

Adding Audio and Video Links into your Mandarin Web OPAC

While the following directions focus on linking .mp3 files, please remember that there are many other types of files as well. The directions are the same, only the content varies.

Caveats to remember:

- Audio – keep them brief 3 - 5 minutes maximum. This also helps to summarize better and focus more.
- Video – again, keep it brief. The longer they are, the bigger the file and these aren't meant to be feature films! If necessary, break it into five minute clips.

Examples of things to link to:

- Student Artwork from a book they loved (scan it in, save the file and link to it)
- Video of 1st graders singing a song about Flag Day (who doesn't have a book about Flag Day in the library)
- .mp3 file of a student playing an instrument to go with a book on that type of instrument
- Audio or Video of Booktalks with students
- Blogs / online discussion about a certain book
- .pdf files

Benefits

- Instill pride and camaraderie as their work is showcased
- Expose children to technology
- Enhance the Web OPAC through empowering the voices of our older students
- Meet several of the AASL Standards
- Increased circulation as students are able to not only see the book cover but hear a basic storyline
- Inspire other educators to collaborate with the Library Media Specialist using technology and perceive the library and its catalog as a resource for not only text, but also for digital information and expression

GENERAL INFORMATION

- **Recording Software:**

AUDIO

- **Audacity**[®] is free, open source software for recording and editing sounds. Not hard to use and it is available for Mac OS X, Microsoft Windows, GNU/Linux, and other operating systems.
Download at - <http://audacity.sourceforge.net/>
- **GarageBand** from Apple[®] is only available as a part of **iLife**, a suite of which is intended to simplify the creation and organization of digital content. **iLife** is included on new Macintosh computers; and upgrades can also be purchased separately.
Information at - <http://www.apple.com/support/garageband/>

VIDEO – There are 2 software applications for desktop recording that we’ve used so far, neither is free.

- **ScreenCorder 5** - PC only and does not export as MPEG-4, you have to use a file converter
www.matchware.com/en/products/screencorder/default.htm
- **JingPro** – PC & Mac. The Pro version saves in MPEG-4 format.
www.jingproject.com/pro/

- **File Format:**

AUDIO – save files as **.mp3** This is the industry standard format for audio files. Users with both PC and Mac software can play this type of file with relatively few problems.

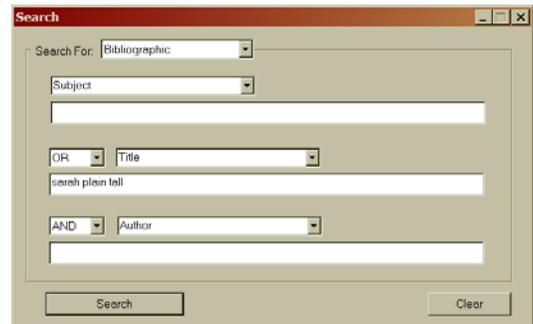
- **In Audacity**[®]: Select “**File**” on the menu bar, then “**Export files as MP3**”.
- **GarageBand**: default file format

VIDEO – save files as **.mpeg-4** This is an industry standard format for video files. Again, users with both PC and Mac software can play this type of file with relatively few problems.

- **File Name:** Name the file using the title of the book (ex. *MarleyADogLikeNoOtherApr_09*.mp3) or the student name who prepared the podcast AND the date with **no spaces**. This will help you keep track when linking the file to the Web OPAC and when cleaning up your Bibliographic records for new recordings.
- **Location of Files:** The files really only need to be somewhere publically accessible such as a web server. What we will discuss here are 2 options we’ve used:
 - Uploaded files on your Blackboard[®] account
 - Saving the files locally on your Mandarin Server
- **System Requirements:** In order to use following directions it’s necessary to have access to the following:
 - BOCES Blackboard[®] Account **AND / OR**
 - Administrative Access to your Mandarin Server (at least for the initial setup)
 - M4 Web OPAC vs.1.1
 - Mandarin Cataloging 1.7

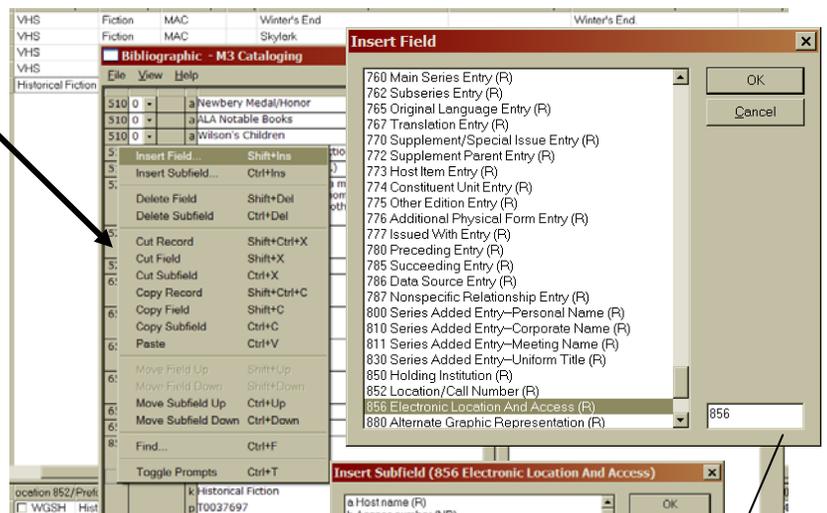
INSERTING THE 856 FIELD TO PREPARE THE RECORD FOR LINKING

1. Open **M3 Cataloging**
2. Click **Edit** in the menu bar and select **Search**
3. Type in the **Title** of the book/item you want to insert a link into and click **Search**



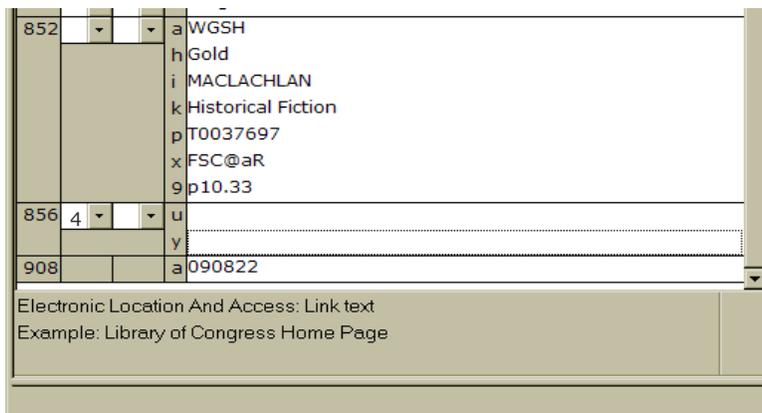
Inserting a new 856 Field (Electronic Location and Access)

1. **Double click** on **Title** to open the Bibliographic Record
2. **Right Click** in gray, MARC Field # area
3. Select **Insert Field**
4. **Type** in **856** and Click **OK**
5. **Type** in subfields **uy** and Click **OK**
 - u** – Uniform Resource Identifier (URL)
 - y** – Link text



You should now be returned to your Bibliographic record with the 856 inserted.

6. Click in the **first dropdown box** next to the **number 856** and select **“4 = http”** Your record at this point should now look like this.
7. You can leave this open, go get your link information and come back.



You are now ready for the next step: **Linking the file**

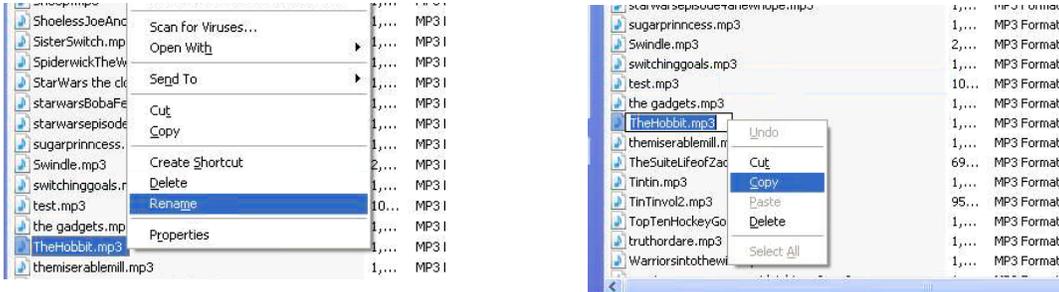
LINK TO PODCASTS/VIDEOS/FILES POSTED ON THE MANDARIN SERVER

1. You need 2 things:

The path and the name of the file. Typing it in manually is the fastest way for errors so copy/paste is better.

Tip: Using some type of word processor, type in the 1st part of the path to your files that never changes (<http://bmc-lib-m3.bville.org/m4/Recordings/>) and save it on your desktop. When you need it, just open the document, select the path, copy it and paste it into **856#u** field.

2. Open the folder you created on your Mandarin Server to house your files – here it’s **“Recordings”**
3. **Right Click** on the file you need and select **Rename**, then **Click** on the name and select **Copy**



4. Now you only have the *text* of name, not the file itself.
5. Go back to your Bibliographic record in **M3 Cataloging**
6. In the **856#u** subfield, paste the name at the end of the path. It should have ended with **“Recordings/ ”**
7. In the **856#y** subfield, type the text *you want to show up in your Web OPAC when the title is pulled up* – here we want it to say **MP3 BOOK REVIEW**.

856	4	u	http://bmc-lib-m3.bville.org/m4/Recordings/TheHobbit.mp3
		y	MP3 BOOK REVIEW
908		a	070626
Leader			
Example:			

8. Close and Save the Bibliographic record.
9. Open your Web OPAC and bring up the title!

McNamara Elementary School Library Catalog

Results Display: | PRINT

3 Copies/Availability

Location	Call Number	Barcode	Status	Due Date
Bnc	FIC Tol	T0017967	Available	
Bnc	FIC TOL	T0010810	Available	
Bnc	FIC Tol	BMC000361	Available	

Item Details

Call #: FIC Tol
 Author: [Tolkien, J. R. R.](#)
 Title: The hobbit : or, There and back again / by J. R. R. Tolkien. Illustrated by the author.
 Summary: The adventures of the well-to-do hobbit, Bilbo Baggins, who lived happily in his comfortable home until a wandering wizard granted his wish.
 ISBN REVIEW: Multi's Book Review
 WWW: [MP3 BOOK REVIEW](#)
 Subject: Fantasy; Electronic Books; [MP3 BOOK REVIEW](#).

Add to My Bookbag
 SHELF BROWSE

Title Profile

Characters

Name	Gender	Age	Occupation	Attributes
Bilbo Baggins	Male			Hobbit

McNamara Elementary School Library Catalog

Results Display: | Sort: | PRINT

You searched Title for the hobbit

*McNamara Elementary (Results 1 - 2 of 2)

Get Search URL

FIC Tol
 The hobbit : or, There and back again / by J. R. R. Tolkien. Illustrated by the author.
 Boston : Houghton Mifflin, [c1966]
 317 p. :
 WWW: [MP3 BOOK REVIEW](#)

Add to My Bookbag

INSERTING THE 650 FIELD TO PREPARE THE RECORD FOR SUBJECT SEARCHING

Inserting a new 650 Field (Electronic Location and Access)

1. **Double click** on **Title** to open the Bibliographic Record
2. **Right Click** in gray, MARC Field # area
3. Select **Insert Field**
4. **Type** in **650** and Click **OK**
5. **Type** in subfield **a** and Click **OK**
 a – Topical term or geographic name as entry

You should now be returned to your Bibliographic record with the 650 inserted.

6. Type in the subject term you have decided to give these links (i.e., podcasts, audio book reviews, etc.). Standardize this so that you can do a Subject Search and pull all of these types of recordings up.

LINK TO PODCASTS POSTED TO BLACKBOARD®

* This procedure is assuming your *podcast/audio book review/video* files have been uploaded to your Blackboard® site *

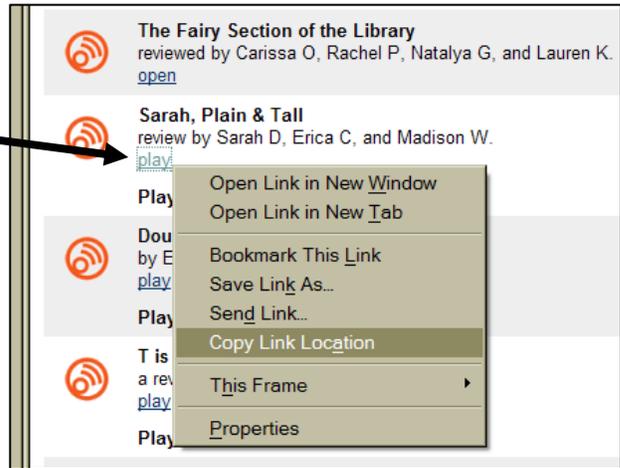
If you need to learn how to upload your files to your account:

1. Contact your local Blackboard® Trainer **OR** 1. Login to your account,
 2. Click on Control Panel (there are tutorials and an online manual)

1. Open your **Blackboard® account**
2. Locate the *podcast/audio book review/video* you want to link to in your Bibliographic record
3. The link information we want is for the “Sarah, Plain & Tall” review.

4. **Right Click** on the word “play”
5. Select **Copy Link Location**
 (This copies the correct URL information to your computer’s clipboard.)

Do NOT copy the information that shows up in your browser’s Address Bar. That is not the correct, static link information.



6. Go back to your Bibliographic record in **M3 Cataloging**
7. In the **856#u** subfield, paste (**control “v”**) the path to the file you copied from Blackboard. It should start with “**http://**”
8. In the **856#y** subfield, type the text *you want to show up in your Web OPAC when the title is pulled up* – here we want it to show the students who collaborated on it.

		9p10.33
856	4	u http://blackboard.ocmboces.org/webapps/lobj-podcast-bb_bb60/files/_455897_1/SarahPlan_and_Tall10_08.mp3
		y Book Review by Sarah D, Erica C, and Madison W.
908		a 070626
Leader		
Example:		

9. Close and Save the Bibliographic record.
10. Open your Web OPAC
11. Bring up the title and test it out!

SETUP FOR SAVING PODCASTS/VIDEOS ON THE SCHOOL SERVER

You can save your files on your Mandarin Server. While I'll list how we set it up, please note every situation is different. Mandarin support is always ready and available to help you at (800) 426-7477 / <http://www.mlasolutions.com/contact.php>

If you have an internal IP and an external IP you need to subdomain the server.

For example: Internal IP = 10.#.#.#
External IP = 170.###.###.##
Subdomain – dmc-lib-m4.schooldist.org

An example of a site that uses subdomains is **About.com**. If you visit their site, you will notice that they use different subdomains for all of the topics they cover (e.g., "antiques.about.com" and "autorepair.about.com").

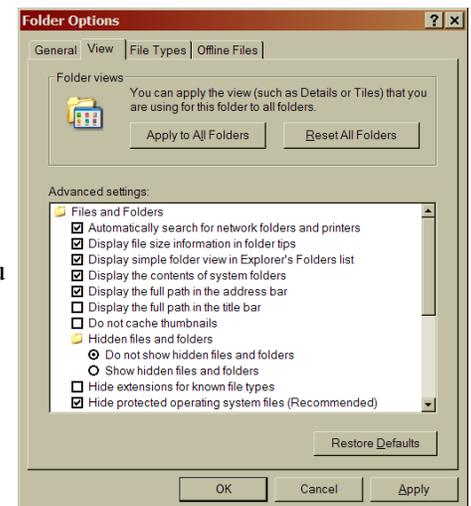
Otherwise, since I noted in the beginning you must be running the M4 Web OPAC vrs.1.1 you will only need to create a folder – it's that's easy

1. Locate the **m4** folder on your Mandarin Server. The path to it should look like the following - your drive letter may be different. **C:\inetpub\wwwroot**
2. Open the **m4** folder, you should see 2 new folders – **Images** and **Opac**
3. The easiest way to make your new folder is to do the following:
 - a. **Right Click** on the **Images** folder
 - b. Select **Copy**
 - c. **Right Click** in the white area of the window and Select **Paste**
4. You'll now have a folder named **Copy of Images**
5. Rename it to whatever makes sense to you – I named it “**Recordings**”
6. **Open** the folder, **select** everything and **delete** it.
(Remember this a copy, you're repurposing this folder for the audio/video files you'll be creating with students.)
7. Click **Tools** on the menu bar and Select “**Folder Options**”
 - a. Click the **View** tab
 - b. Make sure “**Hide extensions for known file types**” is **Unchecked**.
(It makes life much easier.)
 - c. Click **OK**
8. Close out of the “**Recordings**” folder or whatever you named it.
9. Make a shortcut on your desktop to this “**Recordings**” folder. This is where you will put your finished files that you link to in your Bibliographic records.
10. The path to files in this folder that you type in the **856#u subfield** will look something like one of the following:

<http://bmc-lib-m3.bville.org/m4/Recordings/TheHobbit.mp3>

<http://170.123.76.432/m4/Recordings/TheHobbit.mp3>

The first is a server with a subdomain name, the 2nd a server's IP address.



In this scenario, the beginning of the path will *always* be the same. Only the file name (e.g. “TheHobbit”) will change.