

# Sound Resources

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

## Use this form for:

1. Broadcast: an excerpt from a broadcast recording, i.e. a radio show episode
2. Speech: an excerpt from a sound recording, i.e. an audio book chapter, podcast, etc
3. Song: a recording of a song

## 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 files
- 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 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
Communication Kind	The license you select from the dropdown list will depend on the jurisdiction you are in. The list will default to Audio/Visual Resource Statutory Licence in Australia.	Picklist	Speak to your Copyright Officer if you are unsure Licence to select. <sup>R</sup>
Reading Importance	Select one of:  Required: means Students will see the Reading flagged as 'Required'.  Recommended: means Students will see the Reading flagged as 'Recommended'.	Selection	Required or Recommended <sup>S</sup>

## Source Document (Left of screen)

Field Name	Description	Type	Suggested Value
Sound Title	Enter a title for the source document. It should describe the common name for the source Sound Title for which the following genres can be managed in Readings Management:  Broadcast: Enter the title of the series	Text	Sentence case text <sup>R</sup>  Copy carefully what is in the text in terms of ands/

Field Name	Description	Type	Suggested Value
	<p>Musical Collection: Enter the title of the collection</p> <p>Non Musical Collection: Enter the title of the collection.</p>		<p>ampersands and any punctuation or spelling (e.g. color vs colour).</p> <p>Punctuation Rules in the Anglo American Cataloguing Rules (AACR2) can be applied.</p>
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	<p>e.g. 2001, c2001, 2000-1, 2000-2001<sup>S</sup></p>

## 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>	Text	Sentence case text <sup>R</sup>

Field Name	Description	Type	Suggested Value
	<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>		Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour).
Genre	<p>The genres for Sound resources 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 type from the list <sup>S</sup>
Media (Optional)	<p>Options include:</p> <ul style="list-style-type: none"> <li>- Cassette</li> <li>- CD</li> <li>- Digital archive</li> <li>- Digital audio file</li> <li>- LP</li> <li>- Other</li> <li>- Podcast</li> <li>- Streaming audio</li> </ul>	Picklist	Select from the dropdown list

Field Name	Description	Type	Suggested Value
	- Tape - Unknown		

Field Name	Description	Type	Suggested Value
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Kind	<p>File: MPEG, MOV etc to 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>By selecting Link the Communication Kind on the Reading Request will automatically be communicated as 'External 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<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.</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> <p>URLs: Copy and paste the full</p>
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Field Name	Description	Type	Suggested Value
			URL e.g. <a href="http://www.example.com.au">http://www.example.com.au</a>
Composer (Optional)	The Composer field is often needed for Citations - this can be used to display the Artist in Citations	Text	Names to be entered in a string, separated by commas with surname preceding first name <sup>R</sup>  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.