title Change History	Remarks
Journal	ACC Current Journal Review	1062-1458	Elsevier	Vol.28 Iss.23 15-Feb-1992	Vol.199 Iss.32 26-Feb-2004	Vol.26 Iss.4 15-Feb-1992	ongoing		
Journal	ACC Current Journal Review	1062-1458	Elsevier	Vol.16 Iss.12 15-Feb-1990	Vol.20 Iss.10 15-Feb-1991	Vol.1 Iss.1-3 Jan-1985	ongoing		
Journal	Accounting, Management and Information Technologies	0959-8024	Elsevier			Vol.89 Iss.2 Jan-1993	Vol.95 Iss.4 Oct-2000	Continued as Information and Organization	
Journal	Acta Astronautica	0094-5765	Pergamon						No longer published by Elsevier as of 2001
Journal	Ad Hoc Networks	1234-567X	Elsevier			Vol.1 Iss.1 Jan-1990	ongoing		
Book Series	Advances in Agronomy	0001-706X	Elsevier	Vol.1 Iss.1 1-Jan-1905	Vol.100 Iss.11 26-Feb-2004	Vol.1 Iss.1 1-Jan-1905	ongoing		
Book Series	American Psychologist	1359-1789	Elsevier	Vol.30 Iss.1 1-Jan-1996	Vol.72 Iss.11 26-Nov-2001	Vol.4 Iss.1 1938	ongoing		
Book Series	Analytica Chimica Acta	1359-1789	Elsevier	Vol.2 Iss.1 1-Jan-1996	Vol.30 Iss.11 26-Nov-2001	Vol.4 Iss.1 1938	ongoing		
Book Series	Information and Organization	1359-1789	Elsevier	Vol.12 Iss.1 1-Jan-1996	Vol.17 Iss.11 26-Nov-2001	Vol.4 Iss.1 1938	ongoing	Formerly known as Accounting, Management and Information Technologies	
Book Series	Psychoneuroendocrinology	1359-1789	American Psychological Association (PsycARTICLES)	Summer 1996	Winter 2007	Summer 1996	ongoing	Formerly known as Psychoneuroendocrinology	

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Note: If your institution only has complimentary access to a title, and no subscribed content, it will show up in the EHR with a yellow icon but you will see a green icon in ScienceDirect.

For further information please visit the Admin Tool Info Site www.info.admintool.elsevier.com

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