

# Visual Resources

eReserve has provided some recommendations below to assist Academic staff who are required to enter Reading Requests via the Learning Management System interface for a Reading List in eReserve Plus. This guide originates from eReserve and uses the following references to provide recommendations:

S = Means the system requires data entry in this format

R = Recommends your Institution apply its own local information policies

## Use this form for:

1. Broadcast: a broadcast program for television
2. Broadcast Excerpt: an excerpt from a broadcast television program
3. Document: a document containing images, figures or maps
4. Motion Picture: a film or telemovie
5. Motion Picture Excerpt: an excerpt from a film or telemovie
6. Figure: a figure form a document
7. Graphic: a graphic image
8. Map: a map

## General Hints

- All fields should be completed using 'Sentence Case'. Capitalise the first word of sentences and all proper nouns<sup>R</sup>
- Enter DK - for Don't Know
- eReserve Plus provides progressive download of media
- Consider the file size and type you choose to upload to eReserve Plus - end users may not have the capacity to download large files. With file-based visual readings, please give consideration to the quality of the file which will impact the size, for example, resolution, colour vs b&w

- It is best to check whether the item is already in the eReserve Repository before you create a new Reading as to avoid duplicate Reading records being created.

## Details (Top right of screen)

Field Name	Description	Type	Suggested Value
Reading Importance	<p>Select one of:</p> <p>Required: means Students will see the Reading flagged as 'Required'.</p> <p>Recommended: means Students will see the Reading flagged as 'Recommended'.</p>	Selection	Required or Recommended <sup>S</sup>

## Source Document (Right of screen)

Field Name	Description	Type	Suggested Value
Visual Title	<p>Enter a title for the source document. It should describe the common name for the source publication.</p> <p>The genres managed by Library Staff for source Visual files include:</p> <p>Broadcast: Enter the title of the series or show</p> <p>Document: Enter the title of the document series</p>	Text	Sentence case text <sup>R</sup>

Field Name	Description	Type	Suggested Value
	Motion Picture: Enter the title of the film or movie		
Year Published	<p>Enter the year the publication was made available as noted on the item</p> <p>OR</p> <p>enter the Copyright year whichever is available.</p>	Text	e.g. 2001, c2001, 2000-1, 2000-2001 <sup>S</sup>

## Reading (Right of screen)

Field Name	Description	Type	Suggested Value
Reading Title	<p>This is a title for the Visual resource</p> <p>Advice for where to find the title:</p> <p>Broadcast Excerpt: Enter the title of the whole broadcast, the broadcast excerpt such as the piece or clip name</p> <p>Figure: Enter the title which may be recorded as a caption on or under the figure</p> <p>Graphic: Enter the title which may be recorded as a caption on or under the graphic</p>	Text	<p>Sentence case text<sup>R</sup></p> <p>Copy carefully what is in the text in terms on ands/ ampersands and any punctuation or spelling (e.g. color vs colour).</p>

Field Name	Description	Type	Suggested Value
	Map: Enter the title which will usually be at the top of the map or repeated in the legend		
Genre	<p>The genres for Visual readings are:</p> <p>Broadcast Excerpt: An excerpt from a broadcast television program</p> <p>Figure: A figure from a document</p> <p>Graphic: A graphic image</p> <p>Map: A map</p> <p>Motion Picture Excerpt: An excerpt from a film or telemovie</p>	Picklist	Select the relevant Visual resource type from the list <sup>S</sup>
Field Name	Description	Type	Suggested Value
Media (Optional)	<p>You can optionally store the type of file for the reading:</p> <ul style="list-style-type: none"> <li>- Digital image file</li> <li>- Digital video file</li> <li>- DVD</li> <li>- Streaming video</li> <li>- Unknown</li> <li>- Video Tape</li> </ul>	Picklist	Select the relevant media type from the list <sup>S</sup>
Kind	<p>File: MPEG, MOV, etc can be uploaded</p> <p>Link: The URL for the online version of</p>	Picklist	Select the relevant Kind of reading <sup>S</sup>

Field Name	Description	Type	Suggested Value
	<p>the reading (or an ezproxy link where available)</p> <p>Locate: Use this flag to request the library to find or purchase the resource on your behalf. Use the "Notes to Library" field to explain your requirements</p>		<p>File: The filename you use will be automatically added to eReserve and a prefix of the Course Code is added automatically.</p> <p>You Institution may have its own file naming convention. For example            First author surname + underscore + First word of the word of the reading title            OR            AuthorSurname + underscore + Year</p> <p>It is best to avoid using the name of your course or paper in the filename as the file may be re-used across multiple courses in eReserve.</p> <p>URLs: Copy and paste the full URL e.g. <a href="http://www.example.com.au">http://www.example.com.au</a></p>

Field Name	Description	Type	Suggested Value
Director (Optional)	The Director field is often needed for Citations for Motion Pictures	Text	<p>Sentence case text<sup>R</sup></p> <p>If non-standard characters form part of a name e.g. Swedish Ö, then it is best to enter it as a Standard O if the citation is not rendering.</p>