Personal Digital Library: collections and virtual documents

Manuscriptorium version 2.0

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Introduction

Under the auspices of the ENRICH project the requirements of various types of end users of services in the sphere of the dissemination of historic resources were analysed jointly with our partners and subsequently on the basis of the findings the Personal Digital Library functions were implemented in MNS. This is a pilot solution which will be tested as a working facility.

The Personal Digital Library in MNS is arranged as follows:

- Document collections
    - Static
    - Dynamic
- Virtual documents

The respective functions are described in this manual.

Functions of the collections

The collection is a set of specific documents recorded in the MNS catalogue. Users can save in a collection documents which are a coherent set according to any given criteria and these collections can be further used to support study, teaching etc. or users can easily employ them to access frequently consulted documents.

A collection can be composed of individually selected documents (i.e. a static collection); alternatively a search query can be entered (i.e. a dynamic collection) – in this case the collection consists of a set of documents corresponding to a selection according to the given query. The content of a dynamic collection is then adjusted simultaneously with database updates.

Functions of Virtual Documents

A virtual document can be composed from parts of individual physical documents. For example, interesting illuminations from manuscripts of a certain period can be selected and "bound" into a new virtual document. Such a document can then be viewed using conventional MNS tools.

Common Functions

In accordance with the results of the analysis of users' requirements, collections and documents can be associated with descriptive metadata and they can be shared with other users (or not shared, if the author so wishes) and their content can be managed under personal online accounts.

Personal Account

To gain access to functions of the Personal Digital Library a personal account must be set up.

To set up an account click the Register link in the left-hand My Library dialogue box (below the application form). It is necessary to enter a username, password and email in the form and the request must be verified by entering the control code.

In the event of problems with recognition of the control code generate a new one, or read the help file – see the buttons highlighted in the diagram:

Once you have successfully registered you can log in. The My Library menu includes basic information on Your Digital Library and it also enables you to navigate in its content. After the first viewing the menu will be empty, but as you begin to use the tool it will acquire information as shown on the screen shot:

MY LIBRARY

My content

Static Collections (1)
Dynamic Collections (1)
Virtual documents (1)

Instant Access

All graduals in MNS (DC)

User guest

Logout

The content of Your Library is summarised in the upper section, the figures in brackets indicating the number of collections or virtual documents. The appropriate listings are viewed by clicking the respective items.

The central section shows the list of documents or collections to which you wish to have the most rapid access.

The lower section shows items relating to your user account.

The Collections

Static collections

Creating a new selection

As described above, static collections are established as a selection of specific documents. The first step, therefore, is to create a document list.

For each document in the MNS catalogue there is always a number of actions the user can take. The relevant links are to be found below each record heading. Click the link Add to Selection to add the selected document to the list. The screen shot illustrates the addition of a document to the list, showing the display of the search result. Note the new area on the right-hand side, where the list can be adjusted:

Saving a selection as a static collection

As you may notice, one of the actions available is saving to a collection – the save as collection link. If you click this link you can save the current selection as a new collection.
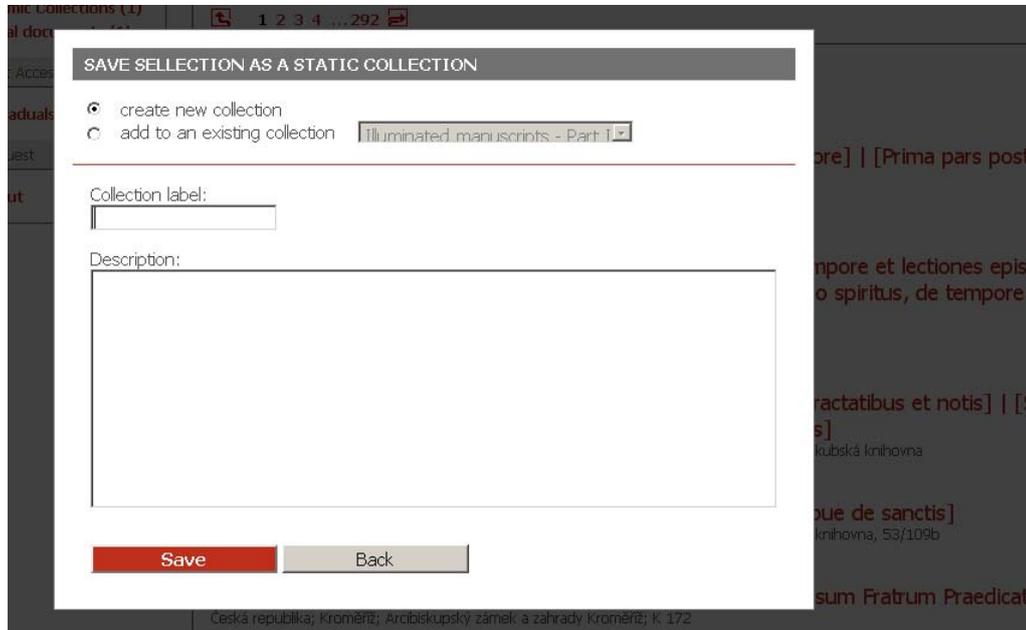
You then have two options for saving your selection:

1) establish your selection as a new collection (select create new collection): in this case an appropriate field is available for entering its name and description (and both may also be determined at a later stage);

2) add your selection to an existing collection (select add to an existing collection): the list of selected documents is inserted into an existing collection and any duplicates are automatically discarded so that each document (more accurately each catalogue record) is unique in the collection.

In addition to saving it to the collection, the list of selected documents can be further adjusted (click the browse list link (1) – the figure in brackets indicates the number of documents selected), or deleted (the discard link).

The list is automatically deleted when the document is saved to a collection.

Dynamic Collections

Entering an MNS query

An MNS query can be entered in two ways. The simplest way is to use the rapid search form found on the right-hand side of the screen. Here a query can be entered and certain basic choices are available. An index for each section is also provided.

A second option is to use the advanced search form, accessed by clicking the advanced search link. By means of this form you can enter more complex queries and a greater number of options is available for customising the search results.

Submission of a query results in the display of a set of search results. Additionally, on the right-hand side of the screen a Search Results section is now available, containing a summary of the set of search results – here you will now see a Search the results link etc.

This link enables you to continue searching the set of search results or to adjust the type of display when searching. This means it is possible to enter a sequence of queries, gradually narrowing the selection of documents searched in order to conform as closely to the user's criteria (more details of this function are given in MNS search help).

The options below the form in the Search previous query results section enable customisation of searches using current results:

Selecting the Refine results option launches a search of current results only; the Expand results option adds results corresponding to the new query, while the Exclude option removes from the current results those records corresponding to the new query.

Saving dynamic collections

On the right-hand side of the screen in the Search Results section there is also a Save as collection link, enabling you to save the last search or the last sequence of searches (if any). Saving is very similar to saving a static collection.

Whenever a dynamic collection is accessed subsequently, the system repeats the saved search (or sequence of searches) exactly as its user entered it before the creation of the collection and displays the corresponding set of records.

A collection can be created that is extremely closely tailored to a specific problem area or a collection based on simple criteria (such as a collection of documents belonging to a given library).

A dynamic collection can be further searched (in contrast to static collections). Note in the Search Results section, in the Summary part, indications of the search area (similarly also in breadcrumb navigation) – either the name of the collection or the „entire catalogue" text. For searching the entire catalogue use the New search link – when the search is complete the collection is exited.

As in rapid searching, a new option is available in the Where to Search area, defining the search area in collections – see the diagram:

Properties of Collections

Properties of collections (static and dynamic) can be configured by clicking the Properties link beneath the heading of the relevant collection. The name or description can then be changed and the visibility of the collection can also be adjusted to determine whether it should be accessible to the author in the Instant Access block of My Library.

The visibility of the collection can be configured on three levels:

- not visible to other users – the collection is visible to the author only;
- collection is visible with the exception of the description – the collection is visible to everyone, and only the label is hidden (i.e. the name and content are visible),
- collection is fully visible – the collection is fully visible to everyone.

Also shown here is the URL of the given collection which can be used for sharing with other users.

If the collection is visible it can be shared in the MNS environment with all other users, but its content is nevertheless displayed as "read only" and only its author can alter the content of the collection or its properties.

Virtual Documents

Creating a Virtual Document

Virtual documents can be created in the M-Tool application, which is a component part of the services offered by MNS. This application enables the preparation of various types of documents, including virtual documents. It enables the creation of the metadata necessary for inclusion of documents in MNS, working with images which already exist and are accessible online.

To create a document it is necessary to open M-Tool and via the menu options Document – New... establish a new virtual document (select the appropriate option in the dialogue box available for the creation of a new document).

Here you can create a simple description of the document as such (the M-Tool procedure is available in the application help manual). Additionally, individual images can be searched for in MNS and assembled within a virtual document.

To select appropriate images adopt the following procedure:

1) In the M-Tool application environment open Manuscriptorium (Manuscriptorium menu option, or Structure – Search for New Pages/Folia).
2) Search appropriate documents in which you want to find an image for MNS – all MNS tools can be used (incl. collections and virtual documents).
3) When searching a digital document you can now click this icon ☑, which will transfer the current page to the M-Tool application.
4) Repeat the above procedure until you have installed all the required images in the virtual document.

By selecting the Structure – Modify Structure option in the M-Tool application you can continue to further adjust the structure of the selected document. You will notice here that for each image transferred from MNS identifying data is provided and you can also create your own notes, as shown in the screen shot.
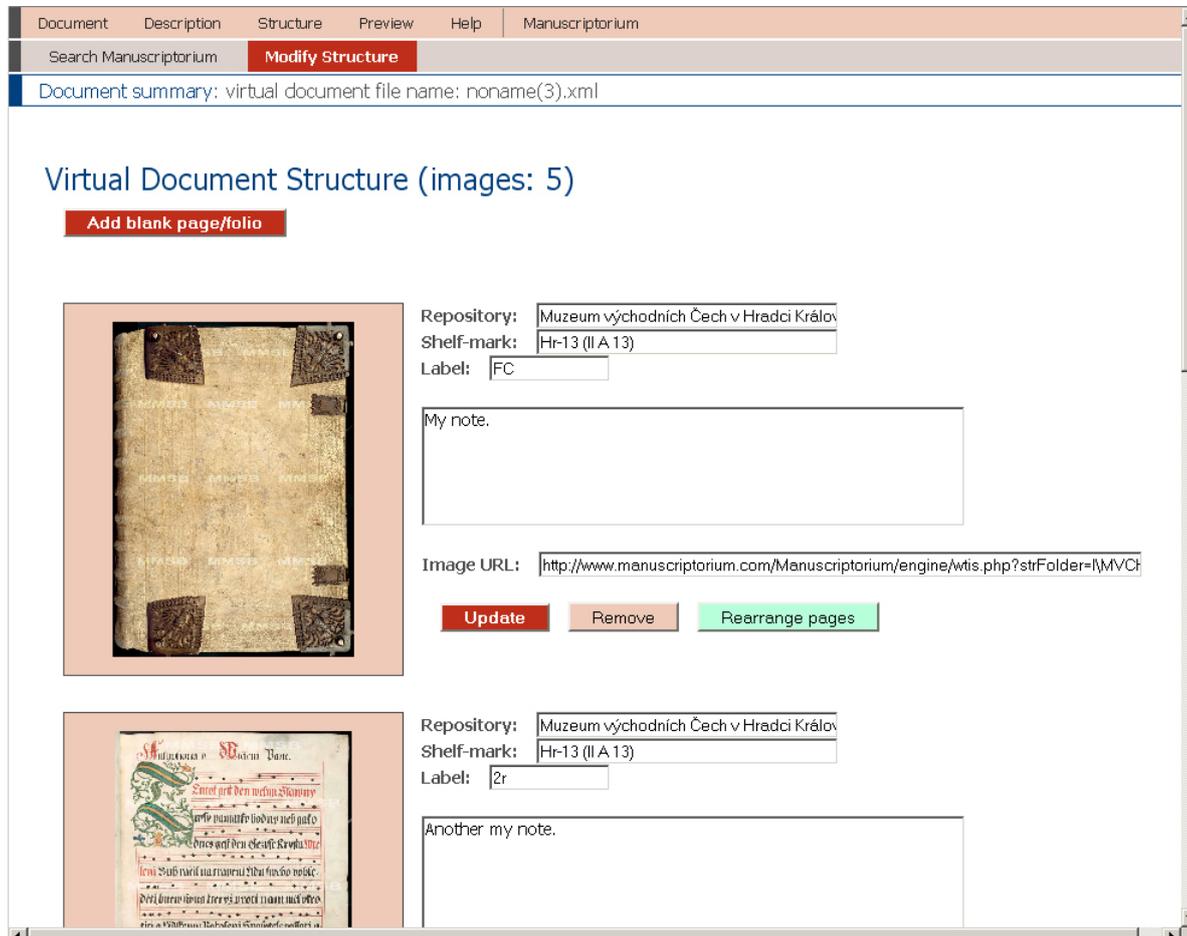
As well as creating a virtual document from images available in Manuscriptorium, it is also possible in the pilot version to insert an image located at any other URL. A document can also be created in MNS from external image data. This is the function of the Add blank page/folio button, which adds a page or folio in the final position in a document.

The order of pages in a virtual document can be adjusted – click the Rearrange pages button by the image you want to move. The image to be moved is highlighted. Using the mouse, now select the position where you want to insert the image. The current target position is highlighted as a coloured link. A left mouse click transfers the original image to the selected position. To cancel the position change just press the ESC key.

Saving Virtual Document Metadata for Purposes of Further Changes

Warning! After the virtual document has been created, the metadata must be saved. Save the metadata of your virtual document on your local hard drive for purposes of future editing. In the current pilot version, metadata can be incorporated in MNS, but it is no longer possible to transfer the same metadata from MNS to the M-Tool application. If you wish to update your virtual document, please open it in the M-Tool application from your local disk and then re-send it to MNS when it has been updated.

Transferring a Virtual Document to the MNS Environment

For this purpose it is necessary to log in to MNS.

NB.: log in direct from the M-Tool application (Manuscriptorium menu option).

Select Document – Send to My Personal Library and send the virtual document to your account, where you can manage its properties as described above for collections, i.e. you can adjust the visibility of the document for purposes of sharing with other users and your access to it via the Instant Access facility.

This document can also be updated in the system at any time, again by means of the M-Tool application, from which you will send the updated version. When updating, you will be asked to confirm the action, as shown on the diagram.
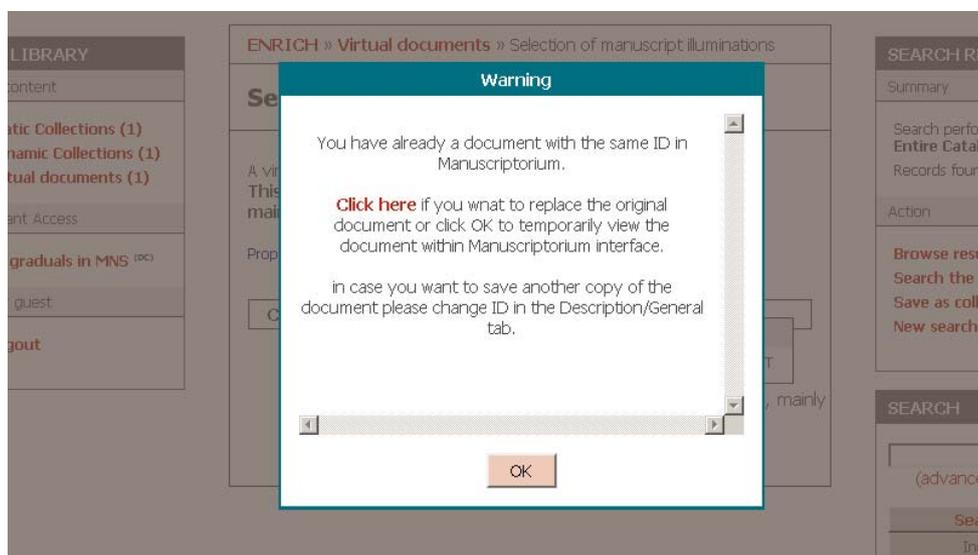
Confirmation of the changes to the current document requires activation of the Click here link.

NB.: after updating, the document is recognised by an identifier which is adjustable in the General tab of the document description (Description – General menu). If you alter the identifier here, where the type (TYPE) has the value MNS_VIRT, to a different value, the document will then be incorporated in your MNS account as a new document.

Viewing Virtual Documents

Virtual documents can be viewed by means of the same tools as standard Manuscriptorium documents. In the case of virtual documents, additional information is always available in the Description window, where limited information is provided regarding the origin of the given image and sometimes a note added by the author of the document.
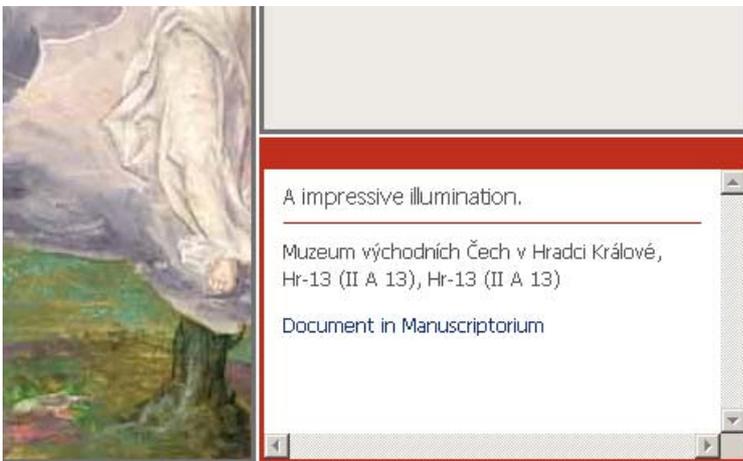
This window also contains the Document in Manuscriptorium link, which opens the original document which was the source of the image.

NB.: In the pilot version, virtual documents cannot be searched in the Manuscriptorium catalogue.