



A LIBRARIAN'S GUIDE TO JSTOR: WELCOME!

GETTING STARTED WITH JSTOR

This "Librarian's Guide to JSTOR" brings together the key information you need to launch JSTOR (<http://www.jstor.org>) as an essential resource for your faculty and students. Within this guide you can find:

- descriptions of JSTOR for use on library websites and communications
- training materials and how-to information for JSTOR
- digital and print promotional materials
- information for library admins, such as tips for setting up discovery services and getting usage statistics
- resources for teaching and learning with JSTOR

GETTING HELP WITH JSTOR

The JSTOR Support team is ready to assist you with any questions you have about using JSTOR.

Email: support@jstor.org

Twitter: [@JSTORSUPPORT](https://twitter.com/jstorsupport) (<http://twitter.com/jstorsupport>)

Phone:

- (888) 388-3574, toll free in the United States
- (734) 887-7001, local and international
- M - F, 8:30 a.m. - 5:00 p.m. EDT (GMT -4:00)

LIBRARY ADMIN INFORMATION

MANAGING ACCESS TO JSTOR

JSTOR supports many methods of authentication and access. See the detailed information about access options in the Access section of our Admin Support guide (<http://about.jstor.org/jstor-help-support/admin-support>).

MAXIMIZING DISCOVERABILITY OF JSTOR

If you have implemented a web-scale discovery service or institutional link resolver, we have tips and recommendations for increasing the discoverability and use of your subscribed JSTOR content. Our Discovery & Linking resource (<http://about.jstor.org/jstor-help-support/discovery-linking>) includes:

- Updates on new collections, content packages, technical issues in News & Alerts
- Quick Reference Guides to assist libraries with increasing the discoverability of their subscribed JSTOR content within the major web-scale discovery services and institutional link resolvers
- JSTOR metadata and web-scale discovery integration
- Metasearching with the JSTOR XML Search Gateway
- Linking functionality and integration on the JSTOR platform
- Title lists for the JSTOR Archive Collections, Books at JSTOR Collections, and Current Scholarship Program subscription packages

If you have any questions about the information you see in this section, please contact discoveryservices@ithaka.org.

VIEWING YOUR LIBRARY'S HOLDINGS

Holdings at your institution are available for download via a text delimited lists at <http://about.jstor.org/holdings>. Please note that IP authentication is required to access institution holdings lists.

JSTOR DESCRIPTIONS

WHAT IS JSTOR?

The following descriptions for JSTOR may be useful for library websites and communications with faculty and students.

GENERAL JSTOR DESCRIPTIONS

Description #1: JSTOR is an online library of journals, academic ebooks, and primary sources.

Description #2: JSTOR is a digital library of academic journals, books, and primary sources. JSTOR helps people discover, use, and build upon a wide range of content through a powerful research and teaching platform, and preserves this content for future generations. JSTOR is part of ITHAKA (<http://www.ithaka.org>), a not-for-profit organization that also includes Ithaka S+R (<http://sr.ithaka.org>) and Portico (<http://www.portico.org>).

Keywords to describe JSTOR: interdisciplinary, full-text, scholarly, peer-reviewed (for most journal and ebook content).

JOURNALS

JSTOR contains the full-text of more than 2,300 journals from 1,000 publishers, with publication dates ranging from 1665 to 2015 (for certain titles). Journals are available in more than 60 disciplines in the humanities, social sciences, and sciences and mathematics.

Archival journal collection descriptions: <http://about.jstor.org/journals>

EBOOKS

JSTOR contains more than 40,000 ebooks from academic publishers. The ebooks work just like journals, offering unlimited use and DRM-free chapter downloads in PDF format.

More information about ebooks: <http://about.jstor.org/content-on-jstor-books>

PRIMARY SOURCES

JSTOR includes more than two million primary sources across four collections:

- **19th Century British Pamphlets** - This is a collection of more than 25,000 pamphlets published in the 19th century. They chronicle political and socioeconomic issues and debates of concern to Britain at the time, and the digitized files preserve images and contemporary annotations. For libraries that subscribe to 19th Century British

Pamphlets, the content is available alongside the journals and ebooks on <http://www.jstor.org/>.

- **Global Plants** - Global Plants is the world's largest database of digitized, high-resolution plant type specimens, and also includes reference works and primary sources such as correspondences, diaries, botanical illustrations, and photographs. Global Plants is available at <http://plants.jstor.org/>.
- **Struggles for Freedom: Southern Africa** - Struggles for Freedom (<http://www.aluka.org/struggles>) is a collection of more than 20,000 objects that relate to liberation movements in six southern African countries. The objects include oral histories, speeches, nationalist publications, fully digitized books, and pamphlets.
- **World Heritage Sites: Africa** - World Heritage Sites (<http://www.aluka.org/heritage>) is a collection of visual, contextual, and spatial documentation of African heritage sites and rock art sites. The more than 50,000 objects in the collection include photographs, 3D models, GIS datasets, site plans, excavation reports, and other scholarly material.

More information about primary sources: <http://about.jstor.org/content-on-jstor-primary-sources>

HOW TO USE JSTOR

STUDENT-FRIENDLY GUIDES TO JSTOR

We've created a set of research guides for JSTOR (<http://guides.jstor.org>) using Springshare's LibGuidesv2. The guides are a great starting point for students. They include both subject-specific guides to content on JSTOR, as well as guides to collections such as Books at JSTOR. All of the guides are free and public, and include user-friendly URLs for creating easy links from library and course web pages. Springshare customer libraries have the added benefit of being able to copy full JSTOR guides or sections of guides for reuse within their own LibGuides site.

SEARCHING JSTOR

JSTOR supports full-text keyword searching across all of the content on the site. The default setting for search results is to show matches for only content licensed or purchased by the library. A researcher may choose to change this setting for their own session.

There are two search forms on JSTOR.org, a **Basic Search** (on the main page at <http://www.jstor.org>) and an **Advanced Search** (<http://www.jstor.org/action/showAdvancedSearch>).

Using the Basic Search

- Place words within quotation marks to search for exact phrases (“**to be or not to be**”).
- Use Boolean operators to construct a better search (“**tea trade**” **AND** **china**).

Using the Advanced Search

- Use the drop-down boxes to limit search terms to the title, author, abstract, or caption text.
- Use the drop-down boxes to combine search terms using the Boolean operators, AND/OR/NOT and NEAR 5/10/25. The NEAR operator looks for the combinations of keywords within 5, 10, or 25 words places of each other. The NEAR operator only works when searching for single keyword combinations. For example, you may search for **cat NEAR 5 dog**, but not "**domesticated cat**" **NEAR 5 dog**.
- Use the “Narrow by” options to search only articles, include/exclude book reviews, search for content published during a particular time frame, or in a particular language.
- Focus an article search in specific disciplines and titles using checkboxes. [**NOTE:** discipline searching is currently only available for searching journal content. Selecting this option will exclude ebooks from the search.]

SEARCH RELEVANCE

Relevance on JSTOR is a combination of many things. Key elements include:

- More unique terms in the corpus result in higher scores when queries contain those terms. For example, the keyword “epistemology” gets a greater boost than “university” because it is less common.
- Phrase matches are boosted higher than just keyword matches. A query for "the quick brown fox" will assign higher relevance to a document containing the exact words "the quick brown fox" than a document containing "the brown fox is quick."
- Publication date -> newer documents can have a slight boost

Search Results

The format and display of search results is the same for Basic and Advanced searches.

- Use "Content Type" menu to filter results by journal articles, ebook chapters, and pamphlets.
- Use the "Access Options" menu to limit your results by type of access.
- Use the "Sort by" menu to view search results by relevance, oldest items, or newest items.
- Use the "Export Selected" menu to choose the export format.

USING FULL-TEXT CONTENT

The “view” page for each item on JSTOR provides many ways to explore the full-text content. These features are available for all types of content on JSTOR:

Evaluating relevance: Items located by searching JSTOR will include an option to view a list of search term occurrences at the top of the article page image. This enables you to jump to the pages to see your search terms in context.

Reading the content: For all articles, ebook chapters, and pamphlets, researchers may choose to read or browse the item online, get pre-formatted citations, or immediately download a PDF copy.

More searching options: Depending on the format of the items you are viewing, the Basic Search box at the top of the screen enables searching within the journal or journal issue (for articles), book (for book chapters), pamphlet collection (for pamphlets), or running a new search across all content (all formats).

Citations: Citations may be emailed, exported, or copied from the item view page. JSTOR provides pre-formatted citations in MLA, APA, and Chicago styles for quick copying and pasting. Export options include direct export to RefWorks, RIS format, and text format.

Stable URL: The stable URL listed with the item citation is the best URL to use when linking to content from library and course web pages.

Format-specific features:

Journal articles

- The “References” tab on an article view page provides the abstract (if one was published with the original item) and list of references from the article. Where possible, JSTOR provides links from the references to other articles on JSTOR or links to CrossRef for cited content.
- The “Thumbnails” tab enables you to quickly scan all pages in an article.

Ebooks

- Use the Table of Contents link to move from the book chapter to the table of contents for the entire book, or click on the title link under "From the Book" to do the same. The Table of Contents page contains introductory text snippets for each chapter in the book, as well as a fast “Download Chapter” (PDF) option for each chapter in the book.
- The “Thumbnails” tab enables you to quickly scan all pages in a book chapter.

Pamphlets

Pamphlets are formatted in the same ways as journal articles and ebooks, and may be read online or downloaded in PDF format. Be aware that some pamphlets are quite long (50+ pages).

ORGANIZING RESEARCH WITH MY LISTS

My Lists provides the ability to create multiple lists to store and organize citations for items on JSTOR. You can create multiple lists for different topics and projects, for more flexibility with organizing research on JSTOR.

The "Add To My Lists" button appears on the search results list and on the individual article, book chapter, and pamphlet pages, and table of contents pages. Lists are stored within a MyJSTOR account and can be accessed at any time from the MyJSTOR menu. The citing and export options available from the lists are the same options that appear on search results, item view pages, and Tables of Contents pages. Citations can be added, deleted, cited, and exported from a list at any time when you are logged in.

JSTOR ON MOBILE DEVICES

JSTOR's interface automatically adapts to the screen size of a device without requiring a separate mobile URL or any device configuration. Just go directly to www.jstor.org on a smartphone or tablet, and the screen will adjust accordingly!

PROMOTING JSTOR

Need eye-catching materials to announce the availability of JSTOR? Looking for a logo for your website?

POSTERS!

We've got a great illustrated poster that uses a comic book format to introduce JSTOR to students. You can download a digital copy (link below the image) or request printed copies (<http://www.jstor.org/forms/content/jstor-help-support>).



OTHER MATERIALS

In addition to printed posters, we also have JSTOR bookmarks and other items such as stickers and pens. Contact us (<http://www.jstor.org/forms/content/jstor-help-support>) to request a package of these promotional items.

JSTOR LOGOS

You are welcome to use the JSTOR logo on materials distributed to your users or on your institution's web pages to announce your participation in JSTOR. We have created digital logos that may be downloaded (<http://about.jstor.org/jstor-help-support/admin-support#396012>) and used in print or online materials.

COLLECTION-SPECIFIC MATERIALS

We have many promotional resources for Books at JSTOR, including sample emails, digital advertisements, posters, tables tents, and more. These are all collected at: <http://about.jstor.org/content/resources-books-jstor-participants>.

JSTOR IN THE CLASSROOM

RESOURCES FOR EDUCATORS AND STUDENTS

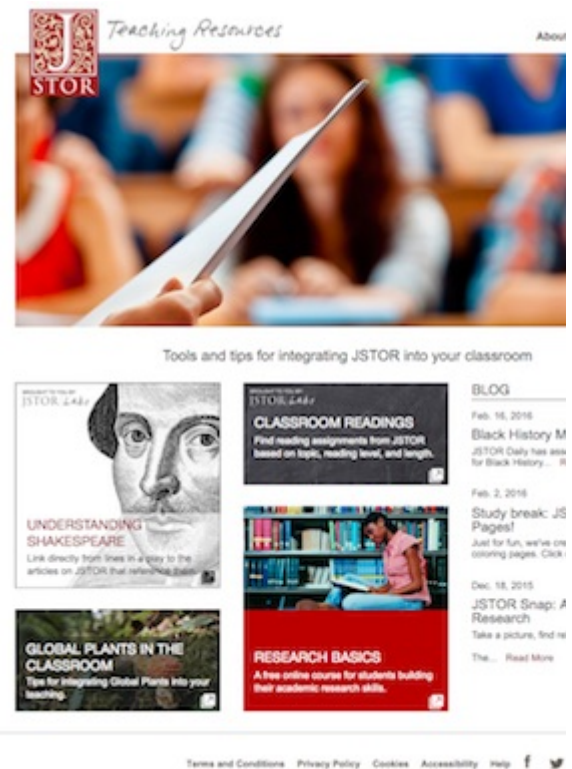
JSTOR Teaching Resources (<http://teach.jstor.org>) is a free, companion website to JSTOR. It brings together a set of tools designed to help educators integrate JSTOR into the classroom, and to help students improve their research skills.

All the resources are free and open to explore, though some of the resources link to full-text content on JSTOR that may require an institutional access or an individual account.

Currently, the site links to four resources from JSTOR:

- **Research Basics:** a free, self-paced online research skills course intended to help students building their research skills to prepare for college work.
- **Understanding Shakespeare:** click a line in any Shakespeare play and immediately see a list of the articles on JSTOR that quote that line.
- **Classroom Readings:** a tool intended to help educators quickly and efficiently find articles on JSTOR that are good candidates for teaching.
- **Global Plants in the Classroom:** a freely available resource and study aid to help teachers and students of botany-related courses use JSTOR Global Plants.

Along with the links to these tools, the JSTOR Teaching Resources site includes a blog that highlights other ideas and resources for integrating content from JSTOR into the classroom.



JSTOR DAILY

JSTOR Daily (<http://daily.jstor.org>) is an online magazine that provides context and background to news stories and current affairs. It publishes short and long posts from journalists and academics, and all pieces link to journal articles on JSTOR for deeper reading.

We're constantly updating the site with blog posts, columns, long-form essays, and interviews with a scholars, so there's always plenty of new material to use as fodder for classroom discussion. Plus, each story provides open links to the content housed in JSTOR, so anyone can explore the underlying scholarship even if their school doesn't subscribe to all JSTOR collections.

The stories—written by journalists and academics—cover scholarship from a wide array of disciplines and are organized by topics: Arts & Culture, History & Politics, Business & Economics, Science & Technology, and Education & Society.