Support:
Australia: 1300 260 795 (Local call cost in Australia)
Email: support-amlib@oclc.org
Amlib Help Desk (TOPDesk):
https://servicedesk.oclc.org/ta/public/
OCLC Amlib Document Portal:
https://www.oclc.org/support/services/amlib.en.html

Sales:
Australia: 1300 260 795 (Local call cost in Australia)
Fax: +61 (0) 3 9929 0801
Email: sales-amlib@oclc.org
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.
The Local History course will cover the processing of items including:

- Local History Guide
- People
- Places
- Events
- types of formats
- Issues to consider
- Copyright
- Copyright Ownership
- Duration of Copyright
- Trace stages of receipt
- Trace maintenance
- Loan allowances
- PROCESSING ITEMS
- Authority Marc Tags
- The Catalogue
- Copy/Paste commands
- Copy
- Paste
- The Stockitem
- Item Number
- Form Code
- Stats Code
- Description
- Memo Types
- MASTER/SUBSIDIARY ITEMS
- Creating a Master Record
- SUBSIDIARY ITEMS
- V48
- 6 SUBSIDIARY ITEMS
- Images
- Digitising Images
- PREPARING FOR CREATING IMAGES
- Supervisor Module
- ADDING IMAGES TO CATALOGUE RECORDS
- SETTING UP OPACS TO DISPLAY IMAGES
- Supervisor Module
- Form Descriptions
- Opac Display Tags
- Netopacs – specific Settings
- AmLib.ini File in Netopacs Folder
- VIEWING IMAGES IN NETOPACS
- CREATING SOUNDS
- INTERNET LINKS – URLS
- Stockitem Module
- Catalogue
- Documents
- REPORTS
- Bibliography Report without Marc Tags as labels in the display
- Count by Stats code and call set
- Details Itfs [By Location, Type, Form, Stats code]
- Location, Title, No of items, Author, Call Number and Form
- FIXED LAYOUT REPORTS USING THE MORE BUTTON [F10]
- Fixed Layout report with Images &ctitemx.qrp
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://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).

The artist or photographer owns the copyright in their work, except if the artist or photographer is employed by a newspaper or magazine or if the artist is commissioned by another person to take the photo.

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 item 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

**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.

**Catalogue or Bibliographic Record**

**Images**
Attach images if necessary. Can use a scanner to create a digitised image e.g. jpeg
STEP 2 - Add a Stockitem

- **Material Type**
  - Type of format of the item e.g. Art, Photograph or Oral History

- **Status**
  - Process Code will indicate Process and Date of Process e.g. WORKROOM, DISPLAY

- **Source/Origin**
  - Indicated by Source field e.g. DON for Donation. Convert Val field could show the name of donor or added as a Memo

- **Art/Photo collection Location**
  - May indicate that it is a Library or Shire purchase but the locations of the actual work may be scattered and changeable.

- **Floor Location**
  - Extra information re location e.g. Hanging, Exhibition, Storeroom

- **Extra information**
  - Stats code can indicate extra information about the Material type e.g. Watercolour, pastel. Memo Types could be useful

- **Holding Record or Stockitem**

- **Accesion No**
  - Could be barcode, Stock barcode or user defined number
  - If Accession No helps with location could add it in Description field or Call No.

- **Description and Convert Value fields**
  - Free Text - Can add extra information here about the item e.g. Condition

- **Call Number**
  - Storage File No Album or CD Rom
  - Location (e.g. if photo) or indication to VIEW ONLINE. Could be the actual Image Folder No or File name.
  - If a Sound File could have a Call Number of TAPE AVAILABLE

- **Notes about Holdings/Conservation requirements**
  - Could be created as Memos - suggest a Memo Type also included for Query and Reports usage e.g. Conservation requirements for the month. For Sound Files indication of whether a Transcript is available
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.

The Subfield will usually be an “a” Subfield.
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 (e.g. 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.
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, 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 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.
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
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.

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].
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.

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.

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: 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.
**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.
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

SUBSIDIARY ITEMS

Council Fiesta 1992

Opening of Community Hall
(30 mins) 1990

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

6 SUBSIDIARY ITEMS

Boy Scouts – 1st Swan

Council Minutes 1942

Swan Reserve

COUNCIL ARCHIVES
1997/7
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).

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.

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

**NOTE:** 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.

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

**HINT:** 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.
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.
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 a from a Shared directory. The NetOpacs special ini file will also need to be directed to this path to find the images.

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.

**HINT:** 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

Enter the shared path for the Image folder.
• **Location Picture Directory**: set it to your file storage area, e.g. `\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 Picture Sounds from the Catalog Menu. The Image Path will display.


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 Display Tags

In Supervisor, Library Menu, OpacDisplayTags.

<table>
<thead>
<tr>
<th>Form</th>
<th>Stats</th>
<th>Item Count</th>
<th>Opac Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>PA</td>
<td>1</td>
<td>Art - Painting</td>
</tr>
<tr>
<td>BK</td>
<td>AF</td>
<td>3377</td>
<td>Book - Adult Fiction</td>
</tr>
<tr>
<td>BK</td>
<td>AFL</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>ANF</td>
<td>5458</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>ANFL</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>JF</td>
<td>308</td>
<td>Book - Junior Fiction</td>
</tr>
<tr>
<td>BK</td>
<td>JK</td>
<td>349</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>JNF</td>
<td>246</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>LSQ</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>MS</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>BK</td>
<td>SP</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>CAS</td>
<td>AF</td>
<td>270</td>
<td>Cassette - Adult Fiction</td>
</tr>
<tr>
<td>CAS</td>
<td>ANF</td>
<td>83</td>
<td></td>
</tr>
<tr>
<td>CAS</td>
<td>JF</td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
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.

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

; Thumbnails - 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]

; sharenmae 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 - Abbott
3. Building name search - R.S.I. 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**

| All Formats | All Collections |

© 1999-2004 Amlib - NetOpacs (vers 4.2) from Infovision Technology

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

<table>
<thead>
<tr>
<th>1. Turner Lighthouse</th>
<th>Item Type:</th>
<th>Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Status:</td>
<td>On Shelf</td>
</tr>
<tr>
<td>Call No. LOC PIC</td>
<td>Location:</td>
<td>LIBRARY</td>
</tr>
<tr>
<td></td>
<td>Floor Location:</td>
<td></td>
</tr>
</tbody>
</table>
Alternatively Thumbnails can be set to be viewed. This is set in the Amlib.ini in the Netopac folder.

<table>
<thead>
<tr>
<th>Author/Title</th>
<th>Call No</th>
<th>Form</th>
<th>Location</th>
<th>Status</th>
<th>Reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turner Lighthouse</td>
<td>M9 - 2405.jpg</td>
<td>Painting</td>
<td>Admin</td>
<td>Not For Loan</td>
<td>0</td>
</tr>
<tr>
<td>Cloudy hiker day (artwork)</td>
<td>M9 - 2702.jpg</td>
<td>Painting</td>
<td>Admin</td>
<td>Not For Loan</td>
<td>0</td>
</tr>
</tbody>
</table>

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:

---

**pppp**

placeholder

---

**Catalogue List**

<table>
<thead>
<tr>
<th>RECORD NUMBER</th>
<th>CAT_STR2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>pppp</strong></td>
<td>Author: CAT_STR1</td>
</tr>
<tr>
<td><strong>SSSS</strong></td>
<td><strong>HH856HH</strong></td>
</tr>
<tr>
<td></td>
<td>@SYNDETTICS10@</td>
</tr>
</tbody>
</table>

Call No: CAT_STR4
Copies: @ITEMCOUNT@

---

**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.
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:

<table>
<thead>
<tr>
<th>Can the tag be repeated in a Catalogue?</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the tag an Authority that is only used in One catalogue?</td>
<td>N</td>
</tr>
<tr>
<td>Keyword Search Code</td>
<td>N for Notes</td>
</tr>
</tbody>
</table>

Update with [F3].

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

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://weblinksresearch.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 that one URL per Catalogue.

**HINT:** You could type website in square brackets after the Title if you wish

Create a Stockitem with a Form code of URL.
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.
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](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](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.
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.
Count by Stats code and call set

File Name: &stksc.qrp

Report entity: Stockitem

Report Type: Stockitems Default

<table>
<thead>
<tr>
<th>Stats Code</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Set</td>
<td>74 0 1 0 $1,651.25</td>
</tr>
<tr>
<td>Call Set S</td>
<td>1 0 1 0 $22.00</td>
</tr>
<tr>
<td>Call Set SP</td>
<td>2 0 1 0 $37.00</td>
</tr>
<tr>
<td>Call Set T</td>
<td>1 0 1 0 $45.00</td>
</tr>
</tbody>
</table>

Details ltfs [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 by Location, type, Form, Stats collection code.
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.

<table>
<thead>
<tr>
<th>LIB</th>
<th>LIBRARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issues</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td></td>
</tr>
</tbody>
</table>

| Fiction | 4 |
| Non Fiction | 27 |
| Total | BK 31 |

| Cassette |          |
| Non Fiction | 4 |
| Total | CA 4 |

<table>
<thead>
<tr>
<th>Title</th>
<th># items</th>
<th>Author</th>
<th>Call No.</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>The children we remember: photographs</td>
<td>17</td>
<td>Abellis, Chana Byers</td>
<td>940 53/161</td>
<td>BK</td>
</tr>
<tr>
<td>City mouse &amp; country mouse: a classicfail</td>
<td>1</td>
<td>Aesop</td>
<td>308 20338</td>
<td>BK</td>
</tr>
<tr>
<td>The classic MG /</td>
<td>1</td>
<td>Aspden, Richard</td>
<td>630 2222</td>
<td>BK</td>
</tr>
<tr>
<td>A croft in Clachan /</td>
<td>3</td>
<td>Armstrong, Sybil</td>
<td>941 423</td>
<td>BK</td>
</tr>
<tr>
<td>A great day</td>
<td>1</td>
<td>Axworthy, Anne</td>
<td></td>
<td>BK</td>
</tr>
<tr>
<td>A holiday in Spain</td>
<td>1</td>
<td>Axworthy, Anne</td>
<td>ON ORDER</td>
<td>BK</td>
</tr>
<tr>
<td>Hope</td>
<td>1</td>
<td>Axworthy, Anne</td>
<td>F AXL</td>
<td>BK</td>
</tr>
<tr>
<td>The hound dog mystery</td>
<td>1</td>
<td>Allen, Pamela, 1947</td>
<td>F ALL</td>
<td>BK</td>
</tr>
<tr>
<td>The Nelson experience /</td>
<td>2</td>
<td>Acheson, John</td>
<td>993 15 ACH</td>
<td>BK</td>
</tr>
<tr>
<td>The nightingale /</td>
<td>1</td>
<td>Andersen, Hans Christen</td>
<td>F AND</td>
<td>BK</td>
</tr>
<tr>
<td>Simon did /</td>
<td>1</td>
<td>Allen, Pamela</td>
<td>F ALL</td>
<td>BK</td>
</tr>
</tbody>
</table>

TR

<table>
<thead>
<tr>
<th>Title</th>
<th># items</th>
<th>Author</th>
<th>Call No.</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Authority test</td>
<td>1</td>
<td>Allen, Pamela, 1947</td>
<td>F AUT</td>
<td>BK</td>
</tr>
<tr>
<td>Bathtime</td>
<td>1</td>
<td>Allen, Pamela</td>
<td>F ALL</td>
<td>BK</td>
</tr>
<tr>
<td>Birds</td>
<td>1</td>
<td>Ardley, Neil</td>
<td>598 2 A R D</td>
<td>BK</td>
</tr>
</tbody>
</table>
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.

Fixed Layout report with Images &ctitemx.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
The data to become the relevant Fields are determined using the More button.

<table>
<thead>
<tr>
<th>Report Entry</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
<td>The Marc Display is printed</td>
<td></td>
</tr>
<tr>
<td>+ (third column)</td>
<td>All data in the specified tag is printed no matter how many tags are included in the record</td>
<td>All Subject listings are printed, where there is only one or several or hundreds! See Screen display of the sample report below</td>
</tr>
<tr>
<td>+ (fourth column)</td>
<td>All the data in the specified tag is printed.</td>
<td>For example all Notes are displayed. Without the +, the data will display up to 250 characters before truncation</td>
</tr>
<tr>
<td>and sf in ('a')</td>
<td>Only the subfields specified to be printed within this Authority Tag</td>
<td>Only the Series Name and Number printed</td>
</tr>
<tr>
<td>And cat_sf in ('a')</td>
<td>Only the subfields specified to be printed</td>
<td>Only the Publisher “c” (Date) needed</td>
</tr>
</tbody>
</table>
For example the Template &bibf10.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.
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).
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.

![Image of bibliographic reports interface]

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.

![Image of select saved file dialog]

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

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.
### APPENDIX 1: USMARC NOTES TAGS

<table>
<thead>
<tr>
<th>TAG</th>
<th>DESCRIPTION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>General Note</td>
<td>Based on a play which originally appeared in Spain as &quot;A diew sien.&quot;</td>
</tr>
<tr>
<td>504</td>
<td>Bibliography, Etc. Note</td>
<td>Including bibliographical references (p. 61 – 64).</td>
</tr>
<tr>
<td>505</td>
<td>Formatted Contents Note</td>
<td>Church members, 1819-1931.</td>
</tr>
<tr>
<td>506</td>
<td>Restrictions on Access Note</td>
<td>Restricted access; Written permission required; Donor.</td>
</tr>
<tr>
<td>507</td>
<td>Scale Note for Graphic Material</td>
<td>Scale 1:300,000.</td>
</tr>
<tr>
<td>508</td>
<td>Creation/Production Credits Notes</td>
<td>Photographer, Andrew Davis.</td>
</tr>
<tr>
<td>510</td>
<td>Citation/Reference Note</td>
<td>Hillier, D. Bibl. of constume</td>
</tr>
<tr>
<td>511</td>
<td>Participant or Performer Note</td>
<td>Amanda Booker (violin).</td>
</tr>
<tr>
<td>514</td>
<td>Data Quality Note</td>
<td>Approximately 55%</td>
</tr>
<tr>
<td>515</td>
<td>Numbering Peculiarities Note</td>
<td>Issued in parts.</td>
</tr>
<tr>
<td>516</td>
<td>Type of Computer File or Data Note</td>
<td>Text (Technical reports and digests)</td>
</tr>
<tr>
<td>518</td>
<td>Date/Time and Place of an Event Note</td>
<td>Broadcast November 21, 1984 at 7:30p.m.</td>
</tr>
<tr>
<td>520</td>
<td>Summary, etc.</td>
<td>Minutes of meeting.</td>
</tr>
<tr>
<td>521</td>
<td>Target Audience Note</td>
<td>Junior Primary</td>
</tr>
<tr>
<td>522</td>
<td>Geographic Coverage Note</td>
<td>State archive data from South West Region of W.A.</td>
</tr>
<tr>
<td>524</td>
<td>Preferred Citation of Described Materials Note</td>
<td>Private School Enrollment, 1987-1989.</td>
</tr>
<tr>
<td>525</td>
<td>Supplement Note</td>
<td>Supplement accompanies v. 6.</td>
</tr>
<tr>
<td>530</td>
<td>Additional Physical Form Available Note</td>
<td>Available in microfiche.</td>
</tr>
<tr>
<td>533</td>
<td>Reproduction Note</td>
<td>Microfilm.</td>
</tr>
<tr>
<td>534</td>
<td>Original Version Note</td>
<td>Reprint.</td>
</tr>
<tr>
<td>535</td>
<td>Location of Originals/Duplicates Note</td>
<td>Duplicate transcripts, W.A. State Archives</td>
</tr>
<tr>
<td>536</td>
<td>Funding Information Note</td>
<td>Sponsored by the Lions Club</td>
</tr>
<tr>
<td>538</td>
<td>System Details Note</td>
<td>Compact disc.</td>
</tr>
<tr>
<td>540</td>
<td>Terms Governing Use and Reproduction Note</td>
<td>Copyright and contractual restrictions applying to the reproduction of these photographs.</td>
</tr>
<tr>
<td>541</td>
<td>Immediate Source of Acquisition Note</td>
<td>Scheduled for permanent retention.</td>
</tr>
<tr>
<td>544</td>
<td>Location of Other Archival Materials Note</td>
<td>Series 235 (Register of criminal actions, 1940-1945).</td>
</tr>
<tr>
<td>545</td>
<td>Biographical or Historical Data</td>
<td>Teacher and historian. Born Hazel Myra Beecham. Married (1936) Ralph Morris (1901–1988).</td>
</tr>
<tr>
<td>546</td>
<td>Language Note</td>
<td>German.</td>
</tr>
<tr>
<td>547</td>
<td>Former Title Complexity Note</td>
<td>Title varies: 1819-1826.</td>
</tr>
<tr>
<td>550</td>
<td>Issuing Body Note</td>
<td>Published under the auspices of the British Navy.</td>
</tr>
<tr>
<td>551</td>
<td>Entity and Attribute Information Note [Provisional]</td>
<td></td>
</tr>
<tr>
<td>555</td>
<td>Cumulative Index/Finding Aids Note</td>
<td>Preliminary inventory prepared in 1963.</td>
</tr>
<tr>
<td>561</td>
<td>Ownership and Custodial History</td>
<td>From the collection of M. Smith, 1927-1936.</td>
</tr>
<tr>
<td>562</td>
<td>Copy and Version Identification Note</td>
<td>Deacidified copy; personal seal embossed.</td>
</tr>
<tr>
<td>565</td>
<td>Case File Characteristics Note</td>
<td>Conscription files</td>
</tr>
<tr>
<td>567</td>
<td>Methodology Note</td>
<td>Continuous.</td>
</tr>
<tr>
<td>581</td>
<td>Publications about Described Materials Note</td>
<td>Preliminary report</td>
</tr>
<tr>
<td>583</td>
<td>Action Note</td>
<td>Appraise</td>
</tr>
<tr>
<td>584</td>
<td>Accumulation and Frequency of Use Note</td>
<td>Employees Record</td>
</tr>
<tr>
<td>586</td>
<td>Awards Note</td>
<td>National Book Council Award, 1988</td>
</tr>
</tbody>
</table>
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


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


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.ecu.edu.au/secretariat/archives/ (Edith Cowen)


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


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


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

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


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

Search the databases for items in the Memorial's collections

ART
Search over 2,700 artworks by keyword, artist, title or classification

BOOKS
Search over 60,000 books and journals by author, title, year or subject

FILES
Search over 2,600 films by conflict, accession number or keyword

PHOTOGRAPHY
Search over 200,000 photographs by keyword, colour, conflict, or tag number

PRIVATE RECORDS
Search over 7,800 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, SLTA & SLV

ANZAC OFFICIAL RECORDS
A link to the ANZAC Collection Search which includes 18,000 ANZAC photographs

Check out the Search Tips for first time users.

Background to the Memorial's Collections

HOME | ABOUT THIS PAGE | CONTACT DATABASES | FAQ | HELP
Western Australia

- Albany Historical Society
- All Saints' College
- Arm Road Foundation
- Art Gallery of Western Australia
- Bank of Western Australia
- Benedictine Community of New Norcia
- Beaufort Historical Society
- Bridgetown Historical Society
- Bunbury and Districts Historical Society Inc.
- Broome Historical Society
- Carnarvon District Historical Society Inc.
- Christian Brothers - Holy Spirit Province
- City of Busselton Historical Society Inc.
- City of Carnarvon - Busselton Library - Local History Collection
- City of Carnarvon Historical Society Inc. - Orange Tree Farm
- City of South Perth Council / City of South Perth Historical Society - Local Studies Collection
- City of Subiaco - Administration Library
- The Congregation of the Presentation Sisters (WA) Inc. - (1)Presentation Sisters' Archives, Perth, (2)Presentation Sisters' Archives, Geraldton
- Denmark Historical Society Inc.
- Dumbleyung Historical Society
- Eastern Goldfields Historical Society

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
- Orbital Records
- Oral History
- Personal Papers
- Photographs
- Published
- Records
- Sound Recordings
- Theses

The category name appears at the end of the item label in square brackets (eg Wannanup Marker 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.
## APPENDIX 3: EXAMPLE LOCAL HISTORY RECORDS

<table>
<thead>
<tr>
<th>Registration No</th>
<th>2283.9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format</td>
<td>Photograph</td>
</tr>
<tr>
<td>Title</td>
<td>(Large crowd opening of the Gaiety Picture theatre)</td>
</tr>
<tr>
<td>Subjects</td>
<td>Postcards</td>
</tr>
<tr>
<td></td>
<td>Official occasions</td>
</tr>
<tr>
<td></td>
<td>Theatre</td>
</tr>
<tr>
<td>Description</td>
<td>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.</td>
</tr>
<tr>
<td>Inscription</td>
<td>On the front, at bottom LHS in black ink, “Opening – Gaiety”</td>
</tr>
<tr>
<td>History</td>
<td>Part of booklet describe at 2283</td>
</tr>
<tr>
<td>Approx date made</td>
<td>1921</td>
</tr>
<tr>
<td>Acquisition type</td>
<td>Copy</td>
</tr>
<tr>
<td>Creator</td>
<td>James, 16 Angelo St, South Perth</td>
</tr>
<tr>
<td>Names</td>
<td>Gaiety Theatre, South Perth</td>
</tr>
<tr>
<td>Size</td>
<td>8.5 x 14 cms</td>
</tr>
<tr>
<td>Restrictions</td>
<td>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</td>
</tr>
<tr>
<td>Storage Location</td>
<td>PS22</td>
</tr>
<tr>
<td>Condition</td>
<td>Fair</td>
</tr>
<tr>
<td>Date modified</td>
<td>8/01/2000</td>
</tr>
<tr>
<td>Index</td>
<td>South Perth History</td>
</tr>
</tbody>
</table>
## 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

<table>
<thead>
<tr>
<th>PRINT SHOWING THROUGH</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any printed matter with print on both sides.</td>
<td>By placing something black across the top, this eliminates the print coming through</td>
</tr>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

| STRETCH COLOURS/FIXIT | |
|-----------------------| Use histogram functions, and options such as stretch colours or Fixit. |
| Always best to make the lightest part of the picture white, and the darkest black | |
| **ELIMINATE SCREEN PRINT** from picture | ![Image of a blotch] | 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. |
| **FIXING UP BLOTCHES AND MARKS** | 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 | Blotch disappears after cutting and pasting some of the background close by |
| **SAVING THE QUALITY OF THE PICTURE** | 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 | If you have an image 614 x 515 pixels, and save as a bmp, it | 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 |
| doubles in size as it keeps a backup copy. | (see below) |
## COMPRESSION RATES AND IMPLICATIONS FOR FILE SIZE

<table>
<thead>
<tr>
<th>Image type e.g. Bmp/Jpg</th>
<th>Compression Percentage, File size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bmp</td>
<td>1% 991kb</td>
</tr>
<tr>
<td></td>
<td>10% 86kb</td>
</tr>
<tr>
<td></td>
<td>20% 67kb</td>
</tr>
<tr>
<td></td>
<td>30% 56kb</td>
</tr>
<tr>
<td></td>
<td>40% 39kb</td>
</tr>
<tr>
<td></td>
<td>50% 37kb</td>
</tr>
<tr>
<td></td>
<td>60% 31kb</td>
</tr>
<tr>
<td>Jpg</td>
<td>1% 151kb</td>
</tr>
<tr>
<td></td>
<td>10% 86kb</td>
</tr>
<tr>
<td></td>
<td>20% 67kb</td>
</tr>
<tr>
<td></td>
<td>30% 56kb</td>
</tr>
<tr>
<td></td>
<td>40% 39kb</td>
</tr>
<tr>
<td></td>
<td>50% 37kb</td>
</tr>
<tr>
<td></td>
<td>60% 31kb</td>
</tr>
</tbody>
</table>
**FILE FORMATS - EXAMPLES**

<table>
<thead>
<tr>
<th>File Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPEG</td>
<td>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.</td>
</tr>
<tr>
<td>TIF</td>
<td>Tagged Image File. Widely recognised but usually need a viewer to display the image. Capable of saving millions of colours.</td>
</tr>
<tr>
<td>BMP</td>
<td>Bitmap Picture. More “hungry” than the other 2 formats.</td>
</tr>
<tr>
<td>GIF</td>
<td>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.</td>
</tr>
</tbody>
</table>