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

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- M3 Cataloging

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- Open M3 Cataloging 1.
- Click Edit in the menu bar and select Search 2.
- 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)

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

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

- Click in the first dropdown box next to the number 856 and select 6. "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.

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

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

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- 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.



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

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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**
 - ${\boldsymbol{a}}-{\text{Topical term}}$ 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"
- 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.

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- 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.

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- 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.
- 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 2^{nd} a server's IP address.

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