

Book Resources

eReserve has provided some recommendations below to assist staff who are required to enter Readings via the Admin interface. 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. R
- 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

Publication (left of screen)

ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS

Find the existing Publication in the eReserve Repository or create a new Publication by entering the following information

Field Name	Description	Type	Suggested Value
Name	<p>This is a title for the source publication. It should describe the common name for the source publication.</p> <p>Publication names must be unique.</p> <p>eReserve Plus will ignore case sensitive titles but punctuation or incorrect punctuation will result in the item being treated as a separate document. If two titles from the same edition have different punctuation they will not be the same (abbreviations and spelling mistakes for example need to be picked up in the document QA review).</p>	Text	<p>Sentence case text^R</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.</p>

Field Name	Description	Type	Suggested Value
			color vs colour). Punctuation Rules in the Anglo American Cataloguing Rules (AACR2) can be applied
Communication Kind	<p>The license 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>Print Statutory Licence is the prudent choice and enables the reading requests - which are children to the source document - to have alternative communication kinds such as External Link.</p>	Picklist	Speak to your Copyright Officer if you are unsure about which Licence to select. ^R

Source Document (left of screen)

Field Name	Description	Type	Suggested Value
		Picklist	

Field Name	Description	Type	Suggested Value
Genre (ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS)	<p>The Source document genres for Books are:</p> <p>Conference: 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: document containing 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 organisation, agency or government body</p> <p>Whole Book: a publication that is complete in one part or a designated</p>		Select the relevant Book type from the list ^S

Field Name	Description	Type	Suggested Value
	<p>finite number of parts, often identified with an ISBN</p> <p>The list will default to Whole Book.</p>		

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. This field is essentially recording the 'Copy' of the Source Document for Copyright Reporting purposes.</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 below 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 Kinds 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 about which Licence to select. ^R

Field Name	Description	Type	Suggested Value
	Please note - only Admin Users have control over the Communication Kinds		

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>Book Chapter: Enter the title from the title page of the book</p> <p>Book Excerpts: Enter the title from the title page of the book</p> <p>Conference Paper: Enter the title from the title page of the conference publication</p> <p>Document: Enter the title from the title page of the Document</p> <p>Manuscript: Enter the title from the title page</p> <p>Musical Score: Enter the title of the publication/score</p> <p>Proceeding:</p>	Text	<p>Sentence case text^R</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> <p>Punctuation Rules in the Anglo American Cataloguing</p>
------------	---	------	---

Field Name	Description	Type	Suggested Value
	<p>Enter the title from the title page of the proceeding, or the front cover if it does not have a title page</p> <p>Report: Enter the title from the title page of the report, or the front cover if it does not have a title page</p>		Rules (AACR2) can be applied.

Field Name	Description	Type	Suggested Value
Publisher	Enter the name of organisation, company or institution responsible for publication of the Book.	Text	<p>e.g. Taylor & Francis^R</p> <p>Best to copy/paste from catalogue or Worldcat, if appropriate.^R</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
Edited Volume or Anthology	An edited volume or anthology is a collection of readings with different authors for each reading. If the document is either of these then choose "yes". Choosing yes to this will require you to supply authors for all readings for this document.	Buttons	
Field Name	Description	Type	Suggested Value
Authors	<p>When displayed use the individual or organisation names.</p> <p>Manuscript: Use the author of the manuscript</p> <p>Musical Score: Use the composer of the score</p>	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</p>

Field Name	Description	Type	Suggested Value
			<p>citation style chosen^S</p> <p>Do use a ' between 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>If non-standard characters form part of a</p>

Field Name	Description	Type	Suggested Value
			<p>name e.g. Swedish 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 separated by commas and end with a comma^R</p> <p>Name of organisation needs to be entered in direct order as it appears on the resource.</p> <p>e.g. Quality Improvement Agency, Association for Learning</p>

Field Name	Description	Type	Suggested Value
			Technology 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.

Field Name	Description	Type	Suggested Value
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
Place Optional	Place is useful for rendering a good citation for Books with some Citation Styles	Text	e.g. London
Identifier - ISBN (File	ISBN can be found in the Library Catalogue record of the book or on the copyright page located in the front of	Text	e.g. 978-3-16-148410-0, 9783161484100 ^R

Field Name	Description	Type	Suggested Value
based readings only)	<p>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>		<p>eReserve allows for multiple ISBNs separated by a comma. You need an institutional policy on which to use^R</p> <p>If relying on the catalogue for metadata use the first ISBN in the list or have a policy to favour the 13-digit ISBN^R</p>
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 ^R

Reading (right of screen)

Field Name	Description	Type	Suggested Value
Reading Title	This is a title for the Reading itself and some advice of where to find the title is below:	Text	Sentence case text ^R

Field Name	Description	Type	Suggested Value
	<p>Book Chapter: Enter the title the relevant chapter of the book</p> <p>Book Excerpts: - Use chapter or section headings where available</p> <p>- For multiple excerpts in one PDF: Excerpts from, [Chapter #], [chapter title], [sections # -# where known]</p> <p>- 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> <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>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
	Report: Enter the title of the relevant chapter/ section or the report if it is a complete report		
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, 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>	Picklist	Select the relevant Book reading type from the list ^S

Field Name	Description	Type	Suggested Value
	<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 or referring to the whole book or document; often identified with an ISBN</p>		

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:</p>	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</p>

Field Name	Description	Type	Suggested Value
	<p>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: Use the author(s) specific to the chapter/paper for the reading</p>		<p>based on citation style chosen^S</p> <p>Do use a ':' between 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>If non-standard characters</p>

Field Name	Description	Type	Suggested Value
			<p>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.</p> <p>Organisation: Name of organisation, department or group separated by commas and end with a comma^R</p> <p>Name of organisation needs to be entered in direct order as it appears on the resource.</p> <p>e.g. Quality Improvement Agency, Association for</p>

Field Name	Description	Type	Suggested Value
			<p>Learning Technology</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
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>	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</p>

Field Name	Description	Type	Suggested Value
	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>of the reading title</p> <p>OR</p> <p>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 the full URL e.g. http://www.example.com.au</p>

Field Name	Description	Type	Suggested Value
Source URL of File (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.</p> <p>In NZ: there is a legal requirement if copying a file from the web - to record the source URL</p>	Text	e.g. http://ezproxy.com.au
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>	Number	<p>If a website link use 'N/A' or 'unknown'</p> <p>Whole Book: Automatically defaults to N/A</p>

Field Name	Description	Type	Suggested Value
	<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> <p>Graphic: The source material is image (e.g. photo, chart, diagram, etc) and is not textual</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>
Chapter Number Optional	For a Book Chapter it is good practice to record the Chapter Number in this field	Text	e.g. 3, IV