

# Visual Resources

eReserve has provided some recommendations below to assist staff who are required to enter Reading Requests via the Admin interface, mimicking Academic Users. 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 file or telemovie
6. Figure: a figure from 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<sup>R</sup>
- 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 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 so as to avoid duplicate Reading records being created.

## Details (Top right 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 Audio/Visual Resource Statutory Licence in Australia. | Picklist  | Speak to your Copyright Officer if you are unsure what Licence to select <sup>R</sup> |
| Required Importance              | <p>Select one of:</p> <p>Yes: means Students will see the Reading flagged as 'Required'</p> <p>No: means Students will see the Reading flagged as 'Optional'.</p>        | Selection | Yes or No <sup>S</sup>                                                                |
| Source Document (Left of screen) |                                                                                                                                                                          |           |                                                                                       |
| Field Name                       | Description                                                                                                                                                              | Type      | Suggested Value                                                                       |
| Visual Title                     |                                                                                                                                                                          | Text      |                                                                                       |

| Field Name     | Description                                                                                                                                                                                                                                                                                                                                                                                 | Type | Suggested Value                                                                                                                                                      |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>Enter a title for the source visual item. It should describe the common name for the source publication. The following source document genres are managed in Readings Management in the Admin interface:</p> <p>Broadcast: Enter the title of the series or show</p> <p>Document: Enter the title of the document series</p> <p>Motion Picture: Enter the title of the film or movie</p> |      | <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> |
| Year Published | <p>Enter the year the publication was made available as noted on the item OR enter the Copyright year whichever is available.</p>                                                                                                                                                                                                                                                           | Text | <p>e.g. 2001, c2001, 2000-1, 2000-2001<sup>S</sup></p>                                                                                                               |

## Reading (Right of screen)

| Field Name    | Description                                                                                  | Type | Suggested Value                                             |
|---------------|----------------------------------------------------------------------------------------------|------|-------------------------------------------------------------|
| Reading Title | <p>This is the title for the Visual resource.</p> <p>Advice for where to find the title:</p> | Text | <p>Sentence case text<sup>R</sup></p> <p>Copy carefully</p> |

| Field Name | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Type     | Suggested Value                                                                                                                                                                                          |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | <p>Broadcast Excerpt: Enter the title of the whole broadcast, the broadcast excerpt such as the piece or clip name</p> <p>Figure: Enter the title which may be recorded as a caption on or under the figure</p> <p>Graphic: Enter the title which may be recorded as a caption on or under the graphic</p> <p>Map: Enter the title which will usually be at the top of the map or repeated in the legend</p> <p>Motion Picture Excerpt: Enter a title for the whole film, part or excerpt</p> |          | <p>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 Rules (AACR2) can be applied.</p> |
| Genre      | <p>The genres for Visual readings are:</p> <p>Broadcast Excerpt: An excerpt from a broadcast television program</p> <p>Figure: A figure from a document</p> <p>Graphic: A graphic image</p> <p>Map: A map</p> <p>Motion Picture Excerpt: An excerpt from a film or telemovie</p>                                                                                                                                                                                                              | Picklist | Select the relevant Visual resource type from the list <sup>S</sup>                                                                                                                                      |

| Field Name       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                 | Type     | Suggested Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Media (Optional) | <p>You can optionally store the type of file for the reading:</p> <ul style="list-style-type: none"> <li>- Digital image file</li> <li>- Digital video file</li> <li>- DVD</li> <li>- Streaming video</li> <li>- Unknown</li> <li>- Video Tape</li> </ul>                                                                                                                                                                                   | Picklist | Select the relevant media type from the list <sup>S</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Kind             | <p>File: MPEG, MOV etc to be uploaded</p> <p>Link: The URL for the online version of the visual resource (or an ezproxy link where available). By selecting Link the Communication Kind on the Reading Request will automatically be communicated as 'External Link'.</p> <p>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.</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>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.</p> |

| Field Name          | Description                                                           | Type | Suggested Value                                                                                                                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                       |      | URLs: Copy and paste the full URL e.g. http://www.example.com.au                                                                                                                                                                                        |
| Director (Optional) | The Director field is often needed for Citations for Motion Pictures. | Text | Names to be entered in a string, separated by commas with surname preceding first name <sup>R</sup><br><br>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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