

# Website 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 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<sup>R</sup>
- 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

## Details (Top right of screen)

| Field Name | Description    | Type      | Suggested Value |
|------------|----------------|-----------|-----------------|
|            | Select one of: | Selection |                 |

| Field Name         | Description                                                                                                                                                   | Type | Suggested Value                      |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------|
| Reading Importance | <p>Required: means Students will see the Reading flagged as 'Required'.</p> <p>Recommended: means Students will see the Reading flagged as 'Recommended'.</p> |      | Required or Recommended <sup>S</sup> |

## Source Document (Left of screen)

| Field Name    | Description                                                                                                                           | Type | Suggested Value                                                                                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Website Title | <p>This is a title for the website or part.</p> <p>Enter the title of the website or part which is often identified from the URL.</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> |
| Publisher     | <p>Enter the name of organisation, group or sponsor of the website.</p> <p>This can often found in the webpage footer.</p>            | Text | <p>e.g. Australian Broadcasting Corporation<sup>R</sup></p> <p>If unknown:<br/>Type n.p.<br/>(which means</p>                                                       |

| Field Name | Description | Type | Suggested Value                                                                                                                                                                                                                                                                     |
|------------|-------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |             |      | <p>no publisher for some Citation Styles)<sup>R</sup></p> <p>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.<sup>R</sup></p> |

## Reading (Right of screen)

| Field Name    | Description                             | Type | Suggested Value                                             |
|---------------|-----------------------------------------|------|-------------------------------------------------------------|
| Reading Title | This is a title of the website or part. | Text | <p>Sentence case text<sup>R</sup></p> <p>Copy carefully</p> |

| Field Name | Description                               | Type | Suggested Value                                                                                                                                                                                                                                                                             |
|------------|-------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                           |      | what is in the text in terms of ands/ ampersands and any punctuation or spelling (e.g. color vs colour).                                                                                                                                                                                    |
| Author(s)  | Use the individual or organisation names. | Text | <p>People:<br/>Author names to be entered in a string, separated by commas with surname preceeding first name<sup>S</sup></p> <p>Do not use ‘&amp;’, ‘and’ or ‘et al’ in the author field, these will be added based on citation style chosen<sup>S</sup></p> <p>Do use a ‘<br/>between</p> |

| Field Name | Description | Type | Suggested Value                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|-------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |             |      | <p>initials - e.g.<br/>B.J<sup>S</sup></p> <p>Examples<br/>include:<br/>Lacey,<br/>Michelle,<br/>Leese, James</p> <p>Lacey, M.G.,<br/>Leese, J</p> <p>Lacey, Michelle<br/>G., Leese,<br/>James</p> <p>Lacey, M.G.,<br/>Leese, J.,<br/>Hellawell, S.,<br/>Patterson, K.,<br/>Harrison, M</p> <p>Organisation:<br/>Name of<br/>organisation,<br/>department or<br/>group<br/>separated by<br/>commas and<br/>end with a<br/>comma<sup>R</sup></p> |

| Field Name | Description | Type | Suggested Value                                                                                                                |
|------------|-------------|------|--------------------------------------------------------------------------------------------------------------------------------|
|            |             |      | <p>e.g. Quality Improvement Agency, Association for Learning Technology,</p> <p>If no author: Anon. or Unknown<sup>R</sup></p> |

| Field Name | Description                                                                                                                                                                                                                                                                          | Type     | Suggested Value                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kind       | <p>File: PDF, JPEG or screenshot/snapshot or other file type to be uploaded</p> <p>Link: The URL for the website or webpage. Always test the link.</p> <p>Locate: Select if you need Library Staff to scan a copy and the Reading Request will be forwarded to them to complete.</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 automatically.</p> <p>Your Institution may have its own file naming convention. For example,<br/>First author<br/>surname+underscore+First word of the reading title OR<br/>AuthorSurname+underscore+Year<br/>It's best to avoid using the name of your course or paper in the</p> |

| Field Name | Description | Type | Suggested Value                                                                                                                                                                             |
|------------|-------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |             |      | filename as the file may be re-used across multiple courses in eReserve.<br><br>URLs: Copy and paste the full URL<br>e.g. <a href="http://www.example.com.au">http://www.example.com.au</a> |

| Field Name | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Type             | Suggested Value                                                                                                                                                                                           |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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</p> <p>Unknown: Pagination for the source material is unknown</p> <p>Paginated: The source material is a website and the pages are PDF copies. Enter the number of pages.</p> <p>Unacceptable page formats:<br/>e.g. 300-41, i-35, 54-48</p> <p>Not Paginated: The source material is text and is excerpt (e.g. two paragraphs) or has no page numbers. You can use browser plug-in tools to obtain a Word Count on a</p> | Text/<br>Numbers | <p>For a website link use 'N/A' or 'unknown'</p> <p>Paginated:<br/>e.g. i, iii, vii-xii, 1, 6-10, AA3-5, S300-S400<sup>S</sup></p> <p>Non-paginated will need a word count:<br/>e.g. 5000<sup>S</sup></p> |

| Field Name                                                             | Description                                                                                                                                                                                                                                                                       | Type                                              | Suggested Value                                                                    |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------|
|                                                                        | <p>webpage.</p> <p>Graphic: The source material is image (e.g. photo, chart, diagram, etc) and is not textual</p>                                                                                                                                                                 |                                                   |                                                                                    |
| Source URL of file and date accessed<br>(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, so good practice.</p> <p>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.</p> | <p>Text</p> <p>Date</p>                           | <p>e.g. http://ezproxy.com.au</p> <p>e.g. 28/09/2019</p>                           |
| 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.                                                                                             | <p>Local date format</p> <p>OR</p> <p>Unknown</p> | <p>e.g. 27/07/2019<sup>S</sup></p> <p>If no Date is available select 'Unknown'</p> |
| Date Accessed                                                          | This is the date the website/webpage was Accessed or Retrieved by the User                                                                                                                                                                                                        | Local date format                                 | <p>Defaults to today's date e.g. 27/07/2019</p>                                    |

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