

# Sound 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 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

# 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<sup>R</sup></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>
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 readings - which</p>	Picklist	<p>Speak to your Copyright Officer if you are unsure which Licence to select.<sup>R</sup></p>

Field Name	Description	Type	Suggested Value
	are children to the source document - to have alternative communication kinds such as External Link. If however the Publication is recorded as an External Link then the Communication Kind has constraints on amendment to another licence.		

## Source Document (Left of screen)

Field Name	Description	Type	Suggested Value
<b>Genre</b> <small>(ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS)</small>	<p>The genres for Sound resources are:</p> <p>Broadcast: a recording of a broadcast, i.e. a radio show</p> <p>Musical Collection: a collection of song recordings</p> <p>Non Musical Collection: a collection of sound recordings, i.e. an audio book, podcasts, etc</p>	Picklist	Select the relevant Sound type from the list <sup>S</sup>
<b>Communication Kind</b> <small>(ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS)</small>	The license you select from the dropdown list will depend on the jurisdiction you are in and relates to the Reading - you are recording the default setting for the licence that the item will be distributed under for Copyright	Picklist	Speak to your Copyright Officer if you are unsure which Licence to select. <sup>R</sup>

Field Name	Description	Type	Suggested Value
	<p>purposes when a Request is made.</p> <p>The list will default to Audio/Visual Resource Statutory Licence in Australia.</p>		
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> <li>- Tape</li> <li>- Unknown</li> </ul>	Picklist	Select from the dropdown list
Field Name	Description	Type	Suggested Value
Sound Title	<p>Enter a title for the source document. It should describe the common name for the source publication.</p> <p>Broadcast: Enter the title of the series</p> <p>Musical Collection: Enter the title of the collection</p> <p>Non Musical Collection: Enter the title of the collection.</p>	Text	<p>Sentence case text<sup>R</sup></p> <p>Punctuation Rules in the Anglo American Cataloguing Rules (AACR2) can be applied.</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>

## 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<sup>R</sup></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>	Picklist	Select the relevant Sound

Field Name	Description	Type	Suggested Value
	<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>		resource type from the list <sup>S</sup>

Field Name	Description	Type	Suggested Value
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>	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>URLs: Copy and paste the full URL  e.g. <a href="http://www.example.com.au">http://www.example.com.au</a></p>
Composer (Optional)	The Composer field is often needed for Citations - this	Text	Names to be entered in a string, separated by commas with

Field Name	Description	Type	Suggested Value
	can be used to display the Artist in Citations		surname preceeding 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.

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