



TRAINING DOCUMENTATION

## ALEPH 500 - ADAM

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**Ex Libris**

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# **1 Introduction**

The ALEPH Digital Assets Module (ADAM) allows libraries to manage digital objects and the appropriate metadata within an ALEPH 500 environment and customise them for the public. This enhanced and improved approach helps the libraries to expand into new fields of media integration, where books and magazines co-exist with videos, images and sound.

Librarians can now load the complete digital object palette within the Cataloging module of ALEPH 500. They can create the corresponding bibliographic data in the accordant cataloging format or link data which are already present as well as adding the relevant technical metadata for access to the objects, for copyrights and for archiving.

Thus, the library user can access a complete media set including digital material and traditional library catalogue information.

The satisfaction of the users can be increased noticeably, if, e.g. scanned table of contents will be supplied in addition to the bibliographic data. The extended Web-OPAC in ALEPH 500 offers the users the possibility to browse the metadata, to perform fulltext searches and to search and display digital objects easily.

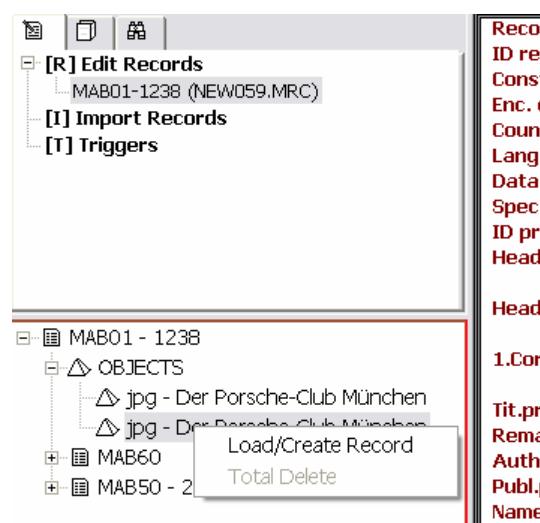
## 2 Manage digital objects

The objects will be linked to a record in the bibliographic library (lib01). In the navigation frame (lower part of the left frame) the entries for each object are displayed. The metadata of the object will be displayed by double-clicking on an entry in the tree and may then be edited. Depending on the defined parameters of the system, the links to the objects will either be shown related to the BIB record or related to the ADM record.

Display related to the BIB record	Display related to theADM record

### 2.1 Register new objects

In order to record a new object, mark the node ,No object available' in the navigation frame of the cataloging module. In case, there are objects already available, mark any other node. Next, choose ,Load/create record' from the Record manager in the menu. Alternatively, you may right-click on the object node or simply double-click it.



## 2.2 Object list

The Object List will either be displayed after you have performed the function „Load/create record“ (see 2.1) or when you have clicked on the node of an object that is already saved. The list includes data of all objects, which are linked to certain BIB record. The list is empty if there are no saved object data yet.

BIB= 1238 ADM= 2562 - Der Porsche-Club München (Dheus, Egon) Year: 1997.				
Objects List				
Filename/URL	Title	Type	Size	Show in OPAC
/exlibris/aleph/a18_1/demo_objects/mab50/test_adam_03/1/cayenne3_im_gelaende.jpg	Bild 1	VIEW	29 KB	Y
\$aleph_dev/demo_objects/mab50/thumbnail/1/cayenne_3_im_gelaende_th.jpg	Bild 1	THUMBNAIL	3 KB	
/exlibris/aleph/a18_1/demo_objects/mab50/test_adam_03/1/cayenne2_heck.jpg	Bild 2	VIEW	23 KB	Y
\$aleph_dev/demo_objects/mab50/thumbnail/1/cayenne_2_heck_th.jpg	Bild 2	THUMBNAIL	2 KB	

New  
Duplicate  
Delete  
Thumbnail  
Indexing

Following functions are executable in the object list:

### New

Click on New to enter new metadata for an object and to upload an object to the server. The Object Form will be activated in the lower part of the right frame.

### Duplicate

Choose Duplicate to copy the data of an already saved object and to use them as template for creating new records.

### Delete

Choose Delete to remove the data of the saved object. This function will also remove the object if it is saved on the ALEPH server.

### Thumbnail

Thumbnails are scaled down images, which provide a preview of a digital image. Thumbnails will be displayed in the brief list of the OPAC or in the full view of the bib record. Choose Thumbnail to let ALEPH create automatically thumbnails from images. The thumbnail will be added to the object list.

### Indexing

Choose Indexing to index an added document, for example \*.doc or \*.pdf. After indexing the document will be searchable by fulltext search. The document is transformed into XML format. The new XML document will be added to the object list.

Note, that the character set ISO-8859-1 will be used for fulltext indexing for default, unless you defined another character set in the field Character set of the register form. Thus, there is no need to define a special character set for \*.doc- or \*.pdf –

documents. However, a special character set should be chosen before indexing documents written in a language that depends on special characters like Russian, Hebrew and several Asian languages.

## 2.3 Object Form for objects

The functions in the Object Form are:

### New/Update

The function Update will save corrections you have done to an existing record. The button will not be active, in case you have not changed anything.

The function New will save new data you entered to the register form.

### Save defaults

The function **Save defaults** will save each entries in the Object form and will use these as template for creating new records. Only one default is possible. So, if you want to create a new template, you have to change the entries in the Object form and save it again with **Save defaults**.

### Cancel

Choose Cancel to exit the open Object form without saving or correcting data.

#### 1.1.1 Object Info Tab

The Object Tab displays a summary of all entered and saved metadata of an object in the Object Form.

The Bib Info Tab displays information of the bibliographic record to which the object is linked.

Object Title	Bild 2
File Name	cayenne2_heck_trn.jpg
Storage Directory	\$aleph_dev/demo_objects/mab50/thumbnail/1
Usage Type	Thumbnail
Object Extension	jpg
File Size (Bytes)	2374
Cat. Sublibrary	Education Library
Character Set	
Color	
Compression Ratio	
Resolution	
Dimensions	
Open date	20060818
Update date	20060818
Object Creation Date	

The Object Info Tab is disabled when you create a new object until it is saved using the Add Button.

### 1.2.1 Location Tab

The Location Tab will be activated once you add or correct an object. It contains the title of the object, the cataloguing sublibrary, source- and target directory as well as information about the object type.

The screenshot shows the 'Location' tab of a digital object creation interface. At the top, there are tabs labeled 1. Object Info, 2. Location, 3. Technical Data, 4. Copyright, 5. Access Rights, and 6. Browser. The 'Object Info' tab is currently selected. The main panel contains several input fields and dropdown menus:

- Title:** Front Cover
- Cat. Sublibrary:** MEDUC
- Usage Type:** View
- Location:**
  - Storage Directory:** \$aleph\_dev/demo\_objects/mab50/view/1
  - File Name:** 1\_cover.jpg
  - URL:** [empty]
- Extension:** jpg
- File Size (Bytes):** 41539

On the right side of the panel, there are three buttons: 'Add', 'Save Defaults', and 'Cancel'.

#### Title

The title information is optional. You can enter a title for the object that will be displayed in the object node of the Record Manager or the OPAC. If this field is left blank the content of the bibliographic record's title (245## for MARC or 331## for MAB) will be used automatically as the object's title.

#### Cat. Sublibrary

The Cat. Sublibrary field is optional. It contains the code of the sublibrary that owns the digital object. This information is important, if you want to allow only limited access to the object, e.g. users who have a privileges record for this sublibrary.

You need not necessarily enter a sublibrary in this field. You can also enter the code of an ADM library (lib50), if the object is not only assigned to a certain sublibrary but also used by all sublibraries within an ADM library. You may leave the field empty, if the object is globally accessible for all sublibraries and ADM libraries.

The storage location of the object depends on the field Cat. Sublibrary (see below). The expand list of the field Storage directory varies, depending on the system's configuration, accordingly to the entry in Cat. Sublibrary.

#### Usage Type

The field **Usage Type** is mandatory. The object type defines the context of its usage. Objects that should be displayed in the OPAC must have the Usage Type „View“.

The Usage Types „Thumbnail“ and „Index“ will be set automatically by ADAM.

- By choosing the function Thumbnail (Object List), ADAM creates a thumbnail from an image and assigns the Usage Type Thumbnail for this new object.
- By choosing the function Indexing text (Object List), ADAM creates a XML-document from the current object and performs a fulltext indexing. The Usage Type Indexing text will be assigned for this new object.

### **Storage Directory**

The field Storage Directory is mandatory. Here, you choose the directory where the object will be saved. The object will be copied to this directory automatically.

Note that the storage location of the object depends on the content of the field Cat. Sublibrary (see above).

### **File Name**

The field Field Name is mandatory. The file name contains the name of the object which is uploaded to the server. The file name cannot be changed after uploading the file. If you wish to change the file name, you have to create a new object and delete the old one.

### **URL**

The URL (Uniform Resource Locator) is a unique identifier of an object located on an internet server. By entering the URL you allow access to objects without having them stored in your own file system.

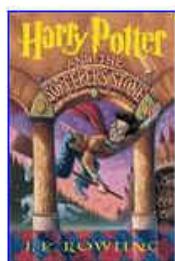
### **Extension**

The field Extension is mandatory. ADAM will automatically allocate an extension, the so-called mimetype, to the object during the upload. If required, the field may be overwritten manually. Depending on this entry, different icons for objects with different mimetypes will be displayed in the OPAC.

## Full View of Record

Choose format: [Standard format](#) [Catalog card](#) [Name tags](#) [MARC tags](#)

Record 2 out of 2



1.Person	Rowling, J. K.
Title proper	<a href="#">Harry Potter and the Sorcerer's Stone (Book 1)</a>
1.Publisher	<a href="#">Scholastic Trade</a>
Date of publ.	1999
ISBN	0590353403
Digital Object	Front Cover <a href="#">Amazon Link</a> ← Front Cover Front Cover Harry Potter and the Sorcerer's Stone (Book 1) Amazon-Link

Choose format: [Standard format](#) [Catalog card](#) [Citation](#) [Name tags](#) [MARC tags](#)

### File Size (Bytes)

The File Size contains the object's size in bytes and will be filled automatically by the system during file-upload to the server.

#### 1.3.1 The Technical Data Tab

<a href="#">1. Object Info</a>	<a href="#">2. Location</a>	<a href="#">3. Technical Data</a>	<a href="#">4. Copyright</a>	<a href="#">5. Access Rights</a>	<a href="#">6. Browser</a>
Character Set	<input type="text"/>	Resolution	<input type="button" value="Add"/>		
Color	<input type="text" value="true color 32bit"/>	Dimensions	<input type="button" value="Save Defaults"/>		
Compression Ratio	<input type="text" value="10:1"/>	Creation Hardware	<input type="button" value="Cancel"/>		
Creation Date	<input type="text" value="18/08/2006"/>	Creation Software			
Note 1	<input type="button"/>				
Note 2	<input type="button"/>				
Note 3	<input type="button"/>				
Note 4	<input type="button"/>				
Note 5	<input type="button"/>				

### Character set

The field Character Set is optional. Here, you define the character set of a document for which you plan to perform a fulltext indexing.

If you leave this field empty, the character set ISO-Latin-1 will be used by default for fulltext indexing, unless you defined another character set in the field Character set of the Object form. Thus, there is no need to define a special character set for \*.doc- or \*.pdf – documents. However, a special character set should be chosen before indexing documents written in a language that depends on special characters like Russian, Hebrew and several Asian languages

## Resolution

The field is optional. The resolution indicates the number of dots per inch of the image-object

## Color

The field is optional. If required you can define color for the image-object

## Dimensions

Dimensions is optional. This field contains information on the object's dimensions for image-objects.

## Compression Ratio

The Compression Ratio is optional. You can enter the compression-ratio of the digital object.

## Creation Hardware

The Creation Hardware is optional. This field is used to describe the hardware that was used to create a digital object.

## Creation Software

This field is optional. You can enter the software that was used to create the digital object.

## Creation date

The Creation Date is optional. You can enter the date on which the digital object was created.

## Note 1 – 5

The **Note** field is optional. The Note fields allow creating notes on the object. You can use this field also to enter additional local technical metadata.

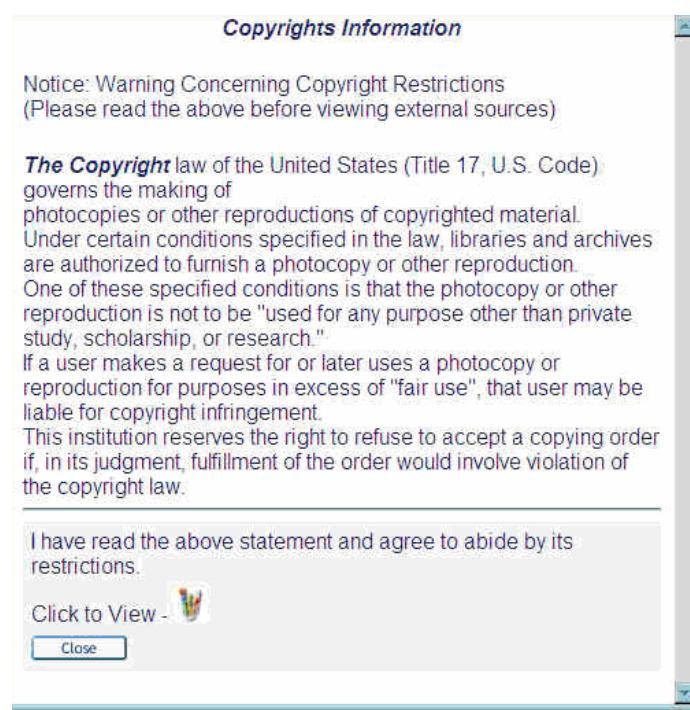
### 1.4.1 The Copyright Tab

The screenshot shows a software interface for managing copyright information. At the top, there is a navigation bar with tabs: 1. Object Info, 2. Location, 3. Technical Data, 4. Copyright (which is the active tab), 5. Access Rights, and 6. Browser. Below the tabs, there are several input fields and dropdown menus:

- Copyright Contact: A text input field containing "CBOY" with a browse button (...).
- Copyright Owner: A dropdown menu set to "Public".
- Copyright Type: A dropdown menu set to "Copyrighted".
- Copyright Notice Type: A dropdown menu set to "Free for all".
- Copyright Note: A large text area for notes, currently empty.
- A checkbox labeled "Copyright Notice" is checked.

On the right side of the form, there are three buttons: "Add", "Save Defaults", and "Cancel".

In the Copyright Tab copyright information are recorded. The entries in the fields Copyright Type, Copyright Notice Type and Copyright Note in conjunction with the checkbox Copyright Notice will affect the access of objects in the OPAC. You may determine, if a Copyright window will pop up and which text it contains, before users can access the chosen objects.



The fields Copyright Contact, Copyright Owner and Copyright Type are merely informal and do not affect the display of an object in the OPAC.

## Copyright Contact

The field is optional. It contains the Copyright Contact of a digital object, e.g. the publisher or the agency. The dialog button to the right of the field opens the supplier list of ALEPH, from which you can choose an entry.

## Copyright Owner

This field is optional. Enter the copyright holder here or choose an entry from the list.

### Copyright Type

This field is optional. Choose a type from the list.

### Copyright NoticeType

This field is optional. If required, choose an entry from the list. Depending on the system's configuration, a special copyright window can be shown in the OPAC. Note, that the checkbox Copyright Notice must be marked for this purpose.

## Copyright Note

This field is optional. From ALEPH 500 version 18 on the **Copyright Note** is shown in the copyright window of the OPAC as an additional note.

## Copyright Notice

The Checkbox **Copyright Notice** defines, if the copyright window will be shown before opening an object. In conjunction with the entry in the field **Copyright NoticeType** special pages for different Notices may be displayed.

### 1.5.1 Access Rights Tab

Expiry Date	29/12/2006	Patron Status	MEDUC	Add
IP Address	10.*	Sublibrary	003	Save Defaults
Course		Number Of Copies		Cancel
<input checked="" type="checkbox"/> Show In OPAC	Loan Duration			0
<input type="checkbox"/> Guest Allowed				

### Expiry Date

This field is optional. If required, enter the date when the time of use expires. The object will not be displayed in the OPAC after that date. By clicking the arrow on the right of the field, you can choose a date from a calendar.

### Patron Status

This field will be used to give only registered users of a certain status access to the object. Several statuses may be entered separated by commas.

A Patron Status has to be a 2-digit numeric code and is defined in the circulation. The Patron Status controls the loan privileges of a certain user's sublibrary. Hence, this field can only be used reasonably in combination with the field Sublibrary.

### IP Address

This field is optional. It is used to limit object access based on the patron's IP Adress. The addresses can be truncated by using the asterisk (\*) at any position of the addresses. With truncation you can easily define a range of numbers, which should have access to the objects, e.g. 11.15.\* oder 14.\*. Up to 10 addresses may be entered, separated by blank.

### Sublibrary

This field is optional. The object's access rights are checked against the patron's sublibrary assignment. If the patron doesn't have a record for the selected sublibrary he will not be able to view the object.

## **Course**

This field is optional. This field is used to restrict display of an object based on course. If course and patron id don't match the patron will not be able to view the object. You can enter up to ten courses, separated by a blank.

## **Number of Copies**

This field is optional. It defines a limited access for the object by allowing only a certain number of simultaneous accesses. If an object is opened in the OPAC, a session will be registered and any further session will be proved against the entry in this field. If the defined limit is exceeded, the patron can't open the object. A session will be automatically terminated after 10 min., if not terminated by the patron before.

## **Loan Duration**

The **Loan Duration** is currently not in use.

## **Show in OPAC**

The checkbox Show in OPAC is optional. Click here if you want an object to be displayed in the OPAC dependent on the other access restrictions defined above. If this checkbox isn't clicked the object won't be shown in the OPAC independent from other access rights defined.

## **Guest Allowed**

This field is optional. Select this option if you want non-registered users to be able to view the object. If this checkbox isn't clicked, the object will only be available for users who have signed in.

### **1.6.1 The Browser Tab**



This tab enables you to view the selected object. In order to view the object, click View. In some instances, the object is automatically displayed without requiring you to click the View button. This option is determined by the System Librarian according to the type and size of the objects.

### **3 Search for digital objects**

The objects are all linked to a bibliographic record in your BIB library, which contains the descriptive metadata. Hence, the same searches as in the BIB library are available.

#### **3.1 Fulltext search**

The fulltext search is a special kind of search. This index allows you to search for all terms in documents which are registered as objects and for which you have performed a fulltext indexing. The fulltext indexing is called by clicking the button Indexing from the Object List. (see chapter [Object list](#))

Truncation is also possible, but keep in mind, that you must use the ,%' character to truncate when searching in fulltext.