Add/Edit a Newspaper Publication

On main menu "Add/Edit Publication"

Enter new title

All titles are assigned an ID number and are stored centrally so every agency can associate their index records to the entire list of titles.

Add a new publication by entering a unique title on the Add/Edit Publication screen (below).

Main Menu >> Add/Edit Publica	tion
Add/Edit Publication	
Publication Title	Flesherton Advance Note: Publications in this context are titles like newspapers or other serial publications to which individual records (clippings, articles) are going to be attached. Do not use this interface to manage entire digital volumes (books, pamphlets etc.).
	(Add/Edit Publication)

For full run newspapers the following fields are unique and very important:

Secondary Media Type=Newspaper Role--Newspapers with Issues Dates

In the publication profile, you must select **Newspaper** as the **Secondary Media Type** to activate the calendar display so that uploaded issue dates for are reflected in the calendar interface.

Also, under **Role** select "Yes" if you will be assigning full **issues** to this publication title. This activates the Add Issue uploader.

Public Di	splay? F	lelp					
OYes	No						
Media Ty	pe 🛄 👔	Help					
Publicatio Thisvalue de		nber of other opti	onsfor this recc	rd. To change	it click here.		
Secondar	y Media Ty	/pes 🛄 👔 📕	Help				
🗆 Image	🗹 Text	Collection	🗆 Video	🗆 Audio	🗖 Genealogical I	Resource	Newspa
Role H	elp						
		: • Yes O	No				

Dates: for a publication, the date range is what is important--either the range of available issues or the range of dates that the publication existed. In the case below, only the dates from 1882-1950 were digitized from microfilm and uploaded.

Dates 🔛 Help					
Sortable Date					
Sortable Date is intended to be a real date and must be entered in the form: 20101104 (YYYYMMDD). If the date is unavailable the year/month can be entered in the form: 201011 (YYYYMM).					
If only the year is available, enter in the form: 2010 (YYYY). If the date is a season or a quarter, enter in the month form using the first month of the season or the quarter: 201003. Otherwise, if there is not a Date of Original, this will be displayed in the appropriate form: 4 Nov 2010 or Nov 2010 or 2010. Date of Original					
Date of Original is intended to be a user friendly description of the date. One example of a useful entry in this field would be Spring 2010. If filled in, this value will be the one displayed to the user. Otherwise, if there is a sortable date, it will be displayed instead in the form: 4 Nov 2010.					
Date of Event Depicted/Described Date of Event Depicted/Described is intended to refer to a second date if the object is referring to events at a different time than previous dates. An example would be a column or a painting referring to events 50 years in the past. 1882 Earliest Year					
1950 Latest Year Earliest/Latest yearUse this when the dates are ambiguous (e.g. between 1900 and 1914, but the object wasn't dated), or where					
the events spanned a number of years (e.g. obituary of someone who lived between 1815 and 1891).					

Complete the publication profile.

For more information on creating the publication profile with Descriptive, Geographic, Administrative metadata and assigning Groups or Links, see VITA manual for Publication Profile information (Data Management Manual, Section 5).

Edit Newspaper Title

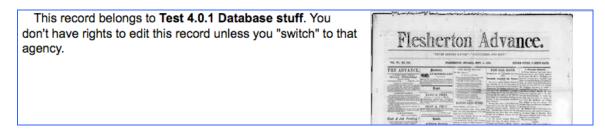
Note: you can only edit the publication profile for publications added by your agency. See "Title Management" (below).

On the main menu, click Add/Edit Publication and begin typing the publication title. Select the one you want to edit from the drop-down list. On the following screens, you can edit the publication profile. See VITA manual for Publication Profile information (Data Management Manual, Section 5).

Main Menu >> Add/Edit Publication							
Add/Edit Publication							
Publication Title	kingston	7					
	Kingston Chronicle: ID: 3349	Prial publications to which individual records					
	Kingston Gazette: ID: 1785	e to manage entire digital volumes					
		(Add/Edit Publication)					

Title Management

Only the agency who adds a new newspaper title to the database can manage that publication profile, e.g. associate a masthead to represent the publication, add metadata that describes the publication title. If you try to edit a publication profile that was added by another agency, you will receive the following message:



Add Publication Masthead

To add a custom masthead to represent a specific publication, create an image such as:



or use a full page scan of a masthead page:



Go to File/Tech data Click "Associate files with this record" Browse and select the chosen image from your hard drive Choose Category: Thumb + Regular Label—unnecessary Change file size "Yes"

This image will be present in results sets and on linked article & BMD records