

A QUICK START GUIDE FOR LIBRARIANS



APPOINT A INSTITUTIONAL ADMIN

- Download MARC records
- Pull usage reports
- Check IP ranges
- Manage off-campus access
- View or download all subscription content

EXPLORE [LIBRARIAN](#), [AUTHOR](#), AND [EDITOR RESOURCES](#)

- Review [discoverability checklist](#), [user guide](#), and [FAQs](#)
- Download collateral (title lists, brochures, etc.)
- Learn about [accessibility standards](#)

CREATE A USER PROFILE

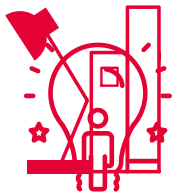


- Save favorite journals
- Create saved searches and search alerts
- Schedule new content alerts and announcements
- Access journal subscriptions, free-access offers, and pay-per-view titles
- View existing institution affiliations or add new affiliations



BROWSE AND SEARCH

- Browse journals by discipline or all journals A-Z
- Conduct a quick or advanced search
- Explore discipline hubs
- Access most read and most cited articles



DISCOVER SAGE [OPEN ACCESS OPTIONS](#)

- [SAGE Choice](#) journals
- [SAGE Pure Gold](#) journals
- [Green Open Access Archiving](#)
- SAGE Open Access [publishing portal](#)



COORDINATE LIVE TRAINING

- Train-the-trainer
- End user (patrons, faculty, students, institution-wide)
- General resource overview
- Custom inquiry workshops (department/discipline specific)

TOP TIPS FOR TEACHING



✓ PLAN

- 📄 **Review [Top Tips for Getting Started with SAGE Journals](#)**
- 📄 **Develop a lesson plan**
 - Connect to research question/use case
 - Align with learning outcomes
- 📄 **Design training activity**
- 📄 **Curate content related to activity, example research inquiry, or course**



✓ DELIVER

- 📄 **Illustrate access to resource through library website**
- 📄 **Log in to personal profile and highlight benefits**
 - Save searches
 - Create search alerts
 - Add favorite journals
- 📄 **Demonstrate search options**
 - Quick and Advanced search
 - Browse all or by discipline
 - Explore discipline hubs
- 📄 **Review results page options and features**
 - Search within results list of journal titles
 - Add alerts or add to favorites for specific journal titles
 - Save search (must be logged into personal profile)
 - Refine search results by article type, publication date, subject, and access
 - Download selected citations for articles
- 📄 **Highlight journal homepage**
 - Browse journal articles and information (e.g. description, aims and scope, editorial board, etc.)
 - Sign up for email alerts (must be logged into personal profile)
 - Access submission guidelines, indexing, and metrics (IF, JCR)
 - Navigate to latest, most read, most cited, and trending articles
- 📄 **Highlight article view page**
 - Download PDF, open EPUB, Cite, Share, and Request Permissions options
 - Access article metrics (views, download, citations)
 - Search with article and find related articles
- 📄 **Tie together via training activity**
 - Incorporate hands-on activity
 - Encourage 1 or 2 learners to share results
 - Wrap up with facilitated Q&A
- 📄 **Follow up**
 - Share links to example journals and support resources (e.g. FAQs, editor/author gateways, etc.)
 - Provide link to session recording if presented virtually
 - Solicit session feedback ([example evaluation form](#))