

Digital Library of the Caribbean (dLOC): Adding a New Publication as a New Item Record + Excerpt

What is a New Item Record + Excerpt?

In order for an item in a digital library to be findable and usable, the item should be described with information about the item. For a book in a library, this is often done with a catalog record. For an item in a digital library, the item information is also known as a record or more accurately as *metadata*.

Metadata is *data about data*, or *defined information about a particular thing*. Library and museum metadata may look something like this:

	<p>Format: Greek Vase</p> <p>Date: 470 - 460 BC</p> <p>Height: 35 centimeters</p> <p>Title: [Greek Vase of Odysseus and Eumaios the Swineherd]</p> <p>Notes: from Homer's story of the Odyssey</p>
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The record or metadata described and provides information about the item. The item itself is composed of both the metadata and the digital files. Together, these make up the *Resource Object* that is usable and useful within a digital library.

The Digital Library of The Caribbean (dLOC) is almost entirely composed of full *Resource Objects*, with all of the files housed in dLOC.

Record+Excerpt items are also appropriate in some instances. For instance, a librarian at a dLOC Partner institution learns about a new book of poetry that is published in 2013. The librarian is very interested in making sure the book of poetry is preserved and accessible in the future. At the current time in 2013, the author does not yet want the entire book to be available as Open Access, but the author does want to share a chapter or more of the book as Open Access in dLOC. For this, adding a record to dLOC with the substantive excerpt benefits dLOC users and the worldwide community by providing access to information and an excerpt for the new publication.

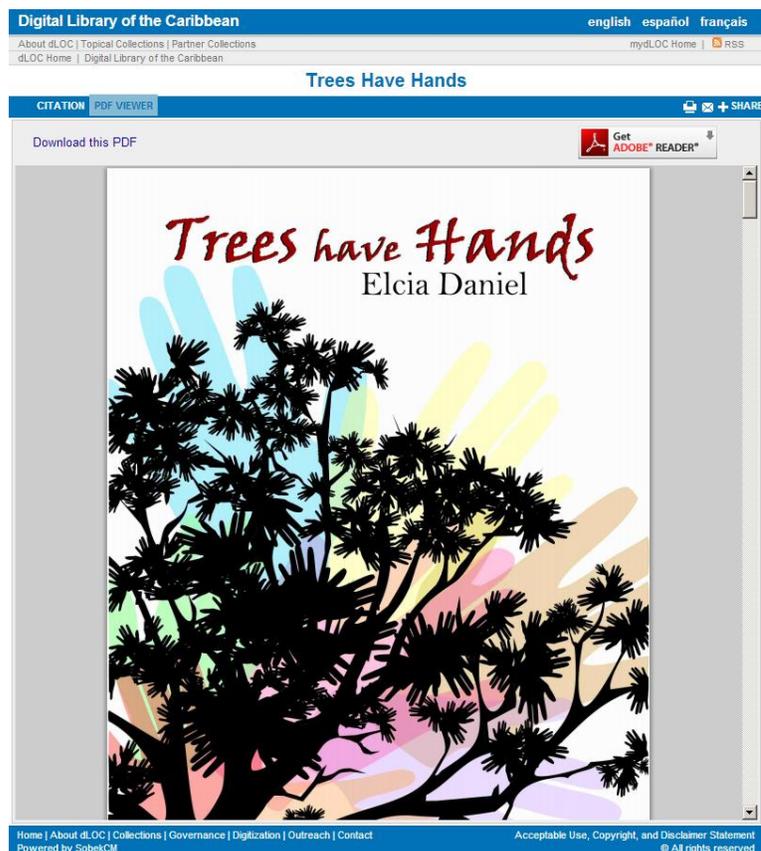
Records+Excerpts are also important for making information about new publications accessible. It can be difficult even for librarians to find information about books published in various places throughout the world depending on where the book was published, the publisher, whether or not the book had an ISBN, etc. The *Record+Excerpt* items are useful for creating access to the information about new publications alone. The excerpts provide an added benefit.

Example

In dLOC, one example of a *Record+Excerpt* is for a book of poetry: *Trees Have Hands* (<http://www.dloc.com/AA00015948>). *Trees Have Hands* includes a 13 page PDF excerpt of the book with the front and back covers, table of contents, introduction, and selected poems.

In order to best support dLOC Partners, users, and the global public, the record for *Trees Have Hands* includes a note that this is an excerpt and the records includes information on the full book. The record also includes information on how to acquire the full book.

The *Record+Excerpt* benefits dLOC users because the record metadata includes sufficient information for users to find it when searching and browsing within dLOC. Thus, the record enables this item to be usable and useful. Also, the record allows readers and book users to find information about the full book, including how to acquire a copy of the book. The record thus supports access to information now in dLOC and future access in dLOC, by supporting current publishing, distribution, and readership models.



Example of a Record+Excerpt: *Trees Have Hands*
(<http://www.dloc.com/AA00015948>)

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<h2 style="margin: 0;">Trees Have Hands</h2>		
CITATION	PDF VIEWER	
STANDARD VIEW MARC VIEW METADATA USAGE STATISTICS		
<p>Permanent Link: http://ufdc.ufl.edu/AA00015948/00001</p> <p>Material Information</p> <p>Title: Trees Have Hands Poems & Memoir Shorts</p> <p>Added title page title: Promotional selection from Trees Have Hands: Poems & Memoir Shorts by Elcia Daniel</p> <p>Physical Description: Book of poetry</p> <p>Language: English</p> <p>Creator: Daniel, Elcia</p> <p>Publisher: Cornerstone Printing</p> <p>Place of Publication: US Virgin Islands St. Thomas, V.I.</p> <p>Publication Date: 2012</p> <p>Copyright Date: 2012</p> <p>Notes</p> <p>Abstract: Book of poetry which includes a prose segment with some personal memories as well as one fictional short story. With the many new poems, includes selected poems published previously, and the poems and prior venues are: "Break Time" and the short story "Under the Guinep Tree" were published by the University of the West Indies Extra-Mural Unit in Montserrat in their 1990 Anthology, and "Hope", "Exodus" and "Revelation" in their 1998 Anthology of Poems. The poem "Break Time" has also appeared in The New Voices (Trinidad), 1991.</p> <p>General Note: For more information on this book and for copies, please contact the author: Elcia Daniel; P. O. Box 10685, St. Thomas V.I. 00801 and email: elciadan@yahoo.com</p> <p>Creation/Production Credits: Cover design by Denise Humphrey. Introduction by Howard A. Fergus KBE PhD, UWI Professor (retired).</p> <p>Biographical: About the author, from the book section About the Author: "Elcia Daniel was born on the island of Anguilla where she started her teaching career. She attended Teachers' Training College in Antigua, and later moved to Montserrat to settle with her husband. She has taught throughout the school system, and was Head of the Language Department at the Montserrat Secondary School. She holds a Master of Arts Degree in Education from the University of the Virgin Islands, and a Bachelor of Arts degree in English with a minor in History from the University of the West Indies. Her present place of abode is St. Thomas in the Virgin Islands where she taught English at the Charlotte Amalie High School before retiring in 2007. She has had several poems and short stories published in Caribbean Journals over the years."</p> <p>General Note: The digital file here is a promotional selection of the full volume. The full volume is available by contacting the author.</p> <p>Record Information</p> <p>Source Institution: University of Florida</p> <p>Holding Location: University of Florida</p> <p>Rights Management: All rights reserved. No part of this book may be reproduced, stored in a retrieval system, or transmitted by any means without the written permission of the author.</p> <p>Resource Identifier: <i>isbn</i> - 978-0-578-10874-2</p> <p>System ID: AA00015948:00001</p>		
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How Do I Create a Record+Excerpt Item?

To create a Record+Excerpt, follow the same process as with submitting a new item¹ by logging in to myDLOC, and clicking on the link to “Start New Item”.

The New Item form shows the fields for standard, simple metadata. Complete as much as possible, and click next. The next screen asks you to upload the digital files.

Because this is a record+excerpt, in most cases, you will have the excerpt file to load. Upload those files, and click “Submit”. This brings up the completed item screen.

On this screen, select “View This Item” to return to metadata editing. This is the more expanded metadata form. For *Record+Excerpt* items, the metadata is especially important, and additional notes to clarify that this is not the full item and notes on how to acquire the full item should be added.

Also, if there is a web address for excerpt files or for the publisher, then this should be added in the “Related URL” field, which is under the third tab, “Record Information,” when editing the metadata.

The screenshot shows the 'Internal Record' form in the 'RECORD INFORMATION' tab. The form includes fields for Bibliographic ID (AA00015401), Volume ID (00001), Record Status (METADATA UPDATE), METS Note (with two entries), Record Origin, Encoding Level (none), Source Institution (UF - University of Florida), Holding Location (UF - University of Florida), Tickler, and Rights Management (Material from the University of Connecticut, see: http://doddcenter.uconn.edu/asc/findaids/PRCourt/MSS20000130.html). Below this is the 'External Records' section with fields for Identifier, Classification, Serial Hierarchy, Related EAD, Physical Container, Related URL (with a red arrow pointing to the field containing a URL), Embedded Video, Related Item, and Downloads. The form has 'CANCEL' and 'SAVE' buttons at the top and bottom.

¹ Quick Guide: <http://www.dloc.com/AA00013238/00001/pdf>

Recommended Metadata for Record+Excerpt Items

After adding the link to the resources, also make sure to review the metadata to ensure as much information as possible is included.

For all items, the recommended minimum metadata fields to be completed are:

1. Title
2. Other titles (as applicable)
3. Type
4. Physical description
5. Language
6. Identifier (as applicable; e.g., Library of Congress number, ISBN, etc.)
7. Holding location
8. Source institution
9. Creator
10. Publisher
11. Place of publication
12. Date of publication
13. Subject
14. Spatial subject (as applicable)
15. Coordinates (as applicable)
16. Abstract
17. Note (as applicable)
 - a. Note that this is an excerpt only, or only a record with a link to the publisher for the excerpt.
 - b. Note on where or how to acquire a copy of the full item.

For more on these fields, see the *dLOC Metadata Guide*: <http://www.dloc.com/AA00002864/00001/pdf>