

4. Common Data Definitions

There are some shared definitions across multiple import types. Each of these is explained in further detail below.

4.1 source_document_title

This is a unique title for the associated source document. Wherever possible this should not include aspects such as the year of publication, volume or issue. It should describe the common name for the source document. For example, if the reading is for an article in issue 1 of volume 2 of the Nature Journal then the source document title should be “Nature”.

4.2 source_document_kind

This column describes the kind of document for the reading being imported. Current supported kinds are as follows:

- book: A document falling under the following genres: Book, Conference, Proceeding, Report, etc.
- journal: A document falling under the following genres: Journal, Legislation, Legal Case, etc.
- sound: A recording of audio (e.g. song, interview, etc)
- visual: A recording of visual medium (e.g. movie, tv show, figure, map, etc)
- website: A reference to a website
- course_document: A document made by teaching staff for a specific course (e.g. lecture notes, slides form lectures, etc)

4.3 source_document_licence

This column describes the associated licence for the source document. It is specifically used in the creation of new source documents. If the associated source document has been created some time earlier the licence will not be changed and this column will be ignored. The current options for the column are as follows:

Australia

- printed_materials: Print Resource Statutory Licence
- audio_visual_materials: Audio/Visual Resource Statutory Licence
- external_link: External Link
- out_of_copyright: Out of copyright
- creative_commons_open_licensing: Creative Commons / Open Licensing
- eBook_licence: Permitted under eBook licence
- other_permission: Other permission
- library_database_licence: Permitted under Library Database licence

New Zealand

- institution_created: Own work
- permission_obtained: Permission obtained
- transactional_other: Transactional other
- no_known_copyright: No known copyright
- act_fair_dealing: Act (Fair Dealing)
- act_educational: Act (Educational)
- licence_open_access: Licence (Open Access)
- licence_subscription: Licence (Journal Subscription)
- licence_transactional: Licence (CLL Transactional)
- licence_cll: Licence (CLL)
- licence_out_of_print: Licence (CLL Out of Print)
- licence_apra: Licence (APRA)
- licence_screenrights: Licence (Screenrights)

- external_link: External Link

4.4 source_document_genre

This column describes the genre of the source document for the reading being imported. Current supported genres for each source document kind are as follows:

Genre for "book"

Following are the genres for the source document kind of "book". If this is not supplied then the default will be the genre of 'book'.

- book: a publication that is complete in one part or a designated finite number of parts, often identified with an ISBN
- conference: a publication bundling the proceedings of a conference
- proceeding: a conference paper or proceeding published in a conference publication
- report: report or technical report is a published document that is issued by an organisation, agency or government body
- document: general document type to be used when available data elements do not allow determination of a more specific document type, e.g. when one has only author and title but no publication information
- musical_score: Document containing a musical score

Genre for "journal"

Following are the genres for the source document kind of "journal". If this is not supplied then the default will be the genre of 'journal'.

- journal: a serial publication issued in successive parts
- legislation: Government legislation
- legal_case: a document containing articles for a legal case

- proceeding: a single conference presentation published in a journal or serial publication
- conference: a record of a conference that includes one or more conference papers and that is published as an issue of a journal or serial publication
- preprint: an individual paper or report published in paper or electronically prior to its publication in a journal or serial

Genre for "sound"

Following are the genres for the source document kind of "sound". If this is not supplied then the default will be the genre of 'broadcast'.

- broadcast: : a recording of a broadcast, ie. An radio show
- song: a collection of song recordings
- speech: a collection of sound recordings, ie. an audio book, pod casts, etc

Genre for "visual"

Following are the genres for the source document kind of "visual". If this is not supplied then the default will be the genre of 'broadcast'.

- broadcast: A broadcast television program
- motion_picture: A film or telemovie
- visual_document: A document containing images, figures or maps

Genre for "website" and "course_document"

Each of these source document kinds do not have any associated genres so this column can be left blank.

4.5 author

To ensure authors are displayed correctly in the citation, ensure each name is provided in the format of family name, given name. For example, John David Smith and Hillary Jackson would be formatted as Smith, John David, Jackson, Jane Hillary.

4.6 reading_title

The reading title should be a unique for the associated source document. For example, the reading can have the title of "Introduction" for the source document "Science in the real world". For that source document there can be no other reading title with the same name.

4.7 reading_genre

This describes the genre for the reading being imported. Current supported genres, grouped by source document kind, are as follows:

Readings genres for "book"

Following are the reading genres for the source document kind of "book". If this is not supplied then the default will be the genre of "bookitem".

- book: a whole book
- bookitem: a defined section of a book, usually with a separate title or number
- chapter: a full chapter of a book
- paper-conference: a paper from a publication bundling the proceedings of a conference
- proceeding: a conference paper or proceeding published in a conference publication
- report: report or technical report is a published document that is issued by an organization, agency or government body

- document: general document type to be used when available data elements do not allow determination of a more specific document type, e.g. when one has only author and title but no publication information
- musical_score: Part of a musical score

Reading genres for "journal"

Following are the reading genres for the source document kind of "journal". If this is not supplied then the default will be the genre of "article-journal".

- full_journal: a serial publication issued in successive parts
- article-journal: a document published in a journal
- article-newspaper: an article published in a newspaper
- article-magazine: an article published in a magazine
- legislation: Part of a government legislative document
- legal_case: an article for a legal case
- proceeding: a single conference presentation published in a journal or serial publication
- paper-conference: a paper from a conference
- preprint: an individual paper or report published in paper or electronically prior to its publication in a journal or serial

Reading genres for "sound"

Following are the reading genres for the source document kind of "sound". If this is not supplied then the default will be the genre of "broadcast".

- song: a recording of a song
- speech: an excerpt from a sound recording, ie. an audio book chapter, pod cast, etc
- broadcast: an excerpt from a broadcast recording, ie. a radio show's episode

Reading genres for "visual"

Following are the reading genres for the source document kind of "visual". If this is not supplied then the default will be the genre of "broadcast".

- broadcast: An excerpt from a broadcast television program
- motion_picture: An excerpt from a film or telemovie
- figure: A figure from a document
- graphic: A graphic image
- map: A map

Reading genres for "website" and "course_document"

For each of these source document kinds there are no associated reading genres so this column can be left blank.

4.8 reading_kind

This column tells eReserve Plus what kind of reading is described in the row. This can vary depending on the method of import your using. Following are the accepted values along with their use.

Value	Input Method(s)	Description
file	Import as reading or request	For readings that have a file associated with it
link	Import as reading or request	For readings that have a link associated with it
locate	Import as request only	For readings to be sourced by library staff

4.9 reading_importance

This is the most common way institutions allow their Academics to communicate if a reading is required or recommended. Following are the accepted values along with their use:

Value	Description
required	This identifies the resource as a 'required' reading for students
recommended	This identifies the resource as being a 'recommended' reading for students

4.10 reading_reference

This column contains the reference for the reading. If the reading_kind is FILE then eReserve Plus will use the content of this column to search for the associated file in the archive. If the reading_kind is LINK then eReserve Plus will expect a valid URL to the associated resource.

NB: It is expected that files contained within the archive will have a unique filename and be associated with only one record in the flat file.

4.11 count_kind & pages

For each reading that requires pagination there is expected to be a method of count recorded in the count_kind column. Currently eReserve Plus supports the following options for the count_kind column:

- P: The reading is paginated and the pages column is expected to contain a valid page range (e.g. i, ii-iv, 10-15, 20, 30-60, s10-s15, 254-8)
- W: The reading is not paginated and the pages column is expected to contain a count of the words in the document
- G: The reading is a graphic

The count_kind works hand in hand with the validation for the pages column. For example, if P is chosen for the count_kind then the validation will be expecting a valid pages or page range.

4.12 creation_method

For each file based reading eReserve Plus expects a creation method to be supplied in the creation_method columns. This relates to whether the reading has been scanned from a print document or it is born from an electronic document (e.g. eBook, PDF, etc). If the creation_method is left blank then eReserve Plus will use the default of scanned. Following are the options for this column:

- scanned: The reading is a scan of a printed document
- another: Born from an electronic document
- both: The electronic reading was at sometime printed then scanned

4.13 Anthologies

The Anthology field is optional for only the Book resource genre which will allow the upload and creation of books that are Anthologies. By default, the system will automatically assign "No".

If the book resource is an Anthology, "Yes" can be entered into the field, which will import the book resource as an Anthology. While "Yes" is entered, the "Source_document_author" field can be left blank, and the "Reading_authors" field can be used for the authors.