

# Book Resources

eReserve has provided some recommendations below to assist staff who are required to enter Reading Requests via the Admin interface, mimicking Academic Users. 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

## Use this form for:

1. Whole Book - a whole book or document; often identified with an ISBN
2. Book chapter - a chapter of a book
3. Book excerpt - an excerpt of a book
4. Conference papers - a publication bundling the proceedings of a conference
5. Document - If none of the other types seems to fit, use Document (e.g. when the document only has an author and title but no publication information)
6. Manuscript - a document (handwritten or typed text) that has not yet been published
7. Musical score - a document containing a musical score
8. Proceeding - a conference paper or proceeding published in a conference publication
9. Report - report or technical report is a published document that is issued by an organisation, agency or government body

## 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

- For file-based readings please consider the file size and type you choose to upload to eReserve Plus as end-users may not have the capacity to download large files, and especially high quality scanned copies. The resolution, colour vs b&w and file type will all have an impact on the quality and size of files
- 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
Communication Kind	<p>The licence you select from the dropdown list will depend on the jurisdiction you are in. The list will default to Print Statutory Licence in AU for all Publications.</p> <p>Selecting Print Statutory Licence at the Source Document level will give you the flexibility to distribute the reading under other Communication Kinds. So if the Reading Kind is selected as a Link then it is distributed with a Communication Kind of 'External Link' which is recorded on the Reading Request.</p> <p>To amend the Communication Kind for the distribution of the Reading Admin Users will need to visit the request in Request Management to make the amendment there.</p>	Picklist	Speak to your Copyright Officer if you are unsure Licence to select. <sup>R</sup>

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 (Left of screen)

Field Name	Description	Type	Suggested Value
Book Title	<p>This is a title for the source document. It should describe the common name for the source publication - some advice on where to collect the information is below:</p> <p>The source document genres for Books are managed in Readings Management via the Admin Interface.</p> <p>Conference Papers: Enter the title of the conference e.g. 2016 IEEE conference on robotics</p> <p>Document: Enter the title of the document</p> <p>Manuscript: Enter the title of the manuscript</p>	Text	<p>Sentence case text<sup>R</sup></p> <p>Follow what is in your catalogue or Worldcat, if relying on that.</p> <p>Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs</p>

Field Name	Description	Type	Suggested Value
	<p>Musical score: Enter the title of the score</p> <p>Proceeding: Enter the title of the Proceedings</p> <p>Report: Enter the title of the report from the front cover</p> <p>Whole Book: Enter the title of the Book from the front cover</p>		<p>colour).</p> <p>Punctuation Rules in the Anglo American Cataloguing Rules (AACR2) can be applied.</p>

Field Name	Description	Type	Suggested Value
Publisher (Optional)	Enter the name of organisation, company or institution responsible for publication of the Book.	Text	<p>e.g. Taylor &amp; Francis<sup>R</sup></p> <p>Best to copy/paste from catalogue or Worldcat, if appropriate.<sup>R</sup></p> <p>If unknown: Leave the field blank or type n.p. (which means no publisher for some Citation Styles)</p>

Field Name	Description	Type	Suggested Value
			Manuscript: Unknown
Field Name	Description	Type	Suggested Value
Authors	<p>Use the individual or organisation names.</p> <p>Book Chapter: Use the author(s) specific to the chapter for the reading or the Editors</p> <p>Book Excerpts: Use the author(s) specific to the excerpt for the reading or the Editors</p> <p>Conference Paper: Use the author(s) specific to the chapter/paper for the reading</p> <p>Document: Use the author(s) specific to the chapter/paper for the reading</p> <p>Manuscript: Use the author of the manuscript</p> <p>Musical Score: Use the composer of the score</p> <p>Proceeding:</p>	Text	<p>People: Author names to be entered in a string, separated by commas with the Authors surname preceding first name<sup>S</sup></p> <p>Do not use '&amp;', 'and' or 'et al' in the author field as these will be added based on citation styles chosen<sup>S</sup></p> <p>Do use a '!' between initials - e.g. J.S<sup>S</sup></p> <p>Examples</p>

Field Name	Description	Type	Suggested Value
	<p>Use the author(s) specific to the chapter/paper for the reading</p>		<p>include:</p> <p>Lacey, Michelle, Leese, James</p> <p>Lacey, M.G., Leese, J</p> <p>Lacey, M.G., Leese, J., Hellawell, S., Patterson, K., Harrison, M</p> <p>If non-standard characters form part of a name e.g. Swedish O (ö), then it is best to enter it as a Standard O if the Citation is not rendering.</p> <p>Organisation: Name of organisation, department or group</p>

Field Name	Description	Type	Suggested Value
			<p>separated by commas and ending with a comma.<sup>R</sup></p> <p>Name of an organisation needs to be entered in direct order as it appears on the resource</p> <p>e.g. Quality Improvement Agency, Association for Learning Technologies.</p> <p>Institutional policies are useful on things like abbreviations e.g. Dept. vs Department. Either follow the source or have a policy of writing in full.</p>

Field Name	Description	Type	Suggested Value
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>	number	e.g. 2001, c2001, 2000-1, 2000-2001 <sup>S</sup>
Place (Optional)	Place is useful for rendering a good citation for Books with some Citation Styles	text	e.g. London
Total Pages (File based readings only)	<p>Enter the total number of valid pages (including roman numerals).</p> <p>Can be found in either the Library Catalogue record or Trove.</p>	text	e.g. 365 <sup>R</sup>
Identifier - ISBN (File based readings only)	<p>ISBN can be found in the Library Catalogue record of the book or on the copyright page located in the front of the book near the title page.</p> <p>ISBNs are also often found on the back cover of the book sometimes near the publisher's barcode.</p>	text	<p>e.g. 978-3-16-148410-0, 9783161484100<sup>R</sup></p> <p>eReserve allows for multiple ISBNs separated by a comma. You need an institutional policy on which to use<sup>R</sup></p> <p>If relying on the catalogue for</p>



Field Name	Description	Type	Suggested Value
			metadata use the first ISBN in the list or have a policy to favour the 13-digit ISBN <sup>R</sup>

## Reading (Right of screen)

Field Name	Description	Type	Suggested Value
Reading Title	<p>This is a title for the Reading itself and some advice of where to find the title is below:</p> <p>Book Chapter: Enter the title of the relevant chapter of the book</p> <p>Book Excerpts: - Enter chapter or section headings where available - For multiple excerpts in one PDF: Excerpts from, [Chapter #], [chapter title], [sections # -# where known] - For single excerpt: Excerpt from, [Chapter #], [chapter title], [section #], [section title where known]</p> <p>If excerpts from different chapters, or not ascertainable where they're from: Excerpts from</p>	Text	<p>Sentence case text<sup>R</sup></p> <p>Follow what is in your catalogue or Worldcat, if relying on that. Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour).</p>

Field Name	Description	Type	Suggested Value
	<p>Conference Paper: Enter the title the relevant chapter/paper from the conference</p> <p>Document: Enter the title of the document. If the document does not have a standard title refer to the header of the document or the file name for more information</p> <p>Manuscript: Enter the title of the manuscript or the relevant chapter</p> <p>Musical Score: Enter the title of the composition/score</p> <p>Proceeding: Enter the title of the relevant chapter</p> <p>Report: Enter the title of the relevant chapter/section or the report if it is a complete report</p>		
Field Name	Description	Type	Suggested Value
Genre	<p>You must select a genre from the list available. The reading genres for Books are:</p> <p>Book Chapter: a full chapter of a book. Chapters and Excerpts are useful to distinguish between for copyright reasons,</p>	Picklist	Select the relevant Book reading type from the list <sup>S</sup>

Field Name	Description	Type	Suggested Value
	<p>given that in some jurisdictions, The Statutory Licence allows one chapter OR 10%. So it's useful to know if something is a chapter (if it's way over 10% for example).</p> <p>Book Excerpts: a section of a book which may or may not have a separate title or number</p> <p>Conference Paper: a paper from a publication bundling the proceedings of a conference</p> <p>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</p> <p>Manuscript: document (handwritten or typed text) that has not yet been published</p> <p>Musical score: Part of a musical score</p> <p>Proceeding: a conference paper or proceeding published in a conference publication</p> <p>Report: report or technical report is a published document that is issued by an organization, agency or government body</p> <p>Whole Book: Use this type when you're using</p>		

Field Name	Description	Type	Suggested Value
	or referring to the whole book or document; often identified with an ISBN		
Field Name	Description	Type	Suggested Value
Kind	<p>File: PDF or other file type to be uploaded</p> <p>Link: The URL for the online version of the reading (or an ezproxy link where available). By selecting Link the Communication Kind on the Reading Request will automatically be communicated as 'External Link'.</p> <p>Linking to full text is about creating permanent links to online resources that go directly to the individual item or its summary. Always test the link.</p> <p>Locate: used when the URL is unknown and a scanned version has not been uploaded. Select this button if you would like the library to find, scan or purchase the item. Please add processing notes to the 'Notes to Library' in the Details at the top of the screen.</p>	Picklist	<p>Select the relevant Kind of reading<sup>S</sup></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>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 in the filename as the file may be re-used across multiple courses in eReserve.</p> <p>URLs: Copy and paste</p>

Field Name	Description	Type	Suggested Value
			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. e.g. when 'Whole Book' or 'Report' has been selected as the type of reading.</p> <p>Unknown: Pagination for the source material is unknown</p> <p>Paginated: The source material is text and paginated.</p> <p>Unacceptable page formats:  Bad range: 1, 4, 6..10, 300..400  Incorrect Order: i, vii-xii, iii, 1, 3-5, 300-400  Bad pagination: 1, 10, 6-10  Incorrect Minimal Pagination: 25-8, 2387-200</p> <p>Not Paginated: The source material is text and is excerpt (e.g. two paragraphs) or has no page numbers. The most common example is a webpage.</p>	Text	<p>If a website link use 'N/A' or 'unknown'</p> <p>Whole Book: Automatically defaults to N/A</p> <p>Paginated: e.g. i, iii, vii-xii, 1, 6-10, AA3-5, S300-S400</p> <p>Non-paginated will need a word count: e.g. 5000<sup>S</sup> NZ - not required so put a '1' in this field, except in cases where you've copied from a</p>

Field Name	Description	Type	Suggested Value
	Graphic: The source material is image (e.g. photo, chart, diagram, etc) and is not textual		newspaper (where it's likely to be only a single page) or we have a scan without the page numbers.
Field Name	Description	Type	Suggested Value
Source URL of file (For file based readings only)	This is a useful piece of information if you're trying to track down where a reading came from later on.  In NZ: there is a legal requirement if copying a file from the web - to record the source URL	Text	e.g. http://ezproxy.com.au
Chapter Number (Optional)	For a Book Chapter it is good practice to record the Chapter Number in this field	Text	e.g. 3, IV