

# Administrator User Guide



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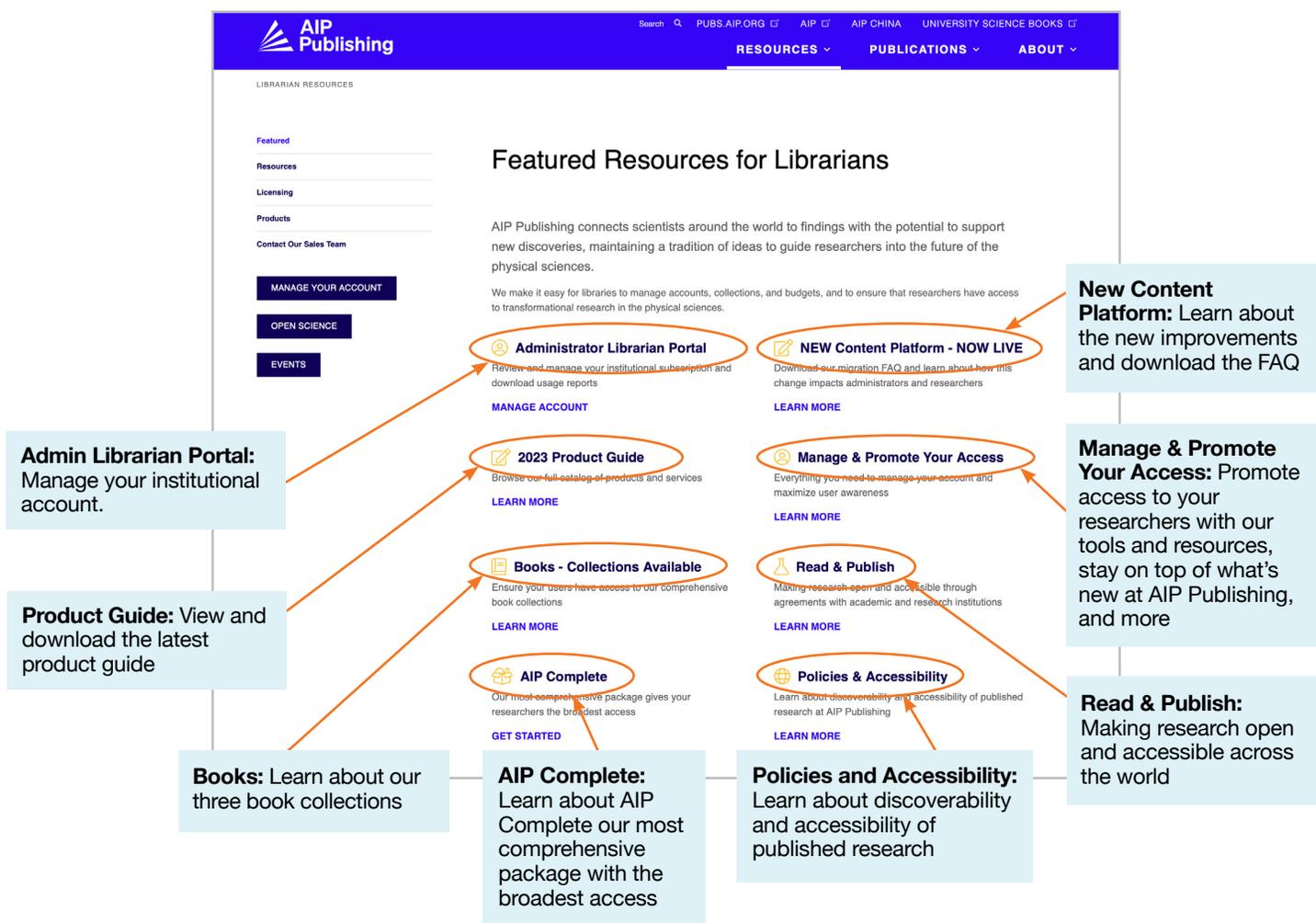
Usage Reports Available

Archive Reports

# Library Resource Center

The Library Resource Center is the administrative hub for your AIP Publishing account. From [publishing.aip.org/librarians](https://publishing.aip.org/librarians), administrators can:

- View the latest product guide
- View current pricing and licensing policies
- Learn about new products and offers
- Download platform user guides and contact our marketing team for promotional materials to drive usage
- Access usage reports
- Download AIP Publishing’s KBART file, book MARC records, and the list of AIP Conference Proceedings



# From publishing.aip.org/librarians:

## Publications and Impact Factors

Go to 'Publications' at the top of the page, then click on 'Browse Journals' to view a complete list of publications offered by AIP Publishing including: ISSN & EISSN #, latest impact factor, and publishing frequency.

Title	Impact Factor	Citation	Frequency (Issues/Year)	Subject
<b>AP Address</b> Open Access Online only: 1718-2309	1.687	18,243	12	Submit
<b>AP Conference Proceedings</b> Open Access Online only: 1078-9155			15	Submit
<b>American Journal of Physics</b> AJP Open Access Online only: 1074-7015	805	9,548	12	Submit
<b>APJ: Biomechanics</b> Open Access Online only: 1078-9157	6.588	1,006	4	Submit
<b>APJ: Energy</b> Open Access Online only: 1718-2307				Submit
<b>APJ: Machine Learning</b> Open Access Online only: 1718-2319				Submit
<b>APJ: Reviews</b> Open Access Online only: 1718-2308	6.838	9,225	12	Submit

## Licensing

Select 'Licensing' from the left side of the page to learn about licensing options and policies.

### Licensing Options and Policies

Give your readers access to the content they need through an institutional site license. AIP Publishing offers a range of licenses and access options to meet your needs.

Learn more about our licensing options and policies and find instructions for how to place an order.

**Licensing Options**  
Select the option that makes the most sense for your organization.  
[EXPLORE OPTIONS](#)

**Access and Entitlements**  
Subscriber entitlements, permitted use, and post-contracting rights.  
[LEARN MORE](#)

**Open Science at AIP Publishing**  
Working towards developing sustainable solutions for public access.  
[LEARN MORE](#)

**Starting a Subscription**  
Instructions for placing, ordering and making a payment.  
[PLACE AN ORDER](#)

## Open Access Policy

Read about our open access policy and our commitment to providing access to scholarly research and content under the 'Open Science at AIP Publishing' menu option, located under **Licensing Options and Policies**.

### Open Science

We believe that science should be shared as widely as possible, and AIP Publishing actively supports sustainable models of access to research that ensure the permanence, discoverability, and reuse of published work.

**Open Data**  
AIP Publishing believes that all datasets underlying the conclusions of the paper should be available to explore. We encourage authors to deposit their datasets in publicly available repositories before preprints and appropriate or present them in the main manuscript.  
If you're submitting your paper to an AIP Publishing journal, you'll be asked to provide a data availability statement with your submission. Submitting makes it easier for the data that's shared.  
When data is available and shared, authors will need to provide a citation of the data in their reference list.  
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**Open Access Publishing Options**  
Our commitment to open science starts with our white publication portfolio. We publish a wide range of Open Access journals, and our Author Select option enables authors to make their work open access in all our other titles. Learn more about how AIP Publishing makes research publicly accessible.  
[Learn More](#)

**Read & Publish**  
AIP Publishing makes research open and accessible through Read & Publish agreements with academic and research institutions. These partnerships aim to increase open access to help expand the reach of scientific discoveries across the physical sciences.  
[View for Institutions and Researchers](#)

## Products

To download the latest pricing sheet, visit publishing.aip.org/resources/librarians, select 'Products' in the left navigation and click 'Pricing Information'.

Information on KBART files, journal subscriptions, AIP Conference Proceedings, Digital Archives, and AIP Author Services can also be located in the **Products** page.

### Our Products

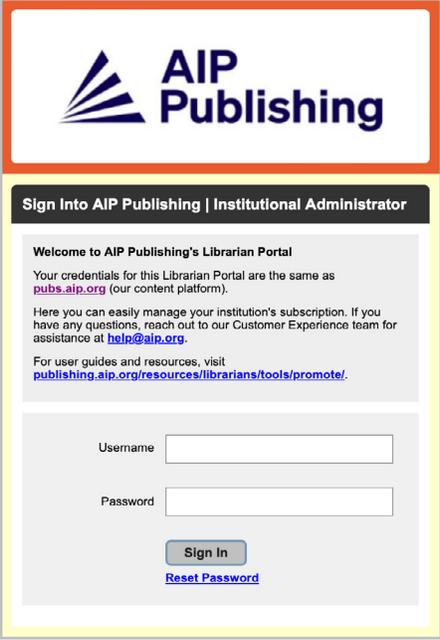
From the latest research articles to the history of applied physics, the AIP Publishing portfolio provides the scientific community with interdisciplinary foundational research across the physical sciences.

- Journal Subscriptions**  
A portfolio that spans the physical sciences and includes business options.  
[BROWSE ACCESS OPTIONS](#)
- Digital Archives**  
A collection of seminal physics research dating back to 1928.  
[LEARN MORE](#)
- Books**  
Provides an overview, history and in-depth analysis of focused topics spanning the physical sciences.  
[LEARN MORE](#)
- Pricing Information**  
2022 and 2023 pricing information sheet.  
[DOWNLOAD](#)
- KBART Files**  
Find the latest available KBART files for metadata on all AIP Publishing titles.  
[DOWNLOAD FILE](#)
- AIP Conference Proceedings**  
Metadata on the full list of published AIP Conference Proceedings.  
[DOWNLOAD FILE](#)
- Author Services**  
Provide assistance with copyright, editing, translation and figure creation to your researchers.  
[EXPLORE](#)

# NEW—Librarian Portal Set Up

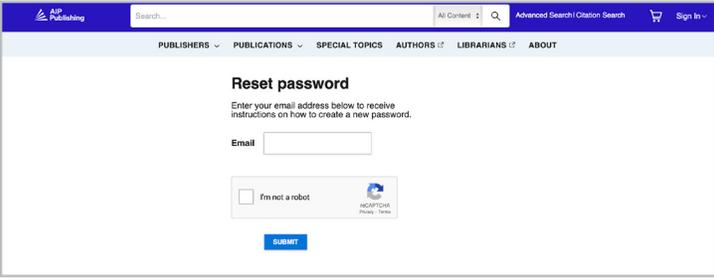
## Administrator Set Up

Administrators can easily review and manage account settings from:  
[sitemaster.pubs.aip.org/admin/login.aspx](http://sitemaster.pubs.aip.org/admin/login.aspx)



The screenshot shows the AIP Publishing logo at the top. Below it is a header for "Sign Into AIP Publishing | Institutional Administrator". The main content area includes a welcome message, a note that credentials are the same as on [pubs.aip.org](http://pubs.aip.org), and instructions on how to manage subscriptions or contact support at [help@aip.org](mailto:help@aip.org). It also provides a link to user guides at [publishing.aip.org/resources/librarians/tools/promote/](http://publishing.aip.org/resources/librarians/tools/promote/). At the bottom, there are input fields for "Username" and "Password", a "Sign In" button, and a "Reset Password" link.

The first time you log on you are required to reset your password. When selecting “reset password” you will be directed to [pubs.aip.org/my-account/reset-password](http://pubs.aip.org/my-account/reset-password).



The screenshot shows the "Reset password" page. It features a search bar at the top, a navigation menu with links for PUBLISHERS, PUBLICATIONS, SPECIAL TOPICS, AUTHORS, LIBRARIANS, and ABOUT. The main heading is "Reset password", followed by instructions to enter an email address to receive reset instructions. There is an "Email" input field, a "I'm not a robot" checkbox with a reCAPTCHA logo, and a "SUBMIT" button.

Your login credentials grant you access to our content [Platform](http://pubs.aip.org) ([pubs.aip.org](http://pubs.aip.org)) and the [Librarian Portal](http://sitemaster.pubs.aip.org/admin/login.aspx) ([sitemaster.pubs.aip.org/admin/login.aspx](http://sitemaster.pubs.aip.org/admin/login.aspx)) to manage your account.

Once logged into the [Librarian Portal](http://sitemaster.pubs.aip.org/admin/login.aspx) you will be able to:

- Manage IP ranges
- View current subscriptions
- Download usage reports
- Review and manage access options including referring URL, Shibboleth, and OpenURL
- Upload your institutional logo (**NEW Feature**)

## New Customers at AIP Publishing

Administrators will receive an email that provides instructions on how to activate your new account. The unique link provided in the email will direct you to set up your password.

Your login credentials grant you access to [our content platform](https://pubs.aip.org) (pubs.aip.org) and the [Librarian Portal](https://sitemaster.pubs.aip.org/admin/login.aspx) (sitemaster.pubs.aip.org/admin/login.aspx) to manage your account.

### Sample Email

**Complete your registration on pubs.aip.org** Deliverability Reply Forward Print Delete ⋮

 <registration@aip-info.org>

 Tuesday, April 18, 2023 11:24:11 AM

---

Account Number: 000001461504

Greetings,

Welcome to AIP Publishing's premier publishing platform.

You have been designated an administrator of your institution's online subscription account. Activate your access by following the instructions below:

1. Click on the link below and select a password  
<https://aipprc.silverchair.com/my-account/change-password?t=0e152d5d-d365-4450-9e2b-aaa5bbb7443f&returnUrl=/sign-in>
2. After you select your password, you can sign-in to access subscribed content
3. To manage your institutions account, Navigate to our Librarian Portal . Through the portal you will be able to manage IP updates, obtain usage reports and view holdings.

If you have any questions, please contact us at 1 (800)-344-6902 or 1 (516)576-2200 Monday-Friday between the hours of 8:30 am-5 pm EST or send an e-mail to [help@aip.org](mailto:help@aip.org)

Sincerely,

AIP Publishing Help Desk

### Set Your Password

**Chaos**  
Special Topic:  
Nonlinear Modal Reduction From Equations and Data [Submit Today!](#) 

  All Content  Advanced Search | Citation Search Sign In

[PUBLISHERS](#) [PUBLICATIONS](#) [SPECIAL TOPICS](#) [AUTHORS](#) [LIBRARIANS](#) [ABOUT](#)

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#### Change password

Please complete the following required fields:  
\* = Required Field

New Password \*

Confirm New Password \*

  
[CHANGE PASSWORD](#)

# Account Management

Once you set your password, we suggest you log into the [Librarian Portal](#) to review your account set up and familiarize yourself with the platform.

## Institutional Summary

On the “institutional summary” tab you are provided an overview of your account set up and subscription.

Uploaded logo appears here on the Librarian Portal

The screenshot shows the 'Institutional Summary for Marketing Account' page. It includes sections for Account Info, Institutional Logo, Consortia Information, Access Options, and Current Subscriptions. The Institutional Logo section shows the AIP Publishing logo with an 'Edit' button. The Current Subscriptions section contains a table with columns for Product, Start, Expires, Grace Period Expires, and Subscription Type.

Product	Start	Expires	Grace Period Expires	Subscription Type
Applied Physics Letters: Frontfiles (1999 - Current)	4/10/2023	4/9/2023	4/8/2099	Term
Applied Physics Letters: Frontfiles (1999 - Current)	4/10/2023	4/9/2023	4/8/2099	Term
Chaos: Frontfiles (1999 - Current)	4/10/2023	4/9/2023	4/8/2099	Term
Chaos: Frontfiles (1999 - Current)	4/10/2023	4/9/2023	4/8/2099	Term
Physics of Radiation Dosimetry	4/10/2023	4/9/2023	4/8/2099	Term
Teaching High School Physics: The Nature of Physics Teaching	4/10/2023	4/9/2023	4/8/2099	Term

Here you can:

- Review your access options
- Download your list of current subscriptions
- Add your institutional logo by selecting “add institution logo” and upload a logo that’s 300px wide x 100px high (max). The logo will appear on pubs.aip.org when clicking on the institutional name on pubs.aip.org

The screenshot shows the AIP Publishing website homepage. The institutional logo is visible in the top right corner of the page, next to the 'Sign Out' button. The main content area features the headline 'Connecting the physical sciences' and several navigation buttons: 'Browse Journals', 'Conference Proceedings', 'Physics Today', and 'Browse Books'. Below this are three featured sections: 'Publishing Partners', 'Special Topic Collections', and 'Upcoming Special Topic Collections'.

Institutional logo appears here on our content platform, pubs.aip.org

## Access Options

AIP Publishing  
Marketing Account  
April 27, 2023 - 1:52 PM EDT

Institutional Summary | **Access Options** | Access Tokens | KBART | COUNTER R5 Reports | Archive Reports

### Access Options for Marketing Account

**Referring URL(s) for this institution:**  
Add a New URL

**IP Address(es) specified for this account:**  
Add a New IP  
Upload Bulk IP File | Download Current IP File

**Shibboleth Information:** Edit

Shibboleth Entity ID:  
Federation:  
eduPersonScopedAffiliation:  
eduPersonAffiliation:  
eduPersonEntitlement:

**OpenURL:**  
Add OpenURL

**Need Help?**  
This dashboard allows you to view your account and access information, and generate reports for your institution. If you are a consortium leader, you may also view the dashboard(s) for member institutions. Please see the Institutional Administrator User Guide (at the bottom of this page) for more information.  
Have more questions? Email us at [help@aip.org](mailto:help@aip.org)

**Referring URL(s)/IP Addresses/Shibboleth:** Provide and manage for institutional authentication

**Open URL:** Provide a link resolver to increase discoverability of full-text collections

## Access Tokens

Applicable only to customers set up with token access. Contact [help@aip.org](mailto:help@aip.org) if you have questions.

AIP Publishing  
Marketing Account  
April 27, 2023 - 1:52 PM EDT

Institutional Summary | Access Options | **Access Tokens** | KBART | COUNTER R5 Reports | Archive Reports

### Access Tokens

Currently Active Access Tokens: 0  
No tokens found

Access Tokens Usage  
No usages found

**Need Help?**  
This dashboard allows you to view your account and access information, and generate reports for your institution. If you are a consortium leader, you may also view the dashboard(s) for member institutions. Please see the Institutional Administrator User Guide (at the bottom of this page) for more information.

## KBART

Download the latest journal and books KBART file

AIP Publishing  
Marketing Account  
April 27, 2023 - 1:52 PM EDT

Institutional Summary | Access Options | Access Tokens | **KBART** | COUNTER R5 Reports | Archive Reports

### KBART

KBART
AIP_Publishing_Global_AllTitles_2023-04-24.xlsx

## COUNTER R5 Reports

Here you can download the latest COUNTER R5 usage reports from April 19, 2023 onward. To access usage reports prior to April 2023, click on “Archive Reports”. To obtain a full view of April 2023 usage statistics, combine the COUNTER R5 report and the April 2023 archive report.

Reports can be filtered by access type, methods, metric types, data types, section types, and year of publication.

The screenshot shows the AIP Publishing dashboard for a Marketing Account. The main content area is titled 'COUNTER Reports for Marketing Account' and 'COUNTER Release 5 Reports'. It features a 'Select a date range' section with 'From' and 'To' dropdown menus, and a 'Show report fields and filters' link. A 'Need Help?' section provides contact information for assistance. A red circle highlights a link at the bottom left that reads 'How do I use SUSHI to generate COUNTER Reports?'.

**SUSHI instructions can be downloaded by clicking here.**

## Usage Reports Available

COUNTER 5 Reports Available	
Journal Report 1	Number of Successful Full-Text Article Requests by Month and Journal
Journal Report 1 GOA	Number of Successful Gold Open Access Full-Text Article Requests by Month and Journal
Journal Report 1a	Number of Successful Full-Text Article Requests from an Archive by Month and Journal
Journal Report 2	Access Denied to Full-Text Articles by Month, Journal, and Category
Journal Report 3	Number of Successful Item Requests by Month, Journal, and Page Type
Journal Report 5	Number of Successful Full-Text Article Requests by Year-of-Publication (YOP) and Journal
Platform Report 1	Total Searches, Result Clicks and Record Views by Month and Platform
Book Report 2	Number of Successful Section Requests by Month and Title
Book Report 3	Access Denied to Content Items by Month, Title, and Category
Title Report 1	Number of Successful Requests for Journal Full-Text Articles and Book Sections by Month and Title
Title Report 2	Access Denied to Full-Text Items by Month, Title and Category
Title Report 3	Number of Successful Item Requests by Month, Title and Page Type

## Report Filter Options

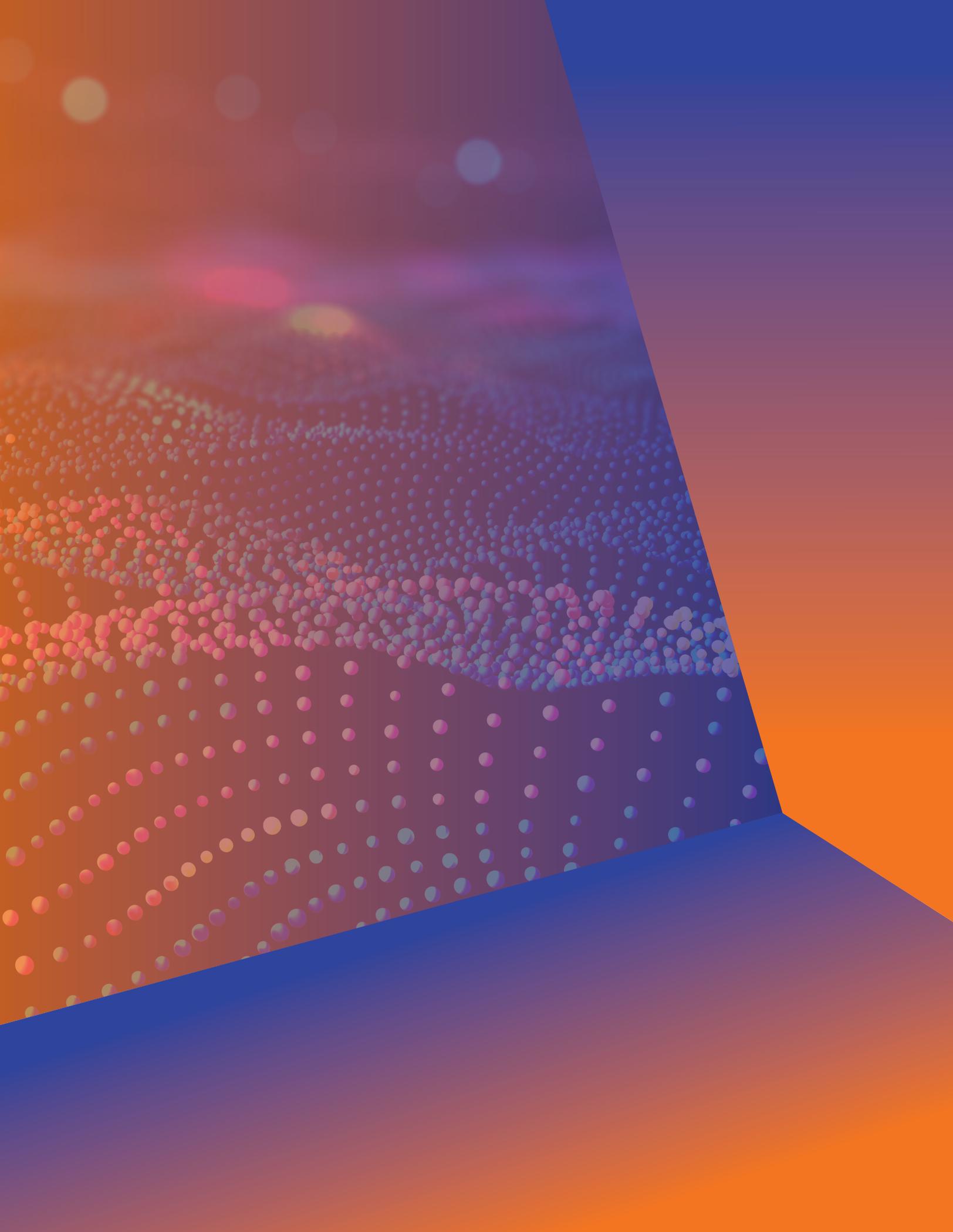
The 'Report Filter Options' panel includes the following sections:

- Attributes:**
  - Access\_Method
  - Access\_Type
  - Data\_Type
  - Section\_Type
  - YOP
  - Authors
  - Publication\_Date
  - Article\_Version
- Show parent details
- Show component details
- Report Filters:**
  - Access types:**
    - Controlled
    - OA\_Gold
    - Other\_Free\_To\_Read
  - Access methods:**
    - Regular
    - TDM
  - Metric types:**
    - Total\_Item\_Investigations
    - Total\_Item\_Requests
    - Unique\_Item\_Investigations
    - Unique\_Item\_Requests
    - Unique\_Title\_Investigations
    - Unique\_Title\_Requests
    - No\_License
    - Limit\_Exceeded
  - Data types:**
    - Book
    - Journal
    - Multimedia
    - Article
    - Section
  - Section types:**
    - Book
    - Chapter
    - Other
    - Section
  - YOP:**
  - Show monthly totals:**
    - Exclude Monthly?

## Archive Reports

Download and export static usage reports from January 2019–April 18, 2023.

The screenshot shows the 'Archive Reports' section of the AIP Publishing dashboard. It features a 'Need Help?' section with contact information and a link to download archived COUNTER reports. The text below the link reads: 'Please click the link below to download the archived COUNTER reports.'



# Administrator User Guide

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[help@aip.org](mailto:help@aip.org)