Posting a permanent link in BlackBoard

To link to an article or a book excerpt found in a library database:

1. **Find the permalink** provided at the bottom of the article or by clicking the “permalink” or "bookmark" tool -- do NOT use the session link that shows in the URL line in the browser.

   In **Gale** databases, look for the "bookmark" icon in the tool bar at the top.

   ![Gale Bookmark Icon](image)

   In **Ebsco** databases, look for the "permalink" option near the bottom of the right-side tool bar.

   ![Ebsco Permalink Icon](image)

   In **ProQuest** databases, open the "Details" tab and scroll down to find the "Document URL."

2. **Check the permalink** to see if the proxy prefix is already in place. This prefix allows students to access the link successfully from off-campus. The proxy server prefix is `https://qvcc.idm.oclc.org/login?url=`

   a. **If you see the proxy server prefix**, copy the entire bookmark URL or permalink. You are now ready to paste the link in Blackboard. Skip to #3 in these instructions.

   b. **If you do not see the proxy server prefix**, you will need to add it.
      - First, copy the entire URL or permalink
      - Paste this into a working file, such as a Word document
      - Then, add the proxy server prefix to the link:
        
        Example of original permalink provided by the database:

        Example of combined link:

      - With a combined link, you are ready to copy and paste into Blackboard.

3. **Paste the combined link in Blackboard.** In the Blackboard popup window, **always select the option that will "open the link in a new window."**

To link to a **streaming video** or segment from the library’s Films on Demand resources:

1. Copy the permanent link provided when you click the **Share** option. Note that this link already includes the necessary proxy server prefix.

2. Paste the full link in Blackboard. In the Blackboard popup window, **always select the option that will "open the link in a new window."**

Need help? Contact any librarian: 860.932.4007 or email library@qvcc.edu