

How to mint and modify PIDs

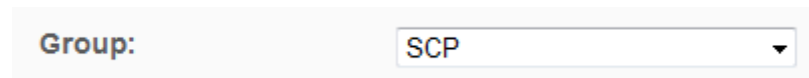
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General information:

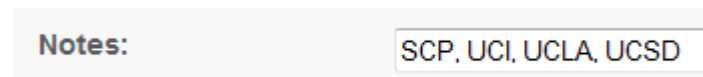
The PID server interface is located at: <http://uclibs.org/>

There are five groups using the PID server: SCP, UCI, UCLA, UCM, and UCSD. The PID creator/maintainer is reflected in the “Group:” box of a PID entry:



A screenshot of a web form showing a dropdown menu labeled "Group:". The dropdown menu is open, and "SCP" is selected. The dropdown arrow is pointing downwards.

If additional groups are also using the PID, they are indicated in the “Notes:” area of a PID entry. The group that created the PID will be first named in the “Notes:” area (it should be the same as the group displayed in Group:), followed by additional groups in alphabetical order. The first named group is responsible for the maintenance of that PID.



A screenshot of a web form showing a text box labeled "Notes:". The text box contains the text "SCP, UCI, UCLA, UCSD".

Do not create duplicate PIDs for the same URL. If there is already a PID assigned to a URL, use that PID.

If you have questions about operations related to the PID server, contact Donal O’Sullivan (SCP) at: dosullivan@ucsd.edu.

Mint PIDs

1. Go to: <http://uclibs.org/>
2. Enter User ID/password [**Note: ID/password are case sensitive**]
3. Choose “Mint PIDs”
4. Copy and paste your URL(s) in the “URL(s)” box. You can mint more than one PID at a time by entering one URL per line. Click “Submit Query.” The PID server will check the database to make sure the URL(s) have not already been assigned to PIDs. If the URL is unique, you will receive the following message with the new PID number and its associated URL:

Successfully created the following PID(s)

PID	URL
267083	http://journals.cambridge.org/action/displayBackIssues?jid=BSO

Click on the PID number to open the PID entry. Add your group to the end of the “Notes:” box and Click Save. If you batch minted PIDs, you may skip this step and send a list of the PID numbers to Brian Riley (CDL) at Brian.Riley@ucop.edu who can add your group to the Notes: section.

Notes:

SCP, UCI, UCLA, UCSD

If a PID has already been assigned to a URL, you will see the following message along with the PID number. Click on the PID number to open the PID entry.

The following PID(s) are already defined for the following URL(s).
You will be notified via email if they change.

PID	URL
133022	http://www.buildinggreen.com/articles/

You may use this PID by adding your group to the end of the Notes: section. This alerts other users that other groups are also using this PID so that it won’t inadvertently get deactivated. The first named group is always the creator/maintainer of the PID:

Notes:

UCSD, UCI

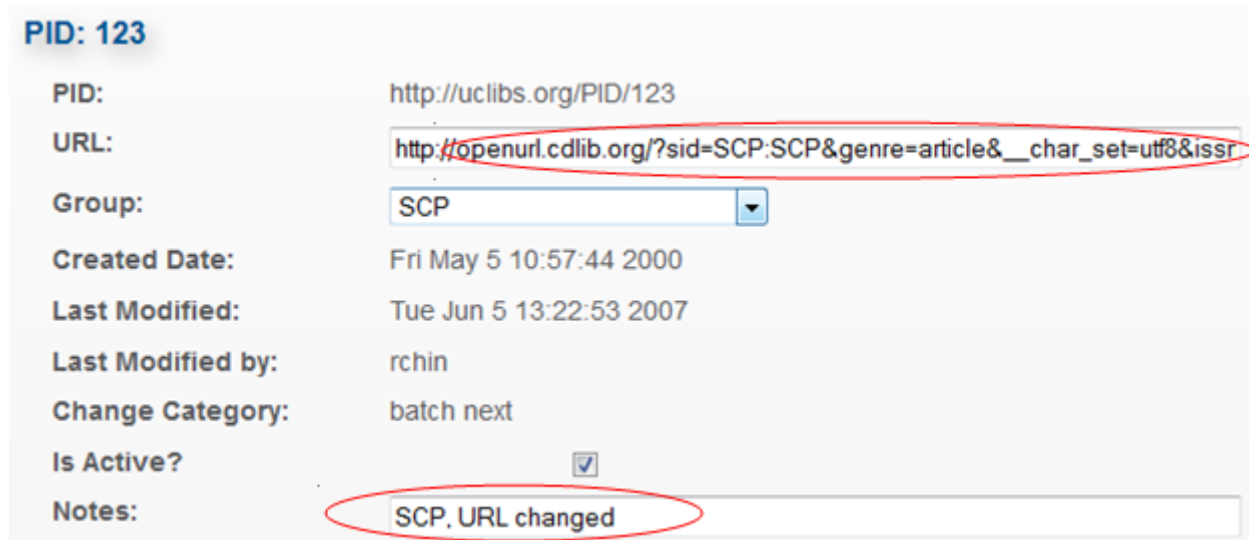
Click Save.

Modify PIDs (Find PIDs)

You will need to modify a PID whenever the URL changes or if you simply made an error (such as a typo).

1. Go to: <http://uclibs.org/>
2. Enter your ID/password [**Note: ID/password are case sensitive**]
3. Choose “Find PIDs”

4. Type the PID number “####” in the “PIDs (one per line)” box. Click Search (if you get more than one result, choose the correct PID from the list)
5. Click on the PID number to open the PID entry. Delete the existing URL and enter the new URL into the “URL:” box (you are now associating the PID with a different URL)
6. Give a reason for the change in the Notes: box (e.g., URL changed, domain changed, typo, etc.)



PID: 123

PID: http://uclibs.org/PID/123

URL: http://openurl.cdlib.org/?sid=SCP:SCP&genre=article&__char_set=utf8&issr

Group: SCP

Created Date: Fri May 5 10:57:44 2000

Last Modified: Tue Jun 5 13:22:53 2007

Last Modified by: rchin

Change Category: batch next

Is Active?

Notes: SCP, URL changed

7. Click Save.

Batch PIDs

If you need to modify many PIDs, instead of modifying them one by one, you can modify them using Batch PIDs.

1. Go to: <http://uclibs.org/>
2. Enter your ID/password [**Note: ID/password are case sensitive**]
3. Choose “Batch PIDs”
4. Take a note of the groups in the Group: box, if there is more than one. Create a CSV file that contains your changes in the following format:

PID Id, New URL, Notes*

For example:

```
108892,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=2351&DID=95445,URL changed
108944,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=2519&DID=95616,URL changed
108949,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=2528&DID=95625,URL changed
108971,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=2555&DID=95652,URL changed
109001,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=2595&DID=95692,URL changed
109015,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=2616&DID=95713,URL changed
```

109101,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=6217&DID=167968,URL changed
112892,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=1710&DID=38963,URL changed
116234,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=6442&DID=173853,URL changed
116537,http://www.mrs.org/s_mrs/sec_subscribe.asp?CID=6454&DID=173867,URL changed

5. Go to Choose File, find your CSV file, and click Open.
6. Click "Process File" to batch modify the PIDs.
7. The batch modification process will replace any existing notes in the Notes: box.
Following batch modification, send a list of the PID numbers to Brian Riley (CDL) at Brian.Riley@ucop.edu so he can add your group back to the Notes: section.

*To batch deactivate PIDs, leave the URL blank. (This will not actually delete the URL, just deactivate the PID)

e.g., 116537,,no longer licensed

Deactivate PIDs (Find PIDs)

There are 3 reasons to deactivate a PID:

- The electronic resource is no longer available online.
- The PID was created in error.*
- The library no longer has authorized access to an electronic resource (e.g., license/subscription was not renewed, there is a copyright violation, etc.).

*For duplicate PIDs, modify the URL to the PID being used. Example:

PID: 17678

PID:	http://uclibs.org/PID/17678
URL:	<input type="text" value="http://uclibs.org/PID/3840"/>
Group:	<input type="text" value="SCP"/>
Created Date:	Wed Dec 12 13:28:32 2001
Last Modified:	Wed Jan 14 16:03:23 2015
Last Modified by:	rchin
Change Category:	User Modified
Is Active?	<input checked="" type="checkbox"/>
Notes:	<input type="text" value="SCP, dup PID"/>

This URL is also assigned to PID(s) 3840, 57089, - (last checked on 11/11/2013)

For PIDs owned only by your group

If you no longer need a PID for which your group is the only maintainer, follow the steps below to deactivate the PID:

1. Go to: <http://uclibs.org/>
2. Enter your ID/password [**Note: ID/password are case sensitive**]
3. Choose “Find PIDs” and search for the PID or URL. Click Search (if you get more than one result, choose the correct PID from the list)
4. Uncheck the box “Is Active?” and click Save.

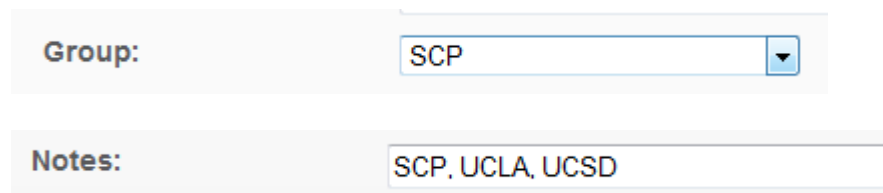


The image shows a form element with the label "Is Active?" followed by a small square checkbox. The checkbox is currently checked. A red circle is drawn around the checkbox. Below this is a dark blue button with the word "Save" written in white text.

For PIDs owned by more than one group

Do not deactivate PIDs if other groups are present. Instead follow the steps below to remove your group from the PID entry.

1. Go to: <http://uclibs.org/>
2. Enter your ID/password [**Note: ID/password are case sensitive**]
3. Choose “Find PIDs” and search for the PID or URL. Click Search (if you get more than one result, choose the correct PID from the list)
4. Delete your group from the Notes: box and click Save. This relieves your group of the responsibility for maintaining a PID that they are no longer using. If your group was the creator of the PID, you should also change the Group: to the next named group in the Notes: box. There should be a one-to-one correspondence between the Group: and the first name group in the Notes: box. Click Save after all actions.

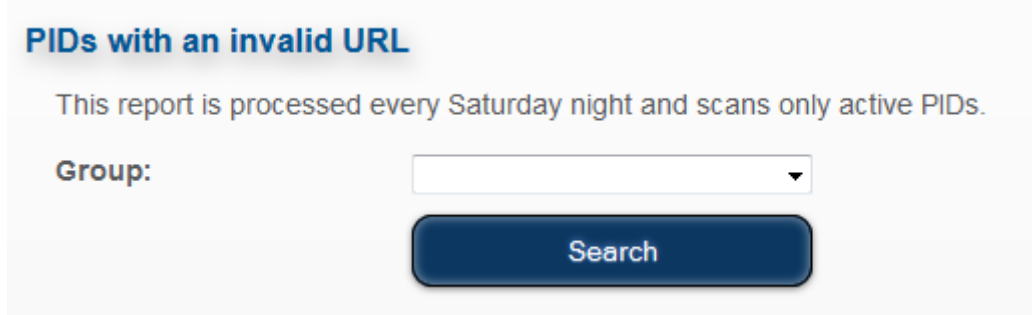


The image shows two form elements. The first is a dropdown menu labeled "Group:" with "SCP" selected. The second is a text box labeled "Notes:" containing the text "SCP, UCLA, UCSD".

Validate PIDs (Reports)

Every group is responsible for validating (link checking) PIDs they create. PID validation is automatically processed every Saturday night and scans only active PIDs. To view your weekly validation report, do the following:

1. Go to: <http://uclibs.org/>
2. Enter your ID/password [**Note: ID/password are case sensitive**]
3. Choose “Reports” and “PIDs with an invalid URL.”
4. Under “Group:” choose your group. Click Search. A report will appear in your browser.



PIDs with an invalid URL

This report is processed every Saturday night and scans only active PIDs.

Group:

Search

5. To modify broken links, see [Modify PIDs](#).