

Wales HER Bibliography Table (source_1) Adding New Bibliographic References (User Access Level 0-2)

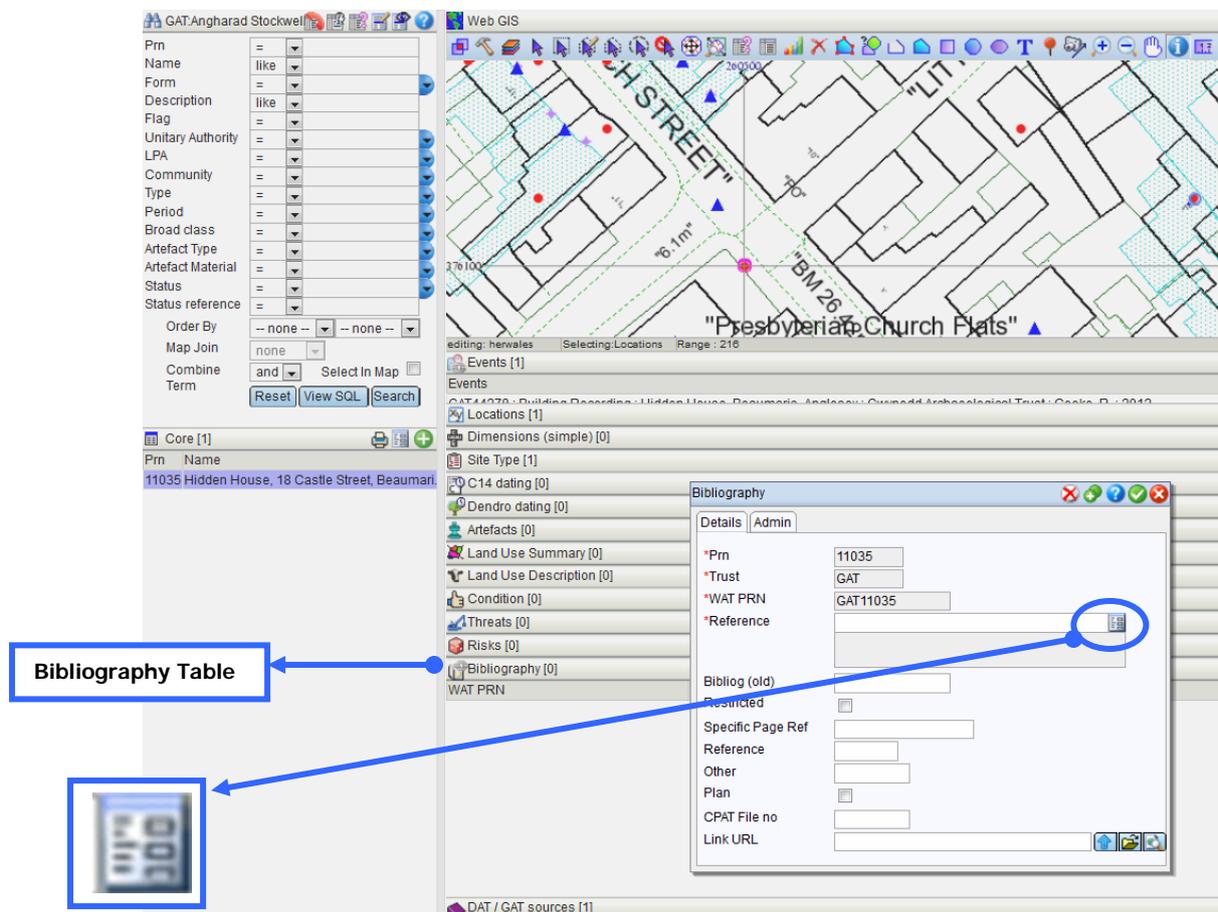
This document provides instructions on how to add bibliographic references to the Bibliography table, and how to link bibliographic records to core and event PRNs. It also provides instructions on how to link media to bibliographic records, and how to make linked media accessible to the public via *Archwilio*.

Step One: Check if the bibliographic reference already exists in the HER

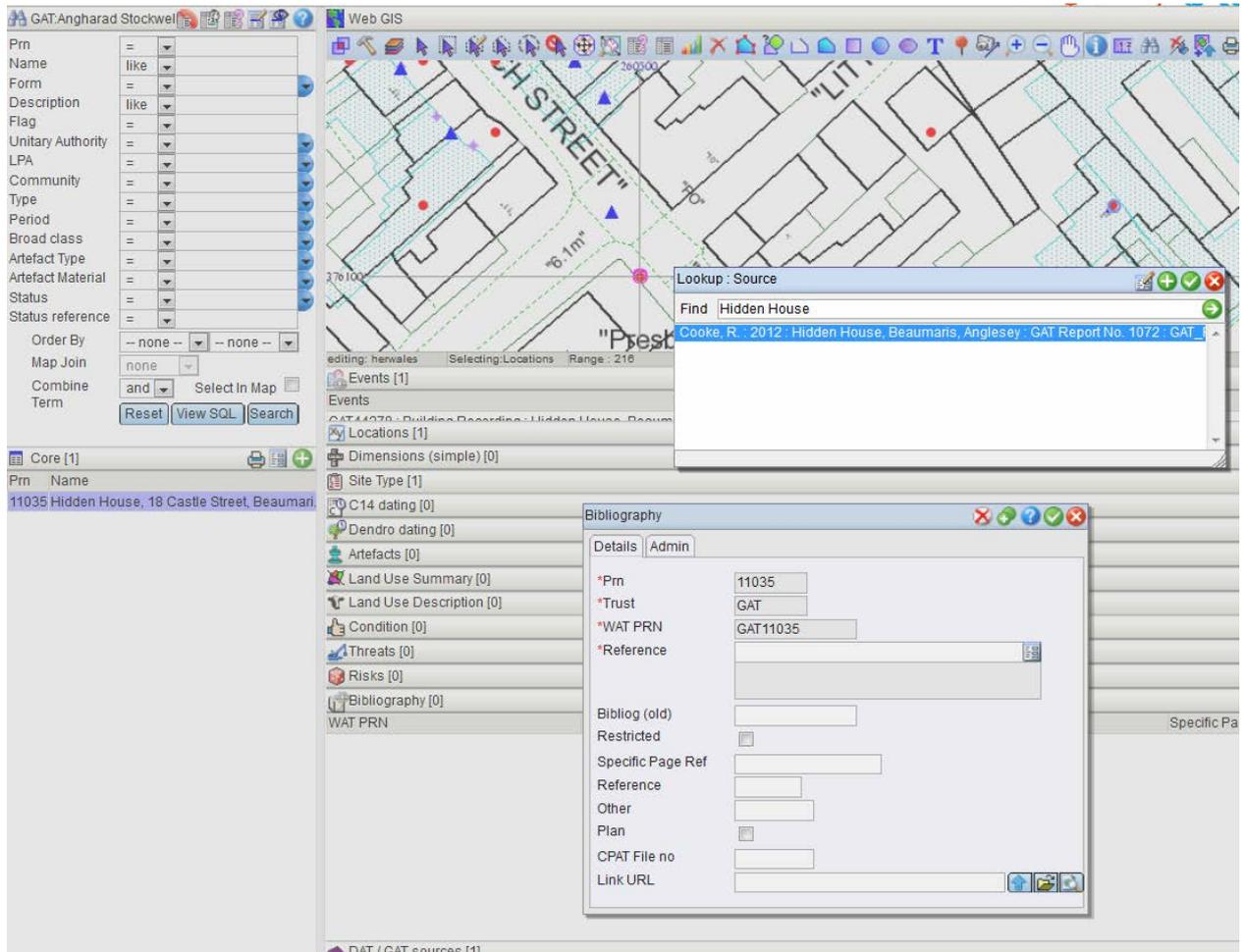
NB – This process is the same for both the event and core panels.

Login to the HER and load the core or event panel, making sure you have selected 'Bibliography' from the list of tables.

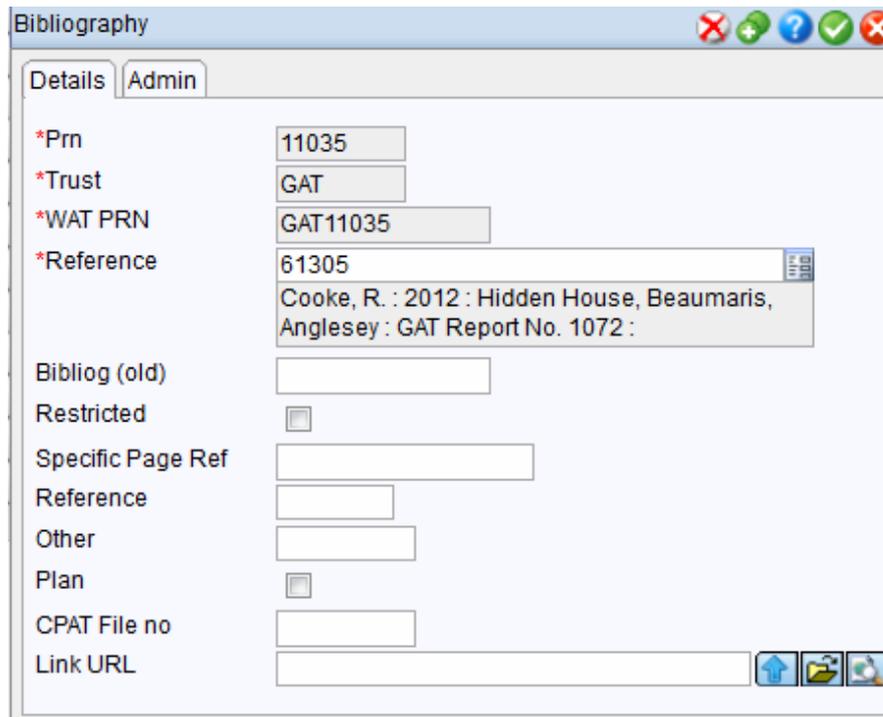
Find the core or event PRN that you want to add a bibliographic reference to in the search builder, and click on it. Navigate to the bibliography table in the core or event panel and click on the green cross . The 'Bibliography' dialogue box will appear. Click on the 'Lookup Source' icon as shown below:



The 'Lookup Source' dialogue box will appear. Enter all or part of the name of the bibliographic reference you want to find in the search box, and hit enter on the keyboard or click the green tick  to run your search. A list of bibliographic references already added to the HER matching all or part of your search terms will appear, as shown below:



If you find the bibliographic reference you want in the list, double click on it. The 'Bibliography' dialogue box will now look like this:

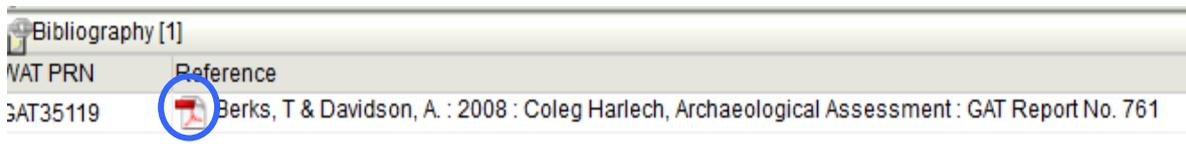


Enter the following information into the fields shown in the 'Bibliography' dialogue box above. The fields listed below in **bold** are essential and must be filled out. Some of the fields are auto-filled, but you must check that they have auto-filled correctly. The fields not shown in bold are optional and should only be filled where appropriate. Any fields not mentioned below can be ignored altogether:

PRN	ensure this has auto-filled correctly
Trust	ensure this has auto-filled correctly
WAT PRN	ensure this has auto-filled correctly
Specific Page Ref	enter the page numbers that relate to the site or event here if known
Reference	enter the unique reference number given to the site or event if relevant e.g. RCAHMW Inventory numbers

Save using the green tick , or abandon making these changes by clicking on the red cross . The bibliographic reference will appear in the bibliographic table.

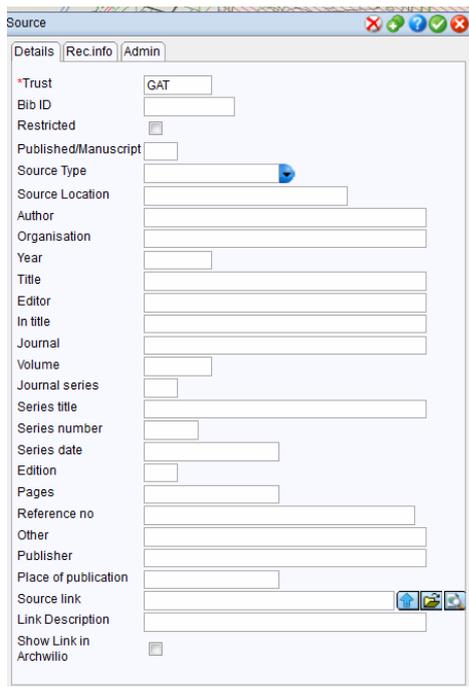
If there is media linked to the bibliographic reference an icon will appear to the left of its title. Clicking on the icon will open the media in your web browser:



If the bibliographic reference you were looking for did not appear in the list of those already added to the HER, then you will need to create a new bibliographic record (see step two, below).

Step Two: Creating a new bibliographic record

Follow the steps above to get to the 'Lookup Source' dialogue box. Click the green cross  to add a new bibliographic record. The 'Source' dialogue box will appear, as shown below:



Enter the following information into the fields shown in the Source dialogue box above. The fields listed below in **bold** are essential and must be filled out. Some of the fields are auto-filled, but you must check that they have auto-filled correctly. The fields not shown in bold are optional and should only be filled where appropriate and/or known. Any fields not mentioned below can be ignored altogether:

Trust	ensure this has auto-filled correctly
Restricted	tick this box if you do not wish the bibliographic reference to appear on <i>Archwilio</i> . Use for confidential or sensitive information
Source Type	choose from the drop-down menu. Check with HER staff before adding new terms to the list
Source Location	enter source location here. Choose from the following list: GAT HER Library GAT HER Map Chest GAT HER Report Library GAT HER Further Information File GAT HER SAM File GAT HER Image Collection GAT HER Digital Mapping GAT HER Digital Further Information File GAT HER Digital Image Collection GAT Archive GAT Attic If the source is not held at GAT, enter other location if known e.g. Bangor University Library
Author	enter as follows, in alphabetical order: For one author – Stockwell, A. For two authors – Steele, N. & Stockwell, A. For multiple authors – Batten, A., Steele, N. & Stockwell, A. or Batten, A. et al.
Organisation	enter where appropriate e.g. Gwynedd Archaeological Trust. Do not use abbreviations
Year	
Title	use title case (capitalise each word) e.g. <i>Excavation at the Old Farm, Gwynedd</i>
Editor	
In Title	
Journal	
Volume	
Journal Series	
Series Title	
Series Number	
Series Date	
Edition	
Pages	for an article in a journal/magazine/offprint enter the relevant page numbers here
Reference Number	when adding books/journals/articles/magazines etc. enter the GAT HER Library catalogue number here if appropriate, or the external library reference number if known when adding archaeological reports enter the report number here e.g. GAT Report No. 666
Publisher	
Place of Publication	
Source Link	enter the external URL of a webpage or link to media on the WalesHER server here (see Additional Notes below for instructions on how to do this)
Link Description	enter a short description of the media or webpage linked to in the 'Source Link' field above

Show Link in *Archwillio* Only tick this box if you want the media or webpage linked to using the 'Source Link' field above to be visible and made accessible through *Archwillio*.
Do not tick this box if the media is for internal use only

Compiler ensure this has auto-filled correctly
Compiler (Organisat) ensure this has auto-filled correctly
Compiled On ensure this has auto-filled correctly

Project ID
 Project Name enter the GAT project code here if appropriate

Copyright this refers to the copyright of the bibliographic source, and not the record entry. **It is very important that this field is filled out correctly**. Please ask HER staff for assistance if you are unsure about what to enter here

Save using the green tick , or abandon making these changes by clicking on the red cross .

The new bibliographic record entry will appear in the box below. Highlight the new entry by clicking on it and then click on the green tick  to save. This will take you back to the 'Bibliography' dialogue box.

Enter the following information into the fields shown in the 'Bibliography' dialogue box. The fields listed below in **bold** are essential and must be filled out. Some of the fields are auto-filled, but you must check that they have auto-filled correctly. The fields not shown in bold are optional and should only be filled where appropriate and/or known. Any fields not mentioned below can be ignored altogether:

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 Specific Page Ref enter the page numbers that relate to the site or event here if known
 Reference enter the unique reference number given to the site or event if relevant e.g. RCAHMW Inventory numbers

Save using the green tick , or abandon making these changes by clicking on the red cross . A dialogue box should appear saying 'Inserted OK'. Click 'OK' and the new bibliographic record has now been added to your core or event PRN.

Step Three: referencing bibliographic records in the description field

Please use the Harvard referencing system to link descriptions entered into the description field (desc_1) with the corresponding bibliographic reference. The reference should be added at the end of the description, as shown below:

Large field system clearly visible on aerial photographs. (Jones 1979, p.6)

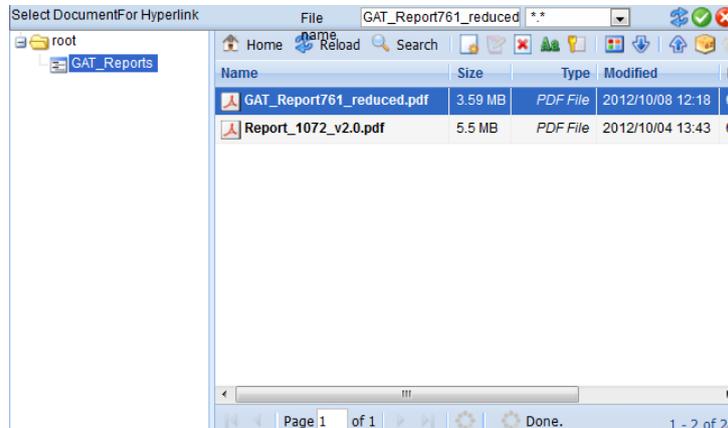
Additional Notes

1. How to add a link to media or a webpage using the 'Source Link' function

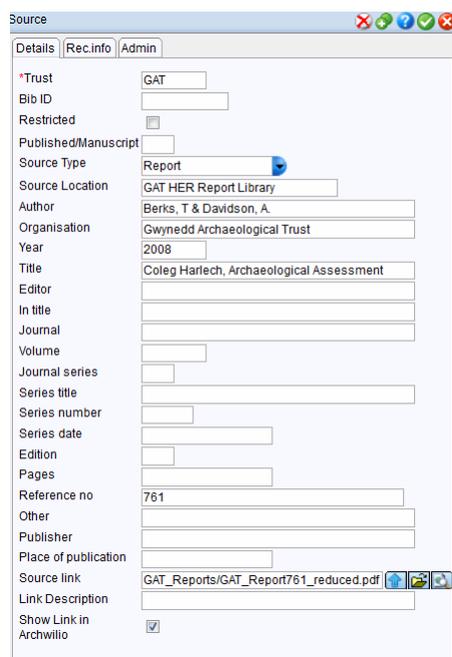
Find the relevant bibliographic record in the bibliography table using step one above, or add a new bibliographic record if it does not already exist in the HER using step two above.

Linking to media already uploaded to the HER server:

In the 'Sources' dialogue box, navigate to the 'Source Link' field and click on the  icon. The 'Select Document for Hyperlink' dialogue box will appear. Select the relevant directory from the list on the left and the find the media you want to link to from the list on the right. Save using the green tick , or abandon making these changes by clicking on the red cross .



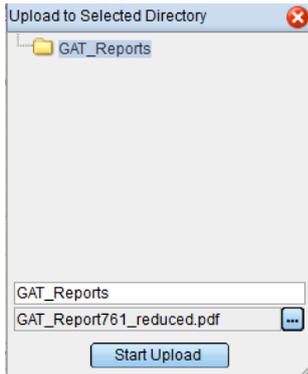
The 'Source Link' field should be filled with the name of the linked media file, as shown below:



Save using the green tick , or abandon making these changes by clicking on the red cross .

Linking to media not already uploaded to the HER server:

In the 'Sources' dialogue box, navigate to the 'Source Link' field and click on the  icon. The 'Upload to Selected Directory' dialogue box will appear as shown below:



Select the relevant directory from the list and click on the  icon to navigate to the location of the media you want to upload. Click on 'Start Upload' to complete the process.

NB – Please remember to replace any spaces in the media's file name with underscores before uploading e.g. GAT_Report761_compressed. Please see the *Gwynedd HER Guide to Creating PDFs* for guidance on creating PDFs for web dissemination.

Linking to webpages using a URL:

Enter the full URL of the webpage you want to link to into the 'Source Link' field, e.g. <http://www.heneb.co.uk/ffestiniogcharacter/ffest.html>. Save using the green tick , or abandon making these changes by clicking on the red cross .