BRILL.COM

User Guide

Tips for Effective Searching,

Reading and Account Management

for Scholars and Librarians

TUTA SUB AEGIDE PALLAS · 1683 ·

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In 2017, Brill launched its new brill.com website, including new catalog, web shop and e-content innovations. This guide will show scholars and librarians how best to make use of all the features this platform introduces. Searching the catalog, creating an account, purchasing digital or print products, accessing e-content and more will be explained to enable researchers to get the most out of brill.com.

For librarians the website's access management system is an invaluable tool to gain insight in their institution's holdings and usage statistics. This guide will help librarians get the most out of the reports generated by brill.com.

Still have questions? Visit the FAQ pages on brill.com/faq. You can also contact us at brillonline@brill.com with questions or feedback.

BRILL.COM

USER GUIDE

Contact

If you would like to get in touch with the Brill publishing team please feel free to contact us.
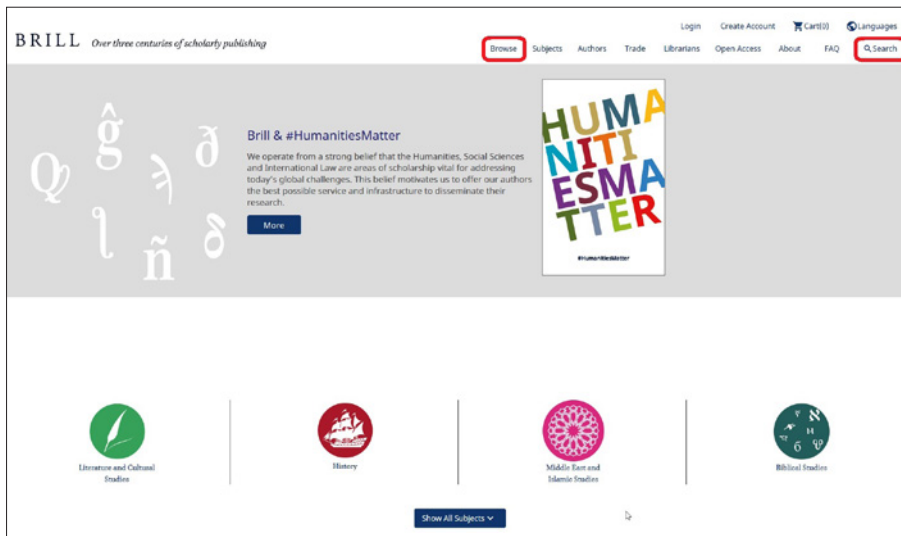
For questions about our marketing please contact marketing@brill.com

BRILL
P.O. Box 9000
2300 PA Leiden
The Netherlands

VAT number NL 001539243 B01
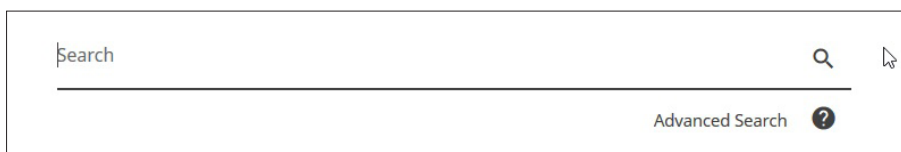Commercial Register Leiden 28000012
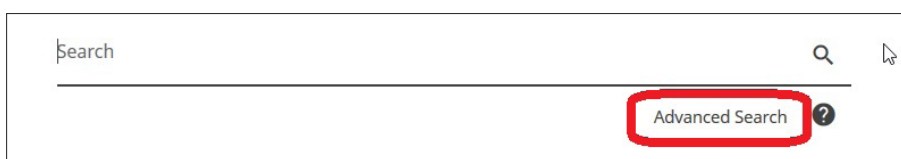
Searching

Quick Search

From the brill.com homepage, start searching by clicking 'Search' or 'Browse':
· **Search:** opens a pop-up search box
· **Browse:** browse Brill's entire catalog and filter the results

The search pop-up will appear underneath the website's menu

Advanced Search

This button links to the advanced search page

The 'Advanced Search' options (brill.com/advancedsearch) offer ways to search more specifically for:
· **Author or Editor**
· **Full Tekst**
· **DOI/ISBN**
· **Journal Source**
· **Publisher**
· **Title**

You can also refine your search by:
· **Publication Type**
· **Date**
When ready, either click the 🔍 icon or the **Search** button, to go to the Search Results.

Click the drop-down menu to select the additional search specifics listed above

Search Results

On the 'Search Results' page the number of results and the number of results pages are shown.

An example of a Search Results page

Options:

Remove search terms by clicking

Set the number of 'Items per page'

'Sort by' relevance, alphabetically, date, source or author

Download citation in several file formats (.ris; .bib; .enw)

Citation download options

To view the product page of a book or journal, or to go directly to a chapter or article, click on one of the search results.

N.B: The search terms are highlighted when found in the blurb texts of search results, as well as on the product pages when clicking on books or articles.

Refining Search Results

On the left side of the 'Search Results' page, options can be found to refine your search results.

- **Search within results**
- **Choose Search Level:** all results, only full titles, or only separate chapters/articles
- **Product Type:** book, journal, reference work, or primary source collection
- **Subject:** choose from 24 of Brill's subject areas and many more detailed subsections
- **Access:** all results, only subscribed/purchased content or Open Access content
- **Publication Status:** forthcoming, available, or out of stock/print titles
- **Publication Date**
- **Primary Language**
- **Brill Imprint**

The numbers on the right side represent the amount of search results for each option

Like the Subjects, each Product Type has subsections as well. Press the + icon to expand the menu.

- **Books:** Hardcover, Paperback, E-Book, Book Series or E-Book Collection
- **Journal:** Single Journal or E-Journal Collection
- **Reference Work:** Bibliography, Dictionary, Encyclopedia, Text Edition or Atlas
- **Primary Source Collection:** Online Primary Source or Microfiche/film Primary Source

**A selection of options to refine the result of a search**

Search History

Even without an account, brill.com saves your most recent searches.

Your search history can be found at the top of the page

At the top right corner of any page on brill.com, click on 'My Searches'. This displays a collection of your most recent searches. Click on a search to go to those search results again.
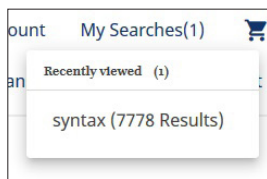
My Searches saves your most recent search terms

To save a search, an account is needed (see the next chapter). On the 'My Searches' drop-down menu click the ⬚ icon after you log in to save your search for later.

Creating an Account
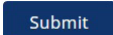
After finding the correct content in Search Results, you can purchase, access and/or download that book, journal, chapter, article, etc. However, you need to create an Account to be able to do this.

> N.B.: You will also need an individual account to be able to purchase a MyBook copy.
> MyBook enables users to purchase a print-on-demand paperback copy of books of their choosing, provided they have access to the E-Book version via their institution.
> Visit brill.com/mybook for more information.

From any page on brill.com, click on Create Account at the top right corner of the page. Or go to the brill.com/signup page.

The top menu bar can be found on every brill.com page

Fill in all your information, pick a password, confirm you are not a robot and agree to our Terms and Conditions (click the link to read them). Then click the **Submit** button.

You will receive an email. Click on the confirmation link to complete the registration.

After you create an account, logging in is possible from the top right of any brill.com page. Or go to the brill.com/login page.

Account Features

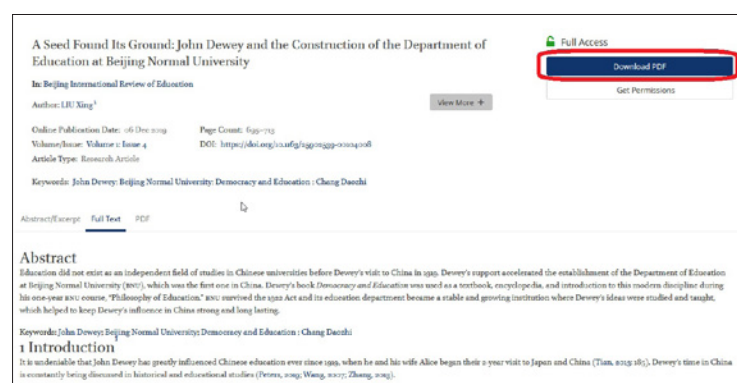After logging in, click on 'My Account' at the top right of any brill.com page.

In the My Account menu different tabs can be found at the top of the page

The 'My Account' tabs are:
· Most Recent: Your most recent searches
· My Content: Purchased E-Content
· My Searches: Saved searches
· My Alerts: Email alerts for new content
· My Annotations: Saved annotations
· My Account: Your account details, where you can change your password
· My Orders: Your web shop orders
· Tokens: Enter access tokens provided by Brill. Includes a list of used token
· My Data: EU GDPR Information

Most Recent

Here you can find your most recent saved searches. As this is the first tab to display on your account, this is meant to get a quick access to your saved research. It displays the search terms and the date when it was saved.

Did you forget what you were working on? You can find your most searches here

Check a saved item and click the buttons to either 🗑 delete the save [Delete] works as well) or ✏ edit the search (by adding personal comments).

My Content

As mentioned above, this lists the E-Book and Journal content you've purchased.

My Searches

A complete list of your saved searches. This tab has the same features as the 'Most Recent' tab.
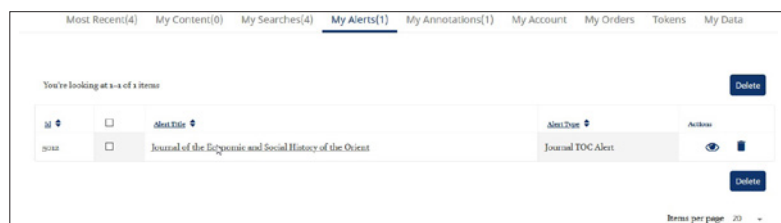
My Alerts

You have the ability to sign up for a variety of email alerts that notify you of new journal issues or advance articles, new citations, new results to your saved searches and additional added content.

To sign up for an email alert, click on the appropriate 'Get Alert' button on a product's page.

For example, the 'Get eTOC Alerts' and 'Get Ahead of Print Alerts' buttons can be found to the right on the journal page. Here you can enable or disable your alert for this journal

On the 'My Alerts' tab you can find an overview of all the alerts you have turned on. Click the 👁 button to visit the product's page, or click the 🗑 button to delete an alert.

My Annotations

When reading a journal article of book chapter you can include your own comments by selecting a piece of text and clicking the [📌 Annotate] button.
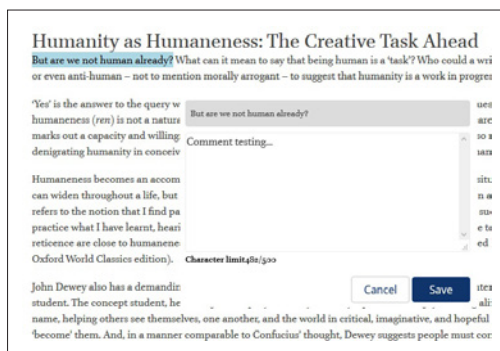
On the 'My Annotations' tab you can find an overview of all your saved annotations, including:

· Chunk Title: The title of the article/chapter
· Document URI: The URI of the article or chapter's page
· Quote Text: The selected text to which you have added your comments
· Annotation: Your comment's text

Click the 👁 button to visit the content page, the ✏ button to edit your comments, the 📖 button to download the content's citation or click the 🗑 button to delete an annotation.

My Account

Your account details are listed, and can be edited, here. This is also the tab where you can change your password:

My Orders

An overview of the purchases you have made in the brill.com webshop.

Tokens

Brill often shares special offers in their email newsletters or at academic conferences. On this tab you can enter an token which provides access to specific content for a predetermined amount of time. Simply enter the shared token and click the [Redeem Token] button.

Please note that you have to be logged in to your account to be able to access the token's content.
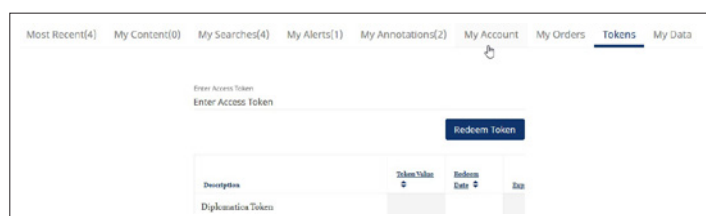
For an example of a token for free access to one of our new journals, please visit brill.com/free4u

My Data

Brill takes your privacy seriously and will only use your information to provide you with services you request. Brill.com is compliant to the EU's GDPR rules. On this tab you can read more information about GDPR, how you can remove your data from brill.com and how to download your personal information and saved searches, annotations, etc.

Before requesting that your account is deleted, it is advised to download your data by clicking the [Download All Data] button.

The Webshop

Once you have found the content you need and have created an account, you are able to purchase digital content or physical books and journals through our webshop.

Books

To purchase a book, search for the title and go to the product page. On the page, click on 'Please choose a format' to select the format (E-Book, Hardback or Paperback) you want to buy.
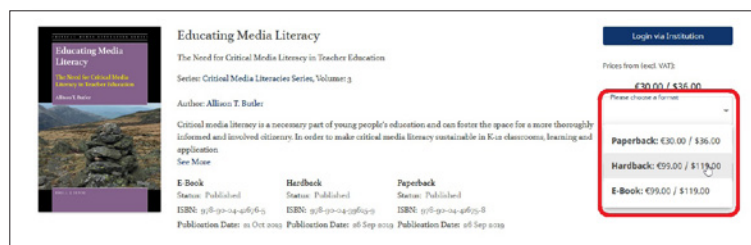
Note that certain formats are only available for specific books, i.e. not every book is available in paperback

To purchase the book, click the [Add to Cart] button.

The 'My Cart' button at the top right of the screen lists the amount of products that have been added. Click the button to start the checkout process.

In your cart, you can:

· 'Update' the number of copies in the order

· 'Apply Discount' by entering a code that has been provided by Brill

· When you are ready to order, click the [Checkout] button

Note that the discount percentage will be displayed, but the discount will only be applied to your order total at the payment stage

On the next page, fill in the Billing and Shipping Information, then press the [Continue] button.

Required information =

· Country

· Name

· Street

· Street Number

· Postal Code

· City

· Email

· Phone

The next page gives a summary of your order. Agree to the Terms and Conditions and click the [Go To Payment] button.
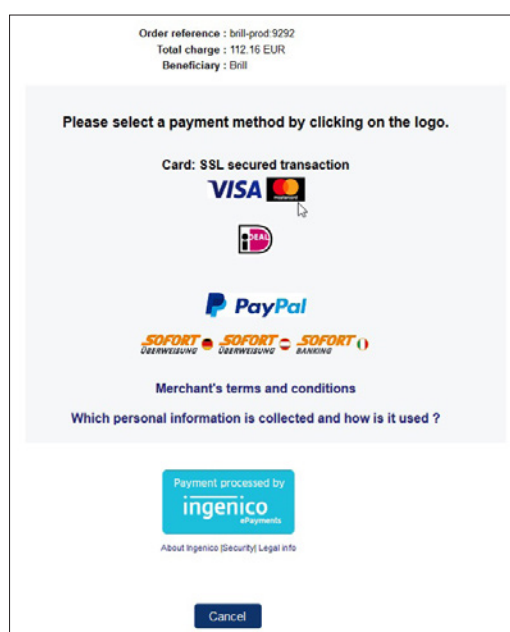
Payment is arranged through a third-party service and takes you out of the brill.com site

Finally, select a payment option. You will receive an email with an order confirmation and your order will be displayed on the 'My Orders' tab under the 'My Account' options.

Digital content will be made available through your account immediately. Print orders will be sent to our distributor and will be shipped to the provided shipping address. Please take into account between 5 to 10 workdays before shipments are sent.

N.B.: Unfortunately, at this point it is not possible to purchase a Journal Subscription on brill.com. Please contact our Sales department at sales@brill.com for more information.

Chapters / Articles

To purchase an individual book chapter or journal article, go to the chapter/article's page and click on the [Add to Cart] button.

Additionally, you can either login for institutional access, rent the article on DeepDyve, or redeem an access token if one is provided by Brill.

Please note you need to be logged in to your personal account to make use of some of these features

Once an article or chapter is added to your cart, the checkout process is the same as with any book purchase (see p. xx).

Reading Online

Once access is available the 🔒 restricted access icon will be replaced with the 🔓 full access icon. To access a purchased book chapter or journal article, go to the table of contents and click on the chapter/article.

Access the PDF file by clicking on the PDF tab

Where XML is available, access the article directly by clicking on the Full Text tab

Downloading Content

To download a book chapter or journal article, click on the button from the chapter/article's page.

A dialog box will open where the file can either be opened or saved.

Besides individual chapters, complete books can also be downloaded directly from the title's product page, when complete access is available.

N.B.: A PDF reader such as 'Adobe Acrobat Reader' is needed to access Brill's PDF files.

Brill MyBook

If your institution already has access to an E-Book, Brill's MyBook program enables you to purchase a print-on-demand paperback copy of a book. Libraries that purchase any Brill E-Book Collection automatically make this option available to students and scholars affiliated with that institution. The program is part of Brill's broader initiative to make its publications more accessible to the scholarly community.

To purchase a copy, click on the MyBook button to add it to your cart.

MyBook has a fixed price of €25 / $25 per copy, and is printed in black and white. Brill will ship your copy free of charge, though VAT will be added where applicable.

Interested? For more information please go to brill.com/mybook.

Publishing and Corporate Information

Besides the Brill catalog, webshop and digital content, the website also hosts a number of pages with information about the Brill company, as well as information for authors about the publishing process, Open Access publishing and more.

The menu at the top of the screen contains information divided in separate sections for specific visitors to the website:

· **Subjects:** Interested in news and information related to a specific subject area? For each subject in which Brill publishes content the website hosts a separate subject page.
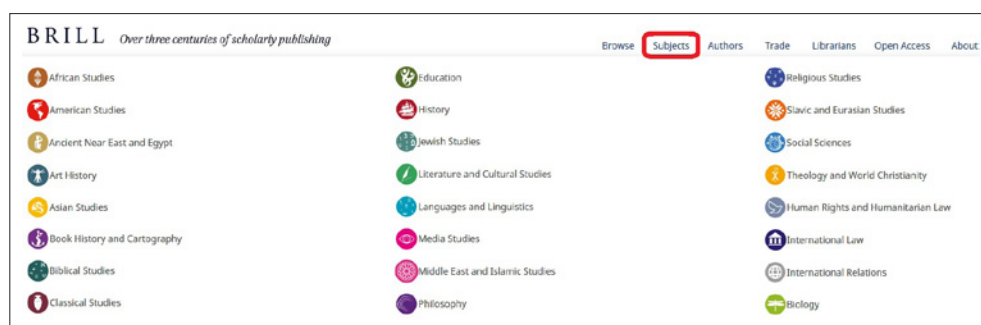
· **Authors:** Here, aspiring and existing authors and editors can find out how the publishing process works at Brill and download helpful resources. Scholars can find information about services such as the MyBook program.

· **Trade:** Information about the ordering process, sales contacts and product types for book sellers and Brill's trade partners.
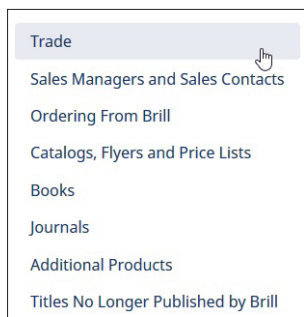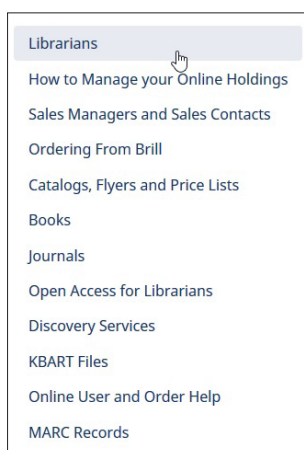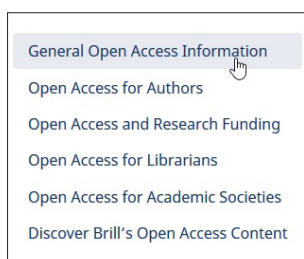
Trade
Sales Managers and Sales Contacts
Ordering From Brill
Catalogs, Flyers and Price Lists
Books
Journals
Additional Products
Titles No Longer Published by Brill

· **FAQ:** For additional help with brill.com, visit the FAQ pages on brill.com/faq.
Librarians: Information about online holdings, discovery resources, the ordering process, sales contacts and product types for library administrators and Brill's other institutional customers.

Librarians
How to Manage your Online Holdings
Sales Managers and Sales Contacts
Ordering From Brill
Catalogs, Flyers and Price Lists
Books
Journals
Open Access for Librarians
Discovery Services
KBART Files
Online User and Order Help
MARC Records

· **Open Access:** Everything you need to know to publish with Brill in Open Access, from institutional agreements and author publication charges to research funding assistance.

General Open Access Information
Open Access for Authors
Open Access and Research Funding
Open Access for Librarians
Open Access for Academic Societies
Discover Brill's Open Access Content

· **About:** Brill's corporate information, mission statement, and pages for investors.

About
Contact
Organization
Stay Updated
History
Corporate Social Responsiblity
Investor Relations
Policies
Review a Brill Book
Making Sense of Illustrated Handwritten Archives

Content on BrillOnline.com

Besides book and journal content, the brill.com catalog contains all of Brill's larger databases such as online encyclopedias, bibliographies and primary source collections. Information about these products can be found on their respective pages.
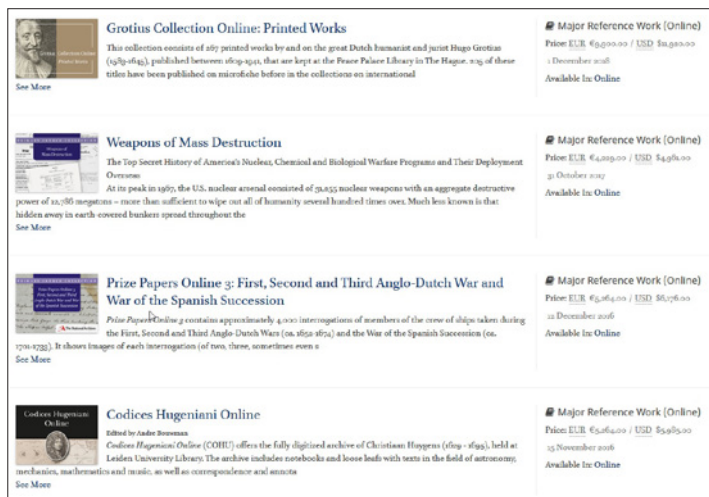
Brill publishes many online databases

However, the actual contents of these databases is still hosted on our BrillOnline.com platforms. Clicking the ▌▍ **Go to Online Edition** ⧉ button takes you away from the brill.com site and directly to that product's content page on BrillOnline.com.
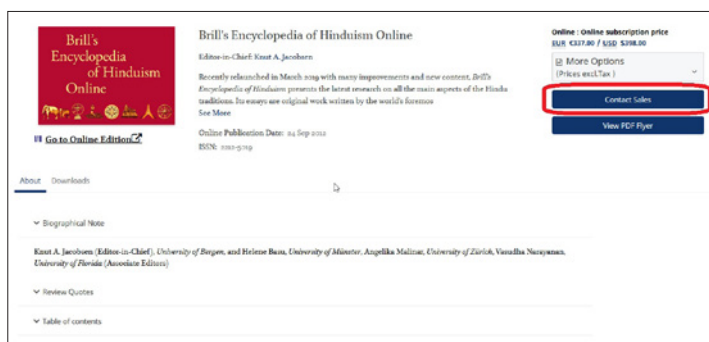

Interested in purchasing an online database for your library? Press the contact sales button to set up an institutional trial

For more information about BrillOnline.com, visit that platform's help pages:
· BrillOnline *Reference Works*: referenceworks.brillonline.com/pages/help/index
· BrillOnline *Bibliographies*: bibliographies.brillonline.com/pages/help/index
· BrillOnline *Primary Sources*: primarysources.brillonline.com/pages/help
· BrillOnline *Dictionaries*: dictionaries.brillonline.com/pages/help

Access Management

For library administrators, it is essential that they have a user-friendly and easy to understand overview of their online holdings, as well as a variety of user statistics to suit their needs. Because of this, Brill's new website, brill.com, comes with a new, updated Access Management System (AMS).
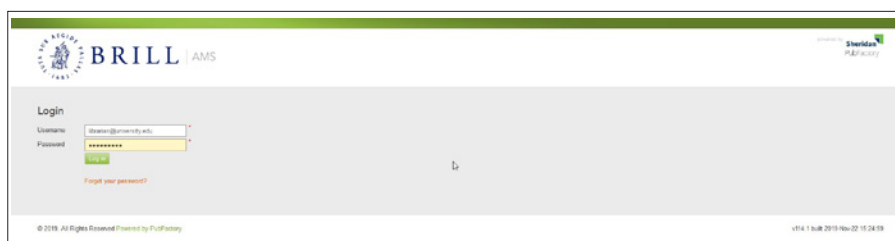

To log in to your AMS account go to ams.brill.com and enter your username and password

Accessing Separate Accounts

When logging in, the AMS will display your default account dashboard, with additional options in separate tabs on the page. However, it might be the case that multiple individual administrator accounts are linked to your organizational login. To switch accounts click on the 'Account' button at the top left of the screen and click 'My Accounts'.
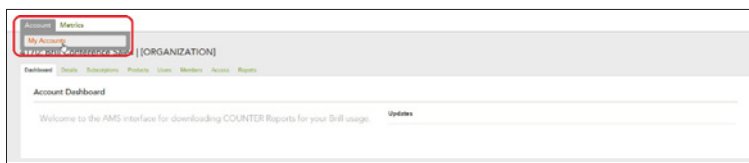

In 'My Accounts' you can switch from your organizational account to any individual account by clicking on the name. This page also has the opportunity to filter the results, in case the amount of accounts listed is are too many to easily find what you need.
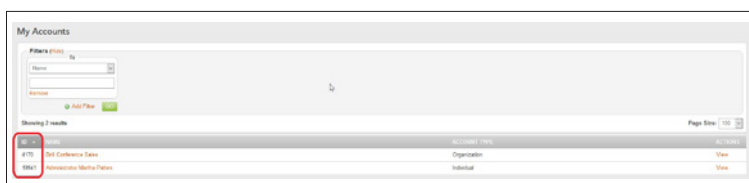

Each account is given a unique ID number

Note that the 'Users' and 'Members' tabs on the organizational account page also list the individual accounts of account managers and organizational members. Add a new user by clicking the Add New User button.
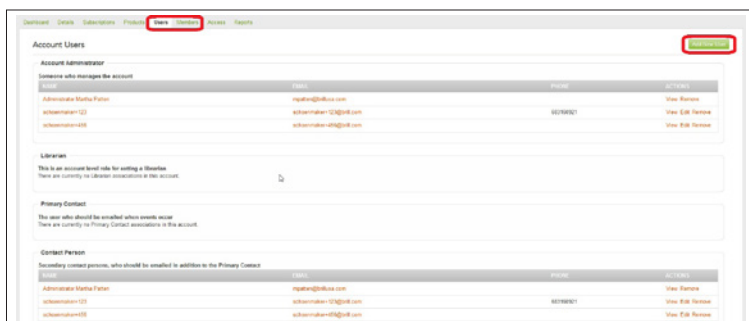

Account Details

The details page lists the known information for your institution. Click the Edit Account Details button to add or change information. You can also add your institutional logo.
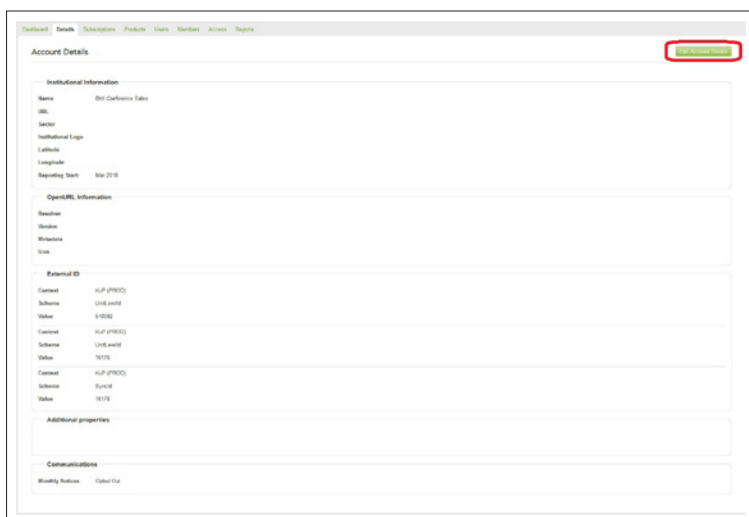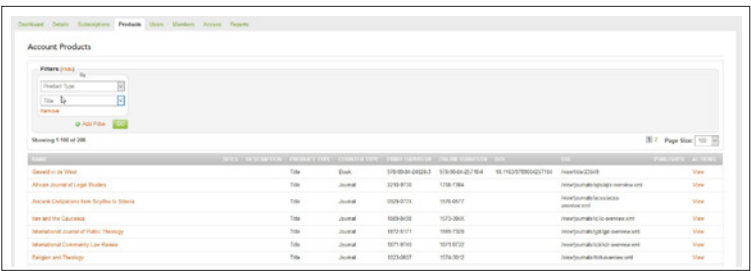
Subscription and Products

Both the 'Subscription' and 'Products' page work in a similar way. They both list the digital products to which your institution has access on brill.com, either through subscriptions or direct purchases.
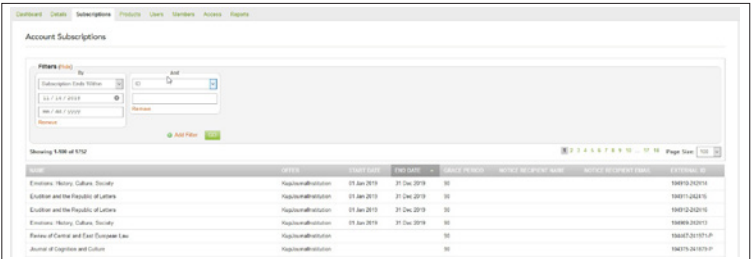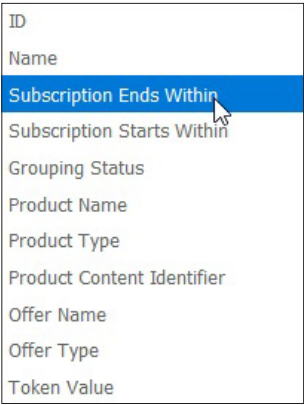

The Subscriptions page lists the name of the product, the start and end date of the subscription and the grace period
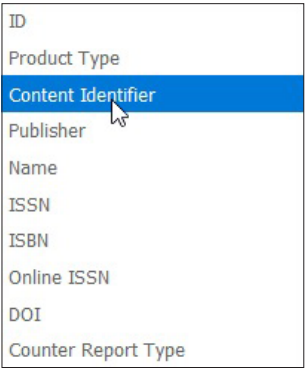

The Products page lists the name of the product, the product and COUNTER type, the ISBNs, DOI and URL

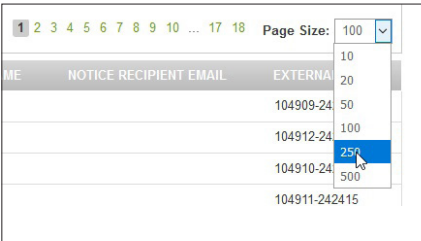Where they differ is in the type of filters you can apply to the lists of your holdings.

**Subscriptions filter options**

Products filter options

You can change the number of records listed on a single page by clicking on the drop-down menu at the top right corner of the list.

Access Information

The 'Access' tab displays the information both Brill and your institution need to set up access, either via IP authentication, URL referrals, Athens Id or Shibboleth account. Click the Edit Account Access button to add or change access information.
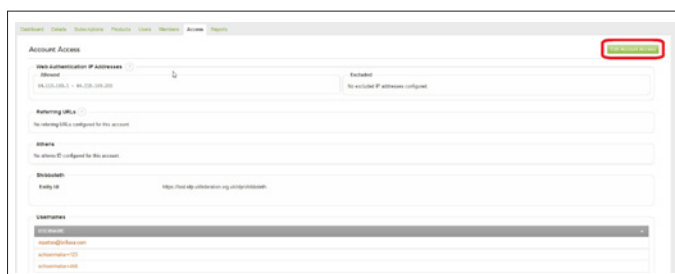

Account Reports

The final tab, 'Reports', is most likely the one you will need the most often. From this page you are able to access and download a variety of user statistic reports. The tab lists the following sections:
· COUNTER 4
· COUNTER 5
· NISO SUSHI Service Information
· SUSHI Express Web Requester: Fill in the form to create SUSHI requests
· Legacy Reports: This section contains ZIP files with older 2017 COUNTER information from when Brill's E-Book and E-Journal content was only available on BrillOnline.com.

COUNTER

It is possible to download COUNTER 4 (starting with 2018 statistics) and COUNTER 5 (starting in 2019) reports in a number of file formats: HTML, TSV and CSV. Click on the file format to download the entire report for that year.
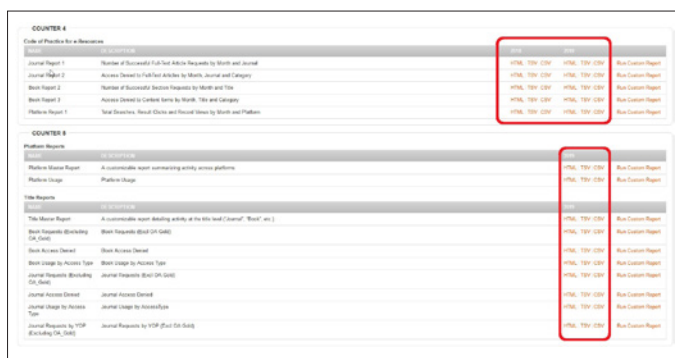
Each COUNTER version lists a number of report types, including a description of what statistics are included in each report

In addition to the complete reports, it is also possible to click 'Run Custom Report' to customize the specific statistics in which you are interested.
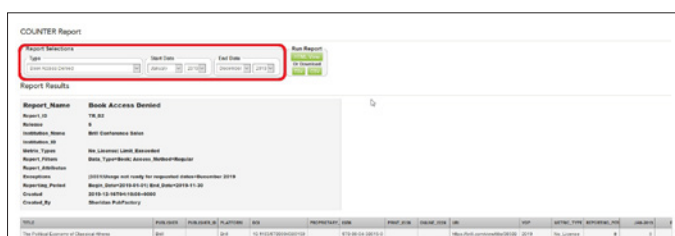
Brill offers publications in the following areas:

- African Studies
- American Studies
- Ancient Near East and Egypt
- Art History
- Asian Studies
- Biblical Studies and Early Christianity
- Biology
- Book History and Cartography
- Classical Studies
- Education
- History
- Human Rights and Humanitarian Law
- International Law
- International Relations
- Jewish Studies
- Language and Linguistics
- Literature and Cultural Studies
- Media
- Middle East and Islamic Studies
- Philosophy
- Religious Studies
- Slavic and Eurasian Studies
- Social Sciences
- Theology and World Christianity