

# 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.<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

## Publication (Left of screen)

ONLY APPLIES TO READINGS MANAGEMENT for ADMIN USERS

| Field Name         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Type     | Suggested Value                                                                                                                                                      |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name               | <p>This is a title for the parent website. Use the title of the parent website, often identified from the homepage.</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 types of Publication.</p> <p>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.</p> <p>In NZ the licence would either be External Link or Act (Education) where there is an</p>                   | Picklist | <p>Speak to your Copyright Officer if you are unsure about which Licence to select.<sup>R</sup></p>                                                                  |

| 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                                                                                                                                                      |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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     | Enter the name of organisation, group or sponsor of the website. This can often found in the webpage footer.                          | Text | <p>e.g. Australian Broadcasting Corporation<sup>R</sup></p> <p>If unknown:<br/>Type n.p.<br/>(which means no publisher)</p>                                          |

| Field Name | Description | Type | Suggested Value                                                                                                                                                                                                                                            |
|------------|-------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |             |      | <p>for some Citation Styles)</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 what is in the</p> |

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

| Field Name | Description | Type | Suggested Value                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|-------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |             |      | <p>B.J<sup>S</sup></p> <p>Examples 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<sup>R</sup></p> <p>Name of<br/>organisation<br/>needs to be<br/>entered in</p> |

| Field Name | Description | Type | Suggested Value                                                                                                                                                                                                                                                                                                                                |
|------------|-------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |             |      | <p>direct order as it appears on the resource.</p> <p>e.g. Quality Improvement Agency, Association for Learning Technology</p> <p>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.</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 online version of the reading. 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>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> <p>URLs: Copy and paste the full URL</p> |

| Field Name | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Type | Suggested Value                                                                                                                                                                                                           |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      | e.g. http://<br>www.example.com.au                                                                                                                                                                                        |
| 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.</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 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.</p> <p>Graphic: The source material is an image (e.g. photo, chart, diagram, etc) and is not textual.</p> | Text | <p>For a website link use 'N/A' or 'unknown'</p> <p>Paginated:<br/>e.g. i, iii, vii-xii,<br/>1, 6-10, AA3-5,<br/>S300-S400<sup>S</sup></p> <p>Non-paginated<br/>will need a<br/>word count:<br/>e.g. 5000<sup>S</sup></p> |

| Field Name                                                             | Description                                                                                                                                                                                                                                                                       | Type                                              | Suggested Value                                                                        |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------------------------------------------|
| 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.<br/>http://ezproxy.com.au</p> <p>e.g.<br/>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.<br/>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</p> <p>e.g.<br/>27/07/2019</p>                             |

