

Management of digital resource

Many libraries do not manage only “traditional” titles (such as books, CDs, DVDs, periodicals, etc.) but also digital documents (Office files, pictures, movies, sounds, etc.).

The use of the internet as a new communication tool has also created thousands of new information source that can be considered as references complementing traditional titles.

BiblioMaker includes the management of digital resource.

This document describes setting up and managing digital resource.

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1. Setting up the management of digital resource

The **Hyperlinks** file (that can be accessed from the **Data** menu) contains all references to digital resource, should it be web page addresses or files archived by the library.

1.1 Settings in the Maintenance

Files are not saved in the data file, but in a folder on the hard disk (if you use BiblioMaker Server, the folder must be hosted on the server's hard disk). Therefore, it is necessary to define the path to this folder : open the Parameters in the Maintenance (menu **Maintenance>Configuration**) and click on the **Folder...** button. If necessary, create a new folder on the disk. You can create the folder wherever you want, but we recommend that you put it in the same folder as the BiblioMaker data file.

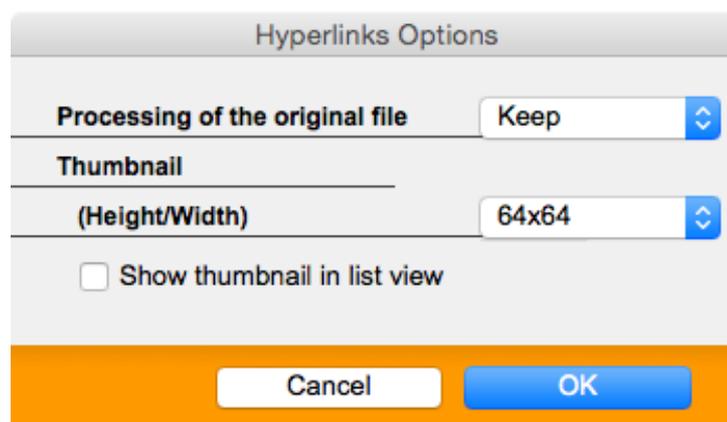
In client-server mode, it is not possible to navigate in the hierarchy of the server's hard disk from a client computer. This is why it is necessary to define this parameter with the single-user version of BiblioMaker directly on the server.



1.2 Options in the Hyperlinks file

In the **Options** of the **Hyperlinks** file, define BiblioMaker's default behaviour when archiving files : **keep** the original file (BiblioMaker copies it into the archive folder), **delete** it (BiblioMaker moves it into the archive folder) or **ask** the user for each file.

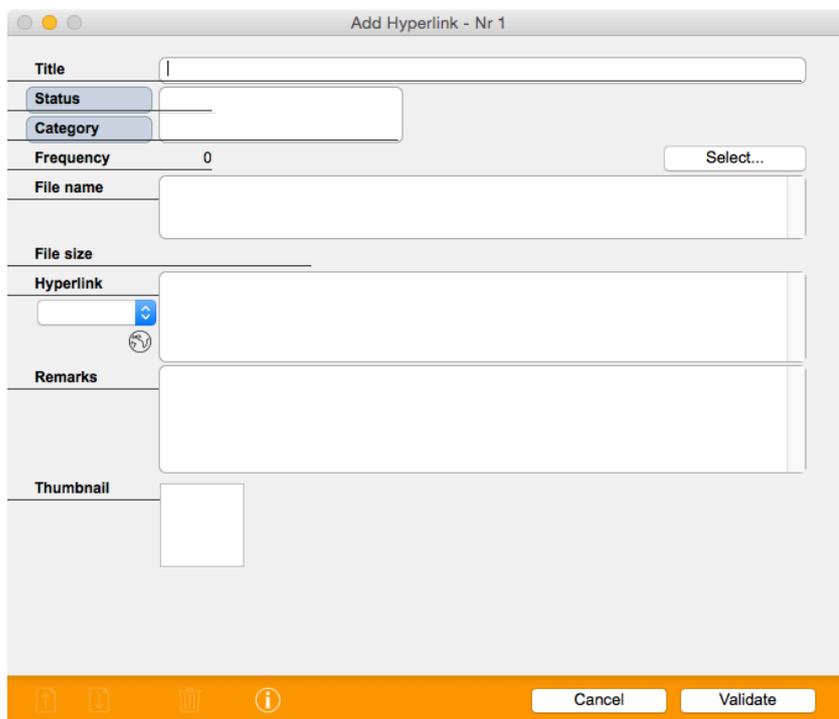
You may also define the size in pixels of the thumbnail representing the digital resource. This thumbnail is displayed in the Hyperlink record and in the Web Public Search.



2. Managing digital resource

2.1 Entering digital resource references

You create a record for a Hyperlink either by using the **New** command in the **Hyperlinks** file, or by entering a title that does not exist in the HYPERLINKS field of the Title cataloguing template.



The cataloguing template for a Hyperlink record contains the following fields :

- **TITLE** : Hyperlink title. If you archive a file, BiblioMaker automatically fills up this field with the name of the file, after you have selected it with the **Select...** button. You may nevertheless change it.
- **STATUS** : Mark this record by giving it a code.
- **CATEGORY** : Hyperlink category (for instance *Web site*, *FTP server*, *Office file*, *PDF file*, *Movie*, *Picture*, etc.). This category is displayed in the public search.
- **FILE NAME** : filled up by BiblioMaker (does not apply to web page addresses).
- **HYPERLINK** : If the hyperlink is a web page address, enter it here (you may type it or (better) copy it from your web browser and paste it here). If the hyperlink is a file, BiblioMaker fills up this field when you select the file with the **Select...** button.
- **REMARKS** : Remark on the digital resource. This remark is displayed in the Web Public Search.
- **THUMBNAIL** : Small picture symbolizing the digital resource. If the hyperlink is a file, BiblioMaker uses the file icon. For some file formats (for instance picture files), the system creates a thumbnail of the picture. If the hyperlink is a web page address, you may copy a picture found on the web site (for instance a logo) and paste it into this field.

If you want to archive a digital document, click on the **Select...** button and select the file on the disk. The file will be copied to the archive folder (see § 1.1).

2.2 Link with a Title record

A Hyperlink record can be linked to a Title record. This is why the cataloguing template contains a page with the HYPERLINKS field. You link a title with a hyperlink by entering the hyperlink title in the HYPERLINKS field of the cataloguing template.

Hyperlinks	Title	Category	Status	Remarks
  	Newsweek web site	Web site		
				

2.3 Display of digital resource in the online catalogue

Hyperlinks are displayed in the Public Search (BiblioMaker PRO only) and in the Web Public Search (WebOPAC) in the detailed view of linked title records, as clickable links. If a reader clicks on these links, the digital resource is downloaded and opened with an application able to handle it.

Hyperlinks	Link category	Link
	Web site	Newsweek web site 

There is no function for searching for digital resource in the Public Search. Therefore, it is necessary to link Hyperlink records to Title records in order to let readers access them.

2.4 File format for archived resource

BiblioMaker saves and distributes digital resource in their original format.

After a user has downloaded a file that has been archived, he needs a program able to open the file. This is why we recommend that you archive files in "standard" formats, such as PDF, JPEG, GIF, QuickTime, Windows Media Player, MP3, etc.