

## Making an acquisition request on the EBSCOhost Collection Manager (ECM)

ECM is an e-resource acquisition programme where, in addition to the library staff, also library's customers can search for new e-books, browse them and make acquisition requests for the library. In the ECM service you are only allowed to browse e-books in order to evaluate them before deciding whether or not to make an acquisition request. In order to use the service, you need to get a personal user ID. The user ID can be created to a customer who is a member of the university staff.

- 1) Request for a user ID from [acquisitions@uef.fi](mailto:acquisitions@uef.fi)
- 2) Confirm the given user ID from the link in the email and then create your own password.
- 3) Go to the ECM: <https://ecm.ebscohost.com>
- 4) Search for e-books by title or with keywords of your choice. Most of the e-books have full preview rights.
- 5) When you want to make acquisition requests, add e-books to the acquisition request list one title at a time: 'Add to List' or 'Add to List / PDA'. You can also suggest the access model you think the e-book should have, i.e. how many simultaneous users can access the e-book. One list should only include either course books or other books (so-called research books).
- 6) When you want to add the first title, you must create an acquisition request list: 'Create New List'. Give the list a name that includes your own name, the date and the information whether the list includes course or research books. When you want to add more titles to the same list, just choose the list in question from the dropdown menu.
- 7) When the list is ready, choose from the top of the page on the right-hand side the dropdown menu 'My Lists' -> 'in Progress Lists'
- 8) Send the list to the library for approval: 'Submit for Approval'. Choose: Kirjavalintojen hyväksyntä as a receiver -> 'Submit'.

The library may edit the book list. The e-books that are acquired will be added to the Josku database with links to the books.

[Link to more detailed instructions with screenshots](#)

For more information: [acquisitions@uef.fi](mailto:acquisitions@uef.fi)