

Website 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 the University of Melbourne 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

General Hints

- All fields should be completed using 'Sentence Case'. Capitalise the first word of sentences and all proper nouns^R
- Enter DK - for Don't know
- It is best to check whether the item is already in the eReserve Repository before you create a new Reading so as to avoid duplicate Reading records being created
- What is a website reading?
 - A website reading type is best used for content on a webpage or a blog
 - It isn't a Podcast or an online video - you should use the Sound and Visual reading types for those
 - It isn't a journal or a book or even a report which you have a URL for - you should use the Book or Journal reading types for those resources

Details (Top right of screen)

| Field Name | Description | Type | Suggested Value |
|------------|----------------|-----------|-----------------|
| | Select one of: | Selection | |

| Field Name | Description | Type | Suggested Value |
|--------------------|---|------|--------------------------------------|
| Reading Importance | <p>Required: means Students will see the Reading flagged as 'Required'.</p> <p>Recommended: means Students will see the Reading flagged as 'Recommended'.</p> | | Required or Recommended ^S |

Source Document (Left of screen)

| Field Name | Description | Type | Suggested Value |
|---------------|---|------|---|
| Website Title | <p>This is a title for the website or part.</p> <p>Enter the title of the website or part which is often identified from the URL.</p> | Text | <p>Sentence case text^R</p> <p>Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour)</p> |
| Publisher | <p>Enter the name of organisation, group or sponsor of the website.</p> <p>This can often found in the webpage footer.</p> | Text | <p>e.g. Australian Broadcasting Corporation^R</p> <p>If unknown: Type n.p. (which means</p> |

| Field Name | Description | Type | Suggested Value |
|------------|-------------|------|---|
| | | | <p>no publisher for some Citation Styles)^R</p> <p>An alternative policy may be to add the domain name of the website if there isn't any publisher name - the domain is afterall where the content has been published and makes the citation look better.^R</p> |

Reading (Right of screen)

| Field Name | Description | Type | Suggested Value |
|---------------|---|------|---|
| Reading Title | This is a title of the website or part. | Text | <p>Sentence case text^R</p> <p>Copy carefully</p> |

| Field Name | Description | Type | Suggested Value |
|------------|---|------|--|
| | | | <p>what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour).</p> |
| Author(s) | Use the individual or organisation names. | Text | <p>People: Author names to be entered in a string, separated by commas with surname preceding first name^S</p> <p>Do not use '&', 'and' or 'et al' in the author field, these will be added based on citation style chosen^S</p> <p>Do use a ':' between</p> |

| Field Name | Description | Type | Suggested Value |
|------------|-------------|------|---|
| | | | <p>initials - e.g. B.J^S</p> <p>Examples include: Lacey, Michelle, Leese, James</p> <p>Lacey, M.G., Leese, J</p> <p>Lacey, Michelle G., Leese, James</p> <p>Lacey, M.G., Leese, J., Hellawell, S., Patterson, K., Harrison, M</p> <p>Organisation: Name of organisation, department or group separated by commas and end with a comma^R</p> |

| Field Name | Description | Type | Suggested Value |
|------------|-------------|------|--|
| | | | <p>e.g. Quality Improvement Agency, Association for Learning Technology,</p> <p>If no author: Anon. or Unknown^R</p> |

| Field Name | Description | Type | Suggested Value |
|------------|--|----------|--|
| Kind | <p>File: PDF, JPEG or screenshot/snapshot or other file type to be uploaded</p> <p>Link: The URL for the website or webpage. Always test the link.</p> <p>Locate: Select if you need Library Staff to scan a copy and the Reading Request will be forwarded to them to complete.</p> | Picklist | <p>Select the relevant Kind of reading^S</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>Your Institution may have its own file naming convention. For example, First author surname+underscore+First word of the reading title OR AuthorSurname+underscore+Year It's best to avoid using the name of your course or paper in the</p> |

| Field Name | Description | Type | Suggested Value |
|------------|-------------|------|---|
| | | | filename as the file may be re-used across multiple courses in eReserve. URLs: Copy and paste the full URL e.g. http://www.example.com.au |

| Field Name | Description | Type | Suggested Value |
|------------|--|------------------|---|
| Pages | <p>For paginated items enter the number of pages in ascending order. For non paginated items enter the word count.</p> <p>N/A: Pagination is not applicable for this reading</p> <p>Unknown: Pagination for the source material is unknown</p> <p>Paginated: The source material is a website and the pages are PDF copies. Enter the number of pages.</p> <p>Unacceptable page formats: e.g. 300-41, i-35, 54-48</p> <p>Not Paginated: The source material is text and is excerpt (e.g. two paragraphs) or has no page numbers. You can use browser plug-in tools to obtain a Word Count on a</p> | Text/ Numbers | <p>For a website link use 'N/A' or 'unknown'</p> <p>Paginated: e.g. i, iii, vii-xii, 1, 6-10, AA3-5, S300-S400^S</p> <p>Non-paginated will need a word count: e.g. 5000^S</p> |

| Field Name | Description | Type | Suggested Value |
|--|---|--|--|
| | <p>webpage.</p> <p>Graphic: The source material is image (e.g. photo, chart, diagram, etc) and is not textual</p> | | |
| Source URL of file and date accessed (For file based readings only) | <p>This is a useful piece of information if you're trying to track down where a reading came from later on, so good practice.</p> <p>In NZ: there is a legal requirement if copying a file from the web - to record the source URL and the date it is was accessed/retrieved.</p> | Text Date | <p>e.g. http://ezproxy.com.au</p> <p>e.g. 28/09/2019</p> |
| Field Name | Description | Type | Suggested Value |
| Date Issued | This is the date the website/webpage was Published and is usually the date found at the bottom of the website or webpage - 'Last Updated', or the date of the article on the website. | Local date format OR Unknown | <p>e.g. 27/07/2019^S</p> <p>If no Date is available select 'Unknown'</p> |
| Date Accessed | This is the date the website/webpage was Accessed or Retrieved by the User | Local date format | <p>Defaults to today's date e.g. 27/07/2019</p> |

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