

OPALS eBook Module Tutorial

Collect digital resources for your OPALS library collection

Overview

The OPALS library community have expressed the desire to have their own “E-Bookshelves” to which they can upload e-resources from different publishers or sources. The OPALS development team programmed a module to make this objective possible.

Various sources can be accessed for eBooks. Some of these eBook resources are freely available to download from the Internet and store in a local system. OPALS’ sustainable eBook module facilitates digital resource accessibility for your library members.

A quick outline of the process

1. Import or Download eBooks
 - Select eBooks to Import from one of the OPALS collections identified at the end of this tutorial
 - Or, download them to your hard drive from various other sources (we will give some examples), then Upload them to your eBook module.
2. Add “loan” parameters (ex. “DRM” permissions... Digital Rights Management) and information about the title and publishers.
3. Add MARC cataloguing to the record manually or by importing or “z-Importing” a MARC bibliographic record. This MARC record will make the eBook discoverable and available in the OPALS library catalogue.



Import or Download eBooks

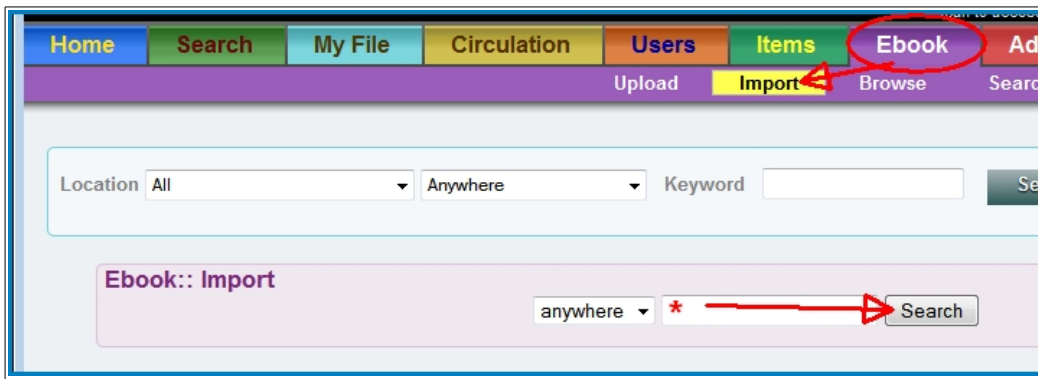
Adding new eBooks to a local collection is a title by title process. The titles can be searched from an OPALS collection or from another supplier of eBooks in ePub format.

1. Login to OPALS as an administrator
2. Click the “Ebook” tab

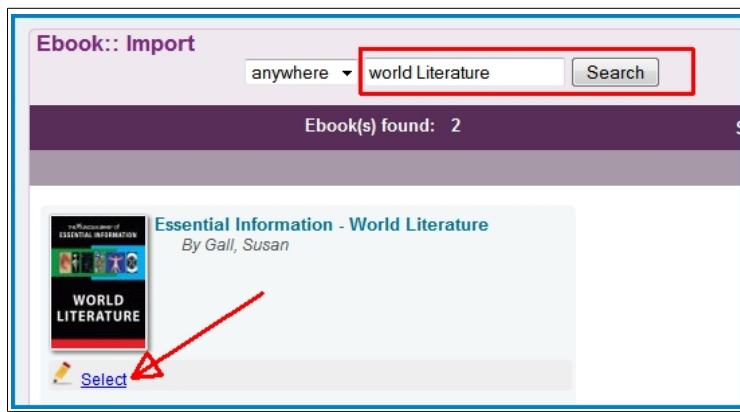
Import from an OPALS E-Book collection

There is a way to retrieve eBooks that other librarians & OPALS researchers have found. Once you have opened the **Ebook** tab then:

1. Click the Import Tab
2. Use the Ebook Import table to search for the Item or items you wish to add to your collection. The image below shows a search by browsing all the Titles but you could be more specific by searching title or author, or use an author name and title word with the “anywhere” setting.



When you have found the resource to import, click '[Select](#)' below the image of the book.



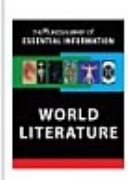
After clicking the 'Select' link, the template below will display

- Indicate whether the item is free or paid.
- Enter the vendor or source (even if it is free: ex. below)
- If paid, enter the number of simultaneous viewings purchased
- Enter a date of acquisition
- Click "Save". The system will retrieve the ePub file, upload it & display meta-data extracted from the ePub file.

Ebook:: Import

anywhere ▾ world Literature Search

[Back to search result list](#)

 Essential Information - World Literature
Gall, Susan

License Type free Paid

Vendor/Source OPALS Collection

P.O. Number

of simultaneous views

Date Purchase 2014-03-04

Save Cancel

Now refer to the section on the next page: 'Add the MARC Record'

Download eBooks from various sources

Retrieve many eBook titles from sources other than the OPALS eBook database collections. Various websites also offer free eBooks.

Where to get free eBooks

- Colorado Library Consortium: <http://www.clicweb.org/e-discover-home>
- Project Gutenberg - <http://www.gutenberg.org/>
- CK-12 "Flexbooks" (Textbooks)

These sites will have ePubs to download to your workstation storage drive. Be sure you know where on your local drive you are storing them so that you can retrieve them during the next step.

Upload your eBook – ePubs to OPALS.

- Click the **Upload** tab on the "Ebook" purple command bar
- Click "File: **BROWSE**" button to select the ePub file to upload. (This has usually been saved in a folder on a workstation's local drive)

- Click the “**Upload**” button to display the template below
- Indicate whether the item is free or paid
- Enter the vendor or source (**mandatory**)
- If paid, enter the number of simultaneous viewings allowed
- Enter a date of acquisition and Click “Save”. The system will retrieve the ePub file and upload it displaying meta-data extracted from that file.

Add the MARC record

After clicking the “Save” button above, the system retrieves the ePub file and uploads it, displaying meta-data extracted from the file. Three options to add the required MARC data to this file are indicated at the top right of the page.

The title will be automatically added to your OPALS library collection as soon as you add a MARC record.

You can browse the ePub by clicking on cover at the top. Browse contents by paginating with your mouse right or left. Click 'Edit' to correct or add to any displayed metadata (title, author or description). The title will be automatically added to your OPALS library collection as soon as you add a MARC record.

Three ways

You can catalog this record in one of three ways: (Editing uses OPALS MARC editor conventions)

Zimport

Search for the record from your usual zImport sources by title or ISBN. Open the record and edit it to add any needed information. The basics are outlined in the next section.

Import MARC

You may have a MARC21 file on your workstation storage drive that is intended for this title. Use this link to browse for that file to open and edit in the OPALS MARC Editor. See the basics outlined in the next section.

New MARC (Original Cataloging)

If you cannot find a MARC record for this item, this option will display the fields you need to add the basic information. Check the basics outlined in the next section.

Edit the MARC record

Editing uses OPALS MARC editor conventions. There are several fields that clearly identify eBook records and you should take these options into account as you edit or create a record for your eBook.

Bibliographic

Edit the bibliographic record you find and add a holding and a barcode.

020\$a

ISBN associated with the correct cover. All other ISBN numbers belong in 020\$z

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\$a - Title \$b - subtitle \$c - Statement of responsibility **\$h - [electronic resource]** \$n - Number of part/section of a work \$p - Name of part/section of a work

264\$a Place of publication - \$b Publisher - \$c Date of publication and/or copyright date. [bracket if the date is approximate] e.g. 264\$c[between 2000 and 2010?]

Add an ePub thumbnail if one has not been retrieved

Do not edit the 856 link... an appropriate link to the uploaded ePub will be assigned by the system

Edit the 008 field: See more information below.

Save the record to add it to your library catalog.

Holdings

Add a call number & "E-Book" Prefix so that the record will format properly in bibliographic lists and search results screen displays.

Add a barcode. The barcode is for OPALS internal use. We recommend setting up a special set of barcode numbers to use that will clearly identify these kinds of eBooks in your collection for stats and internal collection maintenance. Use 'Barcode Range Assignment & Tables'

Edit the 008 field

"The 008 tag of the MARC Bibliographic format contains coded information about the rest of the MARC record. The 008 tag contains forty character positions numbered from 00 to 39. The codes may be useful in retrieving records, sorting search results, and data management. The 008 tag is required in all records. The 008 tag is defined differently for books, electronic resources, maps, music, serials, visual materials, and mixed materials. We will deal below with the most common codes used with books"

Pay special attention to the Date of publication, Place, Illustrations, charts, maps etc. (lots of eBooks have these additional resources). Target Audience: very helpful for determining reading audience. Form of item, Literary Format: non-fiction / fiction /, and Language codes.

The screenshot shows the 'Field 008 editor' window. At the top, the MARC 008 field is displayed as a sequence of characters: 960618 s 2013 xxu a d s 0 0 0 0 eng d. Below this, the field is broken down into its constituent parts with their respective character positions:

Field Name	Character Positions	Value
Date entered on file	[00-05]	960618
Type of date/Publication status	[06]	s
Date 1	[07-10]	2013
Date 2	[11-14]	
Place of publication	[15-17]	xxu
Illustrations	[18-21]	a
Target audience	[22]	d
Form of item	[23]	s
Nature of contents	[24-27]	
Government publication	[28]	
Conference publication	[29]	0
Festschrift	[30]	0
Index	[31]	0
Main entry in body of entry (OBSOLETE)	[32]	
Literary form	[33]	0
Biography	[34]	
Language	[35-37]	eng
Modified record	[38]	
Cataloging source	[39]	d

At the bottom of the window are 'OK' and 'cancel' buttons.

Where to find eBook ePub Publications

The OPALS community support group has harvested collections of eBooks in ePub format and cataloged them in various OPALS databases.

So far, there are four OPALS databases that the OPALS community support team have harvested and cataloged. You can access these databases and download selected titles and make them available for your library members to read on mobile devices, tablets or laptops.

- OPALS eBook Database – Elementary Level (mostly free resources)
- OPALS eBook Database – Middle School Level (free resources)
- OPALS eBook Database – High School Level (free resources)
- OPALS eBook Database – Professional Level (free resources)

Install OPALS eBook Databases' z39.50 coordinates

Here are the coordinates for each of the databases that you can install in your OPALS z39.50 list of targets:

<http://yres.demo.kari.opalsinfo.net/bin/home>

Host: yres.demo.kari.opalsinfo.net (do not copy prefix "http://")
Port: 210
Name: edemo_yres
Syntax: xml
Encoding: utf-8
Description: **OPALS eBook Database - Elementary Level**
Tab: disable
List: enable
Circ data: disable
Student ill: disable

<http://twres.demo.kari.opalsinfo.net>

Host: twres.demo.kari.opalsinfo.net (do not copy prefix "http://")
Port: 210
Name: edemo_twres
Syntax: xml
Encoding: utf-8
Description: **OPALS eBook Database - Middle School Level**
Tab: disable
List: enable
Circ data: disable
Student ill: disable

<http://tres.demo.kari.opalsinfo.net>

Host: tres.demo.kari.opalsinfo.net (do not copy prefix "http://")
Port: 210
Name: edemo_tres
Syntax: xml
Encoding: utf-8
Description: **OPALS eBook Database - High School Level**
Tab: disable
List: enable
Circ data: disable
Student ill: disable

<http://pes.demo.kari.opalsinfo.net>

Host: pes.demo.kari.opalsinfo.net (do not copy prefix "http://")
Port: 210
Name: edemo_pes
Syntax: xml
Encoding: utf-8
Description: **OPALS eBook Database - Professional**
Tab: disable
List: enable
Circ data: disable
Student ill: disable

The following publishers can provide ePub eBooks to upload to your OPALS eBook database and charge reasonable license fees. Some publications are free of charge.



The Roadrunner Press



.... and many more. Contact us for a complete list

US Service Center: **Media Flex – OPALS** – www.mediaflex.net – 877-331-1022 –

info@opalsinfo.net

Canada/International Service Centre: **Bibliofiche** – www.bibliofiche.com – 514-336-4340 –