

Sound 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 eReserve Support Team 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.
- eReserve Plus provides progressive download of media files.
- Consider the file size and type you choose to upload to eReserve Plus - ed users may not have the capacity to download large files. With file-based sound resources, please give consideration to the quality of the file which will impact size, for example, resolution, speed etc.
- 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

Details (Top right of screen)

Field Name	Description	Type	Suggested Value
Reading Importance	Select one of: Required: means Students will see the	Selection	Required or Recommended ^S

Field Name	Description	Type	Suggested Value
	Reading flagged as 'Required'. Recommended: means Students will see the Reading flagged as 'Recommended'.		

Source Document (Left of screen)

Field Name	Description	Type	Suggested Value
Sound Title	Enter a title for the source Sound file. It should describe the common name for the source publication. Broadcast: Enter the title of the series. Musical Collection: Enter the title of the collection. Non Musical Collection: Enter the title of the collection.	Text	Sentence case text. ^R Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour).
Year Published	Enter the year the publication was made available as noted on the item OR enter the Copyright year whichever is available.	Number	e.g. 2001, c2001, 2000-1, 2000-2001 ^S

Reading (Right of screen)

Field Name	Description	Type	Suggested Value
Reading Title	<p>This is a title for the sound resource i.e. Song</p> <p>Broadcast: Enter the title of the episode.</p> <p>Speech: Enter the title of the chapter or episode.</p> <p>Song: Enter the title of the song or the album if a whole album.</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>
Genre	<p>The genres for Sound readings are:</p> <p>Broadcast: an excerpt from a broadcast recording, i.e. a radio show episode</p> <p>Speech: an excerpt from a sound recording, i.e. an audio book chapter, podcast, etc</p> <p>Song: A recording of a song.</p>	Picklist	Select the relevant Sound resource type from the list ^S
Media (Optional)	<p>Options include:</p> <ul style="list-style-type: none"> - Cassette - CD - Digital archive - Digital audio file 	Picklist	Select from the dropdown list.

Field Name	Description	Type	Suggested Value
	<ul style="list-style-type: none"> - LP - Other - Podcast - Streaming audio - Tape - Unknown 		

Field Name	Description	Type	Suggested Value
Kind	<p>File: MPEG, MOV etc, can be uploaded.</p> <p>Link: The URL for the online version of the reading (or an ezproxy link where available). Always test the link.</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>	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</p> <p>It's 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>

Field Name	Description	Type	Suggested Value
			URLs: Copy and paste the full URL e.g. http://www.example.com.au
Composer (Optional)	The Artist (Author) and Composer are often different people, however eReserve only displays the Composer field in for Citations - this field should therefore be used to display the Artist in Citations	Text	Names to be entered in a string, separated by commas with surname preceding first name ^R 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.