

WILEY

Wiley Online Library
Article Select
Tokens Guide



Article Select Tokens Guide

TOKEN CONTENT

Article Select Tokens may be used on the following Wiley Online Library products:

- over 1500 Journals
- Journal Backfile Collections
- 20,000+ OnlineBooks™
- 185 Major Reference Works
- The Cochrane Library – select databases

A small number of journal and reference works titles are not available for purchase with Article Select Tokens. For a full list, please check: <https://onlinelibrary.wiley.com/library-info/products/articleselectunavailable>

ADMINISTRATION AND USAGE REPORTING

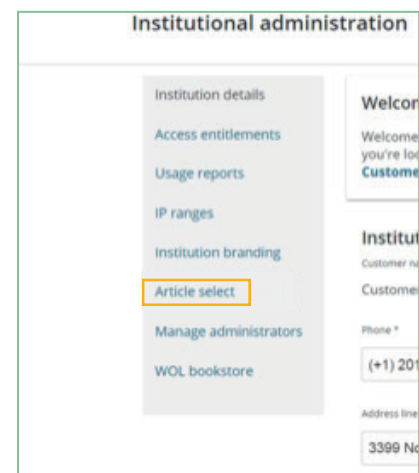
To review your settings about the Article Select Token product, please visit log in to the administration area. To login to your library's institutional administrator account, please use the Login/Register link in the upper-right section of the page:



Please fill out the details in the form using your Customer ID, **not your email address.**

(If you are an existing customer, the same Customer ID/password you had for the old platform will also work on the new version of Wiley Online Library. Please enter your username/ID in the Email field. If you cannot recall your administrator username or password, please contact Wiley Customer Service.

After login credentials are authenticated, you will be directed to your library's institutional administrator page. Click on the Article Select Tokens link on the left side of the page:



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In this space users can see their license for tokens, date range, how many remain, and how they are spent through usage reporting. See the sample below:

Your article select tokens

Click on a license to see the related accessible content.

LICENSE ID	CONTENT	VALID FROM	VALID TO	TOKENS REMAINING	USAGE REPORT
ALM-LID-CORE39210744	Product - License - Map: ALM-LID-CORE39210744	1 Jan 2017	31 Dec 2019	0	REPORT
ALM-LID-CORE46803969	Product - License - Map: ALM-LID-CORE46803969	4 Jan 2018	31 Dec 2019	2370	REPORT

By clicking the “Report” button, you will get an option to email the report to a recipient of your choosing. The usage report will come as attached .tsv file. Save the file to your desktop. You can open it in Excel by exporting the Text/CSV data.

ACCESS CONTROL OPTIONS

Listed below are the three methods you may choose from to manage your tokens.

You must notify your Account Manager of which Access Control Option you prefer to use.

Access Control Option #1 • IP Address/OpenAthens Control (Seamless Access)

An Authorized User from your institution’s IP address or OpenAthens Org-id must access Wiley Online Library to “spend” Article Select Tokens from your licensed account. Users will “seamlessly” download articles using your purchased tokens.

Usage will be reported by journal and article as part of the Licensee’s overall usage reports.

Access Control Option #2 • User Control

Any Authorized User from your institution’s IP address or OpenAthens Org-id must confirm they want to use the token, in order to spend/use the Tokens in the Licensee’s account.

If a User is in the IP range/logged in via OpenAthens when requesting the full text of an article, a confirmation screen will appear on the right side of the article. Here’s a screenshot of the message:

The user will then have the option to download an article using a token. They can do so, by clicking “Confirm.” Usage is reported by journal and article at the institutional level.

The screenshot shows a Wiley Online Library article page for "Prevention of rhabdomyolysis-induced acute kidney injury – A DASAIM/DSIT clinical practice guideline". The article is by Jens Michelsen, Joakim Cordtz, Lisbeth Liboriusen, Meike T. Behzadi, Michael Ibsen, Mette B. Damholt, Morten H. Møller, and Jørgen Wiis. It was first published on 15 January 2019. A confirmation message is displayed on the right side of the article, stating: "NASA GODDARD SPACE FLIGHT CTR has granted you the ability to access this article through Article Select Tokens. Clicking 'Use Token' will spend a token from the library's balance and enable access to this content for the next 24 hours for all users at your institution. Please use this resource responsibly. For more information, please contact your institution's librarian." Below the message is a prominent orange "Use Token" button.

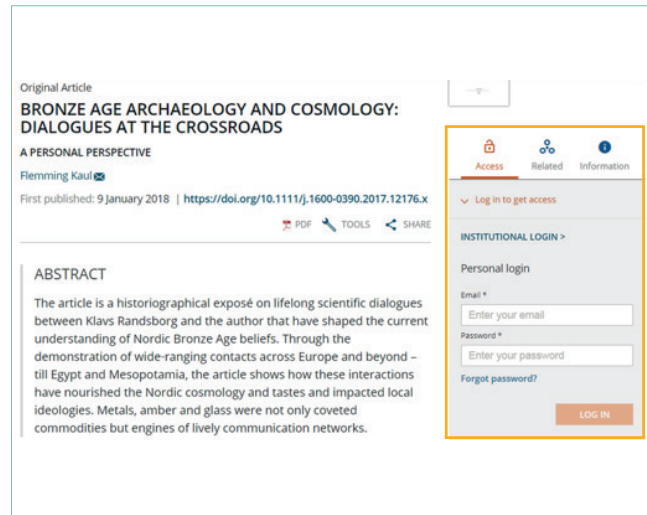
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Access Control Option #3 • SuperUser Control

Choose a small group of Authorized Users to be SuperUsers (i.e. selected library colleagues or departments within your organization). They will become the only Authorized Users who can spend Article Select Tokens.

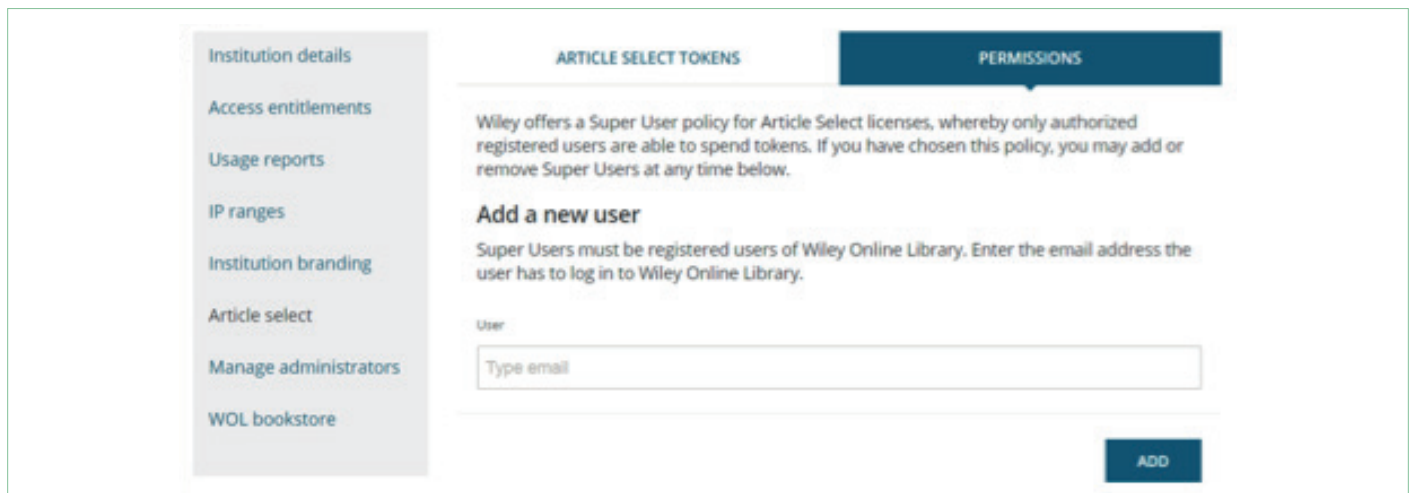
Only users on this list can activate an Article Select Token for a non-subscribed article. Each individual you add to the list must have a User ID and Password for Wiley Online Library. Users may register at onlinelibrary.wiley.com.

When an SuperUser requests the full text of an article from a non-subscribed journal, the default access message will appear, prompting users to sign in:



If you have chosen this policy, you may add or remove Super Users at any time.

Just click the Permissions tab and you will be taken to the screen below:



To add a new user, invite them via email. Again, they will need to be a registered user on Wiley Online Library. New users may register by following the instructions on this page.

To remove users, select the check box next to their name and click the "remove selected" button:

