



# Digital Library of the Caribbean (dLOC): Guide to Adding a New Volume to a Serial

## Step 1

Log in to myDLOC: <http://www.dloc.com/my>

## Step 2

Find the serial in dLOC, often a page like this:

The screenshot shows a digital library interface for a newspaper page. At the top, there are navigation options: HIDE, EDIT METADATA, EDIT BEHAVIORS, QUALITY CONTROL, PUBLIC ITEM, VIEW WORK HISTORY, and MANAGE FILES. A search bar contains the text 'CA03599022 : 00655'. Below the navigation bar, there are tabs for 'Digital Library of the Caribbean' and language options: english, español, français. The main content area displays a newspaper page from 'EL MUNDO' (DIARIO DE LA MAÑANA) dated 'MERCORES 1 DE NOVIEMBRE DE 1959'. The page features several headlines, including 'Estados Unidos amonestó ayer a los beligerantes', 'Puerto Rico será la llave para la defensa del hemisferio', and 'El general Daley cumple hoy cincuenta y seis años'. There is also a portrait of a man, likely General Daley, and a small advertisement for 'GIUSTI CRISANTEMI LINDO Y FRESCO'.

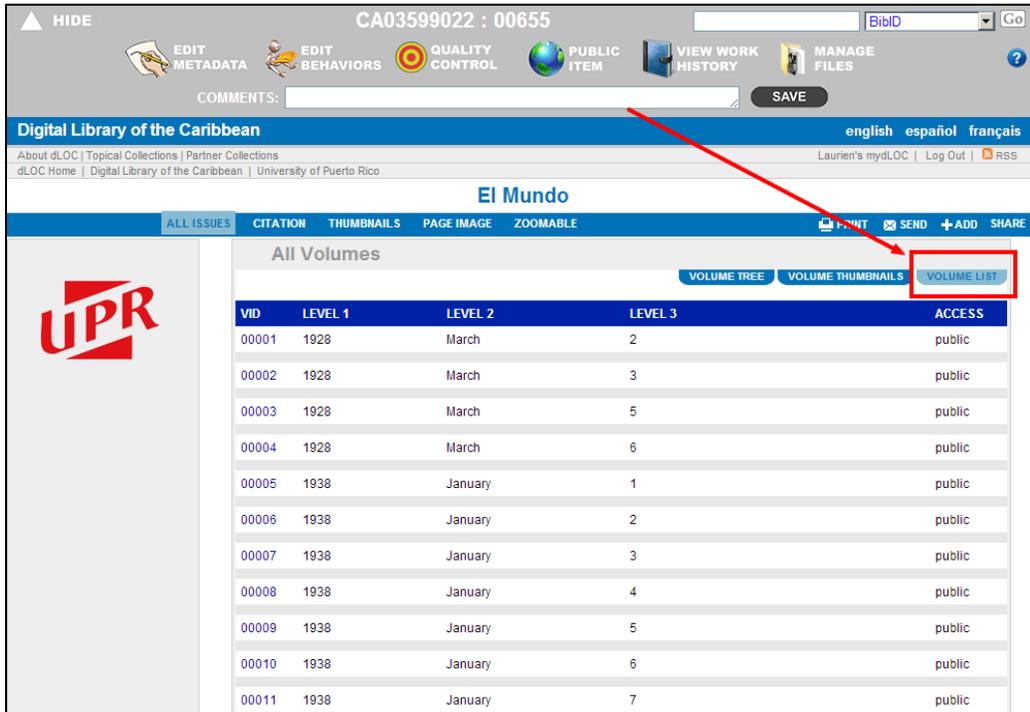
### Step 3

Go to the "All Issues" page:

The screenshot displays the Digital Library of the Caribbean interface. At the top, there is a header with the ID 'CA03599022 : 00655' and a search bar containing 'BibID'. Below this is a navigation bar with icons for 'EDIT METADATA', 'EDIT BEHAVIORS', 'QUALITY CONTROL', 'PUBLIC ITEM', 'VIEW WORK HISTORY', and 'MANAGE FILES'. A 'COMMENTS:' field and a 'SAVE' button are also present. The main header features the 'Digital Library of the Caribbean' logo and language options: 'english', 'español', and 'français'. A secondary navigation bar includes links for 'About dLOC', 'Topical Collections', 'Partner Collections', 'dLOC Home', 'Digital Library of the Caribbean', and 'University of Puerto Rico', along with 'Laurien's mydLOC', 'Log Out', and 'RSS'. The main content area is titled 'El Mundo' and has a sub-header 'All Volumes'. A red box highlights the 'ALL ISSUES' button in the top navigation. Another red box highlights the 'VOLUME LIST' button in the volume navigation options. The main content area shows a tree view of 'El Mundo' with years 1928, 1938, and 1939, and months from January to November. Below the months, there are numbered links 1 through 5. The UPR logo is visible on the left side of the page.

### Step 3

When logged in, the “Volume List” link also appears. Click on it to see the page below. Here, scroll to the bottom to click on the last volume or VID.



CA03599022 : 00655

digital library of the caribbean

El Mundo

ALL ISSUES CITATION THUMBNAILS PAGE IMAGE ZOOMABLE

VOLUME TREE VOLUME THUMBNAILS **VOLUME LIST**

VID	LEVEL 1	LEVEL 2	LEVEL 3	ACCESS
00001	1928	March	2	public
00002	1928	March	3	public
00003	1928	March	5	public
00004	1928	March	6	public
00005	1938	January	1	public
00006	1938	January	2	public
00007	1938	January	3	public
00008	1938	January	4	public
00009	1938	January	5	public
00010	1938	January	6	public
00011	1938	January	7	public

01042	1937	December	25	private
01043	1937	December	26	private
01044	1937	December	27	private
01045	1937	December	28	private
01046	1937	December	29	private
01047	1937	December	30	private
01048	1937	December	31	private

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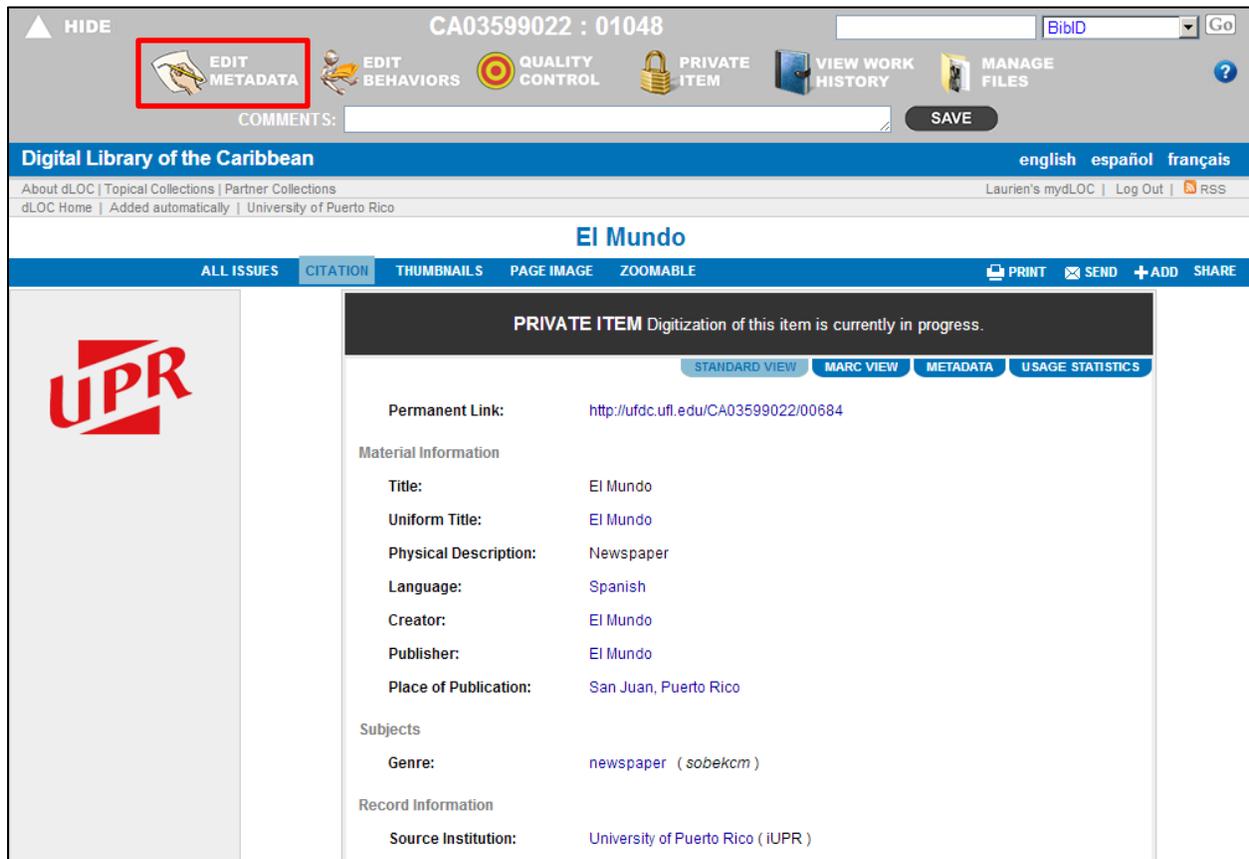
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## Step 4

Click on the last item to review the last volume metadata and behaviors.

When adding new volumes, the new volumes will inherit the metadata for the Holding and Source Institution, the Aggregations, Wordmarks, and Viewers. Best practices are to review this information before adding new volumes.

Below is a screenshot of the last volume entered at this time. Click on Edit Metadata to confirm the Holding and Source Institutions:



The screenshot displays the Digital Library of the Caribbean (dLOC) interface. At the top, the identifier 'CA03599022 : 01048' is shown. A navigation bar includes buttons for 'EDIT METADATA' (highlighted with a red box), 'EDIT BEHAVIORS', 'QUALITY CONTROL', 'PRIVATE ITEM', 'VIEW WORK HISTORY', and 'MANAGE FILES'. Below this is a 'COMMENT S:' field and a 'SAVE' button. The main header identifies the 'Digital Library of the Caribbean' with language options for 'english', 'español', and 'français'. The specific item is 'El Mundo', with tabs for 'ALL ISSUES', 'CITATION', 'THUMBNAILS', 'PAGE IMAGE', and 'ZOOMABLE'. A 'PRIVATE ITEM' warning states 'Digitization of this item is currently in progress.' The metadata is organized into sections: 'Material Information' (Title: El Mundo, Uniform Title: El Mundo, Physical Description: Newspaper, Language: Spanish, Creator: El Mundo, Publisher: El Mundo, Place of Publication: San Juan, Puerto Rico), 'Subjects' (Genre: newspaper (sobekcm)), and 'Record Information' (Source Institution: University of Puerto Rico (iUPR)).

## Step 5

In the Edit Metadata screens, click on the tab for “Record Information” to review the metadata for Holding and Source Institution, and to update these if needed. After reviewing these, click Save to save any changes.

The screenshot displays the 'Record Information' tab of a metadata editing interface. The interface is divided into several sections: 'Internal Record', 'External Records', and 'Rights Management'. The 'Internal Record' section is highlighted with a red box and contains the following fields:

- Bibliographic ID:** CA03599022
- Volume ID:** 01048
- Record Status:** METADATA UPDATE
- METS Note:** Online edit by Laurie N. Taylor ( 7/1/2013 )
- Record Origin:** (empty)
- Encoding Level:** (none)
- Source Institution:** UPR (dropdown) University of Puerto Rico
- Holding Location:** UPR (dropdown) University of Puerto Rico
- Tickler:** (empty)
- Rights Management:** (empty)

The 'External Records' section contains the following fields:

- Identifier:** 53005066
- Identifier Type:** OCLC
- Serial Hierarchy:** 1937 (1937) -- December (12) -- 31 (31)
- Related EAD:** Empty Related EAD
- Physical Container:** (empty)
- Label:** (empty)
- Related URL:** Empty Related URL

At the top of the interface, there are tabs for 'MATERIAL INFORMATION', 'SUBJECTS AND NOTES', 'RECORD INFORMATION', 'IEEE-LOM', 'VRACORE', and 'PREVIEW'. The 'RECORD INFORMATION' tab is currently selected. There are also 'CANCEL' and 'SAVE' buttons at the top right.

## Step 6

Click on Edit Behaviors to review the behaviors.

The screenshot displays a web interface for a digital library. At the top, there is a navigation bar with several icons and labels: 'HIDE', 'EDIT METADATA', 'EDIT BEHAVIORS' (highlighted with a red box), 'QUALITY CONTROL', 'PRIVATE ITEM', 'VIEW WORK HISTORY', and 'MANAGE FILES'. A search bar with the text 'BibID' and a 'Go' button is also present. Below the navigation bar, there is a blue header for 'Digital Library of the Caribbean' with language options for 'english', 'español', and 'français'. A secondary navigation bar includes links for 'About dLOC', 'Topical Collections', 'Partner Collections', 'dLOC Home', 'Added automatically', 'University of Puerto Rico', 'Laurien's mydLOC', 'Log Out', and 'RSS'. The main content area features a blue header for 'El Mundo' with tabs for 'ALL ISSUES', 'CITATION', 'THUMBNAILS', 'PAGE IMAGE', and 'ZOOMABLE'. There are also icons for 'PRINT', 'SEND', '+ ADD', and 'SHARE'. A large black banner in the center reads 'PRIVATE ITEM Digitization of this item is currently in progress.' Below this banner, there are tabs for 'STANDARD VIEW', 'MARC VIEW', 'METADATA', and 'USAGE STATISTICS'. A 'Permanent Link' is provided as <http://ufdc.ufl.edu/CA03599022/00684>. The 'UPR' logo is visible on the left side of the page.

## Step 7

Review the behaviors for Aggregations, Wordmarks, and Viewers. Make any changes necessary, and click save.

**BEHAVIORS**

**< CANCEL** **SAVE >**

**Basic Information**

Tickler:  **+** **?**

Bibliographic ID: CA03599022 **?**

Volume ID: 01048 **?**

Main Thumbnail:  **?**

Serial Hierarchy:

	Display Text	Display Order
Level 1:	<input type="text" value="1937"/>	<input type="text" value="1937"/>
Level 2:	<input type="text" value="December"/>	<input type="text" value="12"/>
Level 3:	<input type="text" value="31"/>	<input type="text" value="31"/>

Dark Flag:  Item should be permanently dark **?**

**Physical Material**

Born Digital:  Item is born digital **?**

Tracking Box:  **?**

Disposition Advice:  Notes:  **?**

**Membership**

Aggregation:    **+** **?**

Source Institution:   **?**

Holding Location:   **?**

**Wordmarks for web page**

Wordmark:  **+** **?**

**Viewers for this resource**

Viewer:      **+** **?**

**< CANCEL** **SAVE >**

## Step 8

After completing the review and verification process, click on the BIBID for the item to go to the main title-level screen.



## Step 9

In the main BIBID screen, click "Add New Volume."



## Step 10

Note: The add new volume screen begins with a note on “Import from existing volume” and this is the reason to review the most recent added item before adding new volumes.

To add a new serial, complete the “Serial Hierarchy” information and click one of the “Save” buttons.

See an existing volume or the example after this for the completed serial hierarchy information.

**Digital Library of the Caribbean** english español français

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**Add a new volume to this existing title/item group.**

- Only enter data that you wish to override the data in the existing base volume.
- [Click here](#) for detailed instructions on adding new volumes online.

**NEW VOLUME**

Import from existing volume: 01048 ◀ CANCEL SAVE ▶ SAVE & ADD ANOTHER

**New Volume Information**

**Bibliographic ID:** CA03599022 ?

**Visibility:** PRIVATE ?

**Main Title:** \_\_\_\_\_ ?

**Publication Date:** \_\_\_\_\_ ?

**Serial Hierarchy:**

	Display Text	Display Order
Level 1:	_____	_____
Level 2:	_____	_____
Level 3:	_____	_____

**Physical Material**

**Born Digital:**  Item is born digital ?

**Material Recd:** Date: \_\_\_\_\_ Notes: \_\_\_\_\_ ?

**Disposition Advice:** \_\_\_\_\_ Notes: \_\_\_\_\_ ?

**Tracking Box:** \_\_\_\_\_ ?

◀ CANCEL SAVE ▶

In addition, the following actions are available:

SAVE & EDIT ITEM SAVE & ADD FILES SAVE & ADD ANOTHER

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## Example:

The example shows the year for the first level (with the text and numerical order, which is the “Display Order” being the same). Then, the second level in this example is January. For this to be computer-organized, January is listed as 1 for the display order. The issue is from January 1. Thus, the third level display text is 1 and the display order is also 1.

**Digital Library of the Caribbean** english español français

[dLOC Home](#) | [Laurien's mydLOC](#) | [Log Out](#) About dLOC | [Partners](#) | [Topical Collections](#) | [RSS](#)

**Add a new volume to this existing title/item group.**

- Only enter data that you wish to override the data in the existing base volume.
- [Click here for detailed instructions on adding new volumes online.](#)

**NEW VOLUME**

Import from existing volume:

**New Volume Information**

**Bibliographic ID:** CA03599022 ?

**Visibility:**  ?

**Main Title:**  ?

**Publication Date:**  ?

**Serial Hierarchy:**

	Display Text	Display Order
Level 1:	<input type="text" value="1936"/>	<input type="text" value="1936"/>
Level 2:	<input type="text" value="January"/>	<input type="text" value="1"/>
Level 3:	<input type="text" value="1"/>	<input type="text" value="1"/>

**Physical Material**

**Born Digital:**  Item is born digital ?

**Material Recd:** Date:  Notes:  ?

**Disposition Advice:**  Notes:  ?

**Tracking Box:**  ?

In addition, the following actions are available:

## Step 11

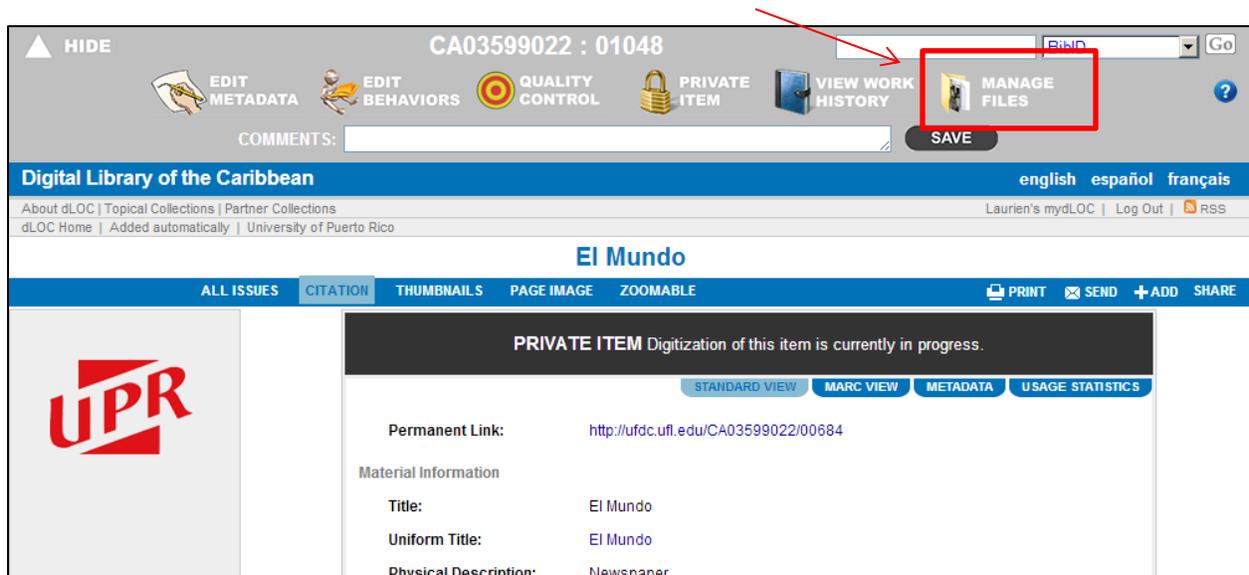
After entering in the serial hierarchy, you have several options for “Save”. All of the “Save” buttons are great to use, and it may or may not matter for your workflows which you use.

- Save & Edit Item
  - Brings you to the Metadata Editor screen for the new item
- Save & Add Files
  - Brings you to the item in dLOC, which will only have a citation until files are loaded. From this screen, you can click “Manage Files” to load files.
- Save & Add Another
  - Will keep you on the same page. None of the information will change, except that a small note will be added at the top for “Saved new volume.”
- Clicking on Save brings you to the item in dLOC, which will only have a citation until files are loaded.

Depending on your local workflow, there may be a preference for one of these over the others. There also may not be a preference and all the save options allow you to easily get to the next part of the workflow.

## Step 12: Upload Files

After saving the new volume, click on “Manage Files” to upload files for the item.

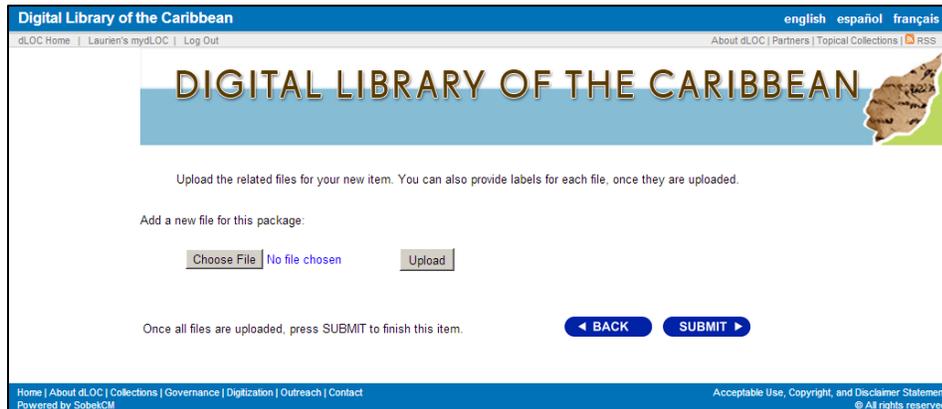


The screenshot shows the Digital Library of the Caribbean interface. At the top, there is a navigation bar with icons for 'EDIT METADATA', 'EDIT BEHAVIORS', 'QUALITY CONTROL', 'PRIVATE ITEM', 'VIEW WORK HISTORY', and 'MANAGE FILES'. The 'MANAGE FILES' button is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar, there is a 'SAVE' button. The main content area displays the title 'El Mundo' and a message: 'PRIVATE ITEM Digitization of this item is currently in progress.' Below this message, there are tabs for 'STANDARD VIEW', 'MARC VIEW', 'METADATA', and 'USAGE STATISTICS'. The 'MARC VIEW' tab is selected. The 'Material Information' section shows the following details:

Permanent Link:	<a href="http://ufdc.ufl.edu/CA03599022/00684">http://ufdc.ufl.edu/CA03599022/00684</a>
Title:	El Mundo
Uniform Title:	El Mundo
Physical Description:	Newspaper

## Step 13: Upload Files

In the “Manage Files” screen, select each file to upload, and click “Upload”. After uploading all items, click “Submit”. Here, you can also label different files as with adding page numbers, or this can be done in Quality Control.



## Step 14: Quality Control & Quality Assurance

After uploading all of the files, review the metadata and the files to ensure they all display properly.

For some items, this may include using the Quality Control functionality, which is shown below.

