

Local History Guide

Last Updated: 1 October 2013

Local History Guide

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LOCAL HISTORY GUIDE

Local History is the study related to the local environment, usually focusing on the human elements of the past, but also can include material relevant to the geology and natural history peculiar to a particular place. It can include, for example:

People

With connections to the area – for example, people’s memories of the past

Famous people born/lived/living in locality

People holding positions e.g. Councilors’, Mayors, Teachers, Students etc.

Original inhabitants

Places

Buildings

Landmarks

Businesses

Events

Incidents

Changes

Daily events/lifestyles from the past

Local History is often a concern and interest to libraries. The library could be the centre for Local History members, for activities such as genealogy, archives and research. It is necessary for resources associated with these activities to be easily accessible, through searching and reporting. For example retrieve a listing of the whole collection, photographs only etc.

Amlib has been designed to deal with library resources in general. As Local History and Archives are specialised materials, it may be preferable to use a system especially set up to deal with these items, with input from trained professionals organising and handling them. We do not suggest that our program has been set up specifically for Local History or Archives but will look at the way libraries could use Amlib to store and retrieve information from this collection.

Local History Guide

The Local History course will cover the processing of items including:

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TYPES OF FORMATS

The depth of the description given to each item depends very much on the collection and priorities at each site.

Formats, or Material types would be identified on the Stockitem screen so that the items can be identified in queries or reports. From the listing below, it can be seen that it would be useful to have at least 2 codes to describe the format. Stockitem Form code for the major categories and the Stats code for the minor categories. For example the item may be a Book (Form BK) but also a diary (Stats code of D). Stockitem Memos and other fields e.g. Call No, Floor Location, Description, Convert Val on the screen can also be used to describe the item. A Location code can indicate that it is Local History.

Books & Printed material

Published materials

Unpublished materials

Diaries

Letter

Postcards

Autographs

Photocopies

Photographs

Negative

Original

Photo Albums

Copy

Display copy

Pictures/Paintings

Duplicate

Original print

Slides

Original Paintings

Print copy

Charts

Picture

Videotapes

Charts/Posters

Microfilm/Microfiche

Newspaper Articles/ Serials

Newsletters

Clippings

Journals

Local Newspapers

Bound Newspapers

Current Newspapers

Council Publications

Population geography

Annual reports

Files

Club Records

Directories

Sound Recordings & Oral History

Audiotapes

Synopsis

Transcripts

Maps

Aerial photography

Land tenure and usage

Transport routes

Street plans (now usually available on CD)

Subdivisions

Building Plans

Architectural design

Landscape design

Realia/Artefacts (real objects)

Honour boards

Memorabilia

Objects (e.g. artefacts e.g. Irons etc.)

Ephemeral material

Pamphlets

Electoral material

Catalogues

Programs

Advertising (usually with name of locality included)

ISSUES TO CONSIDER

Copyright

The copyright law is complex and constantly changing.

Useful sites can be found at:

<http://www.copyright.org.au/> (Australian Copyright Council)

<http://www.digital.org.au/alcc/>

<http://alia.org.au/advocacy/copyright>

<http://www.copyright.com.au> (Copyright Agency Ltd)

Copyright Ownership

Who owns the copyright – e.g. Photographs – original from owner?, donated to Council, Newspaper etc. If published on the Web, it is certainly easy for anybody to copy it, by right clicking on the photo.... Viewing is usually okay but if there is a chance of being able to copy the image will have to consider copyright issues...

Deed of gift over sought for donated images – forms available (e.g. David from the Battye library can assist with copy of a form if necessary).

Watermark over the photo (as for the Australian War Memorial photos).

T h e a r t i s t o r
p h o t o g r a p h e r o w n s t h e
c o p y r i g h t i n t h e i r w o r k ,
e x c e p t i f t h e a r t i s t o r
p h o t o g r a p h e r i s
e m p l o y e d b y a n e w s p a p e r
o r m a g a z i n e o r i f t h e
a r t i s t i s c o m m i s s i o n e d
b y a n o t h e r p e r s o n t o
t a k e t h e p h o t o .

Duration of Copyright

Determine the duration of copyright on the particular resource, as this depends on the date of the photograph and whether the photographer has since died etc.

Trace stages of receipt

Required from the time an item arrives e.g. the bag arrives donated at the desk – accessioning as a Temporary item until the process of accessing is complete.

Trace maintenance

Some items need to have maintenance, conservation requirements – worthwhile to tag these e.g. Memo types, or Statuses and have a report to check these

For example:

Fumigation

Refiling of acid free materials

Reboxing

Monitoring of items exposed during displays

Loan allowances

Are the items going to be used for Reference or able to be loaned? This may depend very much on the item itself. A field on the Stockitem screen determines whether the item can be loaned or not.

PROCESSING ITEMS

If at all possible, it is preferable to create a catalogue first and then create the holding record (Stockitem). If the Stockitem is processed first, not all the Tags are made when the Catalogue is created from the Item menu. For example, Subject Headings are not transferred across.

Keywords are created through association with Marc tags (for example, an Subject keyword would apply to all tags defined from 600 through to 699 e.g. Topical term (650), Personal name (600), Geographic (651) etc. Therefore when creating your Local History collection it is important to have a Catalogue record as well as a Stockitem because keyword searching will be important.

There are occasions when just creating a Stockitem is justified. For example if a plastic bag of donated goods arrives and there is not sufficient time to process the items. It could be useful to accession the bag as a temporary item, giving it a number and showing the name of the donor. Give the bag a label with the number and name or donor. The Stockitem can be deleted later after the items have been processed.

STEP 1 -CREATE CATALOGUE

Lead Thru Sets

Set up Lead thru sets relevant for the Art/Photo Collection Form Types if required

Subject Headings – Use Authority listing whenever possible.

Call Nos – may assist in locating the resource

Notes fields – can add new Authorities to cater for notes e.g. 520 Summary Note. See Appendix for listing of USMarc Tags

Catalogue or Bibliographic Record

Images

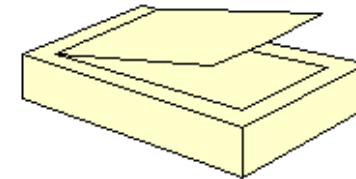
Attach images if necessary. Can use a scanner to create a digitised image e.g. jpeg

New Tags

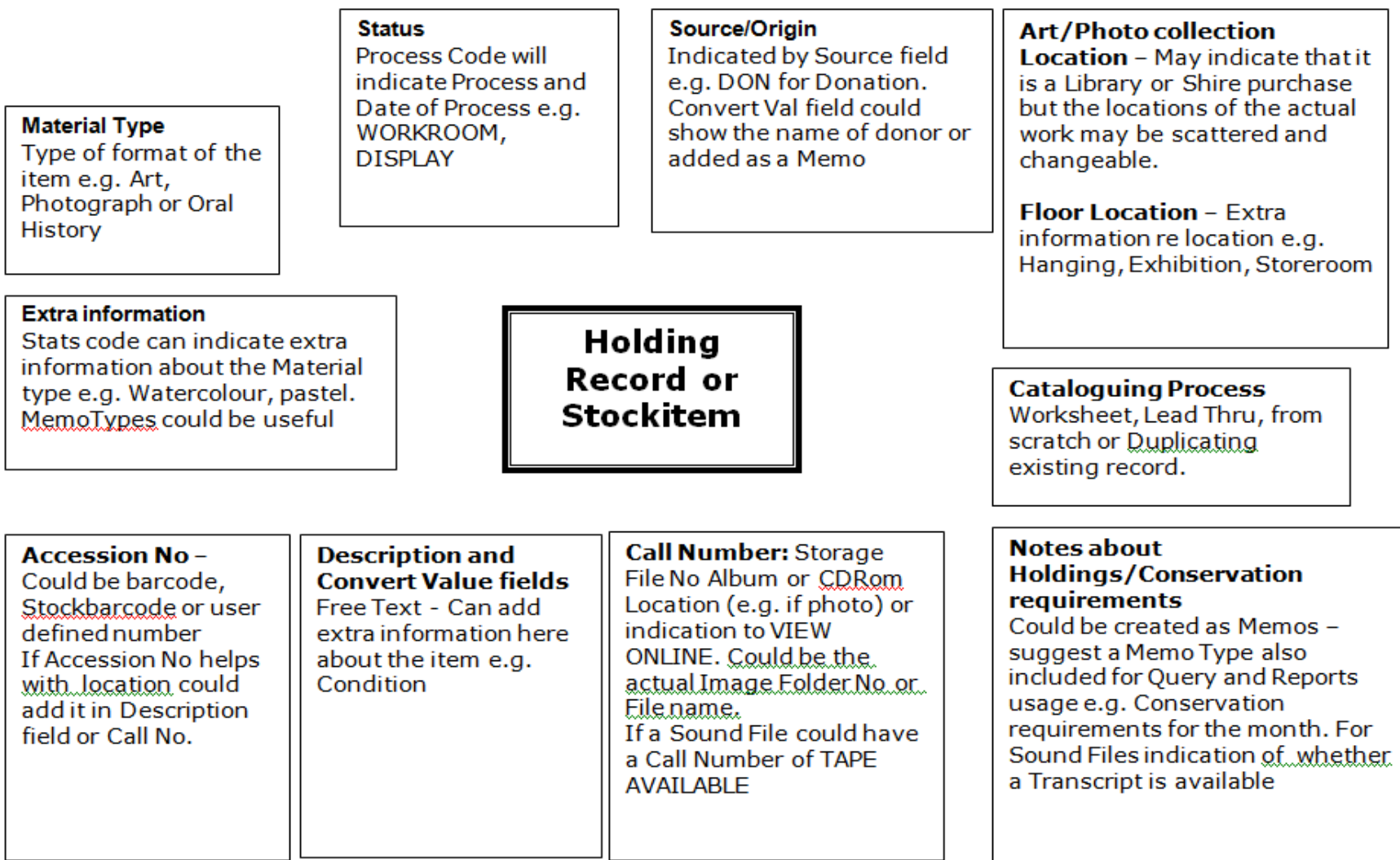
It is possible to add new Marc Tags if needed from the Authority module and rename them for specific Art Collection needs e.g. Notes Tag to indicate Exhibition Listings

Catalogue Tags and OPAC

If new tags are created and these are to be displayed in OPAC ensure that they are a Tag to be displayed by checking the Supervisor, Library Menu, Opac, Opac Display Tags.



STEP 2- Add a Stockitem



Local History Guide

Authority Marc Tags

There may be some extra Marc Tags that can be defined for the specialised collection e.g. Exhibition Note.

Standard Marc Tags can be checked from the Library of Congress website <http://www.loc.gov/marc/bibliographic/>. For example, Marc Standard Note for Exhibitions note is 585. See Appendix one for Standard Marc Tags that could be useful.

It is necessary to create the Tag and the Subfields required.

Tag No	Tag Description	Default Ind 1	Default Ind 2	Can the Tag be Repeated in a Catalogue (Y/N)	Is the Tag an Authority that is only used in 1 Catalogue (Y/N)	Keyword Search Code	Default Catalogue Show Sequence
001	Import Order Number			N	Y		100
019	ABN number			Y	Y		1900
020	ISBN			N	Y		2000
022	ISSN			N	Y		2200
035	Old LISWA BRN			N	Y		3500
040	Cataloguing Source/Leader			N	N		4000
082	DDC Number			Y	N		8200
095	Music Call no.	0	0	Y	N		9500
099	Call Number - LISWA			Y	N		9900
100	Personal Author		0	N	N	A	10000
110	Corporate Author		0	N	N	A	11000
111	Conference Name		0	N	N	A	11100
→ 585	Exhibitions Note			Y	Y	N	58500

The Subfield will usually be an “a” Subfield.

Sub-field	Subfield Description	Can be Repeated (Y/N)	Used In Search Key (Y/N)	Used In Marc Display (Y/N)	Create Key-words (Y/N)	Seq No	Also Create Tag	Also Create SubF
→ a	Exhibitions Note	N	Y	Y	Y	10		

The Catalogue

The Catalogue can be entered in the usual way.

Keywords are created through association with Marc tags (for example, a Subject keyword would apply to all tags defined from 600 through to 699 e.g. Topical term (650), Personal name (600), Geographic (651) etc. Therefore when creating your Local Stock, it is important to have a Catalogue record as well as a Stockitem because keyword searching will be important.

There are four entry methods available:

1. Worksheet creation

After choosing a template related to the form of the data (e.g. Photography, Art Collection etc.) the required fields can be filled in. Authority listings can be accessed when appropriate (eg for standard entry of Authors, Subjects, Publishers etc).

2. Lead through generation

The user is lead through a set of tags in a user-defined sequence. Authority listings can be accessed and extra tags can be generated where necessary.

3. Editing existing records

It is possible to duplicate an existing record and alter the relevant data.

4. New record from scratch

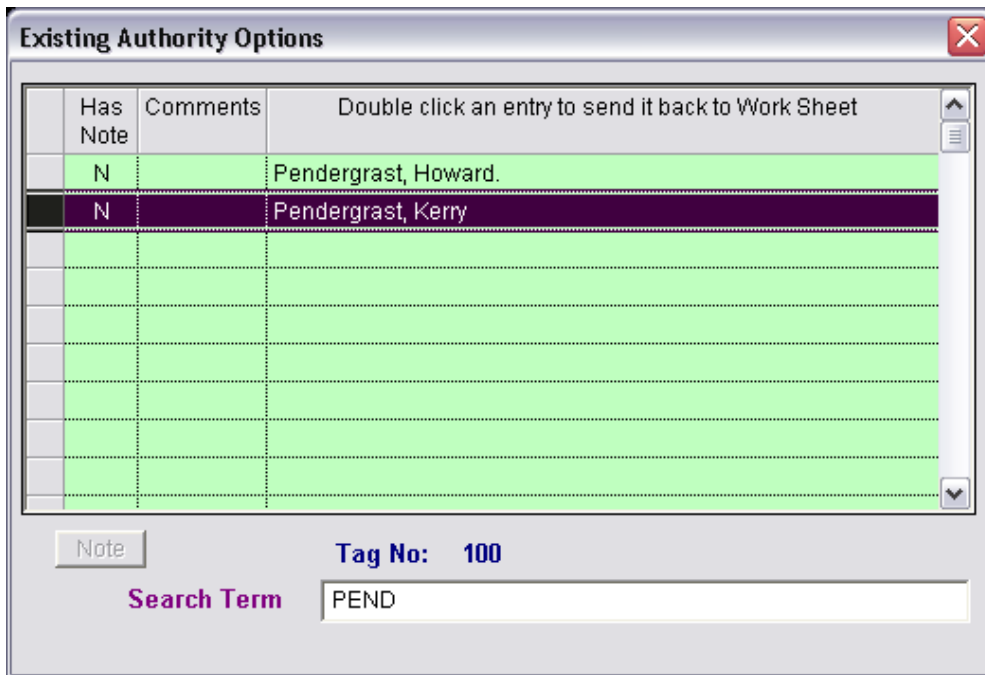
No Lead Through method. Tags can be inserted and built up to create a full record.

Opac View Restriction (Y/N): N STAFF 08/01/2004 3:25:29 PM

Tag	1	2	Data
099			ART PEN
100	0		Pendergrast, Kerry
245	0		Lotus field
856	0	0	http://www.age.jp/~pranoto/
260			Bali (Indonesia) : Pranoto's Art Gallery, 2003
300			Pastel
440	0		1452A
490	0		1276A
520			Pranoto's Art Gallery is a lively, active gallery in the heart of the Bali arts comr
651			Bali (Indonesia)

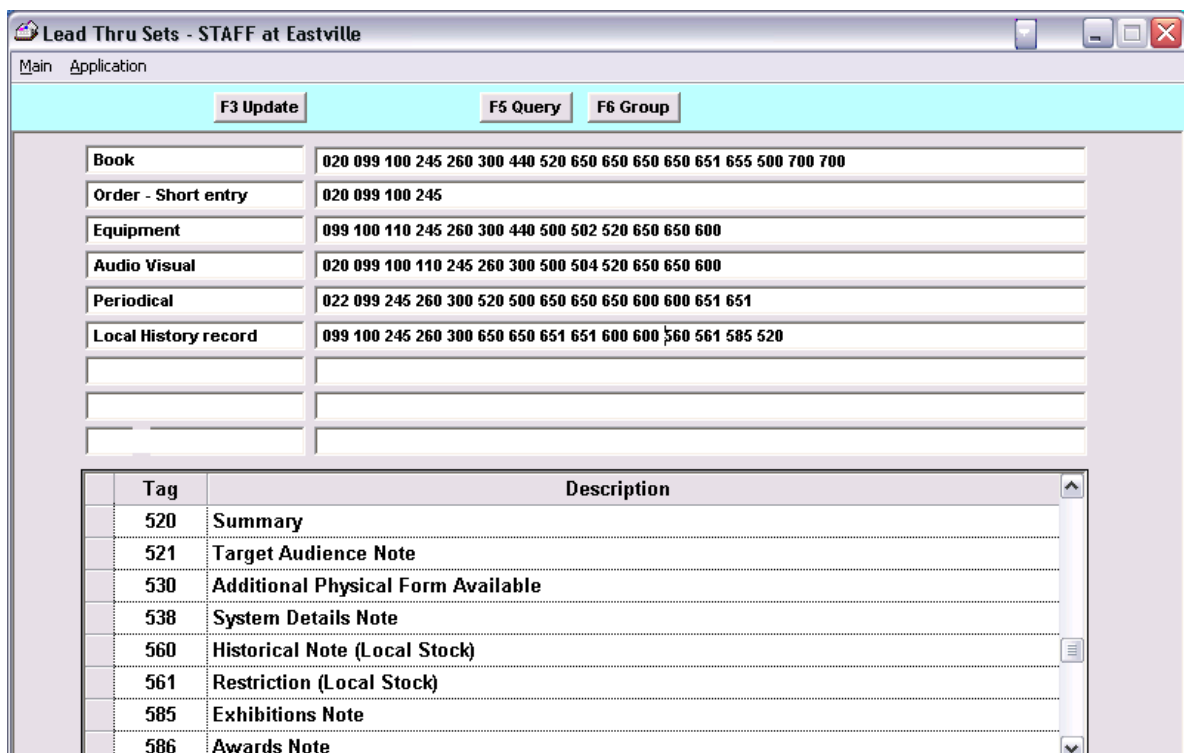
Any Keyword Ref: 11651 Seq Set ?Size

When entering Subject Headings or Artist the Authority can be checked to see if it has been used before, and ensuring that consistency is maintained.



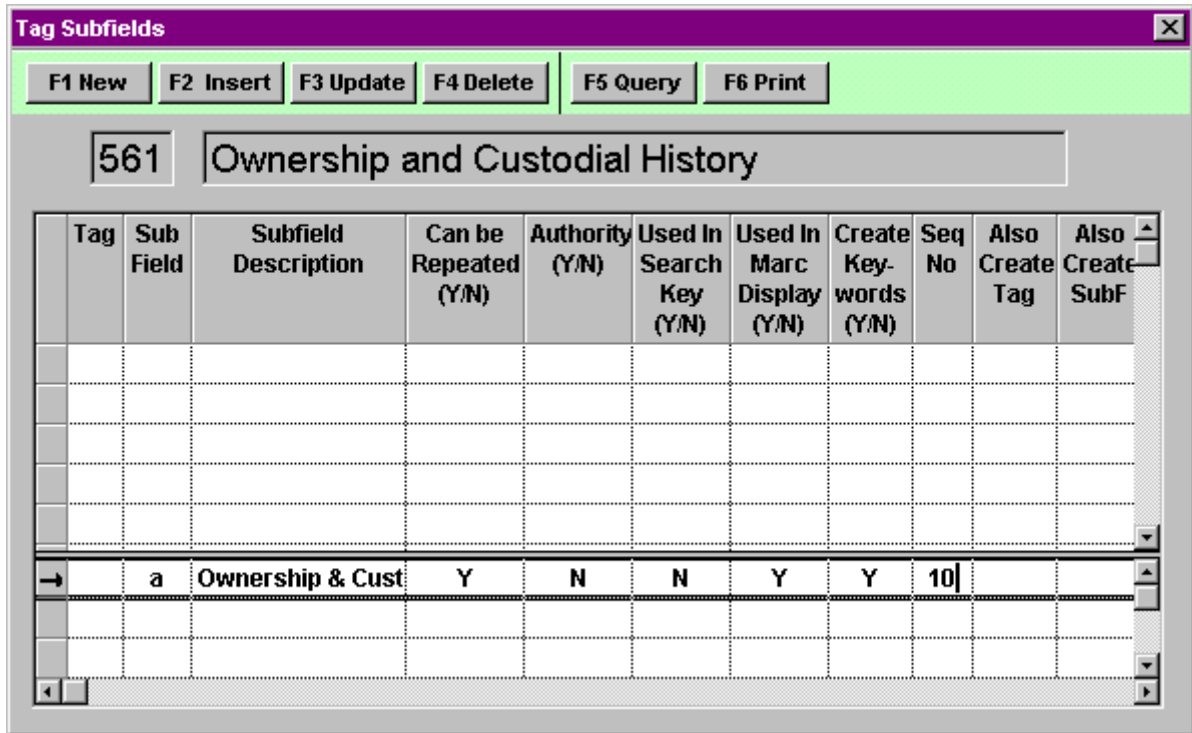
Keywords are created through association with Marc tags (for example, an Subject keyword would apply to all tags defined from 600 through to 699 e.g. Topical term (650), Personal name (600), Geographic (651) etc. Therefore when creating your Local History collection it is important to have a Catalogue record as well as a Stockitem because keyword searching will be important.

For sites that use Worksheet or Lead thru for creating catalogue records, separate Lead Through Sets can be defined specifically for Local Stock e.g. photographs.



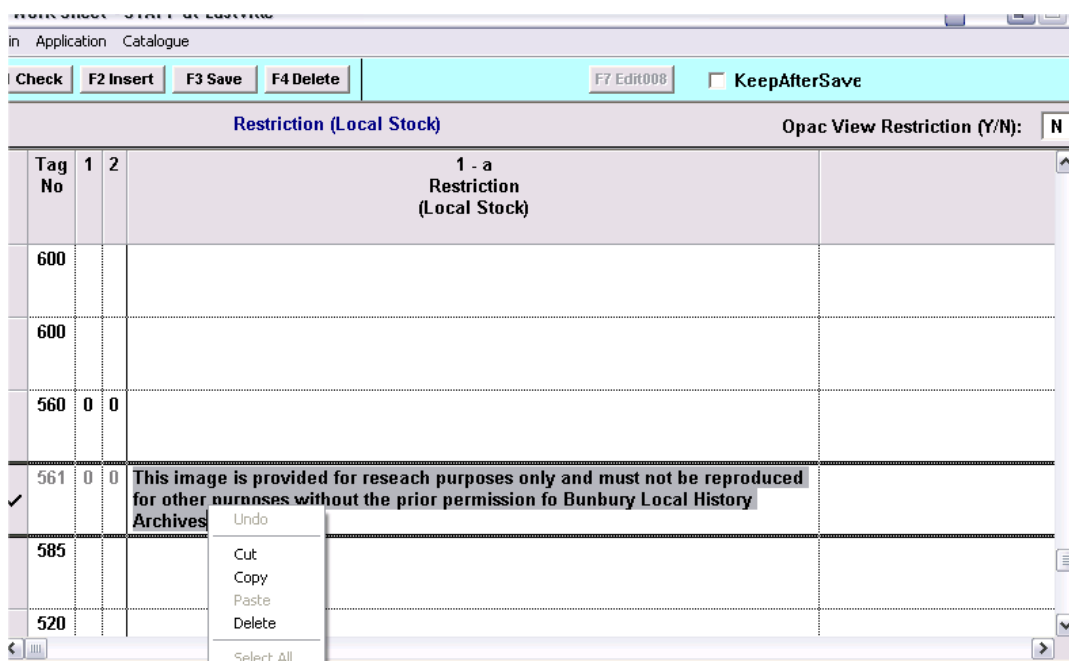
It is possible to add new Marc Tags if needed from the Authority module and rename them for specific Local History needs e.g.

For example, if Notes tags 560s are unused, these could be created for Local History Tags only.



Copy/Paste commands

Can be useful for fields such as Restrictions, which could be the same for many Catalogue entries.



Copy

Ctrl + Insert, or right click and select copy

Paste

Shift + Insert or right click and select Paste.

THE STOCKITEM

A Stockitem is needed to record holding information about the Local History record. It will also ensure that it can be seen in Opac.

Stockitems can reflect Local History collections in a variety of ways, for example:

Stats code

Call Number

Floor Locations

Permanent Location

The screenshot shows a software window titled "Stockitem - STAFF at Eastville". The window has a menu bar with "Main", "Application", "Item", "References", and "File". Below the menu bar is a toolbar with function keys: F1 Clear, F2 Insert, F3 Update, F4 Delete, F5 Query, F6 Table, F7 <<, F8 <, F9 >, and F10 >>. The main area contains the following fields and data:

- Item No: STOCK00123714B
- Cat Ref No: 11651
- Query Via: Item, Cat, Keyword, Any
- Title: Lotus field
- Artist: Pendergrast, Kerry
- Subject: Bali (Indonesia)
- Series: 1452A
- Vol: []
- Ed: 2003
- Publ. Details: Bali (Indonesia) : Pranoto's Art Gallery, 2003
- Call Number: ART PEN
- Sts Code: PA
- Form: ART
- Call Set: []
- Description: 2345A
- Convert Val: 1234A
- Location Perm: EAS
- Temp: EAS
- Floor: 2ND STOREY - GALLE
- Origin/Source: []
- For Loan (Y/N): Y
- Loan Type: []
- Opac?: Y
- Alert: N
- Process: []
- Received: 08/01/2004
- Accessioned: 08/01/2004
- Current Cost: 650.00
- ILL Library: []
- ILL Ren: []
- ILL Due: []
- ITEM TYPE: N
- MEMOS: 1
- On Loan: Y
- CHAPTER, TIM
- Due: 11/02/2004 8:00 AM
- On Order: N
- Res: 0
- Seq: 1
- Set: 1
- ?Size: 400
- Last Modified: 08/01/2004 3:34:54 PM
- by: STAFF
- Date item originally accessioned: []
- NUM: []

Item Number

New validations for the Item No are set in Supervisor, Application, CheckDigits. It is possible to have the system allocate a System generated Item No. This always starts with the word STOCK e.g. STOCK0000488XB. This is useful for Photographs or Art that will not be frequently loaned but will be searched via the OPAC.

Location

Permanent and Temporary fields. This can still reflect the location of the collection e.g. at a particular branch. If a single branch library, you may wish to indicate that it is held in the Location of Art or Photographic Collection to identify these items and use the Floor Location or a Catalogue Notes Field for more specific information e.g. Council Offices.

Library Group Code	Locn Code	Location Description	Valid for Holding	Valid for OPAC	Valid for Registrz	Borrower Barcode for Memos	UserName for ILLS Net Interface	User Pass ILLS Net
EN	COT	Cotts	Y	Y	Y			
EN	EAS	Eastville	Y	Y	Y	EASVI	P2SPH	1911
EN	ELH	Eastville LH	Y	Y	N	EASVI		
EN	NOR	Northbay	Y	Y	Y	NORBA		
EN	WK	WORKROOM - ASK STAFF	Y	Y	Y			
WS	SOU	Southtown	Y	Y	Y	SOUTO		
WS	WES	Westway	Y	Y	Y	WESWA		
WS	WLH	Westway LH	Y	Y	N	WESWA		
→ EN	ART	Art Collection	Y	Y	N			

Form Code

Usually a physical description (General Material Designation) of the Stockitem, referencing the StockForm Table. This is usually a major category and can indicate Loan permissions as well as Searching and Reporting uses. Possible major categories could be PHO and ART.

The Form codes can be set up to have different Display Lines. For example, Artist instead of Author. Highlight the Form code in Stockitem, Application, Form and select the Form. Press Display button **[F9]**. Also check the Validation Table **[F8]**.

Stock Display Tags

F3 Save F5 Query

	Label	Tags to Display
Line 1	Title	245 740
Line 2	Artist	100 110
Line 3	Subject	650 651 600 655 610
Line 4	Series	440 490
Line 5	Publ. Details	260
Line 6	Call Number	099 082 020

Stats Code

It could be useful to have a Stats code indicating a secondary category, defining Media e.g. Watercolour, pastel etc. so that it can be isolated from the rest of the collection. New codes and descriptors can be entered in Stockitem, Application, Stats.

Stats Codes - STAFF at Eastville

Main Application

F1 New F2 Insert F3 Save F4 Delete F5 Query F6 Print F7 Loan F8 Cat Def

Stats Code	Allow Loan	Floating ?	Stats / Collection Description	Price Group Code	Cat Def Defined
AF	Y	N	Adult Fiction	AF	Y
AFL	Y	N	Adult Fiction Local	L	N
AFO	Y	N	Adult Fiction Order	L	Y
ANF	Y	N	Adult Non Fiction	ANF	N
ANFL	Y	N	Adult Non Fiction Local	L	N
ANFO	Y	N	Adult Non Fiction Order	L	Y
AOL	N	N	AOL order item	ANF	N
DI	Y	N	Diary	L	N
JF	Y	N	Junior Fiction	J	Y
JFO	Y	N	Junior Fiction Order	L	Y
JK	Y	N	Junior Kindergarten	J	Y
JKL	Y	N	Junior Kindergarten Local	L	N
JKO	Y	N	Junior Kindy Order	L	Y
→ W	Y	N	Watercolour	L	

NUM

Description

Often used to indicate the copy number but can be used for information about that particular copy e.g. donated by Barker family.

Source

Uses include supplier, funding responsibility, indication that it was Donated, Art Prize etc. Reference table is found in Stockitem, Application, StockOrigins.

Floor Location

An extra Location field. Can show in Opac e.g. Exhibition Room, etc.

When new items are entered, Insert [**F2**] is selected to insert the new item into the database.

If modifications are made to an existing Stockitem, the changes are saved by selecting Save [**F3**].


Memos

Can be used for reminders of Maintenance or Exhibitions etc.

The screenshot shows the 'Stockitem - STAFF at Eastville' application window. The menu bar includes 'Main', 'Application', 'Item', 'References', and 'File'. A toolbar at the top contains function keys: F1 Clear, F2 Insert, F3 Update, F4 Delete, F5 Query, F6 Table, F7 <<, F8 <, F9 >, and F10 >>. The main area displays item details for 'Turner Lighthouse [photograph]' with Item No. STOCK00100366B and Cat Ref No. 9632. The 'Query Via' section has radio buttons for 'Item', 'Cat', 'Keyword', and 'Any'. The 'Title' is 'Turner Lighthouse [photograph]', 'Hist Note' is 'Photo taken in 1981 of the Turner Lighthouse before its demolition in 1984.', 'Subject' is 'Bunbury (W.A.)', and 'Details' is '12.8 x 17.8 ; Photograph (Colour)'. There are buttons for 'Vol' and 'Ed' with the value '1981'. The 'Publisher' is 'Bunbury : 1981.' and 'Call Number' is 'VIEW ONLINE'. There are buttons for 'Sts Code P', 'Form PH', and 'Call Set GEN'. The 'Description' field is empty. The 'Location' section includes 'Perm' (ELH), 'Temp' (ELH), 'Floor' (VIEW ONLINE), and 'Origin/Source'. The 'For Loan (Y/N)' is 'N', 'Loan Type' is empty, 'Opac?' is 'Y', 'Alert' is 'N', and 'Process' is empty. The 'Received' date is '20/12/2000' with navigation buttons '<', '=', '>'. 'Accessioned' and 'Current Cost' are empty. The 'ILL Library:' section shows 'ILL Ren:' and 'ILL Due:'. The 'ITEM TYPE:' is 'N' and 'MEMOS:' is '0'. At the bottom, 'On Loan' is 'N', 'Due' is '23/06/2003 2:05:27 PM', 'On Order' is 'N', 'Res' is '0', 'Seq' is '1', 'Set' is '1', and '?Size' is '400'. The 'Last Modified' is '23/06/2003 2:05:27 PM by STAFF'. The 'Publication Details' section at the bottom right has a 'NUM' button.

Memo Types

Stockitem memos may belong to a pre-determined type. Use this window to define the valid types. A popup will appear in memo creation giving a list of choices. You do not need to enter a memo type when creating memos but if you do then the type must be defined in this table.

HINT: 	<i>Defining Memo Types assists in Reporting Memo, inserts a message automatically into the memo (which saves typing). A Memo Type must be defined to Mass Delete Memos.</i>
---	---

Memo Types - STAFF at Eastville

Main LibraryMenu

F1 New F2 Insert F3 Save F4 Delete F5 Query F6 Print

Memo Type	Description	Valid for Holdings	Valid for Members	Show As Default	Expires n days time
A	Alternative address required for this patron	N	Y	Y	
A/C PAID	Paid by , Date , Loc, Amnt, Receipt No, Initial	Y	N	Y	9999
BARCODE	Borrower's old barcode	N	Y	N	
BC	Book Club Member - Books now ready for collectio	N	Y	Y	24
BL	Bulk loan item contains the following :	Y	N	Y	
CLAIMRET	Claim Return	Y	Y	Y	
CONVERT	convert	Y	N	N	365
FILEISSUE	Item issued from Saved File	Y	N	Y	
KIT	This Kit contains the following:	Y	N	Y	
LP	Lost & Paid by NAME, BARCODE	Y	N	Y	
MERGED	Merged borrower details	N	Y	N	
D	Reminder needed to return books on time	N	Y	Y	
→ EXH	Being Displayed at Exhibition. Will return in 2 wk	Y	N	Y	

Type Y or N

NUM

WARNING:



RESGET, RESRET, BARCODE, CLAIMRET, CONVERT, FILEISSUE and MERGED are system generated MemoTypes and should not be deleted

When adding a memo, place the Memo Type code in the Type column and the Text will enter automatically in the Details column, which then can be modified or added to, if required.

Memos for this Stockitem

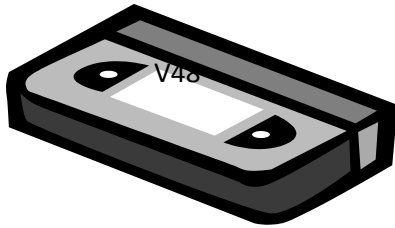
F1 New F2 Insert F3 Save F4 Delete F5 Query F6 Print F7 Modify

Show	Date	End Date	Type	Memo Details	Bor Bar No if ap
Y	12/08/2004	08/05/2007	EXH	Being Displayed at Exhibition. Will return in 2 wk	
→					
Y	08/01/2004	07/01/2005		Ensure glass is cleaned when returning from exhibitions	

MASTER/SUBSIDIARY ITEMS

It is possible to link items to a Master item. All the linked (or Subsidiary items) show as on loan when the Master is on loan. This is useful for sites that want to set up files, kits or videos (with programs catalogued separately) and do not wish to loan out the separate items independently.

Videos with multi programs



MASTER

SUBSIDIARY ITEMS

Council Fiesta 1992

Opening of Community Hall
(30 mins) 1990



6 SUBSIDIARY ITEMS

Boy Scouts – 1st Swan

Council Minutes 1942

Swan Reserve

KITS can be added as a Master with Subsidiary items, or alternatively as a single item. Usually how it will be circulated and searched will determine the procedure.

Creating a Master Record

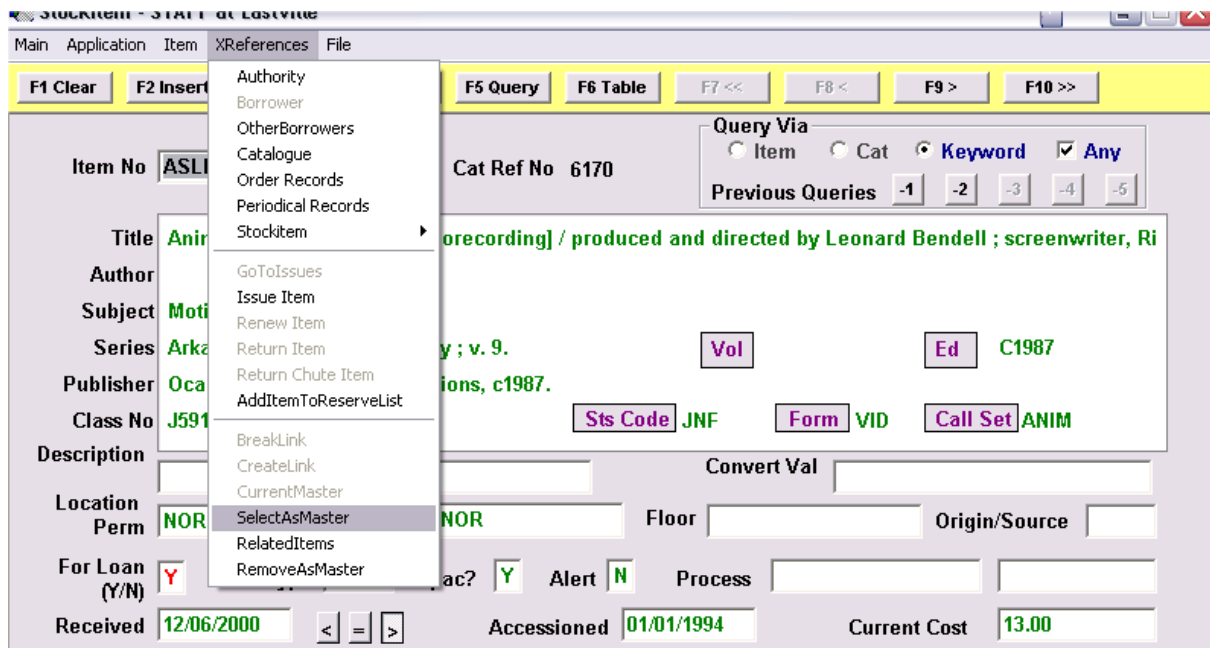
From the Stockitem Application, create a Stockitem from scratch (or create a Stockitem from a Catalogue if a catalogue already exists for the item). Enter the barcode that you wish to use for circulating the Bulk loan. If the item is a kit or box, select a suitable placement on the item and scan the barcode into the Item No field.

HINT:



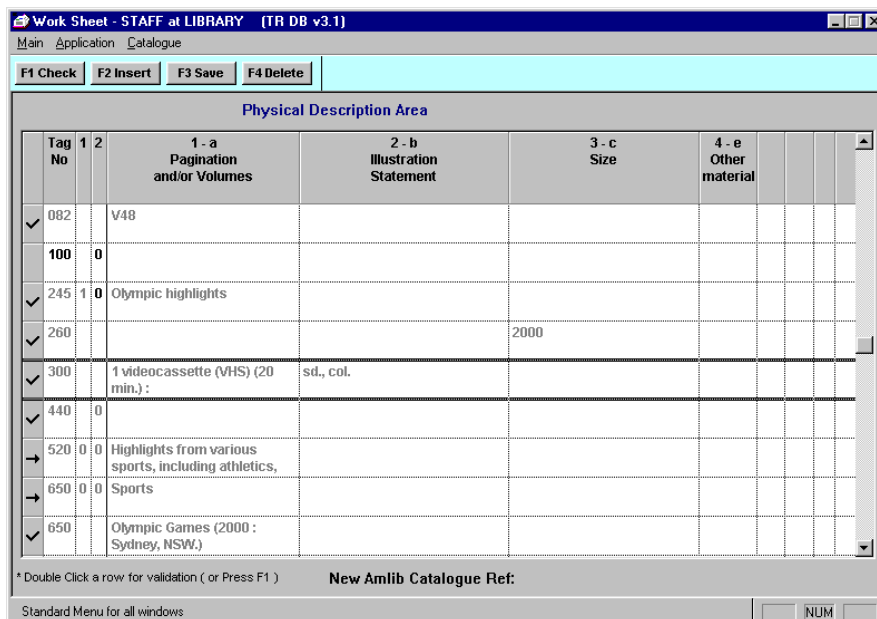
A description relating to the item as a Master can be added to assist in listing Master items

From the Xreference menu, select SelectAsMaster.



Once the item has been selected as a Master, the Item Type will change from **N** (Normal) to **M** (Master).

You are then able to find or create Stockitems that will be linked to the Master. Each Stockitem can have a catalogue entry to enable it to be searched effectively.



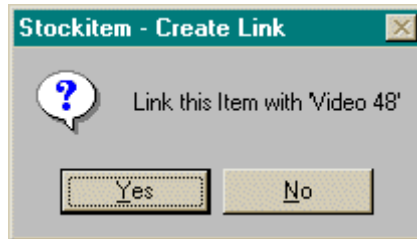
When the Stockitem displays on the screen select Create Link from the XReference menu.

HINT:



A system-generated barcode could be inserted, as the linked items will not need a barcode for circulation

A message will display confirming the Link to the Current Master.



Selecting Yes will create the link. The Stockitem will now have an Item Type of **S** (Subsidiary).

Stockitem - STAFF at Eastville

Main Application Item References File

F1 Clear F2 Insert F3 Update F4 Delete F5 Query F6 Table F7 << F8 < F9 > F10 >>

Item No 31111008678524 Cat Ref No 5820

Query Via
 Item Cat Keyword Any
 Previous Queries -1 -2 -3 -4 -5

Title The deadly Australians [videorecording] / directed and photographed by Ben Cropp ; writer, Ben Cropp
 Author
 Subject Dangerous marine animals - Australia.
 Series Ben Cropp's wild Australia ; v. 9. Vol Ed C199
 Publisher [Sydney] : Magna Pacific [distributor], [c199-?]
 Class No 591.65 DEA Sts Code ANF Form VID Call Set ANIM

Description
 Location Perm NOR Temp NOR Floor Origin/Source
 For Loan (Y/N) Y Loan Type Opac? Y Alert N Process
 Received 12/06/2000 < = > Accessioned 01/01/2000 Current Cost 14.20
 Group N

ILL Library: ILL Ren: ILL Due: ITEM TYPE: S MEMOS: 0

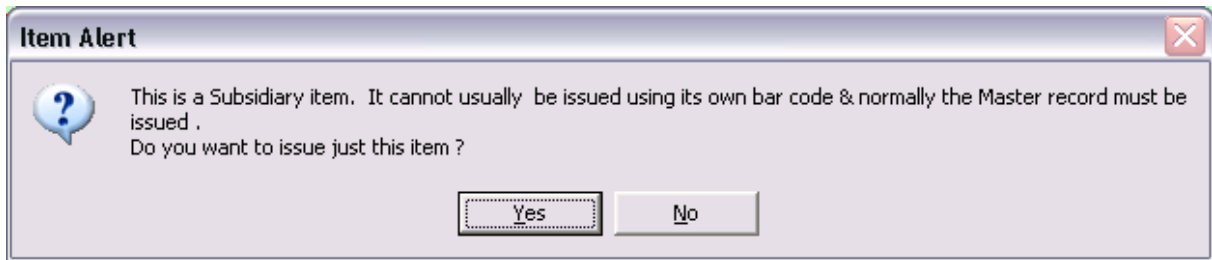
On Loan H Due On Order H Res 0 Seq Set ?Size
 Last Modified 23/06/2003 1:55:26 PM by STAFF Issues 0 2 2 400

Process Information NUM

NOTE:



A warning will be given if Subsidiary items are issued or returned independently of the Master. Once the Master has been loaned, all related items will also display as being on loan




To check the Master of any StockItem with an Item Type of S, select Current Master from the Xreference menu.


To check a listing of linked items, from Xreference select Related items. A listing will display as a table.

Seq	Call No	Title	Author	Description	Forn	Stats	On Lo	On Ord	Rsv
1	V48	Video 48		MASTER	V	NF	N	N	0
2	V48	Australian Animals			V	NF	N	N	0
3	V48	Olympic highlights			V	NF	N	N	0
4	V48	Travel to Sydney			V	NF	N	N	0

To break the link, from the StockItem application, select BreakLink from the Xreference menu.

<p>NOTE:</p> 	<p><i>You are unable to delete a Master if it has linked items. The Master cannot be removed as a Master until the items are first disconnected.</i></p>
---	--

Once the Master is out on loan, all linked items also show that they are out on loan to that borrower.

<p>HINT</p> <p>:</p> 	<p><i>Attach a memo to the Master if it is a kit, so that a message displays with an indication of how many items are attached so that this can be checked</i></p>
---	--

IMAGES

Images and Sounds can be saved to Catalogue records. This could be useful for sites wishing to Catalogue images of Art or Photograph collections or to Catalogue recorded Oral History or local sounds.

For images, JPEGs would be best for ease of use, simplicity, and the fact that they could be viewed without needing Viewing software. The size of the image may require some scrolling to see the whole image.

Thought should also be given in regards to Public Access to these collections

- Will the Public view or listen to the records in Netopacs?
- Will the images view as Thumbnails?
- Are all the Marc Tags to be viewable or only selected Tags
- Does the computer used for listening to sounds have the required technical specifications – Sound cards, speakers etc.

If the Netopacs are to be used to view images, there are some modifications that need to be done in the design and parameters and the Amlib.ini file.

The notes supplied outline some of the considerations to consider to achieve the goal of accessing images for the public to view via Opac. Some liaison may be needed between Amlib Technical Support and staff at the site level, particularly those responsible for managing the IT needs of the library. At least these notes may help in outlining the steps in the process.

Digitising Images

A scanning process can create images. There is an abundance of Software that can be used to enhance images. Alterations to the image may include:

- ❖ Resizing (e.g. nothing over 100kb)
- ❖ Adjustment of brightness
- ❖ Cropping e.g. 530 X 700 pixels (not too big for viewing in Netopacs)
- ❖ Rotating
- ❖ Application of Watermarks

JPEGs would be best for ease of use, simplicity, and the fact that they could be viewed without needing Viewing software. The size of the image may require some scrolling to see the whole image.

Local History Guide


PREPARING FOR CREATING IMAGES

Supervisor Module

It is very important to ensure the path is correct for storing images. It is advisable to enter a full, exact path for a centralised computer that can be used to store the images and will be available for all users. For example a shared drive on a Server. The path set up will vary for sites and different Networks. The source file for the images must be from a Shared directory. The NetOpacs special ini file will also need to be directed to this path to find the images.

Description	Value
A borrower is re-registered by (D)ate, (M)onths, (N)o re-register	N
A borrower's registration will expire every ### months	
A borrower's registration will expire on the following date:	
A Marc record exists if one of the following tags match	001 020 035
A PC's time can vary by XXX minutes from the server's time	10
Adjust the date due by ### minutes for overnight hourly loans	0
All items must be returned by the following date:	23/1 2/2009
All Semester loans are due back on the following date:	07/07/2006
All Term loans are due back on the following date:	01/07/2006
All Year loans are due back on the following date:	01/1 2/2006
Allow Catalogues to be restricted from viewing in NetOpacs (Y/N)	N
Allow hourly loans to be issued overnight (Y/N)	Y
Allow tags to be sequenced anywhere within a Catalogue (Y/N)	Y
An operator must change their password after ### days	9999
Apply security to all Saved Files (Y/N)	N

In the Installation parameter for the relevant Location enter the path for the Images. This is where Amlib will store the image and be the source location for the Netopac display.

<p>HINT:</p> 	<p><i>It can be set for a Location e.g. Library and from the Installation Advanced Copy can be selected to copy to other locations e.g. to Local History & Web Location</i></p>
--	---

Enter the shared path for the Image folder.

- *Location Picture Directory* : set it to your file storage area, e.g. [\\libserver\users\library\images](http://libserver/users/library/images) (this will vary according to your Network setups)
- *Location is valid for Holdings* : Y
- *Location is valid for OPAC Enquiries* : Y

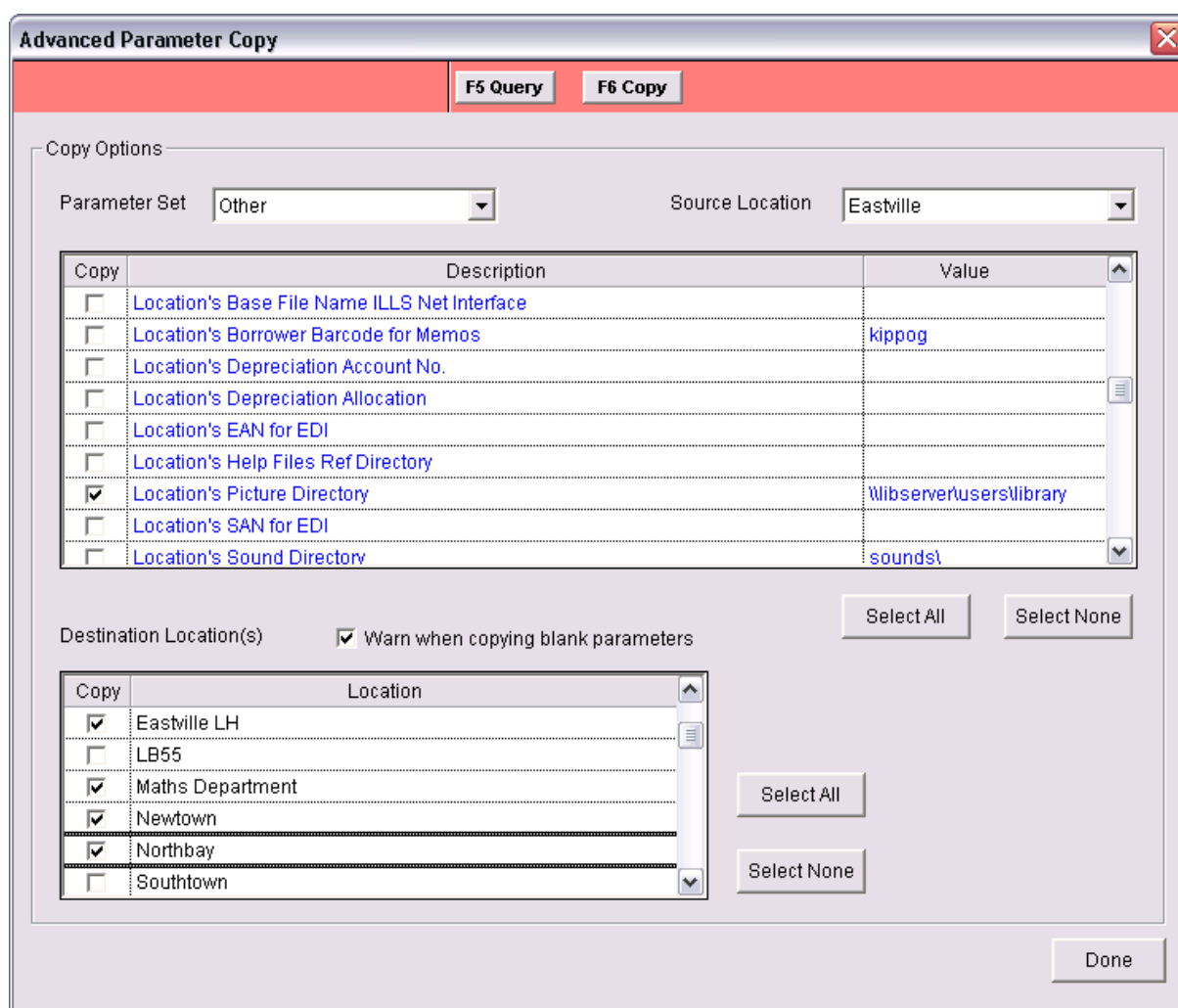
Setting a location for Web

Go to *Supervisor, Locations* and make sure there is a location called WEB.

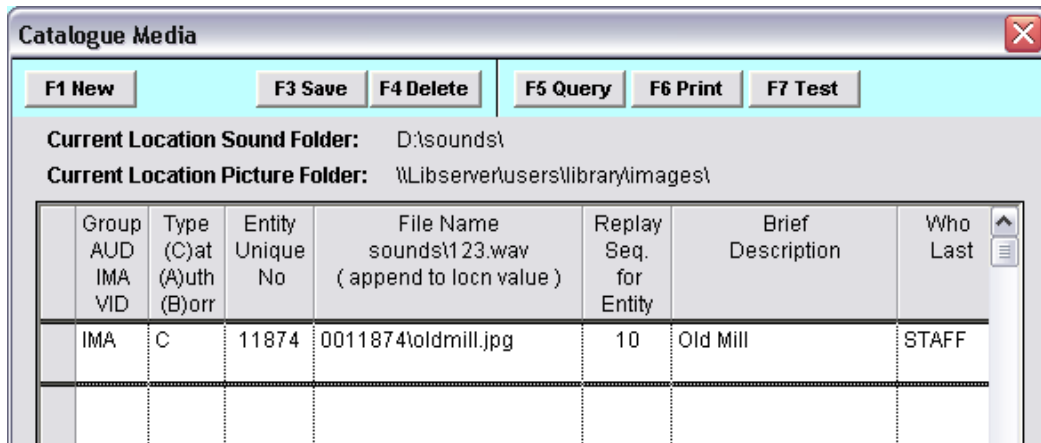
Copy settings to other locations

Repeat all the above settings for each location:

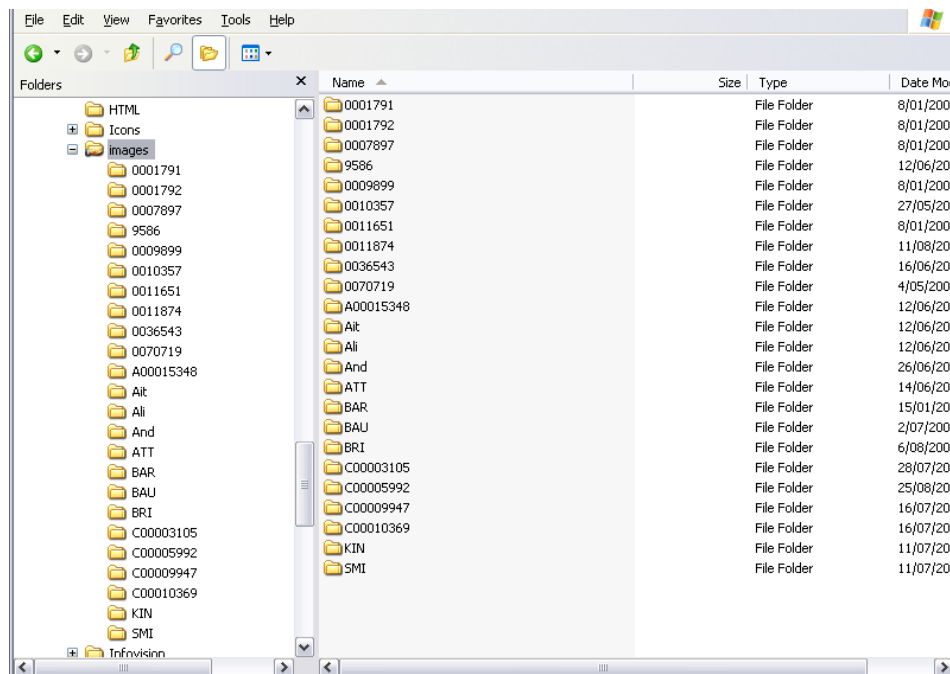
- Select *Advanced Copy* from the *Installation* menu
- Select the Source Location e.g. Default or Library etc.
- In the top window, select (tick the checkboxes) the “Other” settings you selected for Library
- In the bottom window, select the locations to copy to
- Click *F6 Copy*
- Wait for the confirmation message and click Done.



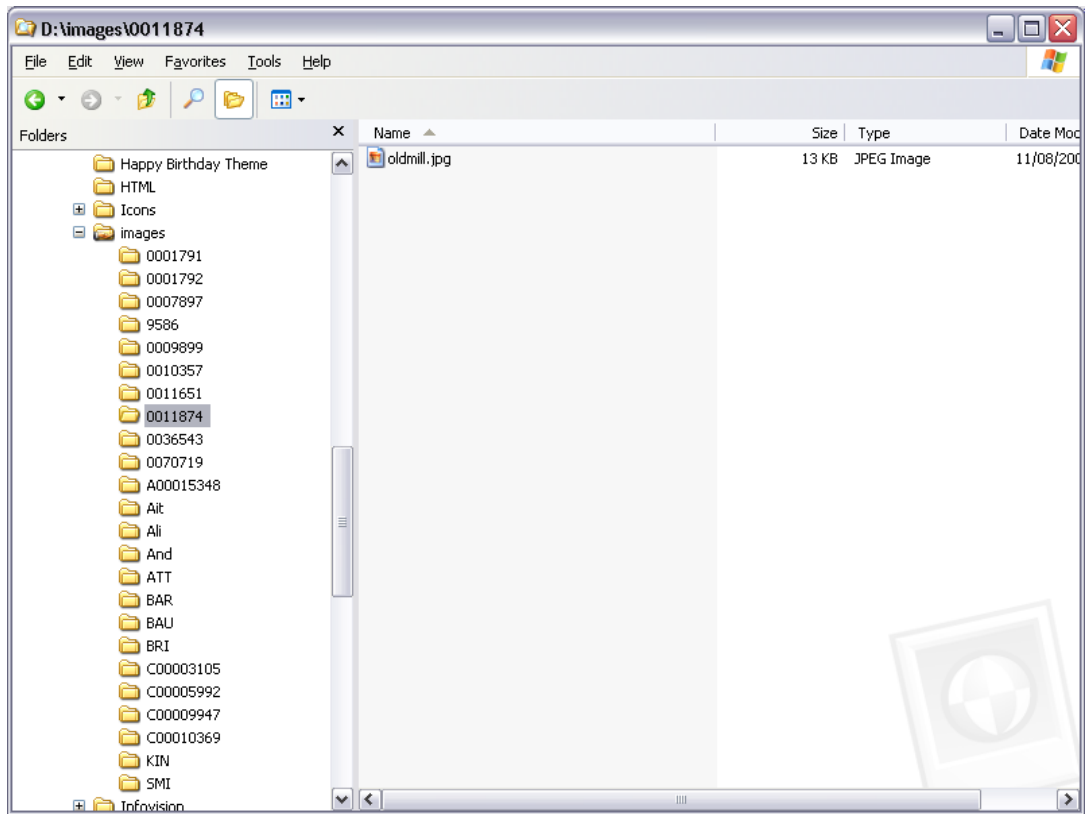
This path will display when the Image is to be attached to the Catalogue.



The Unique Entity is the Folder into which the image will be saved under the Path shown. The images are stored in Folders named with the Catalogue Reference Number e.g. Catalogue Number 11874.

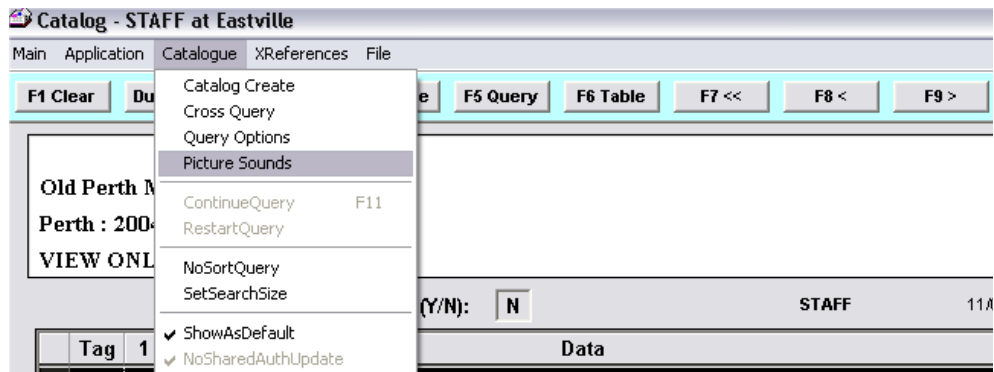


Under this path is the actual file name.



ADDING IMAGES TO CATALOGUE RECORDS

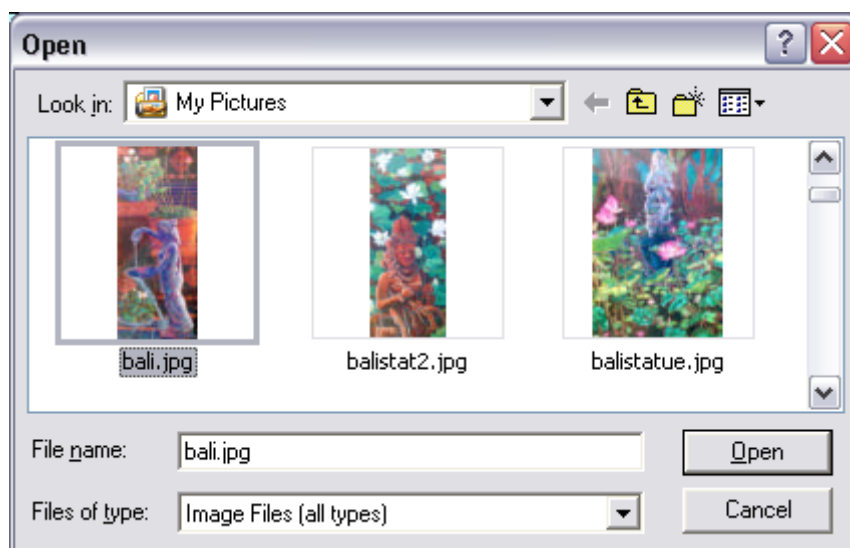
After cataloguing the resource, the image can be added to the Catalogue from the Catalogue, Picture Sounds Menu.



Select PictureSounds from the Catalog Menu. The Image Path will display.

Press New [F1] for a new image.

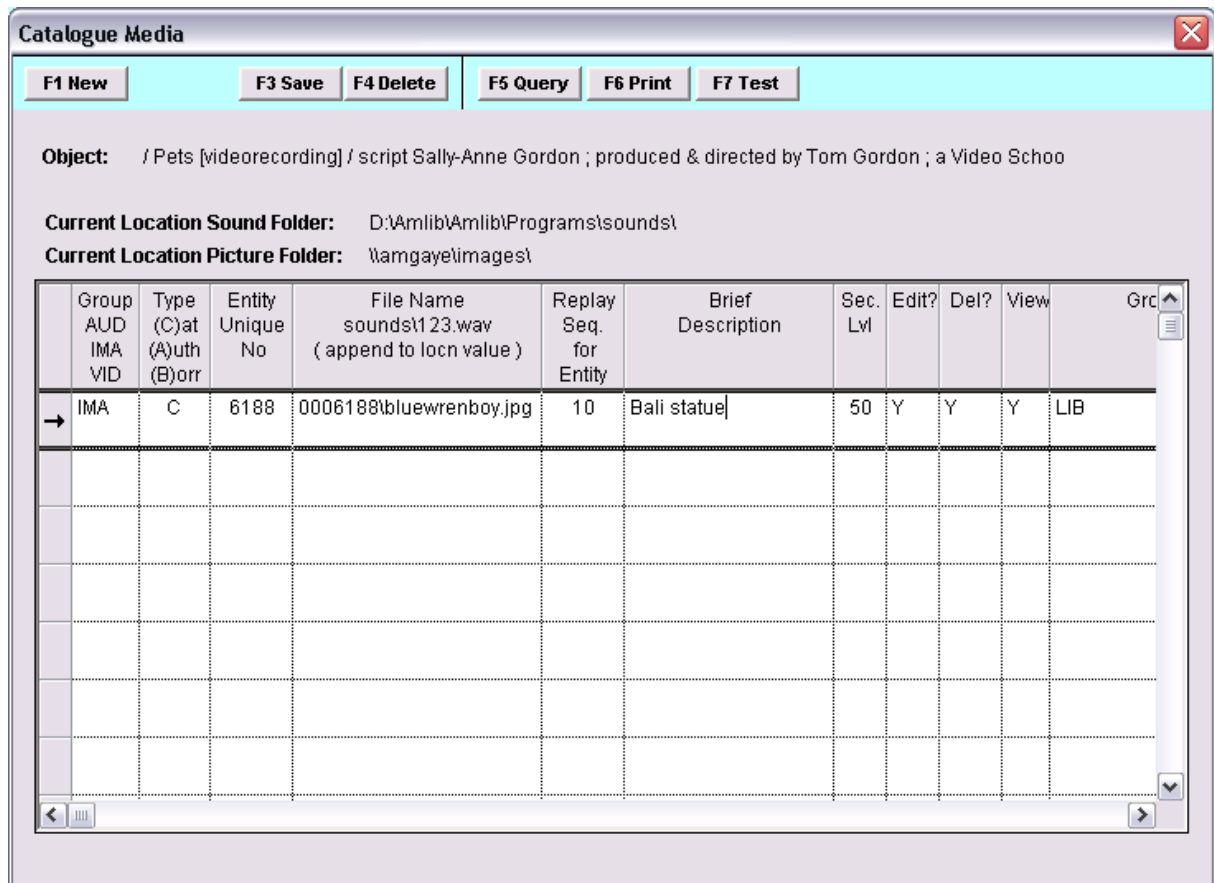
Find the Path for the Source of the Image e.g. it may be on a Local Drive, a CD or floppy disk etc.



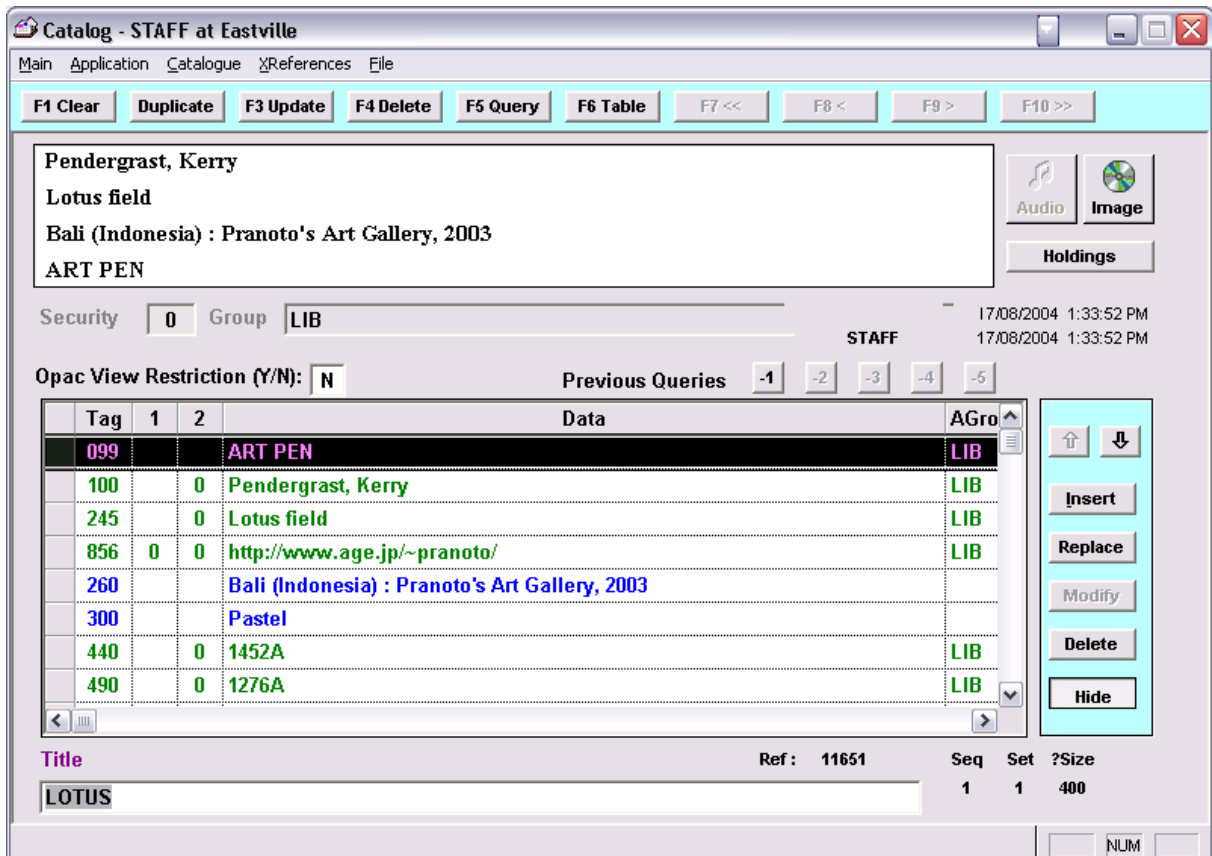
Find the File name for the Image and double click or select Open.

Some of the information will be entered automatically. Manually enter the Replay Sequence for Entity and a Brief Description. It is suggested that if the image is the first on the Table a Replay sequence of 10, if it is the second a 20 is entered etc. Enter a brief description, which will be used in the Search screens to identify the Image shown (in Traditional Opacs as a Label on the Image Display screen, in Netopacs as the Tool Tip).

Select Save [F3]. The image can be checked by highlighting the line and selecting Test [F7], from the Image table window.



Once the Catalogue has an image attached the Image icon will be highlighted when viewing the Catalogue.



SETTING UP OPACS TO DISPLAY IMAGES

SUPERVISOR MODULE

Form Descriptions

Check the Form Descriptions in the Supervisor Module. A User Friendly Opac Description can be entered. If this is not entered, the Form and Stats codes will display in Opac. It is important that the Opacs are logged out and back in before the settings will take effect. In Netopacs the Webconsole (Traffic Lights) have to be stopped and restarted to refresh the pages.

Opac Form Descriptions - STAFF at Eastville

Main LibraryMenu

F1 New F2 Insert F3 Save F4 Delete F5 Query

If an Opac Description is not specified for a particular Form/Stats combination then the code that will be displayed can be specified by setting the 'Show both the Form and Stats in the Form column?' Opac parameter.

	Form	Stats	Item Count	Opac Description
✓	ART	PA	1	Art - Painting
	BK	AF	3377	Book - Adult Fiction
	BK	AFL	11	
	BK	ANF	5458	
	BK	ANFL	13	
	BK	JF	360	Book - Junior Fiction
	BK	JK	342	
	BK	JNF	246	
	BK	LSO	10	
	BK	MS	5	
	BK	SP	15	
	CAS	AF	270	Cassette - Adult Fiction
	CAS	ANF	83	
	CAS	JF	19	

NUM

Opac Display Tags

In Supervisor, Library Menu, OpacDisplayTags.

Opac Buttons - STAFF at Eastville

Main LibraryMenu

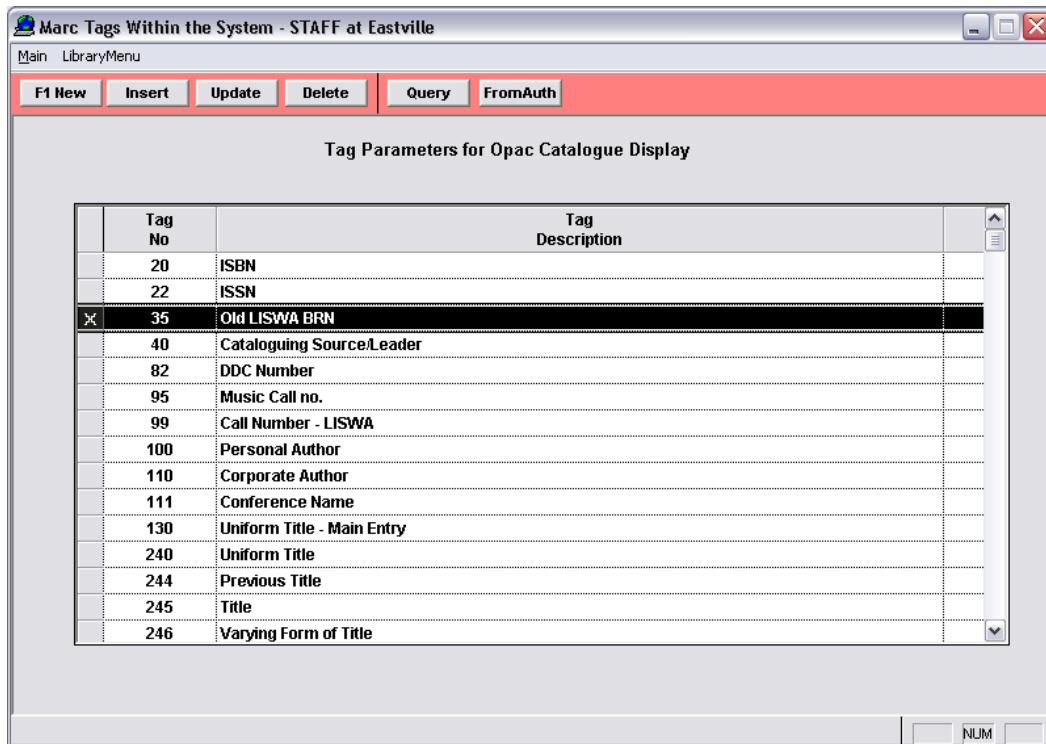
F1 ChangeUser F5 Query F6 Print

Community Info/Bookings
LogOff Ctrl+L

Calendar
CheckDigits
DIYParams
FuzzyMatch
Installation
IssuesAudit
LibraryGroups
Locations
MainMenuApps
MemoTypes
Opacs
SoundTable
SpreadSheetParams
StatsParams
SystemActivity
UserNames
WindowNames
WebParams

ButtonName	Visible	Explanation	Position ie 1 to 10
ck	Y	ESC	0
int	Y	PRINT THE SCREEN	1
und	Y	HEAR WAV FILES	2
ctures	Y	VIEW IMAGES	3
me4	N	NOT USED	4
me5	N	NOT USED	5
me6	N	NOT USED	6
OpacButtons	N	NOT USED	7
OpacDisplay	N	NOT USED	8
OpacEnqOptions	N	VIEW FIRST RECORD(S)	9
OpacFormDesc	N	VIEW NEXT RECORD(S)	10
OpacMessages	N	ESC	0
OpacOther	N	NOT USED	1
OpacQueries	N	NOT USED	2
OpacSuggests	N	NOT USED	3
OPACBORRINPUT	N	OpacDisplayTags	3
OPACBORRINPUT	N	OpacRestrict	4
OPACBORRINPUT	N	OpacUserNames	5

Sets the Tags that will display in the Catalogue of the Opac or Netopac. Tags can be deleted from Public Viewing and/or the Descriptions changed to be more meaningful.



Restricted Searches could also be made for all photographs, Art Collection, realia etc. based on Form or Stats code in Supervisor, LibraryMenu, Opac, OpacRestrict.

Opac Search Restrictions

F3 Save F5 Query

Sequence Enter a Sequence Number. This will determine the order these options appear within Opacs

Descriptor

Only Form Codes ... (Separate with commas) And

Only Stats Codes ... (Separate with commas) And

Only Locations ... (Separate with commas) And

Only Floor Locations ... (Separate with commas) And

Restrict search to items Current Loan

Loan Status Not On Loan Ignore On Loan

Items received within last nn days

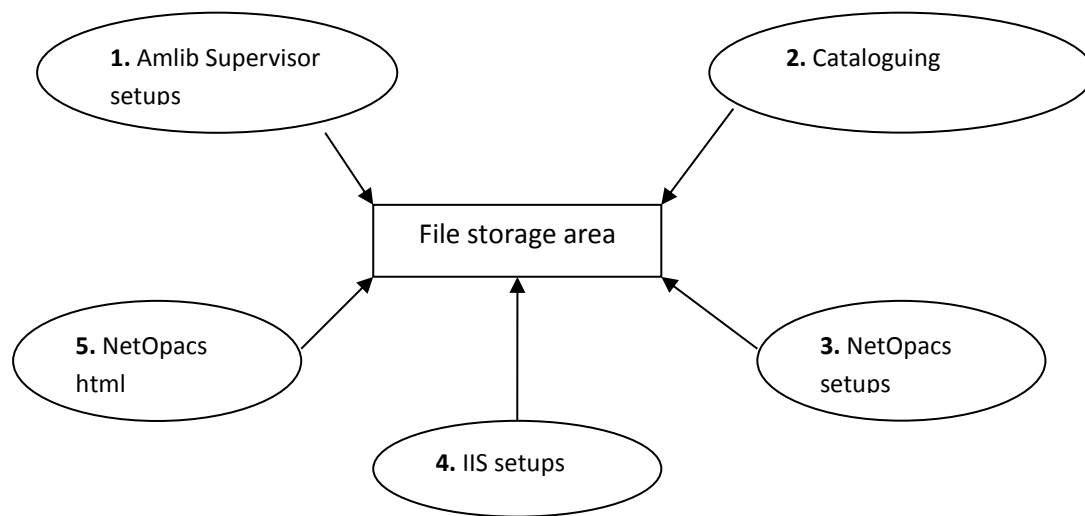
Items received after dd/mm/yyyy

Items received before dd/mm/yyyy

A
N
D

NETOPACS - SPECIFIC SETTINGS

This diagram shows what's involved in making it work. The numbering in the oval boxes represents the numbering in this document. At the centre is the file storage area.



The file storage area can be anywhere on the local network that is accessible to a web enquiry.

The following will need to be setup to ensure the images will display correctly:

1. Supervisor, Locations, Image directory – must be accessible from the Netopac Server. For instance the Libraries may use a Shared Drive e.g. J drive that is a valid path from the Netopac Server (the J drive may be used for a completely different purpose, so the Web location could have an alternative path that still points to the Image directory used by those Libraries). The Amlib.ini location will indicate which Image file to use as the source of the Images so this must point to the where the Library cataloguer has saved the Catalogue images. In the Netopac Amlib.ini the Location = WEB so that the Location table must have a Web location with the relevant Image path.

Setting the path to the Picture Folder

Go to *Supervisor, Installations, Other*.

- *Location Picture Directory* : set it to your file storage area, e.g. 'c:\amlib\mmedia\images\testdb'.
- *Location is valid for Holdings* : Y
- *Location is valid for OPAC Enquiries* : Y
- *Location is valid for Registrations and Circulation* : Y

Setting a location for Web

1. Go to *Supervisor, Locations* and make sure there is a location called WEB.

Li C	Locn Code	Location Description	Valid for Holding	Valid for OPAC Enquiries	Valid for Registr & Circul	Borrower Barcode for Memos	UserName for ILLS Net Interface	U: IL	B: IL	D: A	De H	Picture Directory
E	COT	Cotts	Y	Y	Y							Wibserver\images\
E	EAS	Eastville	Y	Y	Y	EASVI	P2SPH	1	c			Wibserver\images\
E	ELH	Eastville LH	Y	Y	N	EASVI						Wibserver\images\
E	NOR	Northbay	Y	Y	Y	NORBA						Wibserver\images\
E	WK	WORKROOM	Y	Y	Y							Wibserver\images\
W	SOU	Southtown	Y	Y	Y	SOUTO						Wibserver\images\
W	WEB	Web	Y	Y	N							Wibserver\images\

2. OCX – needs to be set up so that the images can be viewed successfully (Active X controls). The setup.exe can be found on any Amlib Upgrade CD in the OCX folder. This needs to be installed on the Netopac Server. This only takes seconds to install.
3. Amlib.ini in Netopac determines if the images are to be viewed etc. See below.
4. The Item List design pages need to be modified to contain Placeholders for the Image icon or Thumbnail – this must be ****PPPP**** as show below.

The screenshot shows the 'Web Catalogue Access' interface. At the top, there's a navigation bar with icons for Main Menu, Keyword, Author, Title, Subject, and Advanced. Below this is the 'Amlib' logo and a search area with a search bar and a 'GO' button. The search results are displayed in a table format. The first row shows 'RECORDNUMBER **PPPP**' followed by 'STK_LINE1 / STK_LINE2' and 'Shelf Location: STK_LINE6'. To the right, it shows 'Item Type: STKFORMSTATS', 'Status: STK_IS_ON_LOAN', and 'Location: STK_LOC_PERM'. There are also 'INSERTBUTTONSHERE' and 'INSERTRESERVEHERE' placeholders.

There may also be implications with the site's Firewalls.

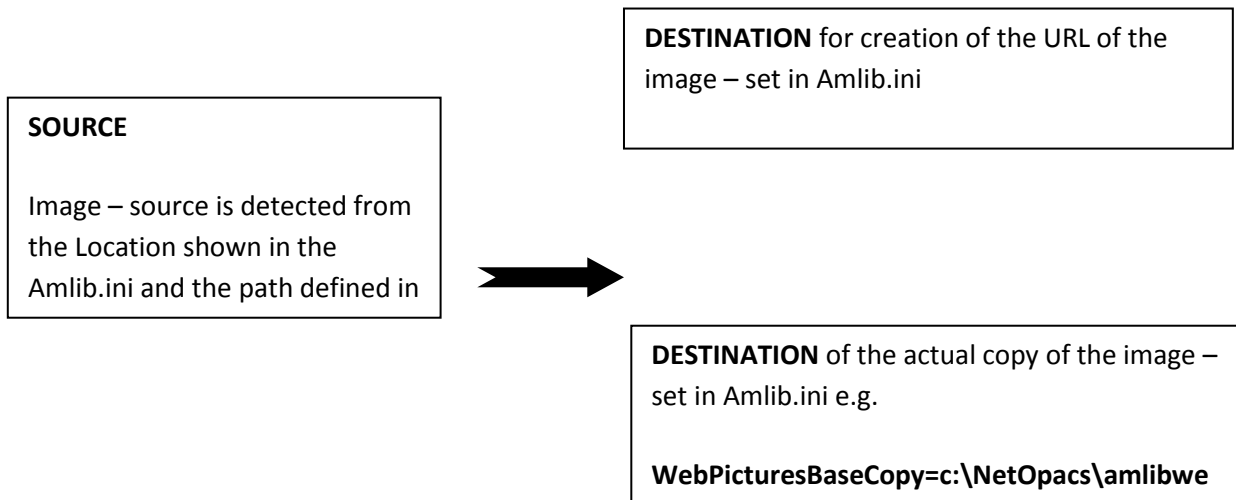
Amlib.ini File in Netopacs Folder

Used to indicate in NetOpacs:

- Whether the images are actually displayed (**CheckForImageFiles=Y**)
- Whether Images in the NetOpacs will display as Thumbnails or as a Camera icon (**FirstImageDisplay=ACTUAL050**)

Source file of the Image, shown only as the Location. The path is defined in Supervisor, Image column for that particular Location **Location=WEB**

- Location of Web images within Netopacs
 - Destination used for creation of URL links for the images to view
WebPicturesBase=webpics
 - Destination for the image copied from the source File
WebPicturesBaseCopy=c:\NetOpacs\amlibweb\webpics



A sample file with explanations is show below:

; A location code must be supplied - this can be any defined location and is used for statistics and in the reserve process. This location is checked for the SOURCE of the Images, the Absolute path shown in the Image column in Supervisor, Locations. This can be a special WEB Location
Location=WEB

; the hostname and directory for the service
Hostname=libserver/amlibweb
; executable hostname
FullHost=/amlibweb/WebQuery.dll?
; disconnect after no activity from database

Most important setting for images. If set to N, the images will not display!

CheckForImageFiles=Y

; Destination Path for amcat images - this is the web directory that image copies may be displayed from
: NetOpacs always shows a copy of the image - and never refers to the actual permanent file. This

is a Relative path to a Virtual folder. This mirrors the WebPicturesBaseCopy below.

WebPicturesBase=webpics

; Destination Path for amcat images to create temporary viewable images ie jpegs . Because
NetOpacs

; shows only copies of images it must have somewhere to copy them to. This is an Absolute path.

WebPicturesBaseCopy=c:\NetOpacs\amlibweb\webpics

; You can decide to indicate the presence of an image with an icon - the default being a camera
; or a smaller version of the image. If you choose the latter (which only works with jpegs and gifs)

; you also need to supply the width of the image in pixels

; default image to show on first display

; set = 'ACTUALnnn' for thumbnail of actual first image where nnn is width in pixels

; eg ACTUAL100

; or for example amlibweb/PICS/ image.gif to show camera icon

;FirstImageDisplay=pics/image.gif

; IN the example we want to see the actual image at 50 pixels wide (approx 3 cm)

FirstImageDisplay=ACTUAL050

;

; Embed images or not if not embedded user will need to select again after display. This mainly refers
to pdf files where

; certain browsers (Netscape) have trouble with embedded files

ImageEmbed=Y

;

; Thumb nails - if 4 or more images for a record - thumbnails will be produced as a first display - this
only applies to

; native image formats - that is gif and jpg.

WebPicThumbs=4

;

; Tif viewer licensed - a product tiffsurfer may be used to view tif images in a browser - this must be
licensed

WebTif=Y

;

; PDF viewer licenced - tif images can be converted to PDF files if you have purchased the pdf view
licence

WebPdf=Y

;

; PDF usage only typical screen width eg 800 x600 for image scaling

WebWidth=800

; matching of keywords. If set to EQUAL then exact match eg SMITH only finds SMITH else will find
SMITHERS

KeywordProcess=EQUAL

; required for webconsole

ShareName=Amlib

; the following parameters may be used to supply your own descriptions for item status displays. If

not supplied

; these are taken from the normal client server opac parameters - maintained in amlib via the supervisor module

;StatusOnLoan=??????

;StatusNotForLoan=notnotnotnot

;StatusReserved=reserved

;StatusInTransit=Intransit

;StatusAvailable=Available

;StatusOnOrder=On order

;StatusOnShelf=xxxxx

;StatusNotOnLoan=yyyyy

;

; auth to auth -if this is set to Y then selection of a see or see also authority heading display by the

; end user effectively results in a new authority search using that heading as a search term

AuthToAuth=Y

;

[WebConsole]

; sharename of related NetOpacs module

ShareName=Amlib

; section of file to view

Section=NetOpacs

; refers to either windows NT or 95/98 system - set by system

Polling=0

; number of instances of NetOpacs.exe to load

InitialApps=1

; executable location of netopaces.exe

FileName=C:\NetOpacs\NetOpacs.exe

. IIS Webserver

- **IIS must have a virtual directory called amlibweb that points to c:\netopacs\amlibweb.** (This will ensure that when cataloguing, files attached with Picture Sounds are accessible at the location set in the NetOpacs amlib.ini. When an electronic document is catalogued via Picture Sounds, it is copied to the storage location set in Supervisor, Installation, Other, Location Picture Directory. In this directory, a subfolder (which is the catalogue record number) is automatically created for the item. When the image is viewed in NetOpacs, it is copied to the folder defined by WebPicturesBaseCopy in the NetOpacs amlib.ini. This folder should always be a subfolder under the amlibweb virtual directory)
- **If files are stored elsewhere and the 856 (URL) tag is used in the catalogue record, IIS must have a virtual directory pointing to the storage area.** The file must be manually copied to the storage location and the storage location must be accessible via a URL.

VIEWING IMAGES IN NETOPACS

Netopacs can be set up to search just Local History collections or integrated with the normal Library Search page.

Local History Search

Use the search facility below to find the local history photographs relating to a particular subject. Some examples are:

1. Suburb search - **Scarborough, Osborne Park**
2. Person name search - **Abbett**
3. Building name search - **R.S.L memorial**
4. Environment name search - **Jackadder lake**

Hint - If you have trouble locating photographs on the local history search facility, you can contact the Local Studies Librarian on (08) 9345 8946.

* Enter Search Term

* Search term is mandatory

Limit Search By



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Netopacs can be set up to display Thumbnails in the Item List or a camera to indicate an Image. Click on the Thumbnail or Hyperlink to view details. Click on the camera to view the images.

1 items found for **TURNER**

1.  [Turner Lighthouse](#)

Author:

Call No: LOC PIC

Item Type:

Picture

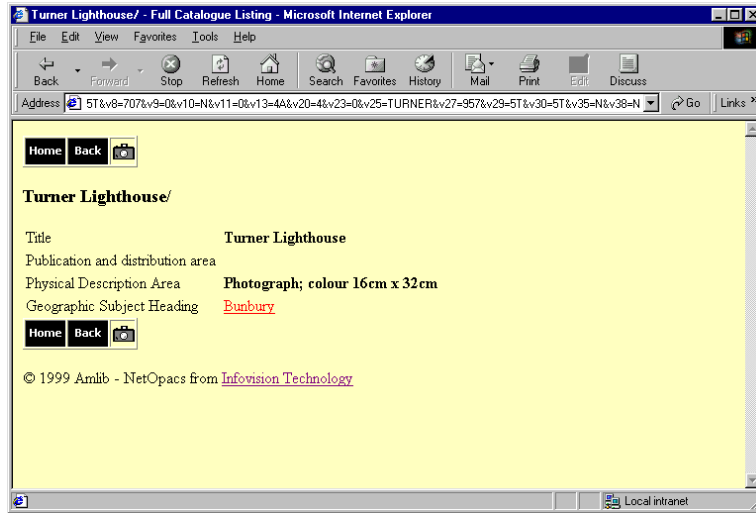
Status:

On Shelf



Location:

LIBRARY

Floor Location:

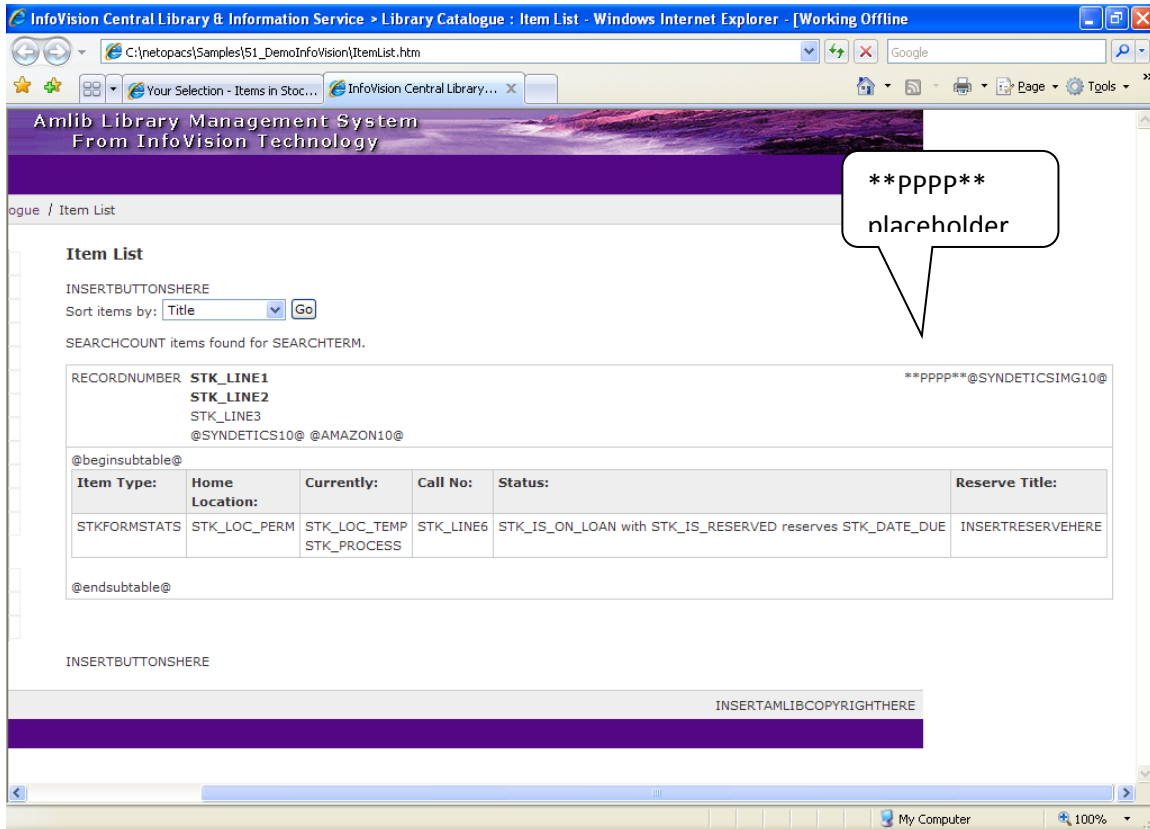


Alternatively Thumbnails can be set to be viewed. This is set in the Amlib.ini in the Netopac folder.

	Author/Title	Call No	Form	Location	Status	Reserves
1.	 House & trees in country (artwork).	IMG - 2483.JPG	Painting	Admin	Not For Loan	0
2.	 Cloudy May day (artwork). Stewart, Margaret (artist)	IMG - 2702.JPG	Painting	Admin	Not For Loan	0

Click on the image to see the full display.

If your NetOpacs is set to search first by item, then *itemlist.htm* needs an icon placeholder as here:



NOTE: The placeholder is also needed for *NewItemsList.htm*.

If your NetOpacs is set to **search first by catalogue record**, then *CatalogueList.htm* needs an icon placeholder as shown here:

Catalogue List

INSERTBUTTONSHERE

pppp
nplaceholder

SEARCHCOUNT catalogues found for SEARCHTERM.		
RECORDNUMBER	CAT_STR2	Call No: CAT_STR4
pppp	Author: CAT_STR1	Copies: @ITEMCOUNT@
SSSS	**HH856HH** TAG_856	**IIII**
	@SYNDETICS10@ @AMAZON10@	

Icon

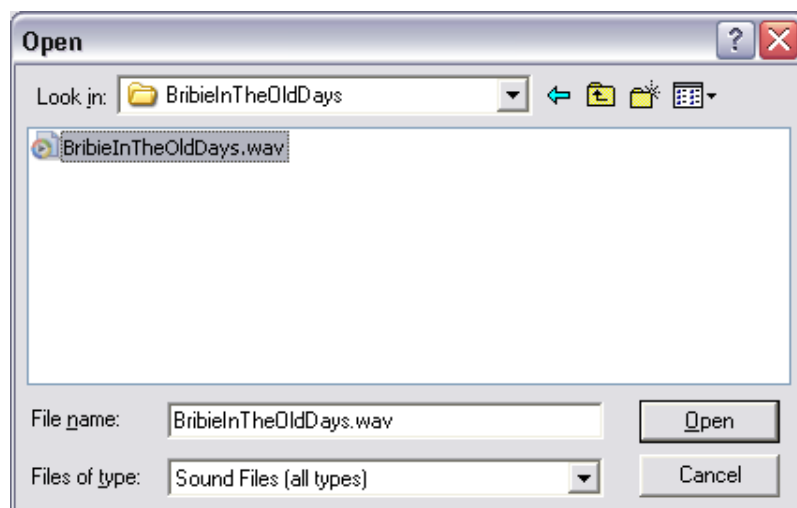
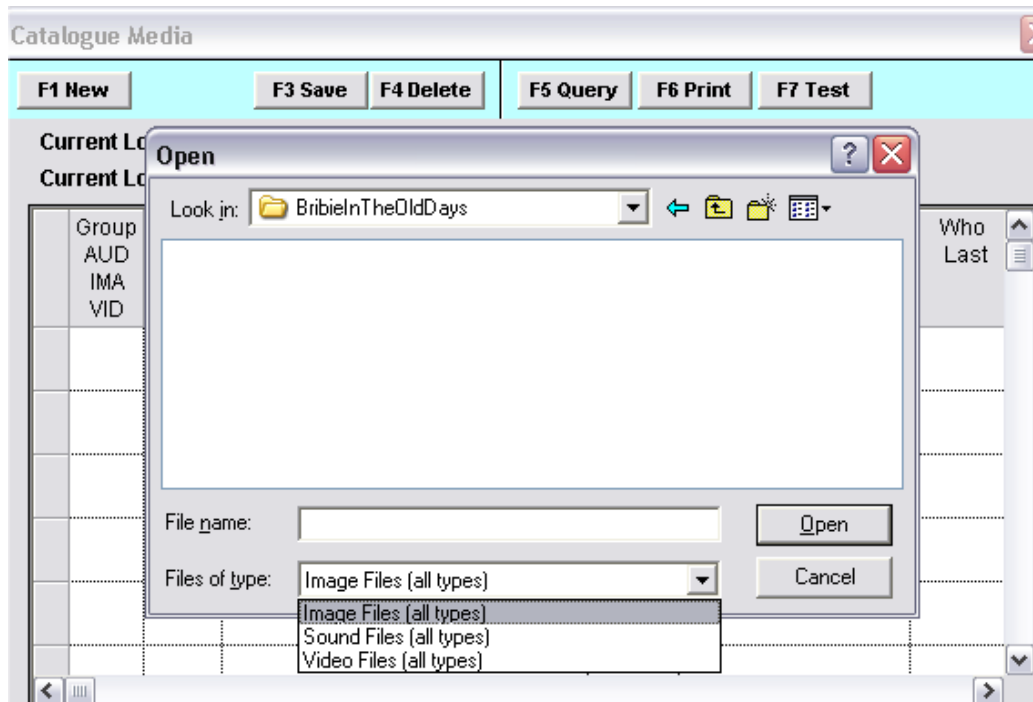
The icon image file is called AttachedDocs.gif and lives at <http://servername/amlibweb/icons/AttachedDocs.gif>.

CREATING SOUNDS

The sounds directory needs to be a shared folder and the path set in Supervisor, Locations.

Once set, sounds can be Catalogued. From the Catalogue, select Pictures Sounds from the Catalogue Menu. Another Window will display.

Select New and enter the Source of the Sound. Ensure that the Files of Type are Sound Files.



Enter a Replay Sequence (e.g. 10) and a brief description.

Catalogue Media [X]

F1 New F3 Save F4 Delete F5 Query F6 Print F7 Test

Object: / Aboriginal Australia : an introductory reader in Aboriginal studies / edited by Colin Bourke, Eleano

Current Location Sound Folder: D:\Amlib\Amlib\Programs\sounds\
Current Location Picture Folder: \\amgaye\images\

Group AUD IMA VID	Type (C)at (A)uth (B)orr	Entity Unique No	File Name sounds\123.wav (append to locn value)	Replay Seq. for Entity	Brief Description	Sec. Lvl	Edit?	Del?	View	Grp
AUD	C	245	0000245\BribieInTheOldDa	10	Oral History of Mrs Eile	0	Y	Y	Y	LIB

It can then be tested by highlighting the line and selecting the Test [F7] button.

When viewing the Catalogue record again, the Audio button will be active.

INTERNET LINKS – URLS

The URL tag has to be created in the Authority module, if it does not exist already. Once created it will be then available when creating catalogue items.

Go to Application, Marc Tags. Select New **[F1]**.

Add a Tag numbered 856. Set the columns to be:

Can the tag be repeated in a Catalogue?	Y
Is the tag an Authority that is only used in One catalogue?	N
Keyword Search Code	N for Notes

Update with **[F3]**.

Select Subfields **[F7]**. Ensure that the Authority and Used in Search Key is set to Y.

Sub-field	Subfield Description	Can be Repeated (Y/N)	Authority (Y/N)	Used In Search Key (Y/N)	Used In Marc Display (Y/N)	Create Key-words (Y/N)	Seq No	Also Create Tag	Also Create SubF
u	Uniform Resource	N	Y	Y	Y	N	10		

Select New **[F1]**. Add the columns as above. Select Update **[F3]**. Log off Authorities.

Stockitem Module

Go to Stockitem, Application Menu, Stockitem Form.

Select New **[F1]**. Type URL as a code, Uniform Resource Locator or Internet Link etc. as Description. Allow Loan would be set to N. A Stats code could be created as either WEB or DOC to indicate that the URL is pointing to the Web site or Document.

Select Save [F3].


Catalogue

There are companies that allow the download of Websites that have been checked and deemed appropriate (e.g. LinksPlus (<http://weblinkresearch.com/>) and Curriculum Corporation – SCIS).

They could also be added manually - if required, a Lead Thru set for could be made for URLs.

Create the catalogue as desired, adding the URL into the 856 tag and appropriate Titles, Subject Headings etc. There can be more than one URL per Catalogue.

Tag	1	2	Data
082	1	4	028.5 CHI
245	0	0	Children's Book Week [website].
856	4	0	http://www.slq.qld.gov.au/pub/cbw/
856	4	2	http://education.qld.gov.au/tal/edulist/reviews/efl02835.htm
260			[Brisbane] : State Library of Queensland, 2002-
500			Website catalogued: 25 Feb. 2003.
520	8		Summary: This website information about and activities relating to Children's E
650		7	Children's Book Week.
650		7	Children's literature.
650		7	Books and reading.
650		7	Classroom activities.

<p>HINT:</p> 	<p><i>You could type website in square brackets after the Title if you wish</i></p>
--	---

Create a Stockitem with a Form code of URL.

Stockitem - STAFF at Eastville

Main Application Item References File

F1 Clear F2 Insert F3 Update F4 Delete F5 Query F6 Table F7 << F8 < F9 > F10 >>

Item No Cat Ref No 11575 Query Via Item Cat Keyword Any

Title Author Subject URL Vol Ed Pub. Details

Call Number Sts Code Form Call Set Description Convert Val

Location Perm Temp Floor Origin/Source

For Loan (Y/N) Loan Type Opac? Alert Process

Received Accessioned Current Cost

ILL Library: ILL Ren: ILL Due: ITEM TYPE: N MEMOS: 0

On Loan Due On Order Res Seq 12 Set 36 ?Size 400

Last Modified 20/10/2003 10:18:31 AM by STAFF

Process Information

Press Insert [F2] and request the system supply a Barcode.

DOCUMENTS

Links to documents can be catalogued in a similar way. Create a catalogue with a link to the document. This could be particular useful for Transcripts of Oral Histories or documents relating to Local History.

Catalog - STAFF at Eastville (Live DB v4.2)

Main Application Catalogue References File

F1 Clear Duplicate F3 Update F4 Delete F5 Query F6 Table F7 << F8 < F9 > F10 >>

Audio Image

TAPE - VIEW TRANSCRIPT

Opac View Restriction (Y/N): N STAFF 03/05/2005 11:19:47 AM

Tag	1	2	Data
082			TAPE - VIEW TRANSCRIPT
245	0	0	Lees family history - an interview [Transcript & Audio available]
856	0	0	http://localhost/lochist/lees.htm
→ 650			Market gardens - Western Australia.
→ 651			Maylands - History

↑ ↓

Insert

Replace

Modify

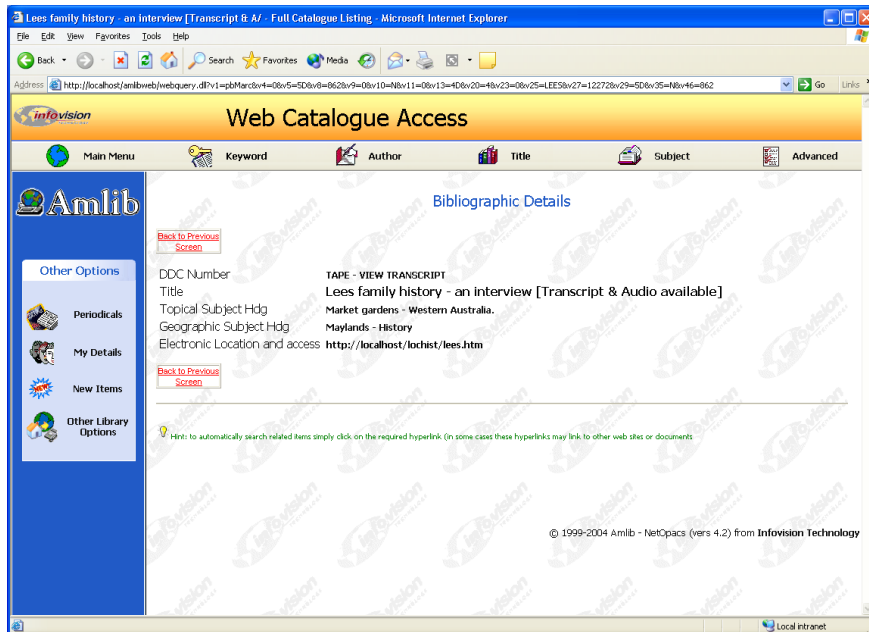
Delete

Hide

Title Ref: 12272 Seq 1 Set 1 ?Size 400

NUM

In the Search screen, the Catalogue display points to the path of the document. The source of the document would have to be on a folder that is Web-shared across the network.



On clicking the hyperlink, the document is displayed.



With the documents, it would still be an http file, and the path would be <http://servername> (my computer name is amgaye) I would suggest you save the documents to be viewed are saved to the server with the Netopac folders in it, as then it doesn't have to break through Firewalls etc. to get to view the document. In the Netopac folder there is an AmlibWeb folder - you could create a new folder in there called Docs or similar. The path then would be <http://servername/AmlibWeb/Docs/koala.htm> or whatever you saved it as. It is quite easy in Word to save as an htm file. You may have to get special permissions on the Network to save to that directory (e.g. AmlibWeb) - if you save it to the C drive, if someone else is looking for the document, the computer will be searching on the C drive of their particular machine. It needs to be a path that everyone can see.

REPORTS

Many reports that the library uses for other purposes would be useful for Art or Photographic collections.

Stockitem Where searches for simple reports and counts. You now can use Saved where results in the StockWandChange window.

Bibliography Report without Marc Tags as labels in the display

File Name: &bib.qrp

Report entity: Bibliographic

Report Type: Not Applicable

Where parameters set the Tags to Display. Data reported can come from a Saved file e.g. Local History collection.

Bibliographic Reports - Where

F3 Save F5 Query

1 Choose Search Column

- Auth Tag
- Auth Key
- Tags to Display
- Operator
- Date
- Catalogue Number

2 Choose Operator

LIKE LIKE IN IN

= ≠

< ≤ ≥ >

3 Type the WHERE Condition and Press PASTE OR Press SPECIAL

Paste Special

Optional Multiple Brackets ()

(Column	Oper	Where)
	Tags to Display	IN	082,100,245,260,300,440,500,	AND
	Auth Tag	=	245	

AND OR Delete

919.4231

Adelaide Australia's festival city /

[Maylands, S.A.] : Panorama Australia, [199-?]

1 videocassette (VHS) : sd., col. ; 1/2 in.

Panorama Australia video series.

Censorship classification: G.

Count by Stats code and call set

File Name: &stkcsc.qrp

Report entity: Stockitem

Report Type: Stockitems Default

Stats Code	F	Totals	74	0	1	0	\$1,651.25
Call Set		Totals	74	0	1	0	\$1,651.25
Call Set S		Totals	1	0	1	0	\$22.00
Call Set SP		Totals	2	0	1	0	\$37.00
Call Set T		Totals	1	0	1	0	\$45.00
Stats Code	F	Totals	78	0	1	0	\$1,755.25

Details Itfs [By Location, Type, Form, Stats code]

File Name: &stat526.qrp

Report entity: Statistics

Report Type: Not Applicable

Note: When setting up this report in Repstatistics, the Order MUST be by Location, type, Form, Stats collection code.

LIB	LIBRARY	Issues		
		Books		
			Fiction	4
			Non Fiction	27
			Total BK	31
		Cassette		
			Non Fiction	4
			Total CA	4

Location, Title, No of items, Author, Call Number and Form

File Name: &stkltn.qrp

Report Entity: Stockitem

Report Type: Stockitem Default

Must be sorted by Location first.

LIB	Title	# items	Author	Call No.	Form
	The children we remember : photographs f	17	<i>Abells, Chana Byers.</i>	940.53/161	BK
	City mouse & country mouse : a classic fai	1	<i>Aesop</i>	398.20938	BK
	The classic MG /	1	<i>Aspden, Richard.</i>	629.2222	BK
	A croft in Clachan /	3	<i>Armstrong, Sybil.</i>	941.423	BK
	A great day	1	<i>Axworthy, Anne</i>		BK
	A holiday in Spain	1	<i>Axworthy, Anne</i>	ON ORDER	BK
	Hope	1	<i>Axworthy, Anne</i>	F AXL	BK
	The hound dog mystery	1	<i>Allen, Pamela, 1947</i>	F ALL	BK
	The Nelson experience /	2	<i>Acheson, John.</i>	993.15 ACH	BK
	The nightingale /	1	<i>Andersen, Hans Christi</i>	F AND	BK
	Simon did /	1	<i>Allen, Pamela</i>	F ALL	BK
	TR				
	Title	# items	Author	Call No.	Form
	An Authority test	1	<i>Allen, Pamela, 1947</i>	F AUT	BK
	Bathtime	1	<i>Allen, Pamela</i>	F ALL	BK
	Birds.	1	<i>Ardley, Neil.</i>	598.2 ARD	BK

FIXED LAYOUT REPORTS USING THE MORE BUTTON [F10]

Certain Amlib Reports can be used to set the Marc Tags to display as defined in the More parameters. This enables more customisation from the User. For example Subfields can be set to be hidden or a Template can be formatted in Report Writer to suit – a bold font for Title, italics for Author etc.

Each row of the More Parameter table may be used to collect 1 of the 20 fields on the Report Template. These first 20 fields contain Tag or Subfield data (Fields 1-20), and the next 20 fields (Fields 1A – 20A) contain the associated Tag Descriptions. Fields 1A – 20A are included only if the Tag Descriptors are to be included.

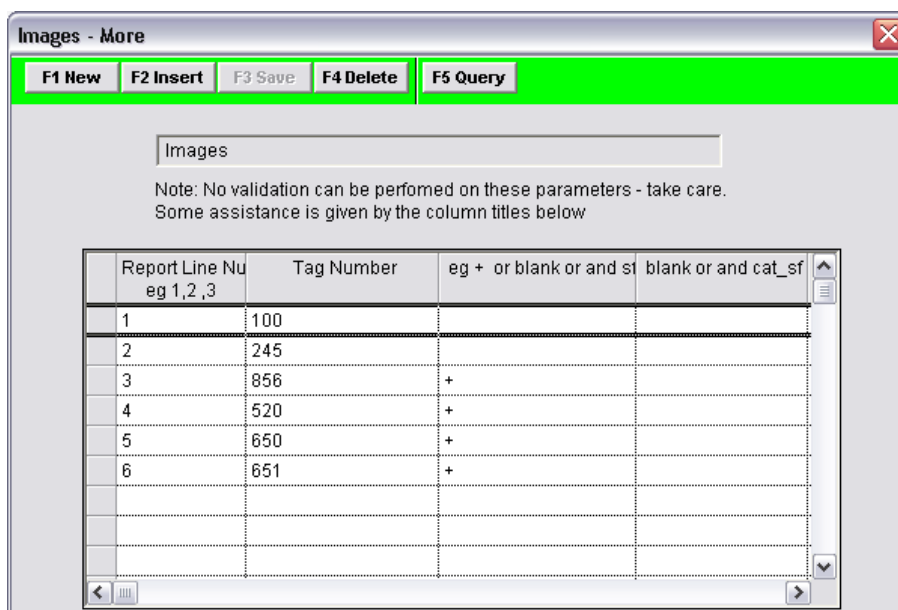
FIELDS 1A – 20A
Display Tag
Descriptors held
in Authority,
Marc Tags

Detail Block	
FIELD1A	FIELD1
FIELD2A	FIELD2
FIELD3A	FIELD3
FIELD4A	FIELD4

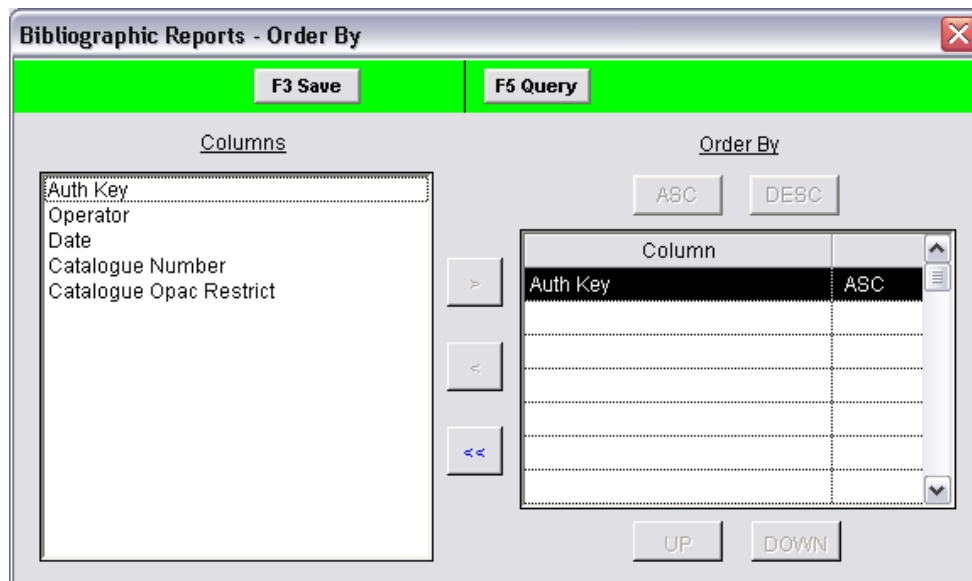
FIELDS 1 – 20 display
actual data for the
relevant Tags within
Authority

Fixed Layout report with Images & citemx.qrp

Includes some Stockitem data. Allows stored catalogue images to be printed (max 5 per catalogue with max 10 tags). Usually select a File to display the Catalogues with images. As this is a Fixed Layout Report, the More button is used to select the Catalogue Tag information to be printed in the first 6 lines of the Information about each image.




The Order can be set to e.g. Auth Key



The Item information is hard coded into the Report and cannot be customised without programming changes.

Use a Saved Catalogue file to access the records

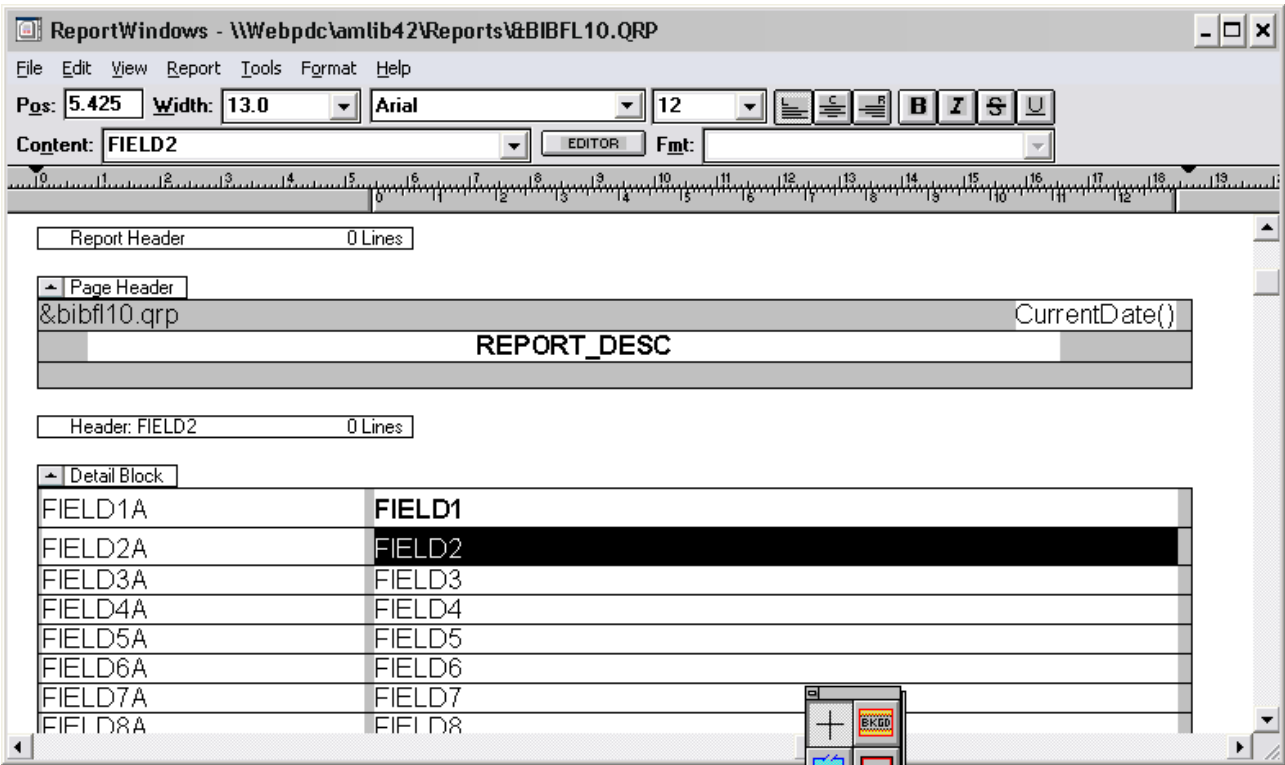
&ctitemx.qrp	Images	6/07/2004
Reference	11651	
		
Personal Author	Pendergrast, Kerry	
Title	Lotus field.	
Electronic Location and access	http://www.age.jp/~pranoto/	
Summary	Pranoto's Art Gallery is a lively, active gallery in the heart of the Bali arts community- Ubud. It hosts life-drawing model sessions, exhibitions and a large fine art collection of paintings by Indonesian and international artists.	
Topical Subject Hdg		
Geographic Subject Hdg	Bali (Indonesia)	
Barcode	STOCK00123714B	
Asset No.	2345A	
Current Location	2ND STOREY - GALLERY	
Date Acquired	08/01/2004	
Current Cost	\$650.00	
Original Cost	\$650.00	
Memos.....		
08/Jan/2004	Ensure glass is cleaned when returning from exhibitions	

The data to become the relevant Fields are determined using the More button.

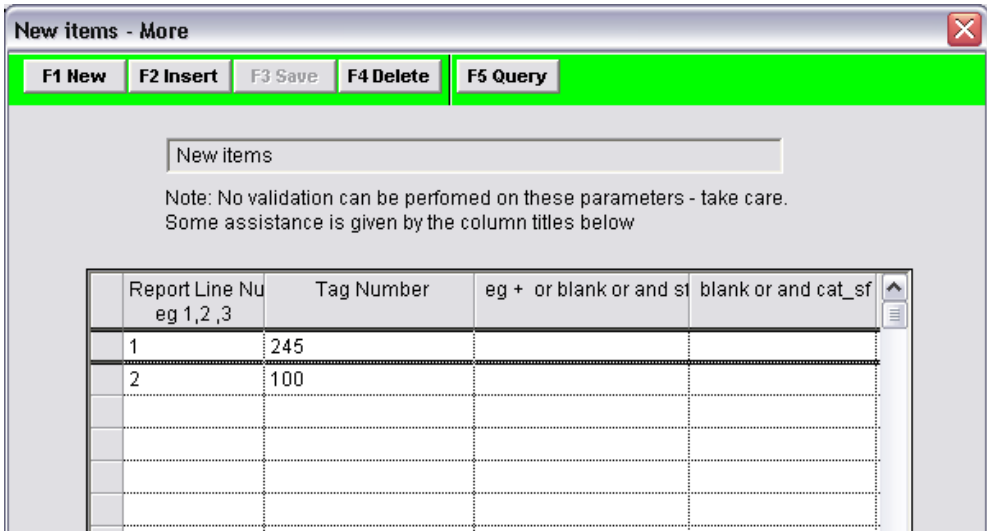
Report Entry	Description	Example
Default	The Marc Display is printed	
+ (third column)	All data in the specified tag is printed no matter how many tags are included in the record	All Subject listings are printed, where there is only one or several or hundreds! See Screen display of the sample report below
+ (fourth column)	All the data in the specified tag is printed.	For example all Notes are displayed. Without the +, the data will display up to 250 characters before truncation
and sf in ('a')	Only the subfields specified to be printed within this Authority Tag	Only the Series Name and Number printed
And cat_sf in ('a')	Only the subfields specified to be	Only the Publisher "c" (Date) needed

	printed within this Non Authority Tag	and not Place or Publisher
--	--	----------------------------

For example the Template &bibfl10.qrp is a Bibliography with up to 10 lines that can be defined. The Template includes Marc Tag descriptors (include the 1A, 2A etc.).



For example, the report to generate may have just the Title and Author. The More Button will only have Line 1 and 2 defined.



&bibf10.qrp	14/07/2004
New items	
Title	Compulsion.
Personal Author	Ablow, Keith Russell.
Title	In sunlight, in a beautiful garden.
Personal Author	Cambor, Kathleen.
Title	Utopia : a novel.
Personal Author	Child, Lincoln.
Title	The devil's redhead : a novel.
Personal Author	Corbett, David.

Alternatively, the Report can be set up to show all 10 lines with all occurrences of Multiple Tags e.g. if more than one 651 Subject occurs, show all headings. You are also able to define with Subfields are displayed for Authorities and Non Authorities – for example only show the Series Title and Number (subfields a and v of Tag 440, or only the Date in a Publisher (subfield c).


X
New items - More

F1 New
F2 Insert
F3 Save
F4 Delete
F5 Query

New items

Note: No validation can be performed on these parameters - take care.
Some assistance is given by the column titles below

	Report Line Nu eg 1,2,3	Tag Number	eg + or blank or and st	blank or and cat_sf
	2	100		
	3	082		
	4	500		
	5	650	+	
	6	651	+	
	7	655	+	
	8	600	+	
	9	440	and sf in ('a','v')	
	10	260	and sf in ('c')	

<p>HINT:</p> 	<p><i>The Publisher is set up as an Authority at some sites and a Non Authority at others. If your Publishers are a Non Authority the data would be entered as a cat_sf as shown below</i></p>
---	--

New items - More ✕

F1 New **F2 Insert** **F3 Save** **F4 Delete** **F5 Query**

New items

Note: No validation can be performed on these parameters - take care.
Some assistance is given by the column titles below

Report Line Number eg 1,2,3	Tag Number	eg + or blank or and st	blank or and cat_sf
2	100		
3	082		
4	500		
5	650	+	
6	651	+	
7	655	+	
8	600	+	
9	440	and sf in ('a','v')	
✓ 10	260		and cat_sf in ('c')

&bibf110.qrp 14/07/2004

New items

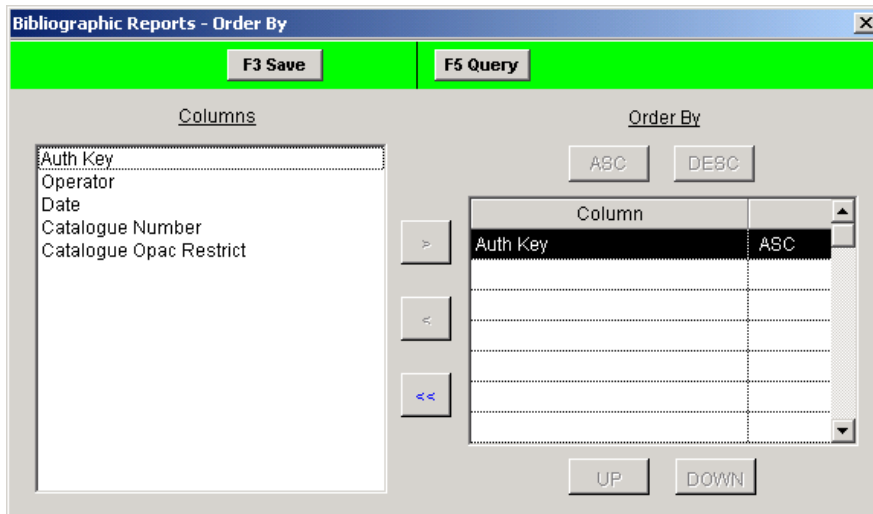
Title **Compulsion.**
 Personal Author Ablow, Keith Russell.
 DDC Number 813.54
 General Note
 Topical Subject Hdg Forensic psychiatrists - Fiction.
 Fugitives from justice - Fiction.
 Teenage boys - Fiction.
 Twins - Fiction.
 Geographic Subject Hdg Nantucket Island (Mass.)
 Genre/Form Mystery fiction
 Psychological fiction.
 Personal Name Subject
 Series Area (traced)
 Publication Details 2002.

Title **In sunlight, in a beautiful garden.**
 Personal Author Cambor, Kathleen.
 DDC Number 813.54
 General Note
 Topical Subject Hdg Capitalists and financiers - Fiction.
 City and town life - Fiction.
 Dam failures - Fiction.

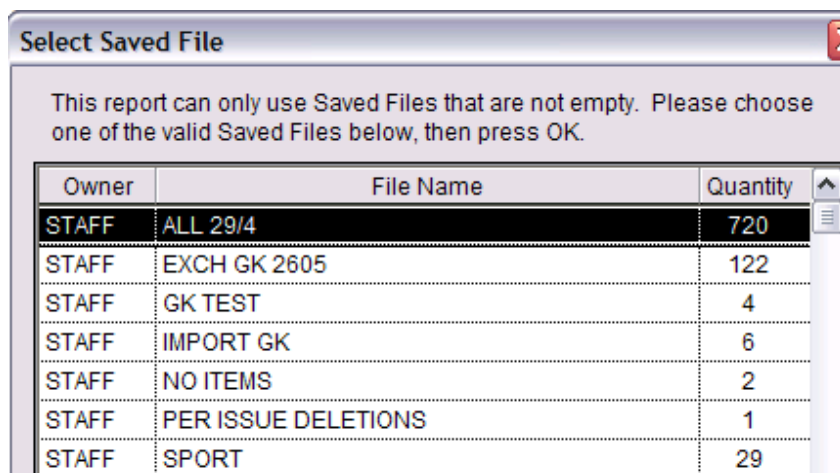
Order

Sorting of these Bibliographic reports is different to normal reports. The Tag that you wish to sort by is set in the Where Parameters e.g. Title (245 Tag) and the Order is set to be Order Key. Once this is

set, you must remember to say Yes to the File message when it comes up as it will no longer list the Files once the Tag is set as one of the Where parameters.



It is possible to use a Saved File for the Report. Respond Yes to the Message and a List of Files will be displayed, from which can be found the relevant File.



Full Listing (without Tags display) : 2 columns (&bib28.qrp)

New items

<p>Sijie, Dai. Balzac and the little Chinese seamstress. 843.92 Two boys are sent for re-education in Mao's China and discover instead the discreet charm of bourgeois literature and the tailor's attractive daughter. China - History - Cultural Revolution, 1966-1976</p>	<p>Campsie, Jane. Energy. 613 Offers advice and practical hands-on solutions to help sustain energy levels through diet, exercise, meditation, breathing exercises and aromatherapy. Health. Physical fitness. Vitality.</p>
<p>Ablow, Keith Russell. Compulsion. 813.54 Psychological thriller featuring forensic psychiatrist Frank Clevenger. Forensic psychiatrists - Fiction. Fugitives from justice - Fiction. Teenage boys - Fiction. Twins - Fiction. Nantucket Island (Mass.) Mystery fiction Psychological fiction.</p>	<p>Howard, Audrey. A flower in season. 823.914 Country homes - England - Fiction. Fathers and daughters - England - Fiction. Lake District (England) - Social life and customs - 20th century Domestic fiction. Love stories. Wilson, B. R. (Barry Robert), 1935-</p>

Authority URLs - Checking URL Links (&auth856.qrp). See Also Appendix 2

In order to check the URL links for catalogued Websites, it is necessary to create a report that will find the URLs in your Library Database. Once a report has been compiled, a Linking Checking Program (many are available as Shareware on the Internet or a suitable program can be purchased) can be used to test the links.

The Where parameters could be Where Tag = 856. It is recommended that the results be sent to a Text File for use with the URL Link Checking program.

The results will be a Text File, an example is shown below.

```
<p>AUTHORITY 856 TAG EXPORT (For hyperlink verification)</p>
<p>
<a href="http://agnet.com.au/">http://agnet.com.au/</a><br>
<a href="http://amgaye/My documents/AMLIB Information/User Groups/030430 Pub agenda .doc">http://amgaye/My docu
.doc</a><br>
<a href="http://amgaye/School/NUMBAT.doc">http://amgaye/School/NUMBAT.doc</a><br>
<a href="http://archnet.uconn.edu/">http://archnet.uconn.edu/</a><br>
<a href="http://builder.cnet.com/webbuilding/0-3880.html">http://builder.cnet.com/webbuilding/0-3880.html</a><br>
<a href="http://carlos.emory.edu/ODYSSEY/NEAREAST/arch.html">http://carlos.emory.edu/ODYSSEY/NEAREAST/arch.html
<a href="http://education.qld.gov.au/tal/edulist/reviews/ef102803.htm">http://education.qld.gov.au/tal/edulist/
<a href="http://education.qld.gov.au/tal/edulist/reviews/ef102835.htm">http://education.qld.gov.au/tal/edulist/
<a href="http://etext.lib.virginia.edu/stc/Coleridge/stc.html">http://etext.lib.virginia.edu/stc/Coleridge/stc.
<a href="http://lawr.ucdavis.edu/faculty/gpast/lakes.html">http://lawr.ucdavis.edu/faculty/gpast/lakes.html</a>
<a href="http://lcweb.loc.gov/catdir/toc/98-30381.html">http://lcweb.loc.gov/catdir/toc/98-30381.html</a><br>
<a href="http://purpleplanetmedia.com/bhp/index.shtml">http://purpleplanetmedia.com/bhp/index.shtml</a><br>
<a href="http://volcano.und.nodak.edu/vwdocs/volc_images/africa/nyos.html">http://volcano.und.nodak.edu/vwdocs/
<a href="http://webreference.com/index2.html">http://webreference.com/index2.html</a><br>
<a href="http://www.abc.net.au/landline/">http://www.abc.net.au/landline/</a><br>
<a href="http://www.awm.gov.au/">http://www.awm.gov.au/</a><br>
<a href="http://www.chemistrycoach.com/home.htm">http://www.chemistrycoach.com/home.htm</a><br>
<a href="http://www.cia.gov/cia/publications/factbook/geos/af.html">http://www.cia.gov/cia/publications/factboo
<a href="http://www.citypopulation.de/">http://www.citypopulation.de/</a><br>
<a href="http://www.coara.or.jp/~ryoji/abomb/e-index.html">http://www.coara.or.jp/~ryoji/abomb/e-index.html</a>
<a href="http://www.cs.sfu.ca/research/Whales/">http://www.cs.sfu.ca/research/Whales/</a><br>
<a href="http://www.csi.ad.jp/ABOMB/index.html">http://www.csi.ad.jp/ABOMB/index.html</a><br>
<a href="http://www.dpi.state.nc.us/Curriculum/Computer.skills/lsnplns/CompCurr.LP.html">http://www.dpi.state.
<a href="http://www.farmwide.com.au/">http://www.farmwide.com.au/</a><br>
```

APPENDIX 1: USMARC NOTES TAGS

TAG	DESCRIPTION	EXAMPLE
500	General Note	Based on a play which originally appeared in Spain as "A diew sien."
501	With Note	With: The dynamic duo / Bill Smith. London : Penguin, 1890.
502	Dissertation Note	Thesis (M.A.) – University College, Paris, 1987.
504	Bibliography, Etc. Note	Including bibliographical references (p. 61 – 64).
505	Formatted Contents Note	Church members, 1819-1931.
506	Restrictions on Access Note	Restricted access; Written permission required; Donor.
507	Scale Note for Graphic Material	Scale 1:300,000.
508	Creation/Production Credits Notes	Photographer, Andrew Davis.
510	Citation/Reference Note	Hillier, D. Bibl. of costume
511	Participant or Performer Note	Amanda Booker (violin).
513	Type of Report and Period covered note	Monthly technical report; Jan – Aug, 1978.
514	Data Quality Note	Approximately 55%
515	Numbering Peculiarities Note	Issued in parts.
516	Type of Computer File or Data Note	Text (Technical reports and digests)
518	Date/Time and Place of an Event Note	Broadcast November 21, 1984 at 7:30p.m.
520	Summary, etc.	Minutes of meeting.
521	Target Audience Note	Junior Primary
522	Geographic Coverage Note	State archive data from South West Region of W.A.
524	Preferred Citation of Described Materials Note	Private School Enrollment, 1987-1989.
525	Supplement Note	Supplement accompanies v. 6.
530	Additional Physical Form Available Note	Available in microfiche.
533	Reproduction Note	Microfilm.

534	Original Version Note	Reprint.
535	Location of Originals/Duplicates Note	Duplicate transcripts, W.A. State Archives
536	Funding Information Note	Sponsored by the Lions Club
538	System Details Note	Compact disc.
540	Terms Governing Use and Reproduction Note	Copyright and contractual restrictions applying to the reproduction of these photographs.
541	Immediate Source of Acquisition Note	Scheduled for permanent retention.
544	Location of Other Archival Materials Note	Series 235 (Register of criminal actions, 1940-1945).
545	Biographical or Historical Data	Teacher and historian. Born Hazel Myra Beecham. Married (1936) Ralph Morris (1901 – 1988).
546	Language Note	German.
547	Former Title Complexity Note	Title varies: 1819-1826.
550	Issuing Body Note	Published under the auspices of the British Navy.
551	Entity and Attribute Information Note [Provisional]	
555	Cumulative Index/Finding Aids Note	Preliminary inventory prepared in 1963.
556	Information About Documentation Note	“Technical Documentation for Computer Tapes, 1982 Census.”
561	Ownership and Custodial History	From the collection of M.Smith, 1927-1936.
562	Copy and Version Identification Note	Deacidified copy; personal seal embossed.
565	Case File Characteristics Note	Conscription files
567	Methodology Note	Continuous.
580	Linking Entry Complexity Note	Current abstracts of chemistry (Perth, WA : 1981).
581	Publications about Described Materials Note	Preliminary report
583	Action Note	Appraise
584	Accumulation and Frequency of Use Note	Employees Record
585	Exhibitions Note	Exhibited: “Visions of May Gibbs”, organised by Heritage House, 1992.
586	Awards Note	National Book Council Award, 1988

APPENDIX 2: SOME USEFUL LINKS

Stirling Web site

Art and photographic collections

<http://www.stirling.wa.gov.au>

Vincent Web site

Oral Histories catalogued

<http://www.vincent.wa.gov.au>

Geraldton Web site

Local History photograph collections

<http://www.geraldton.wa.gov.au>

Belmont Web site

Local History photograph collections

<http://www.belmont.wa.gov.au>

Caring for photographic collections

<http://aic.stanford.edu/sg/pmg/caringforphotos.html>

Directory of Local History sites in NSW

<http://www.sl.nsw.gov.au/localhistory>

Directory of Images from Websites throughout Australia. Included Picture Trails e.g. Lighthouses

<http://www.pictureaustralia.org/>

Example of digitized images available to the Public

<http://cityofsydney.nsw.gov.au/ArchivesWeb/scripts/home.asp>

Adding Watermarks in Paint Shop Pro

<http://www.grafx-design.com/24psp.htm>

URLs

It could be useful to catalogue some useful genealogical sites so that members are able to search surnames etc.

Other useful link suggestions can be found at:

<http://www.archivenet.gov.au/home4.html> (Archives of Australia)

<http://www.ecu.edu.au/secretariat/archives/> (Edith Cowen)

<http://www.admin.uwa.edu.au/archives/archives/factsheet.html> (Uni of WA)

<http://web.liswa.wa.gov.au/geneocent.html> (LISWA Genealogy Centre)

<http://web.liswa.wa.gov.au/staterecoff.html> (State Records Office)

<http://www.newnorcia.wa.edu.au/archives.htm> (New Norcia Archives)

<http://www.awm.gov.au/> (Australian War Memorial)

<http://www.canberra.edu.au/lurees/> (Lu Rees Archives of Australian Literature)

<http://www.asap.unimelb.edu.au/asa/directory/> (Australian Directory of Archives)

<http://john.curtin.edu.au/> (John Curtin library)

http://dir.lycos.com/Society/Genealogy/Australia_and_New_Zealand/Western_Australia/ (

<http://cleo.murdoch.edu.au/~wags/> (WA Genealogy Society)

<http://www.coraweb.com.au/society.htm> (Genealogy, Family History and Historical Societies)

<http://www.wn.com.au/gfhs/> (Geraldton Family History Society Inc.) – Includes Genealogy Clip Art!

http://www.stonnington.vic.gov.au/library/history_quickfind.htm (Victorian site who has put their local history collection on the Web)

AWM Collection Databases - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <http://www.awm.gov.au/database/default.asp> Go Links

AWM COLLECTION DATABASES

Search the databases for items in the Memorial's collections

ART	Search over 2,700 artworks by keyword, artist, title and classification
BOOKS	Search over 60,000 books and journals by author, title, year or subject
FILMS	Search over 2,800 films by conflict, accession number or keyword
PHOTOGRAPHS	Search over 200,000 photographs by keyword, colour, conflict, or neg number
PRIVATE RECORDS	Search over 7,500 collections by keyword, conflict, name or accession number
SOUND RECORDINGS	Search over 600 sound recordings by keyword, interviewee and conflict
PICTURE AUSTRALIA	A link to a joint image searching project between AWM, NLA, SLNSW, SLTAS & SLV.
AMOL	A link to the AMOL Collection Search which includes 18,000 AWM photographs
OFFICIAL RECORDS	A link to National Archives of Australia Record Search database.
BOER WAR NOMINAL ROLL	Search for the details of over 17,000 service people in the Boer War
FIRST WORLD WAR NOMINAL ROLL	Search for details of 324,000 members of AIF 1914-18
COMMEMORATIVE ROLL	Search for details of about 3,000 commemorated Australians
ROLL OF HONOUR	Search for details of over 102,000 of Australia's war dead

Check out the [Search Tips](#) for first time users.

[Copyright](#) and [Ordering](#) information.

[Background to the Memorial's Collections.](#)

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Internet

Directory of Archives in Australia - Western Australia - Microsoft Internet Explorer

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Address http://www.asap.unimelb.edu.au/asa/directory/asa_wa.htm Go Links >>

 **Directory of Archives in Australia**

Western Australia

- [Albany Historical Society Archives](#)
- [All Saints' College](#)
- [Army Museum of Western Australia Foundation](#)
- [Art Gallery of Western Australia](#)
- [Bank of Western Australia Ltd](#)
- [Benedictine Community of New Norcia Inc](#)
- [Beverley Historical Society](#)
- [Bridgetown Historical Society](#)
- [Brookton and Districts Historical Society Inc](#)
- [Broome Historical Society Inc](#)
- [Canning Districts Historical Society Inc](#)
- [Christian Brothers - Holy Spirit Province](#)
- [City of Belmont Historical Society Inc](#)
- [City of Canning - Riverton Library - Local History Collection](#)
- [City of Gosnells Historical Society Inc - Orange Tree Farm](#)
- [City of South Perth Council / City of South Perth Historical Society - Local Studies Collection](#)
- [City of Stirling - Administration Library](#)
- [The Congregation of the Presentation Sisters \(WA\) Inc - \(1\)Presentation Sisters' Archives, Perth, \(2\)Presentation Sisters' Archives, Geraldton](#)
- [Cunderdin Municipal Museum](#)
- [Denmark Historical Society Inc](#)
- [Donnybrook Historical Society](#)
- [Eastern Goldfields Historical Society Inc](#)

Done Internet

John Curtin Prime Ministerial Library - Electronic Research Archive page 3 - Microsoft Internet Explorer

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Address <http://john.curtin.edu.au/era/era03.html#categories> Go Links >>

To find particular categories of material eg [photographs]

The following categories have been identified by the JCPML to describe the types of items in ERA:

- Anecdotes
- Corporate Records
- Digital Objects
- Motion Pictures
- Official Records
- Oral History
- Personal Papers
- Photographs
- Published
- Realia
- Sound Recordings
- Theses

The category name appears at the end of the item label in square brackets (eg Westralian Worker editorial [published]). If you wish to find material from a particular category, simply include the category type as one of the search terms when you enter your query.

Alternatively, in the Query tab, select More Options, then scroll to the Field Template. Enter the category type you wish to find (eg, Sound Recordings) in the Category field box. Other search terms can be entered in the search box in the usual way or the search box can be left blank. Click Search to execute the query. This automatically takes you to the [Results tab](#).

Done Internet


APPENDIX 3: EXAMPLE LOCAL HISTORY RECORDS

Registration No	2283.9
Format	Photograph
Title	(Large crowd opening of the Gaiety Picture theatre)
Subjects	Postcards Official occasions Theatre
Description	Black and white postcard. Photograph depicts a large crowd at the opening of the Gaiety Picture theatre. There is an air of formality, with many well-dressed dignitaries seated in the front row of the theatre.
Inscription	On the front, at bottom LHS in black ink, "Opening – Gaiety"
History	Part of booklet describe at 2283
Approx date made	1921
Acquisition type	Copy
Creator	James, 16 Angelo St, South Perth
Names	Gaiety Theatre, South Perth
Size	8.5 x 14 cms
Restrictions	This image is provided for research purposes only and must not be reproduced for other purposes without the prior permission of the XYZ Local History Archives
Storage Location	PS22
Condition	Fair
Date modified	8/01/2000
Index	South Perth History

APPENDIX 4 SCANNING TIPS

Scanning options depend very much on the Scanner and the software available to enhance the image produced by the Scanner e.g. PaintShop Pro; Photoshop, PhotoDeluxe etc.









Useful sites can be found on the Internet




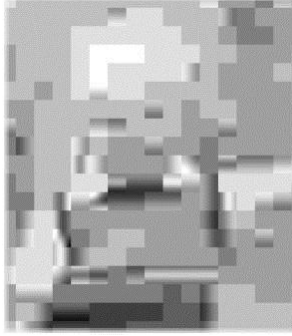
<p>PRINT SHOWING THROUGH</p> <p>Any printed matter with print on both sides.</p> <p>Scanning the photograph in the usual way will usually show the print on the other side as the light reflects off the white backing and back to the picture</p>		<p><u>SOLUTION</u></p> <p>By placing something black across the top, this eliminates the print coming through</p>
<p>STRETCH COLOURS/FIXIT</p> <p>Always best to make the lightest part of the picture white, and the darkest black</p>	<p>Use histogram functions, and options such as stretch colours or Fixit.</p>	

<p>ELIMINATE SCREEN PRINT from picture</p>	<div data-bbox="562 193 871 400" data-label="Image"> </div> <div data-bbox="562 448 871 676" data-label="Image"> </div> <div data-bbox="936 220 1955 376" data-label="Text"> <p>Image menu, Normal Filters there is usually a Blur option. If this does not completely get rid of the pattern, try reducing the size of the image e.g. 1300 x 1800 to half that amount e.g. 650 x 900, then blurring the image again and then going back to the original size. Then use the sharpen option.</p> </div>	
<p>FIXING UP BLOTCHES AND MARKS</p>	<p>The easiest way is to cut and paste from near the blotch. Select to Feather the edge e.g. 5 pixels and copy an area near the patch. Paste it back over the patch</p> <div data-bbox="562 863 965 1102" data-label="Image"> </div> <div data-bbox="1048 884 1274 1054" data-label="Text"> <p>Blotch in Background</p> </div>	<p>Blotch disappears after cutting and pasting some of the background close by</p> <div data-bbox="1312 903 1720 1137" data-label="Image"> </div>
<p>SAVING THE QUALITY OF THE PICTURE</p>	<p>If images are made to be around 700 mm wide x 500 mm, this just fills the computer screen with a bit of a margin, and it doesn't lose resolution when printed. Make full colour e.g. 16million colours</p>	
<p>If you have an image 614 x 515 pixels, and save as a bmp, it</p>	<p>Usually you have a File Format Preferences where you can choose an Image type and a compression percentage. By experimenting with this, it is possible to find a "happy medium" where the image is satisfactory and the file size not too big</p>	

doubles in size as it keeps a backup copy.	(see below)
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COMPRESSION RATES AND IMPLICATIONS FOR FILE SIZE

Image type e.g. Bmp/Jpg		Compression Percentage, File size					
	Bmp 1% 991kb		Jpg 1% 151kb		Jpg 10% 86kb		Jpg 20% 67kb
	Jpg 30% 56kb		Jpg 40% 39kb		Jpg 50% 37kb		Jpg 60% 31kb

	Jpg 70% 27kb		Jpg 80% 20kb		Jpg 90% 12kb		Jpg 99% 6kb
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FILE FORMATS - EXAMPLES

JPEG	Joint Photographic Experts Group	Recommended. Capable of saving millions of colours, most programs can display this format; it compresses a picture as you save it.
TIF	Tagged Image File	Widely recognised but usually need a viewer to display the image. Capable of saving millions of colours
BMP	Bitmap Picture	More “hungry” than the other 2 formats
GIF	Graphics Interchange Format	Query over licensing agreement with Unisys. GIF images are limited to 256 colours or less. Converting photographic images with more than 256 colours to GIF format can result in a blotchy appearance