

PubMed is a database from the National Library of Medicine which includes over 16 million citations from biomedical articles back to the 1950s. PubMed includes links to full text articles and other related resources. It is one of many databases searchable through the Entrez cross-database search interface.

LinkOut and **Outside Tool** are two services of Entrez that allow libraries to link directly from PubMed to a wide range of information and services. These services aim to facilitate access to relevant online resources in order to extend, clarify, and supplement information found in the Entrez databases. Examples of LinkOut/Outside Tool Resources include full-text publications, catalog searches, an Interlibrary Loan/Document Delivery request, journal information, and more.

The Hanford Technical Library uses LinkOut.

The **Hanford Technical Library (HTL)** has special icons that display in PubMed using PubMed's LinkOut service. These icons will let you know if the HTL has electronic full text for the article, or if the article is available in another format in the library. You will be able to set-up and view the HTL icons from any computer. However, you will only be able to retrieve full text or associated services provided by the HTL when you are connected to the PNNL network.

In order to set your preferences to view the icon, you will need to set up a **MyNCBI** account. **MyNCBI** is a tool developed by the National Center for Biotechnology Information (NCBI) that replaces a previous feature called Cubby. Follow the steps below to set up and configure the LinkOut service.

Configuring LinkOut through PubMed

On the PNNL network

Enter PubMed through the link on the **HTL** website <https://library.pnl.gov/databases.asp?alpha=P> (Library webpage > Research Tools > Databases > PubMed) or directly at <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi>.

- From the upper right hand corner of the screen **Sign in** to **MyNCBI** if you already have an account or click the **Register** link to set up a new account.
- Clicking the Register link allows a pop-up window to open prompting you to fill out some basic information.
- After setting up your account or logging in, click on **MyNCBI** from the upper right corner of the screen.
- Under MyNCBI Resources, click on **Search Filters** in the left hand navigation.
- From the Filter Selection page, scroll down and click on **PubMed** located in the databases list.
- Click on the **Search for Filters** tab to configure PubMed.
- Under the filter selection, input **Hanford** in the search box. Check the box to *Include links to resources provided by outside organizations (LinkOut)* and click **Search**.
- *Hanford Technical Library, Pacific Northwest National Laboratory (HTL)* should be listed under the PubMed filters.
- Check the first box to *Add as a filter*.
- Check the second box to *Add as a link icon*.
- The default setting is to leave both boxes checked.
- You are now configured to use LinkOut in PubMed.

Offsite staff using VPN to access PNNL resources remotely

Follow the same instructions above.

Using LinkOut and Outside Tool through PubMed

To access full text

- Search PubMed as usual.
- From the left hand side of the search results page, you can filter results based on source access. Click on the **HTL** link to limit your results to only those items to which HTL subscribes.
- If HTL has electronic full text for the article or if the article is available in print in the library, you will see the following icon by clicking on the citation of interest. The button will be located on the abstract-level page.



- Click the icon to view the full text or to see a menu of services.

Adding other Institution's icons via LinkOut



Depending upon your affiliation with other institutions, you may have access rights to their licensed electronic resources. You may be prompted to sign in using a username and password provided by that institution.

Many colleges and universities including the University of Washington use **LinkOut** and have special icons linking students, faculty and staff to the options available to them. If you are affiliated with another Institution and would also like those icons displayed in your results, follow the same instructions above and search by appropriate keyword to set your preferences.

Adding other Institution's icons via Outside Tool



Depending upon your affiliation with other institutions, you may have access rights to their licensed electronic resources. You may be prompted to sign in using a username and password provided by that institution.

Outside Tool is a different but similar way to link users directly to their institutional resources. Washington State University uses Outside Tool.

- Login to MyNCBI
- Click on **MyNCBI** from the upper right corner of the screen.
- Click on **PubMed**, then choose the **Browse Filters** tab.
- Click on **LinkOut** then **Libraries**.
- Scroll through the list of Institutions to identify which one(s) to add to your Filter selection. Click on the Institution and check the boxes to *Add as a filter* and *Add as a link* icon.
- They are now configured and can be used in your search results in PubMed.
- The Outside Tool preference remains in effect on a workstation until the user changes the Outside Tool option or signs out of My NCBI.

For additional information about using **MyNCBI**, setting user preferences, saving and automating searches, access the online help documentation at http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=helppubmed.section.pubmedhelp.My_NCBI.

Library Services:

Document Delivery & Interlibrary Loan: Articles and conference papers available at the Hanford Technical Library can be photocopied or scanned and delivered to you. If the Library does not own an article you need, a copy can be ordered. If the Hanford Technical Library doesn't own a book that you need, we can request it from another library. Contact the Information Desk (509) 372-7430 or use the electronic request form at <http://htlforms.pnl.gov/>. Information about these services is provided at <https://library.pnl.gov/materials/ill.stm>.

Literature Searches & Reference Assistance: Information Specialists are available weekdays between 8-5:00 pm PST to assist you with your information needs and to answer questions about library services and collections. For assistance, contact the Information Desk (509) 372-7430 or <mailto:pnl.techlib@pnl.gov>. More information about this service is available at <https://library.pnl.gov/services/research.stm>.