

Visual Resources

eReserve has provided some recommendations below to assist Academic staff who are required to enter Reading Requests via the Learning Management System interface for a Reading List in eReserve Plus. This guide originates from eReserve 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: a broadcast program for television
2. Broadcast Excerpt: an excerpt from a broadcast television program
3. Document: a document containing images, figures or maps
4. Motion Picture: a film or telemovie
5. Motion Picture Excerpt: an excerpt from a film or telemovie
6. Figure: a figure form a document
7. Graphic: a graphic image
8. Map: a map

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
- eReserve Plus provides progressive download of media
- 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 visual readings, please give consideration to the quality of the file which will impact the size, for example, resolution, colour vs b&w

- It is best to check whether the item is already in the eReserve Repository before you create a new Reading as to avoid duplicate Reading records being created.

Details (Top right of screen)

Field Name	Description	Type	Suggested Value
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 ^S

Source Document (Right of screen)

Field Name	Description	Type	Suggested Value
Visual Title	Enter a title for the source document. It should describe the common name for the source publication. The genres managed by Library Staff for source Visual files include: Broadcast: Enter the title of the series or show Document: Enter the title of the document series	Text	Sentence case text ^R

Field Name	Description	Type	Suggested Value
	Motion Picture: Enter the title of the film or movie		
Year Published	Enter the year the publication was made available as noted on the item OR enter the Copyright year whichever is available.	Text	e.g. 2001, c2001, 2000-1, 2000-2001 ^S

Reading (Right of screen)

Field Name	Description	Type	Suggested Value
Reading Title	This is a title for the Visual resource Advice for where to find the title: Broadcast Excerpt: Enter the title of the whole broadcast, the broadcast excerpt such as the piece or clip name Figure: Enter the title which may be recorded as a caption on or under the figure Graphic: Enter the title which may be recorded as a caption on or under the graphic	Text	Sentence case text^R Copy carefully what is in the text in terms on ands/ ampersands and any punctuation or spelling (e.g. color vs colour).

Field Name	Description	Type	Suggested Value
	Map: Enter the title which will usually be at the top of the map or repeated in the legend		
Genre	The genres for Visual readings are: Broadcast Excerpt: An excerpt from a broadcast television program Figure: A figure from a document Graphic: A graphic image Map: A map Motion Picture Excerpt: An excerpt from a film or telemovie	Picklist	Select the relevant Visual resource type from the list ^S
Field Name	Description	Type	Suggested Value
Media (Optional)	You can optionally store the type of file for the reading: - Digital image file - Digital video file - DVD - Streaming video - Unknown - Video Tape	Picklist	Select the relevant media type from the list ^S
Kind	File: MPEG, MOV, etc can be uploaded Link: The URL for the online version of	Picklist	Select the relevant Kind of reading ^S

Field Name	Description	Type	Suggested Value
	the reading (or an ezproxy link where available) 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		File: The filename you use will be automatically added to eReserve and a prefix of the Course Code is added automatically. You Institution may have its own file naming convention. For example First author surname + underscore + First word of the word of the reading title OR AuthorSurname + underscore + Year It is 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
Director (Optional)	The Director field is often needed for Citations for Motion Pictures	Text	Sentence case text ^R 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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