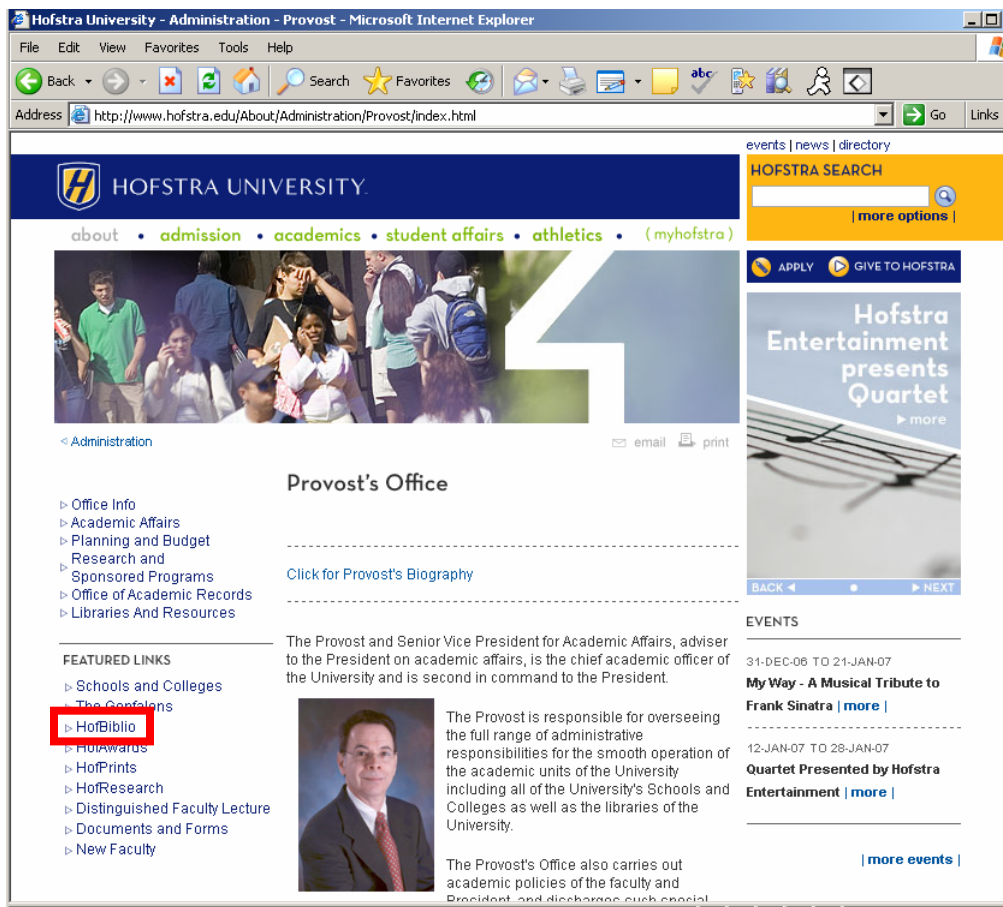


**HofBiblio Instructions**

1. Open up a new Internet Explorer window and click on the Academics link on the Hofstra Homepage.
2. This will bring you to Hofstra's Academics listing where you can find a link to "Office of the Provost" on the right hand side of the screen.
3. Clicking this link will bring you to the Office of the Provost homepage and you will see a collection of links on the left hand side, here you will find a link for HofBiblio, show below:



4. This will bring you to the website for HofBiblio, Hofstra's Citation Archive.



From this website, you can search, browse and add/modify bibliographic records.

5. In order to add or edit records, you must click on Add/Modify and you will be required to login with your Novell Username and Password.
6. After you log in you will see a screen with the two menus, Proxy Maintenance and Bibliography Maintenance. These options are explained below.

### **Bibliography Maintenance Menu**

It's pretty self-explanatory – just follow the prompts:

- **Adding a Citation**
  - Click “Add Citation” under “Bibliography Maintenance”.
  - Choose a Citation Type.
  - Select a User. (The User is the person for whom the citation will be listed – usually, yourself.)
  - Click Submit to move to the next screen of selections.
  - Enter all required and as many not required fields as possible.

**Hints:** Subject Category – multiple selections are possible (Hold down the CTRL key to choose more than one subject category)  
Keywords – separate with commas and enter as many as possible to enhance searching.  
URL: Enter the URL as it appears on the posted page. An alias url may not link to the correct site.  
School/Department: Selecting a school will populate the Department box.

  - Click the “Preview” button to continue or click “Clear Form” to reset.

**Note:** *Previewing a Bibliography allows the user to format to the*

specifications of their academic area. Click the “Back” button to make any verbiage or spelling changes. Any changes to verbiage and spelling made on the previewing page will not be saved to the database but will be available in the viewed citation.

- Make any format changes on this preview page and click “Continue.”
- Next you will see the Final Formatted Bibliography. If you are satisfied with the way the citation appears, click 'Submit'. If you would like to make additional changes, click the “Back” button.
- After submitting the entry, a confirmation message will appear. If your citation has **not** been accepted, click the “Back” button and check that all required data has been entered.
- As these citations become live immediately, you may wish review them afterwards. Click “Modify/Delete Bibliography” under “Bibliography Maintenance” to see a list of your current citations.

○ **Modifying or Deleting a Citation**

- i. Click “Modify/Delete Bibliography” under “Bibliography Maintenance”.

**Note:** Three options exist:

- ii. Modify Citation Type – allows only changes to citation type
- iii. Modify– allows changes to bibliography verbiage and spelling, previewing, formatting and resubmission as described in “Add Citation” above.
- iv. Delete

### Proxy Maintenance Menu

○ **Assign a Proxy** -- Choose this option to assign a proxy. A proxy can enter bibliographic information in the database under your name. To assign a proxy:

- Click this option. Note your name appears.
- Click on the first letter of the last name of the person to be assigned.
- When this letter color appears in black, click the drop down menu to select the proxy.
- Click “Submit”.
- A confirmation message will appear.

○ **Create a Proxy** – Lets you create a proxy in the system if that person doesn't have a Hofstra network identity yet. You should rarely have to do this; try to assign a proxy from the existing database first!

- Choose this option to add a proxy whose name does not appear in the drop down list in the Assign Proxy option. (Non-employees e.g. students, graduate students consultants, outside temp workers etc.)
- Fill in the six fields as described and click Continue. A username and password should be in the same format as the Novell username and password. Call the administrator, Susan Lukesh at 516 463-5400 for assistance in creating this username and password.
- You must then assign this proxy as described above.

○ **Disassociate a Proxy** – Lets you remove proxy rights..

- Choose this option to end proxy rights.
- Click on the link “Disassociate” in the box for this proxy.
- A verifying message appears.

*That's all there is to it!*