

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 Publication

Add/Edit Publication

Publication Title

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.).**

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 Display?
 Yes No

Media Type

Publication
This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types
 Image Text Collection Video Audio Genealogical Resource Newspaper

Role
Newspaper with Issues: Yes 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

1950

Earliest Year

Latest Year

Earliest/Latest year Use 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
 Kingston Chronicle: ID: 3349
 Kingston Gazette: ID: 1785


erial publications to which individual records
 be 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:

This record belongs to **Test 4.0.1 Database stuff**. You don't have rights to edit this record unless you "switch" to that agency.



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