

Editing the Headline Resource Database using Access

Contents

Introduction

1. Adding a Resource
2. Adding an Icon to the Resource Table
 - i. Adding a new icon
3. Adding Keywords
 - i. Creating a Keyword
4. Location
 - i. SHERLOC and other locations
 - ii. IP Restricted Resources
5. Deleting Resource and Location Records (E.g. when an institution no longer subscribes to a particular resource)
 - i. If the resource has more than one location record
 - ii. Deleting the location
 - iii. If the resource doesn't have more than one location
 - iv. Deleting the resource and locations of the resource
6. Adding Help Files/User Guides to the RDB
7. Moving newly added resources within the Headline PIE
8. Other information

Figure 1.

The screenshot shows the Microsoft Access interface. The main window displays a list of tables in the 'Database' pane. A callout box labeled 'List of Tables' points to this list. The 'resource' table is selected, and its data is shown in a separate window. A callout box labeled 'Right click in a field and select 'sort ascending to arrange in order.' points to the 'resource_id' column header in the table view. Another callout box labeled 'Click on this button to create a new record' points to the 'New' button in the table view window.

resource_id	name	standard iden	summ.
31368721	Microeconomic		Useful glo
31368722	OnlineNewspap		Websites
31368723	Principles of Mi		Detailed s
31368724	Tiger		DTI websi
31368725	WoPEc		The full te
90000001	Test Z search -		Test z-39
90000002	Test Z search -		Test z-39
90000003	Test Z search -		Test z-39
90000004	Test resource n		Test resor
11390341	Harvard Instituti		

Introduction

The following instructions offer a step-by-step guide to adding new resources to the Headline Resource Database using Access. Throughout these guidelines it is useful to remember a couple of features regarding the addition of new records. Firstly, each institution has its own number prefix attached to its resource ids:

1. - LSE
2. - LBS
3. - University of Hertfordshire

When adding a new resource remember that you need only find the latest resource id for your own institution. To do this you can right click over the resource id field and then click on the option *sort ascending*. This will organise all the records numerically and you can then find the last number of your institution. This can be repeated with any of the fields within Access whether you want records arranged either numerically or alphabetically.

Secondly, remember that whenever you wish to create a new record within one of the tables you should click once on the relevant button at the bottom of the screen. (Fig. 1). This will create a new line on which you can add your new details.

1. Adding a resource

While in the database (Fig.1) double click 'resource' which opens the resource table. Then go to straight to the last record for your institution. (E.g. for the LSE go to the last number beginning with the no.1) and manually take down the next number in the sequence. Type in this number in the new field, then add the title and click over to 'summary' to enter the description for that resource.

The simplest way to add a summary is to use the resource description you have already. For instance, in the case of the addition of a new internet resource, you could copy and paste the description given on the home page. However, the summary needs to be quite succinct so it may be necessary to edit some of the description given there.

NB If copying and pasting from the original site be aware that the database will add large gaps in for some reason which will show up on the headline site so make sure to remove them.

After this comes the language field which is generally English. Even if some of the material within a site is in other languages then you need to put 'English' here if the main database behind it is in English.

You then need to enter a number in the 'icon' field (see below) but the next few sections can remain blank. However, you do need to enter your email address within the `ad_creator_person` field and the date and time you added the resource. This is written as 'year,month,day,time' in figures; i.e. for 3.20pm on 13th March 2001 you would write 20010313152000 (the two 0s on the end are just for the seconds which aren't important).

NB If you modify anything in this table then remember to complete the 'modified' fields

2. Adding an Icon to the Resource Table

If there is no suitable icon that could be added to the database then simply put '0' in this field otherwise you will need to open up the 'icon' table from the main page. Find an appropriate icon, make a note of it's id number and add it to the 'resource' table. (To add a brand new icon to the 'icon' table please see below).

2i. Adding a New Icon

If there is no suitable icon within the 'icon' table but you've found one elsewhere then save it by right clicking over the image and going to 'save as'. You will then need to transfer this file over to the web site using FTP. The URL is [http://www.headline.ac.uk/pielogos/...](http://www.headline.ac.uk/pielogos/) followed by the image name. If the image has a standard name (e.g. logo.gif) then you need to give it a more accurate one. Add the new URL to the icon table and then add the 'Alt Text' which is the text the user sees when they hover their cursor over the image. E.g. BizEd logo. After you've done this you then need to add the relevant icon number in the resource table.

3. Adding Keywords

To add keywords (the words a user enters to search for a subject) go back to the database screen and double click on 'keywords'. Look for the relevant keywords in the list (one resource might have up to five keywords) and make a note of the number (it's useful to write this down separately and keep for reference). If the keyword you are looking for is not displayed then you will need to create one. Instructions on how to do this are at the bottom of this section.

Once you have made a note of the numbers to the keywords go to the 'Resource Keyword Table' and create a new record. Enter the resource number in the 'resource id' field and the keyword number next to it under the appropriate field so that they are now linked. You will need to create a new line for each keyword.

3i. Creating a Keyword

To create a keyword you will first need to sort the existing keywords by right clicking over them and selecting 'sort ascending'. You will then need to create a new one using the next available id number. Remember to make a note of the new number for the 'Resource' table.

4. Adding Resource Type

Again, you follow basically the same instructions as you did for adding keywords. Return to the main database and go into 'Resource Types'. Find the relevant type and make a note of the number. Go into the 'Resource_Resource type' table and open that. Again create a new line at the bottom and add the resource id and resource type id.

4. Location

In the location Table sort in ascending order all the existing locations before adding a new one. Then you need to create a new location id which can be done by going to the bottom of the record and adding the next appropriate number. Add the resource id and then type in the new location id. Now you can start filling in the other fields.

NB Remember, each institution has its own prefix number so you only want to find the last record for the relevant institution and add the next appropriate number.

- **Name** - simply write 't' to keep the database happy; it doesn't actually mean anything.
- **URL** - add the URL of the resource here. (If the resource does not yet have a URL, maybe because it is a paper journal or standalone CD ROM, then see below for instructions for adding SHERLOC locations) Then in the 'available' field enter Y or N (this is generally Y but may occasionally be N for some reason such as when the site is down).
- **Comment** - This is displayed as Alt Text on the PIE screen so this is where you insert a brief description. However, this is used quite rarely.
- **Access Method** - simply input '0' for now.
- **Supplier** – The id for the supplier is linked to another table so you need to open that table from the main screen. Again you need to sort alphabetically and write as much information as you can find. You might find addresses and URLs of suppliers on the web sites. Alternatively the supplier might already be listed if one of the other institutions already uses them. It's useful to look for this first and if they are there then you can make a note of the id and add it to the Location table.
- Add your email address and the date/time as before.
- **Help URL** – Often a web site will have its own help site but if the library has created one of its own then insert the URL here.
- **Help_url_text** – This is where you add the text the user will actually see.
- **Media type** – This is case-sensitive so you need to add this accurately. Currently there are 4 media types: CD; Web; Windows and shelved.
- **Search protocol** – None.
- **Historic Range** – You need to complete this if your resource is located in separate places dependent on its date. e.g. FT 1960s and beyond might be shelved in the library and FT 1980s and beyond might be on CD ROM so you will need two locations depending on the historic range.
- **moving wall** – E.g. use this if we always keep the last 12 month's worth of a particular journal in one location. In this instance you would need to add 12 (for 12 months).
- **manager_pers_id** – Enter this if you know it.
- **Content depth** – Simply follow the prescribed format here.
- **licensee institution** – E.g. lse.ac.uk
- **licensee URL** – Only if you know it.
- **Availability message** – E.g. if the resource is IP restricted you would write 'only available from the LSE campus'. Again follow the protocol here. (see below for more information on IP restricted resources).
- **Group Right** – Go to the 'group right' table and create a new record. Add the location id and then type whichever group you want to access the resource. If everyone can access it then you need to create 4 new records: all guests; all lse; all lbs; all herts.
- Finally add your email address and the date/time.

4i. SHERLOC and other locations

If the resource you are adding is a CD standalone or print journal then you can add a SHERLOC URL. Go to SHERLOC from the Headline page and find where you think the resource is kept. Copy and paste the URL in the 'location' table.

4ii. IP Restricted Resources

If your new resource is IP restricted you need to do the following. Make a note of the location id and then return to the main database and click on the 'location IP Range' table. Add both the location id and the range id.

In order to find out the range id you will need to enter another table; the IP_range table. Select the available number (you will not need to create any new numbers here) which will most likely be either a 1 or a 9 and then return to the 'location_IP_range' table and create a new record adding the Ids you have.

5. Deleting resource and location records (eg when an institution no-longer subscribes to a particular resource).

You may find that you get error## fields in your tables when deleting whole records. Check that the number of records deleted is reflected in the number of records left in the table (at the bottom of the data-sheet view).

NB When deleting a duplicated resource to make just one shared resource make sure that the resource id is changed in the location table 1st ie b4 deleting the resource record that isn't required (so that the PIE users don't suddenly lose their resources).

Check:

- whether the resource has more than one location record attached to it. Several institutions may have a location record for the resource and so "share" the resource record. One or more institutions may each have more than one location record for the resource.

The resource record must not be removed if it has more than one location record attached to it.

5i. If the resource has more than one location record:

- Find the location record that you wish to delete.
- Change the "available" field from Y to N. This will ensure that the availability icon for that location is greyed out.
- You have to assume that PIE users will have added the resource to their own pages. To warn them that the resource is no-longer subscribed to/has been/is going to be deleted (and possibly to suggest an alternative resource) place a message into the "availability_message" field of the location table.

- Once you are sure that users have had enough time to read your message then the location record can be deleted.

5ii. Deleting the location

- Find the correct location record.
- Delete the location record.

(no need to delete any records in other tables that are attached to the location record - this will be done automatically).

5iii.If the resource doesn't have more than one location record:

- Find the location record.
- Change the "available" field from Y to N. This will ensure that the availability icon is greyed out.
- You have to assume that PIE users will have added the resource to their own pages. To warn them that the resource is no-longer subscribed to/has been/is going to be deleted (and possibly to suggest an alternative resource) place a message into the "availability_message" field of the location table.
- Once you are sure that users have had enough time to read your message then the location record and the resource record can be deleted.

NB it is good practice to delete the resource record first, before deleting the location record(s). Deleting the resource record will remove the resource from the PIE when the "saved searches" are next up-dated. Deleting the location record will (only) remove the availability icon from the PIE screen.

5iv. Deleting the resource and locations of the resource

- Find the correct resource record.

Check:

- whether the resource has more than one location record attached to it. Several institutions may have a location record for the resource and so "share" the resource record. One or more institutions may each have more than one location record for the resource.

The resource record must not be deleted if it has location records attached to it that are still current and therefore are not to be deleted.

- If all location records attached to a resource are to be deleted, then the resource can be deleted.
- Delete the resource record, then (having previously set availability to N, and having input an availability message) find the location record(s) that are attached to the resource and delete them.

(no need to delete any records in other tables that are attached to the resource or location records - this will be done automatically).

6. Adding Help files/user guides to the rdb

If the help file, or the user guide is institution specific (e.g. guide to using Sequencer at the UoH) then the url of the guide needs to be put in the "Location help_url" field, and brief info put into the "help_url_text" field.

If the help file, or the user guide is generic, that is suitable for use by any institution, then the url of the guide needs to be put into the "Resource about_url" field, and brief information put into the "about_url_text" field.

7. Moving newly added resources within the Headline PIE

Once you have added a resource to the database it will automatically appear within the 'Headline All Resources' list the following day in an alphabetical list. It will also appear in subject and type lists if the relevant details have been added in the resource database. You will probably, however, want to assign it to a specific page within the PIE and to do this it is best to log on to the PIE using Headliner's username and password which will enable you to edit all the pages. If you have just entered a new resource on the database you will need to search for the resource first. Enter the resource name in the search box in the left-hand 'navigation' section of the screen and click on the 'search' button. You will be taken to the 'Search results' screen and your resource will appear at the bottom. You will need to expand the results list by clicking on the small grey box to the right of the list name. You can now edit the resource and move it to other pages:

- Click on the blue arrow to the right of your resource and then on the link in the left-hand 'navigation' section to go to Headliner's page. You will see your resource has been added to Headliner's 'New items' list.
- Click on the 'customise' link at the top of the page to be taken to the 'Customisation' screen from where you can edit your resource.
- You will then need to scroll down the page until you reach the section, 'Edit resources on "Headliner's Page"'. Clicking on the grey 'edit' button next to your resource will then take you to the 'Customisation: Editing resource' page.
- Scroll down to 'Add resource "resource name" to:' and click in the relevant box(es) corresponding to the page(s) in which you would like the resource to appear. Click on the 'add' button.
- Check your resource has been added by going to the appropriate page. Once you have done this you can delete the resource from your 'New Items' list.

NB It is important to delete resources from the 'New Items' list on a regular basis and not to let it get too long. Too many items in this list tend to slow down the PIE.

- Click on 'customise' as before to delete the resource from Headliner's 'New Items' list .

NB If you are not already in Headliner's Page when you click on 'Customise' you will need to select this page whilst on the 'Customisation' screen. Scroll down the page until you reach 'Editing page "Resource page"' and select 'Headliner's Page' from the drop-down box. Click the 'edit page' button.

- Scroll to the bottom of the screen and, instead of clicking the grey 'edit' button, click in the box adjacent to it and then on the 'Delete selected resources' button below.

8. Other information

Several difficulties have arisen concerning the Headline PIE and the resource database which are outlined below. Although generally each resource needs to be entered on to the database just once regardless of the number of institutions providing it, there have been a few exceptions to the rule.

- Resources such as Web of Science and Decomate contain content (databases) which can exist outside of them. In this situation it is best to have separate resource records each with their own location record. In the case of WoS, for instance, each resource contained within WoS (e.g. SSCI) has a separate resource record (e.g. 'Soc Sci Cit Index', 'Arts Hum Cit Index' etc.) A WoS location record (and CD and/or SherLoc locations where relevant) will need to be created for each of these resources.
- Resources such as Web of Science can also vary in their content depending on what exactly the institution has subscribed to. Hence, different institutions will prefer to have different information in the summary and the keyword fields attached to the resource record. So, in the example of WoS each institution will have its own resource record and, if they prefer, users can browse/search specifically for WoS (e.g. WoS (LSE), WoS (LBS) and WoS (UoH).) The summary field for each resource contains the names of the databases available in WoS to that institution and keywords which also reflect the institution's subscription.
- Similarly, each institution also has its own library catalogue which they prefer to identify as 'library catalogue'. Therefore, the resource database has separate records for 'library catalogue' differentiated by the institution's name. (e.g. 'library catalogue (LSE)'). In this way the users can identify which is their catalogue.
- The LBS and LSE both subscribe to ProQuest's ABI/Inform Global. LBS users know this resource as 'ProQuest Direct – ABI/Inform', whereas LSE users know it as ABI/Inform Global. For this reason this information is added as two separate resources so that both sets of users can locate it. (NB this resource can also contain variable content – different databases and different modules within databases.)
- In addition to ABI there are likely to be other resources that are known by different names. For this reason it has been suggested that an 'alias' table within the database would be useful as this would enable resources to be located using different names. (e.g. Journal of Economics could also be listed under Economics, Journal of). This might be a feature worth exploring and implementing in the future.