Website 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

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
- 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
- What is a website reading?
  - A website reading type is best used for content on a webpage or a blog
  - It isn't a Podcast or an online video - you should use the Sound and Visual reading types for those
  - It isn't a journal or a book or even a report which you have a URL for - you should use the Book or Journal reading types for those resources

Publication (Left of screen)

ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS

Field Name	Description	Type	Suggested Value
Name	This is a title for the parent website. Use the title of the parent website, often identified from the homepage. Publication names must be unique. 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).	Text	Sentence case text[R] Copy carefully what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour).
Communication Kind	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 types of Publication. Print Statutory Licence is the prudent choice and enables the reading requests - which are children of the source document - to have alternative communication kinds such as External Link if a Link is added. In NZ the licence would either be External Link or Act (Education) where there is an	Picklist	Speak to your Copyright Officer if you are unsure about which Licence to select.[R]

Field Name	Description	Type	Suggested Value
	allowance to copy websites in a learning management system for teaching purposes.		

Source Document (Left of screen)

Field Name	Description	Type	Suggested Value
Communication Kind	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. 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. 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.	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
Website Title	This is a title for the website or part. Enter the title of the website or part which is often identified from the URL.	Text	Sentence case text[R] Copy carefully what is in the text in terms of ands/ampersands and any punctuation or spelling (e.g. color vs colour).
Publisher	Enter the name of organisation, group or sponsor of the website. This can often found in the webpage footer.	Text	e.g. Australian Broadcasting Corporation[R] If unknown: Type n.p. (which means no publisher for some Citation Styles)

Field Name	Description	Type	Suggested Value
			An alternative policy may be to add the domain name of the website if there isn't any publisher name - the domain is afterall where the content has been published and makes the citation look better.[R]

Reading (Right of screen)

Field Name	Description	Type	Suggested Value
Reading Title	This is a title of the website or part.	Text	Sentence case text[R] Copy carefully what is in the text in terms of ands/ ampersands and any

Field Name	Description	Type	Suggested Value
			punctuation or spelling (e.g. color vs colour).
Authors	Use the individual or organisation names.	Text	People: Author names to be entered in a string, separated by commas with surname preceeding first name[S] Do not use '&', 'and' or 'et al' in the author field, these will be added based on citation style chosen[S] Do use a '.' between initials - e.g. B.J[S] Examples include:

Field Name	Description	Type	Suggested Value
			Lacey, Michelle, Leese, James Lacey, M.G., Leese, J Lacey, Michelle G., Leese, James Lacey, M.G., Leese, J., Hellawell, S., Patterson, K., Harrison, M Organisation: Name of organisation, department or group[R] Name of organisation needs to be entered in direct order as it appears on the resource.

Field Name	Description	Type	Suggested Value
			e.g. Quality Improvement Agency, Association for Learning 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. If no author: Anon. or Unknown[R]

Field Name	Description	Type	Suggested Value
Kind	File: PDF, JPEG or screenshot/ snapshot or other file type to be uploaded Link: The URL for the online	Picklist	Select the relevant Kind of reading[S] File: The filename you use will be automatically added to eReserve

Field Name	Description	Type	Suggested Value
	version of the reading. Always test the link By selecting Link the Communication Kind on the Reading Request will automatically be communicated as 'External Link'.		and a prefix of the Course Code is added. 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 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. URLs: Copy and paste the full URL e.g. http://www.example.com.au

Field Name	Description	Type	Suggested Value
Pages	For paginated items enter the number of pages in ascending order. For non paginated items enter the word count. N/A: Pagination is not applicable for this reading Unknown: Pagination for the source material	Text	For a website link use 'N/A' or 'unknown' Paginated: e.g. i, iii, vii-xii, 1, 6-10, AA3-5, S300-S400^S

Field Name	Description	Type	Suggested Value
	is unknown Paginated: The source material is a website and the pages are PDF copies. Unacceptable page formats: e.g. 300-41, i-35, 54-48 Not Paginated: The source material is text and is an excerpt (e.g. two paragraphs) or has no page numbers. You can use browser plug-in tools to obtain a Word Count on a webpage. Graphic: The source material is image (e.g. photo, chart, diagram, etc) and is not textual.		Non-paginated will need a word count: e.g. 5000^S
Source URL of File and date accessed (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, so good practice. In NZ: there is a legal requirement if copying a file from the web - to record the source URL and the date it is was accessed/retrieved.	Text Date	e.g. http://ezproxy.com.au e.g. 28/09/2019
Creation method (For file based	It is good practice to record a file based copy. For a website this should never be 'scanned' since it doesn't make sense.	Select	e.g. From Digital File

Field Name	Description	Type	Suggested Value
readings only)			

Field Name	Description	Type	Suggested Value
Date Issued	This is the date the website/webpage was Published and is usually the date found at the bottom of the website or webpage - 'Last Updated', or the date of the article on the website.	Local date format OR Unknown	e.g. 27/07/2019[S] If no Date is available select 'Unknown'
Date Accessed	This is the date the website/webpage was Accessed or Retrieved by the User	Local date format	Defaults to today's date e.g. 27/07/2019