

DIGITAL LIBRARY

GUIDELINES FOR PSA DIGITAL LIBRARY



SPECIAL PROJECT BY

Nurizz Eireen

**DIGITAL LIBRARY
GUIDELINES
FOR
PSA DIGITAL LIBRARY**



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Special project by :
Nurizz Eireen

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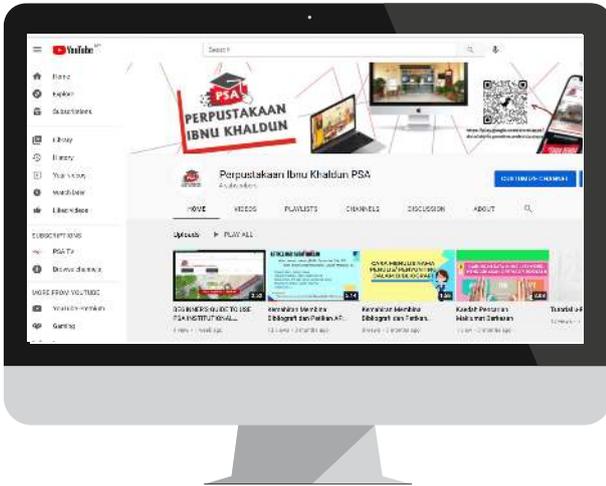
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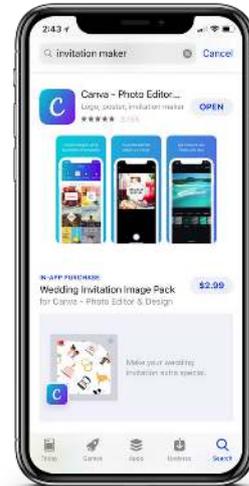
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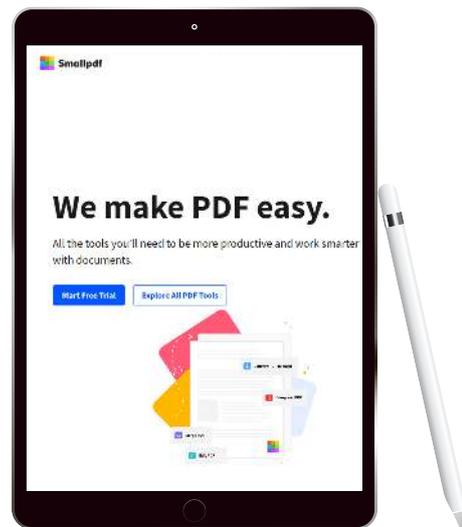
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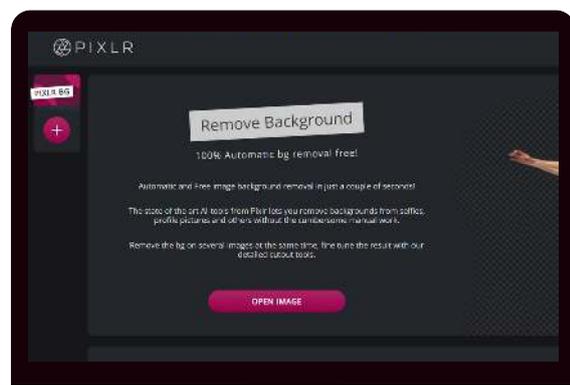
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GOOGLE QR CODE



MEMO





FOREWORD

***Mrs. Norhayati Binti Majid,
Library Coordinator***

I am thankful to Allah that the e-book of Digital Library Guidelines for PSA Digital Library has been published by the Publication Unit of Politeknik Sultan Salahuddin Abdul Aziz Shah in conjunction with Special Project of Industrial Training IMC690.

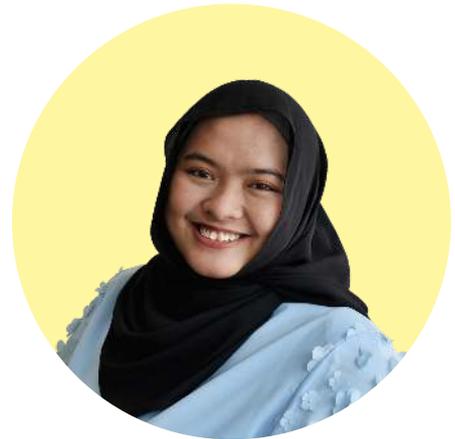
We thank the trainee and Universiti Teknologi Mara (UiTM) Negeri Sembilan, Rembau Campus for selecting Politeknik Sultan Salahuddin Abdul Aziz Shah (PSA) as the industrial training institution.

I am pleased that the e-book has been published in time for us to use and acquaint ourselves with the guidelines. This will provide a good opportunity for the library and the librarians to showcase the blossoming experience in managing PSA Digital Library.

I would like to congratulate the author for the hard work and dedication to ensure the completion and publication of this book on schedule.

***Norhayati Binti Majid,
Chief Librarian of Perpustakaan Ibnu Khaldun,
Politeknik Premier Sultan Salahuddin Abdul Aziz Shah,***

PREFACE



Ms. Nurizz Eireen, Author

Digital Library Guidelines for PSA Digital Library are published by the author in conjunction with the need for a special project during Industrial Training IMC690 in the trainee's institution.

This e-book is by no means a definitive guide to librarians in Perpustakaan Ibnu Khaldun, Politeknik Premier Sultan Salahuddin Abdul Aziz Shah, Shah Alam.

A tutorial step by step on how to manage and develop a strategy for copywriting and designing content for social media channels in an organized and efficient way.

Last but not least, I am thankful to Allah S.W.T. and everyone who contributed and assisted the trainee with editing and helped in whatever way towards the successful completion of this e-book. I thank you most warmly.

Nurizz Eireen Binti Shaiful Nizam

Student Intern of Perpustakaan Ibnu Khaldun,

Politeknik Premier Sultan Salahuddin Abdul Aziz Shah,

March 2021 - July 2021



SOCIAL MEDIA

HOW TO CHANGE YOUTUBE BANNER?

PLAY

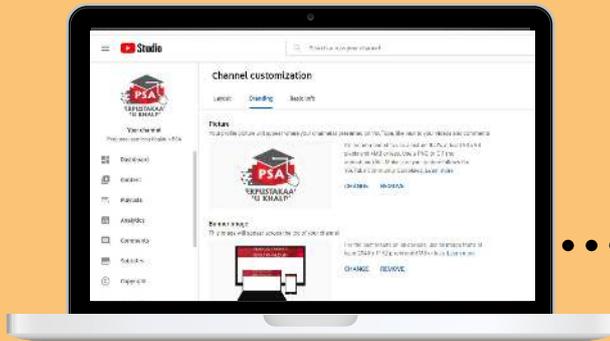
Login to YouTube, go to
Customize Channel.

It will redirect to YouTube
Channel Customization.



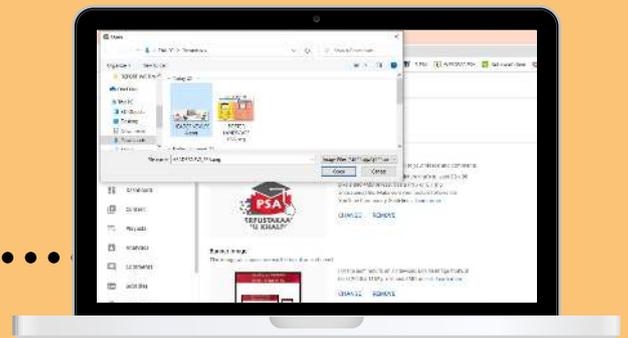
Click Branding menu.

Go to Banner Image and click
change.



Upload a new image for the
YouTube banner.

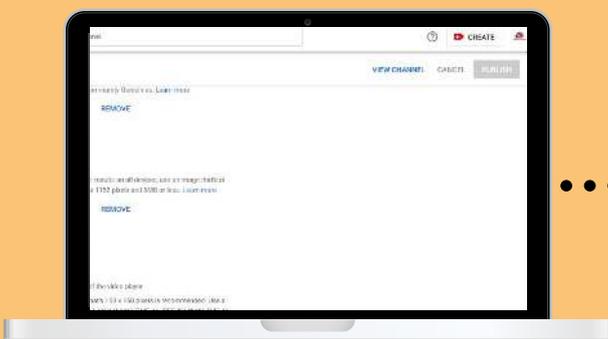
Prefer an image with 2048 x
1152 pixels.



EXIT

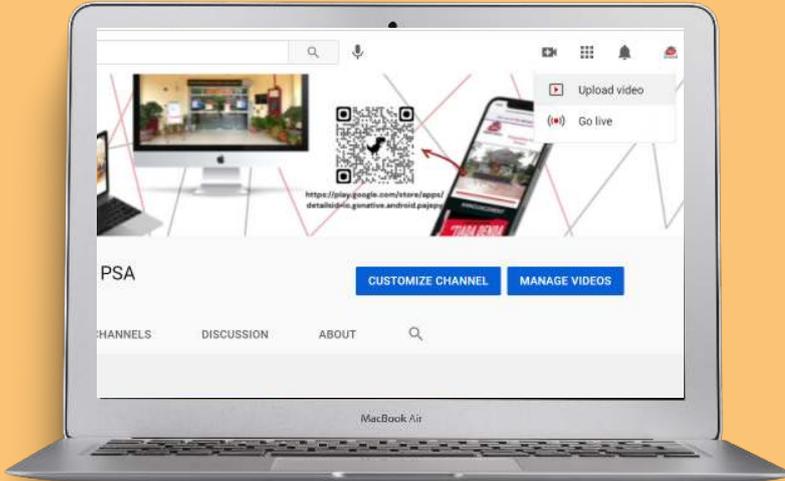
Click Publish to save changes.

View Channel when its done.

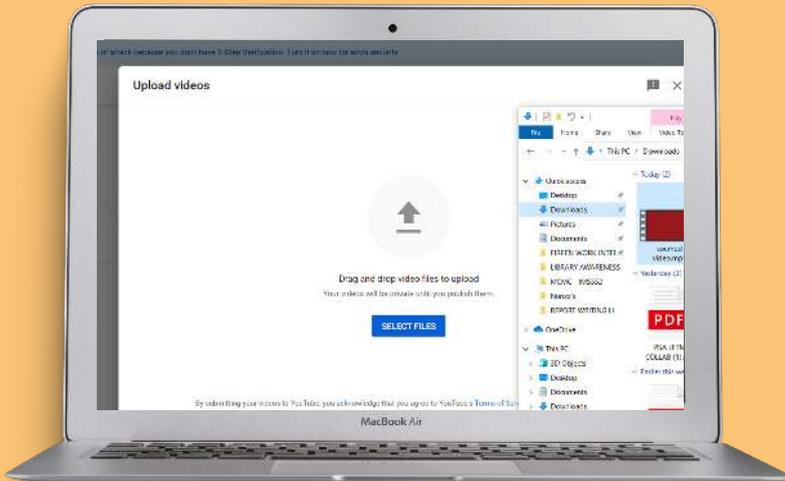


HOW TO UPLOAD A VIDEO?

START

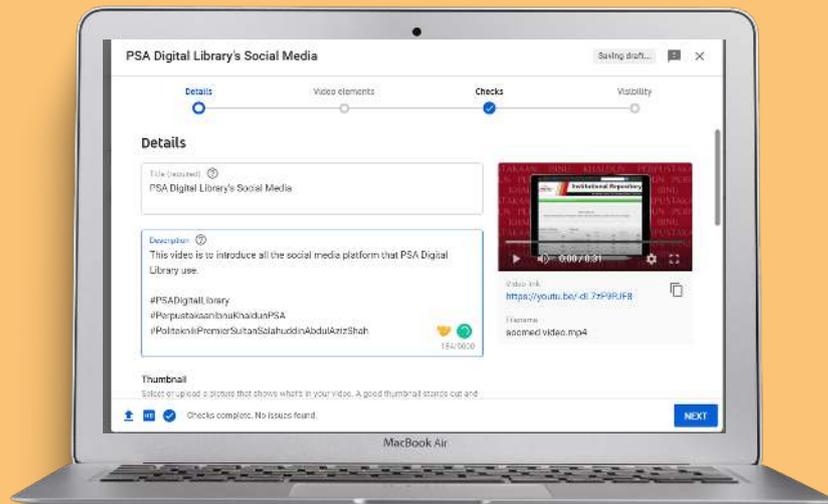


On the right panel of the YouTube Creator Studio, select Create and Upload Video.



Drag and drop the selected video files that need to be upload.

Must be in MP4 format.

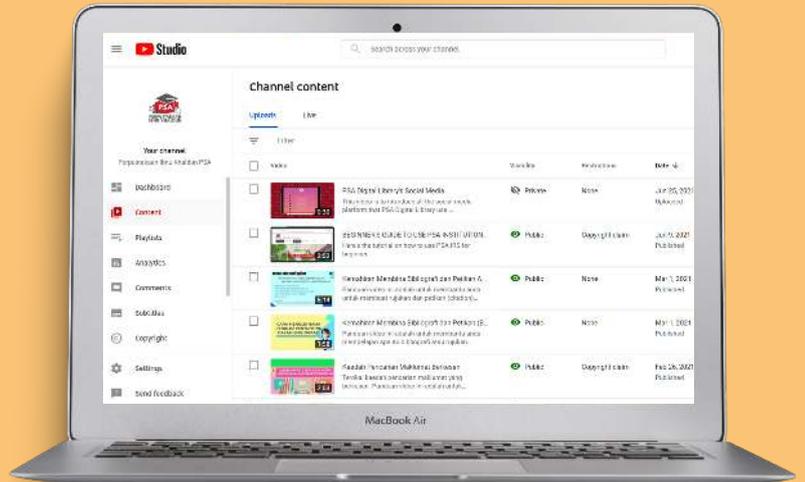


Write down the details on Title and Description of the video.

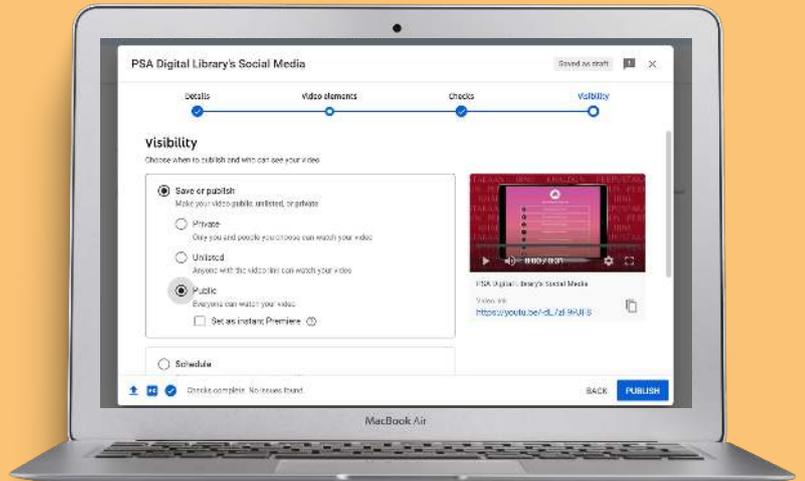
HOW TO UPLOAD A VIDEO?

EXIT

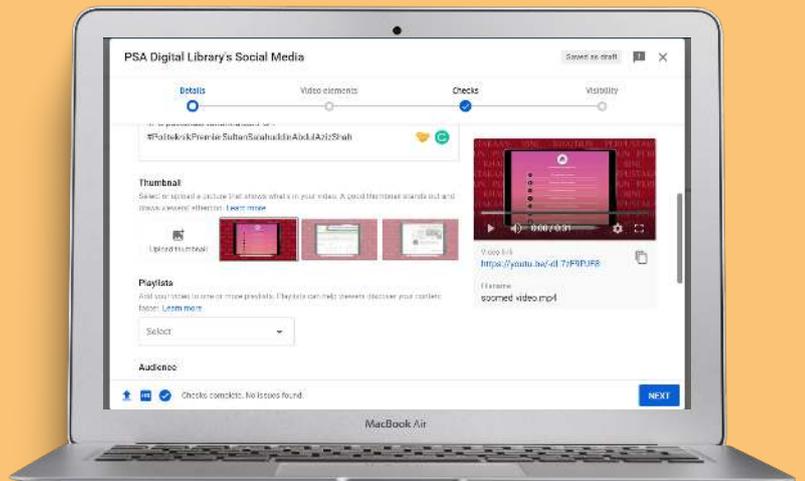
Once the video upload is done, it will redirect to Channel content.



Choose the types of visibility to the Public for everyone to be able to watch.

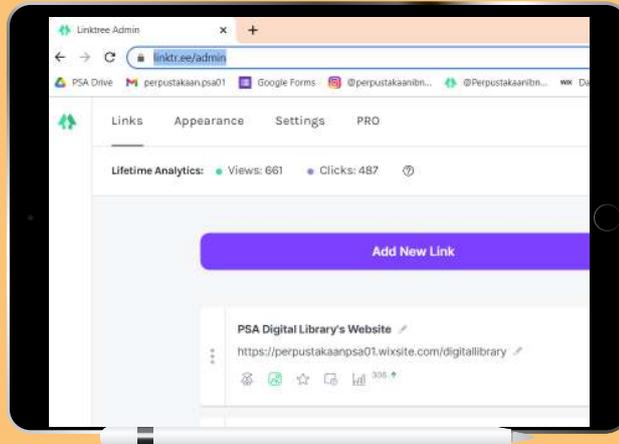


Choose a thumbnail view of the video and select the type of video content for Non-Kids content.



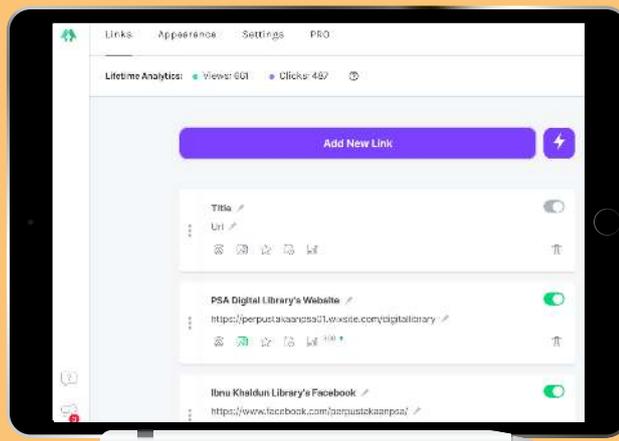
HOW TO ADD A NEW LINK?

1



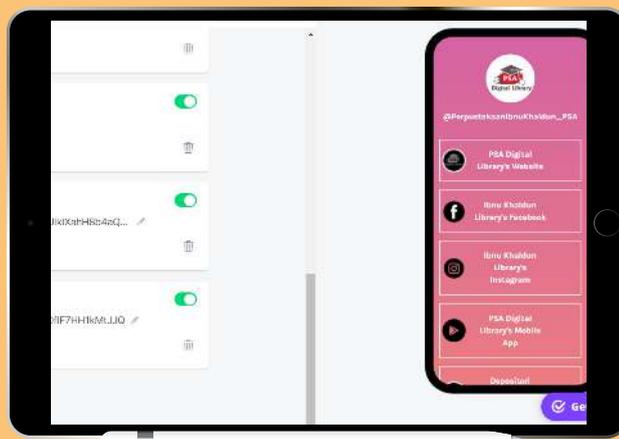
Log in to <https://linktr.ee/admin> & select Link tab to start

2



Click Add New Link and write down the Title & the URL of the link

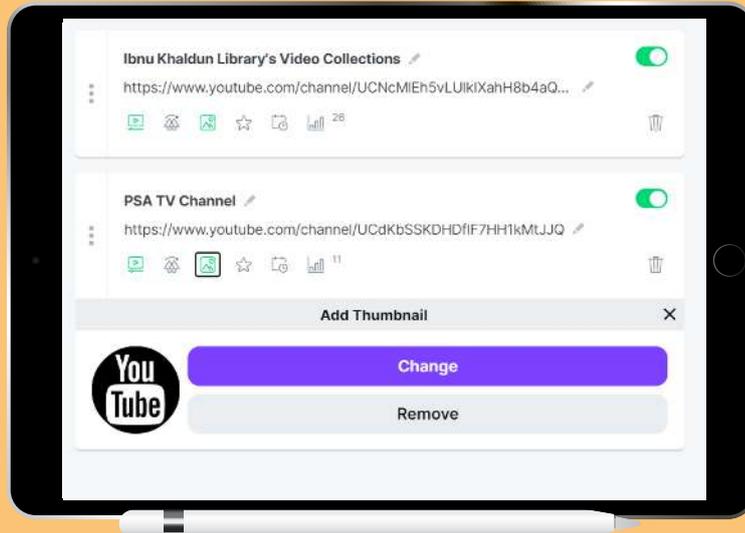
3



The new link will appear on the right side, the mockup phone

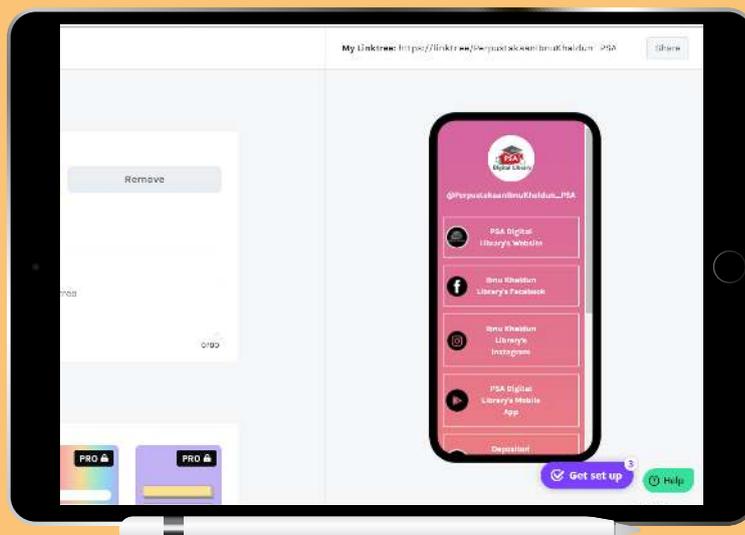
HOW TO ADD A NEW LINK?

4



Add a new thumbnail by using monochrome thumbnail and upload

5

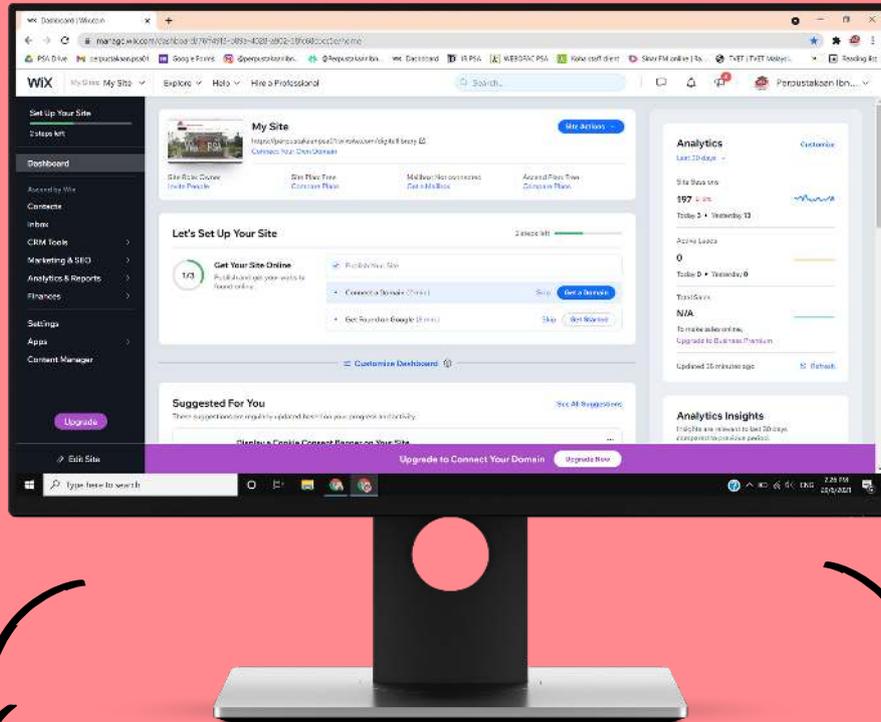


Once you are done, save the work and click share to preview the end result



WEBSITE

FEATURES & FUNCTIONS AVAILABLE



DASHBOARD



SITE ACTIONS



MY SITE



ANALYTICS



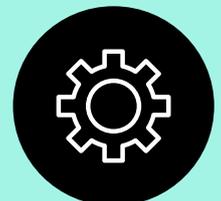
Dashboard is the home board for our website where it displays real time progress in managing our website



My Site is the latest site created and manages by us

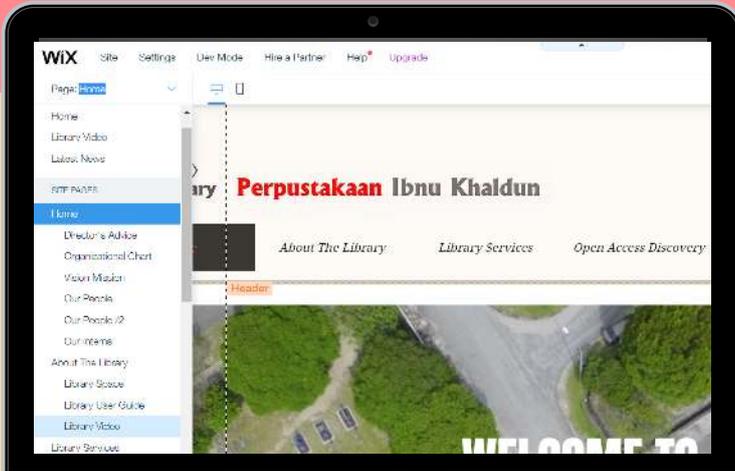


Analytics is where we get running numbers of active session and most view and popular page that users visited



Site Actions is the beginning button that librarian use to edit and publish the website

HOW TO EDIT EXISTING PAGE?

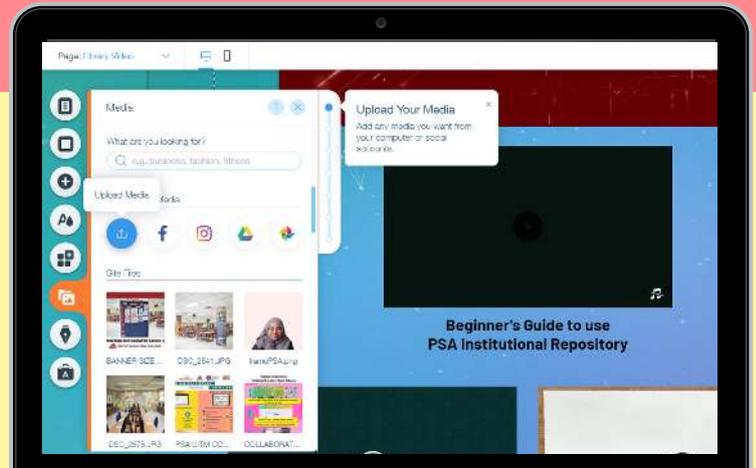


1. Go to Page Menu and select the desired page.

For this tutorial, we will be uploading a video to the existing Library's Video Collections page.

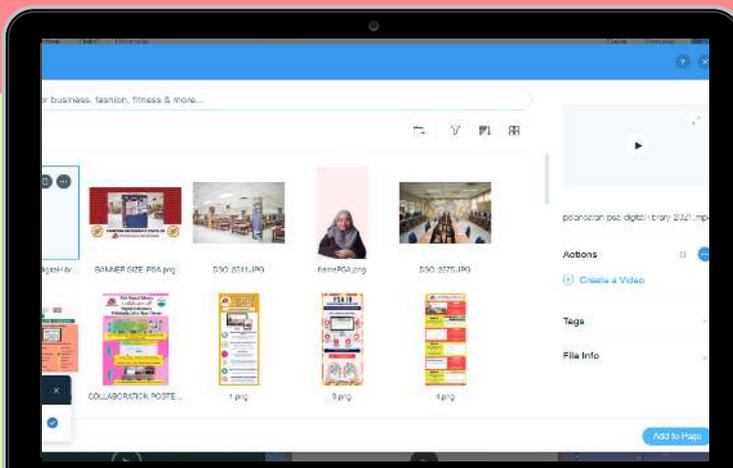
2. Click on the Media element and select Upload Media.

The video will be uploaded to the Site's Album.

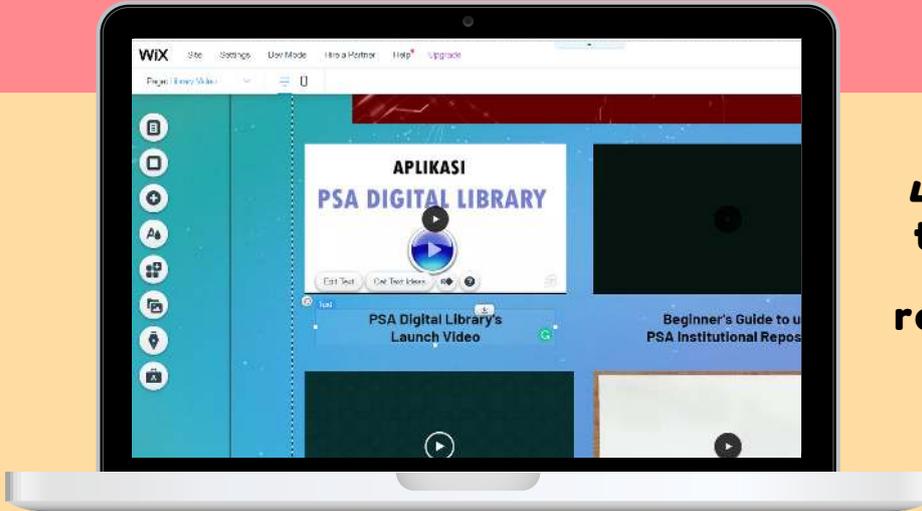


3. Select the desired video to be uploaded to the page.

Click Add to Page button.



HOW TO EDIT EXISTING PAGE?

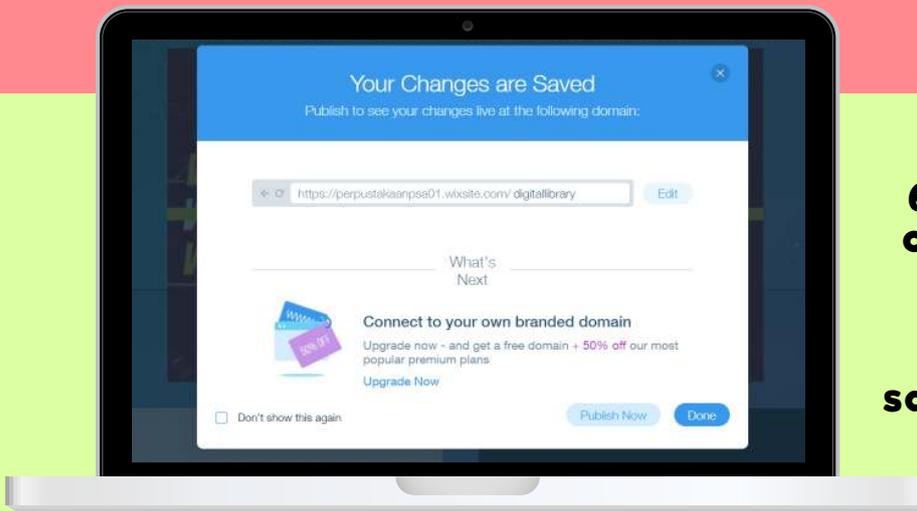
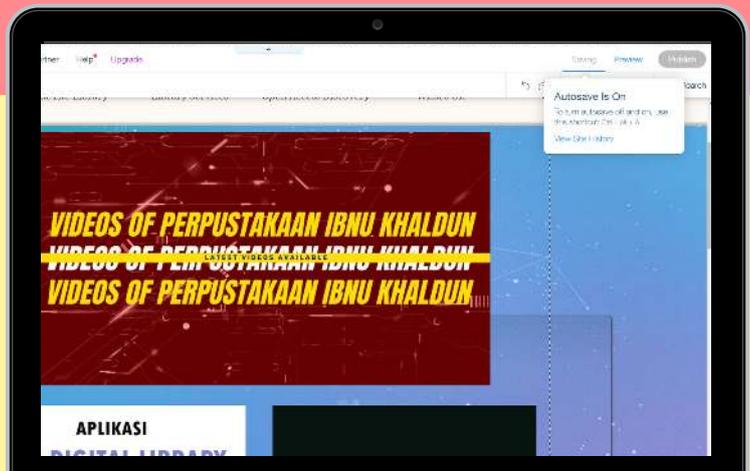


4. Edit the uploaded video thumbnail and standardize the video layout with the rest of the videos uploaded.

Add a caption under the video thumbnail.

5. The most important part is to save the changes.

Sometimes it saves automatically, but to ensure it is successfully saved, click Save button or CTRL + S.

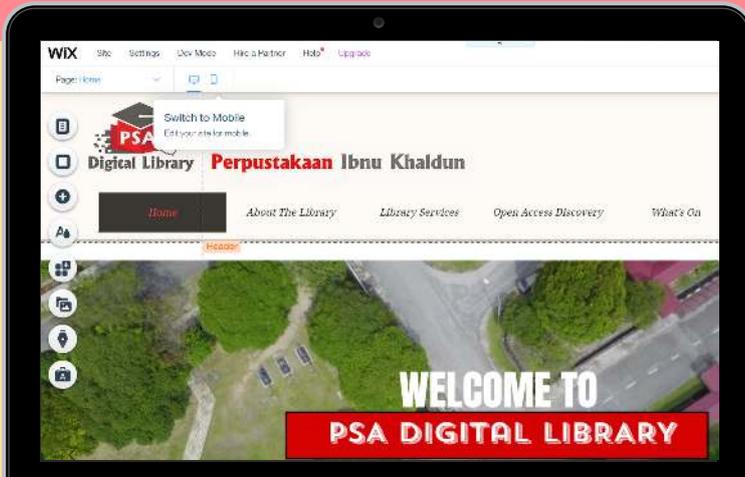
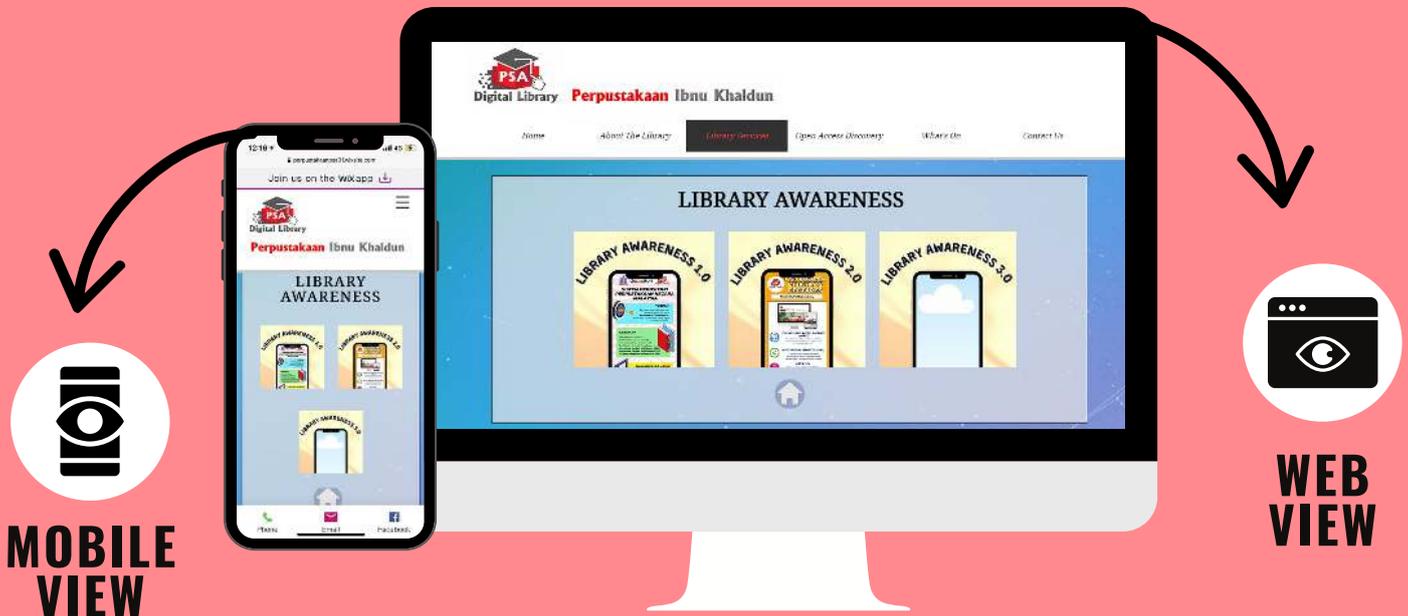


6. Last but not least, the crucial button in WixSite is Publish.

Once you are done with saving changes, click Publish in order to publicize the changes you made.



HOW TO EDIT MOBILE APPS VERSION?



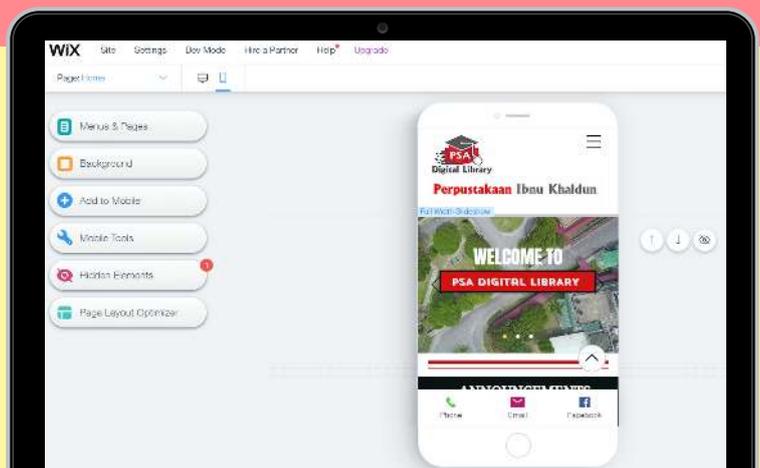
Switch to Mobile version is located on the top left of the site.

Click on the Mobile icon.

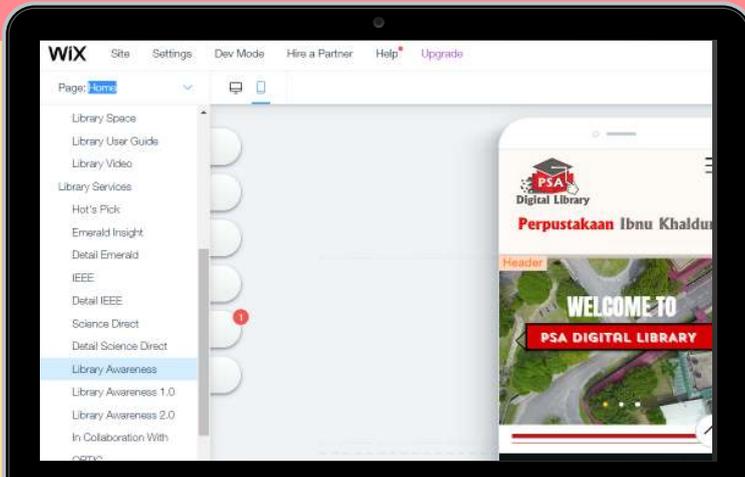


The mobile version will be in a phone mockup.

The elements are limited where you can only drag and organize the layout based on web version contents.



HOW TO EDIT MOBILE APPS VERSION?



3

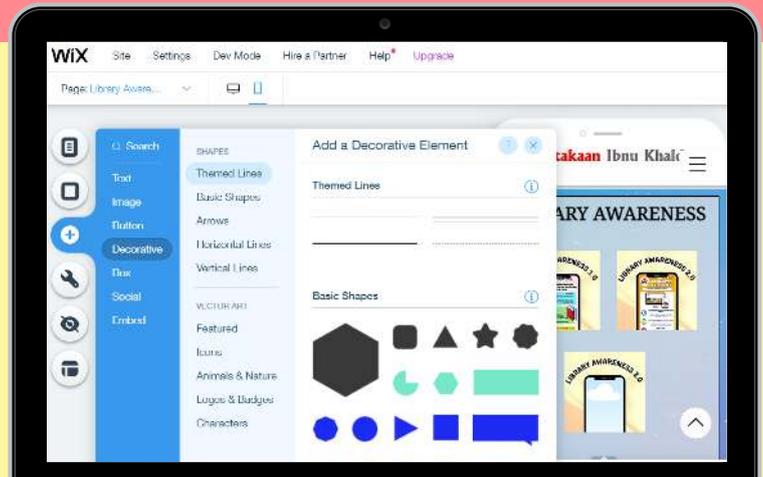
In this tutorial, we will be rearranging the elements.

Click on the Page Menu and select a page.

4

Drag and organize the media and text according to mobile view.

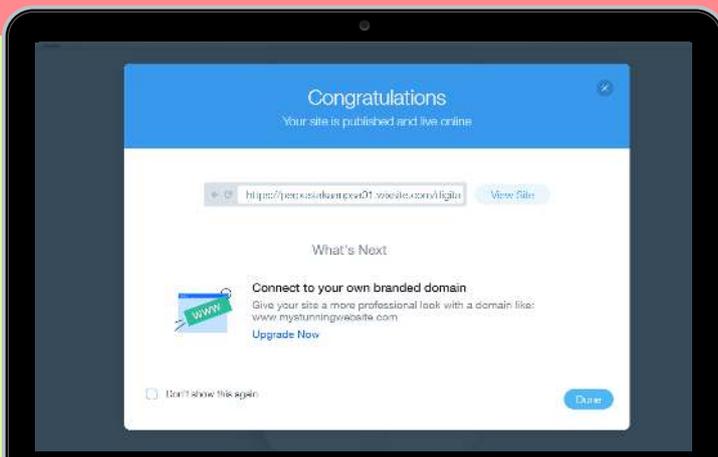
There are limited decorative elements available.



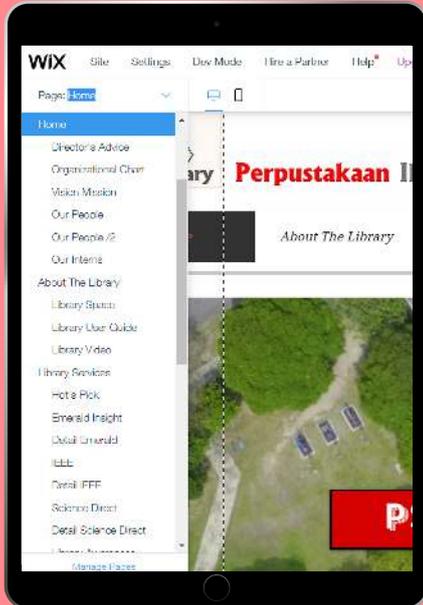
5

Lastly, click the Save button to save changes.

Once you are done with saving changes, click Publish in order to publicize the changes you made.

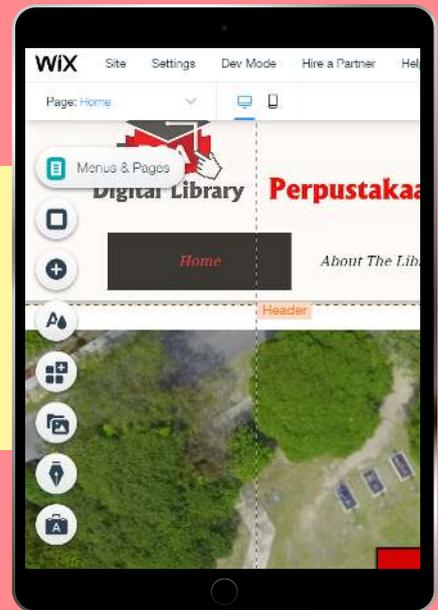


FEATURES SUMMARY



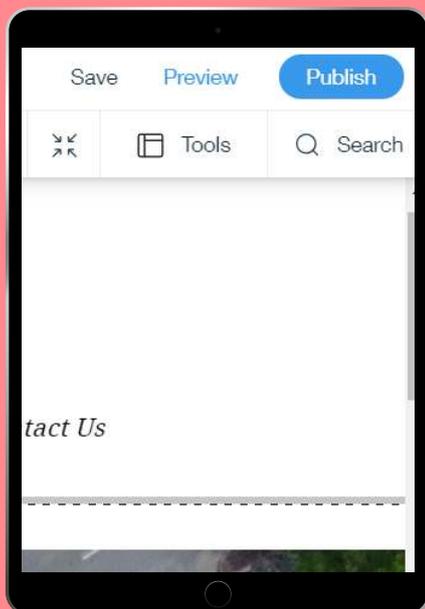
Page Menu is where all the pages created. To edit a page simply click the menu name from this Page Menu.

Elements on the left side are the tools to organize the website. The most use elements are Menu & Pages, Add, Media, Background and Theme Manager.



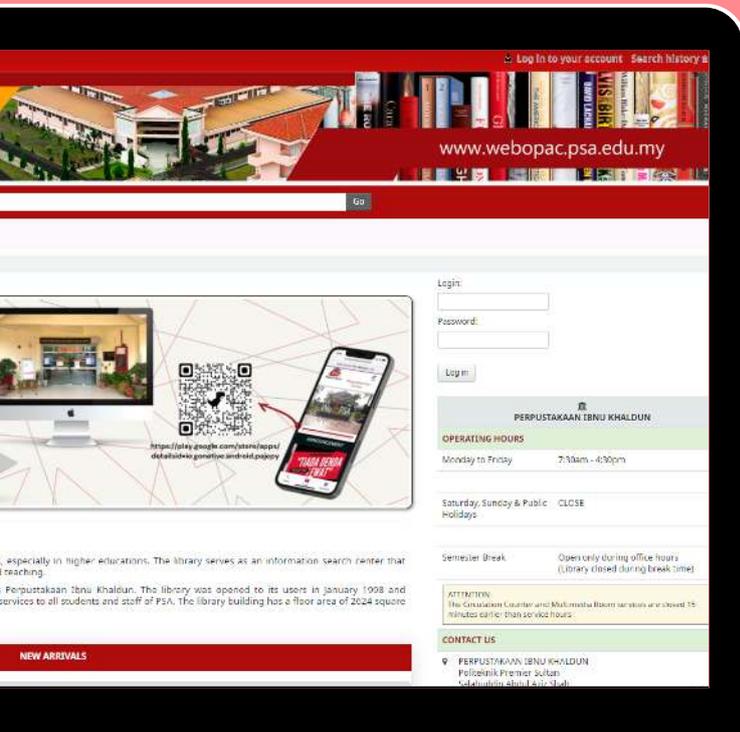
The most important buttons are Save, Preview, and Publish which located on the top left of the site.

After saving changes, Publish is the final step.





TWO IMPORTANT FEATURES FOR WEB OPAC HOMEPAGE



KOHA
ADMINISTRATION

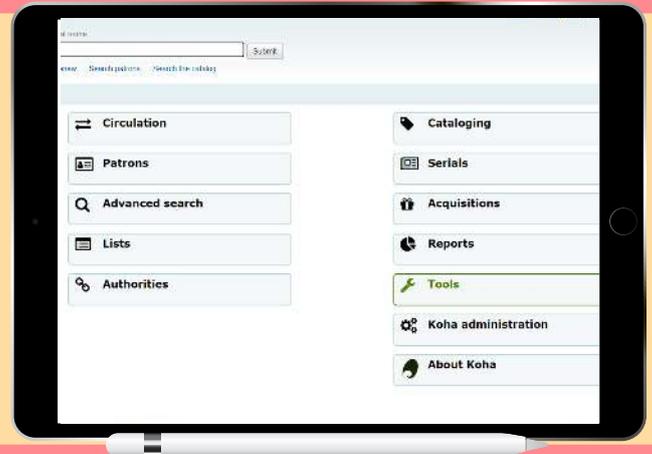
TOOLS



HOW TO AMEND OPERATING HOURS?

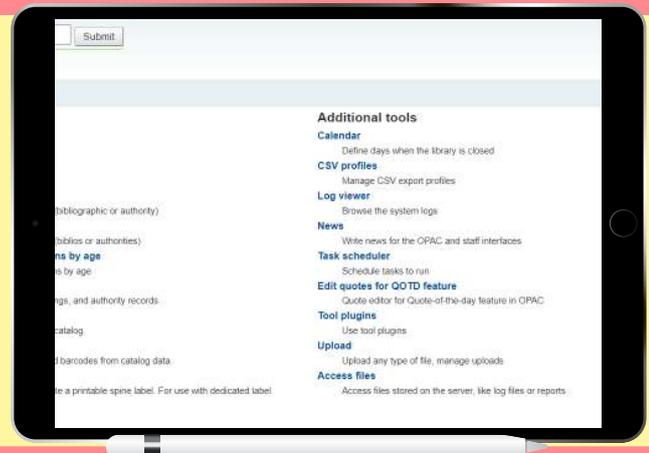
1

Login to KOHA.
On the homepage, click on the Tools feature.



2

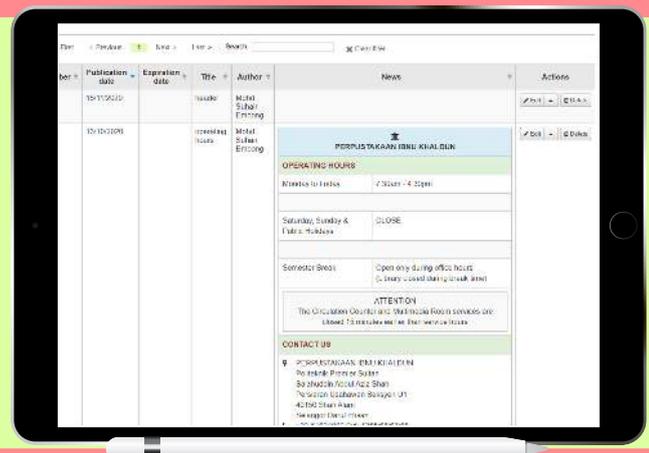
Inside Tools, under the Additional Tools tab click News.



3

There is News for OPAC Header, OPAC Navigation Right (Operating Hours), and OPAC Main User Block (New Arrivals).

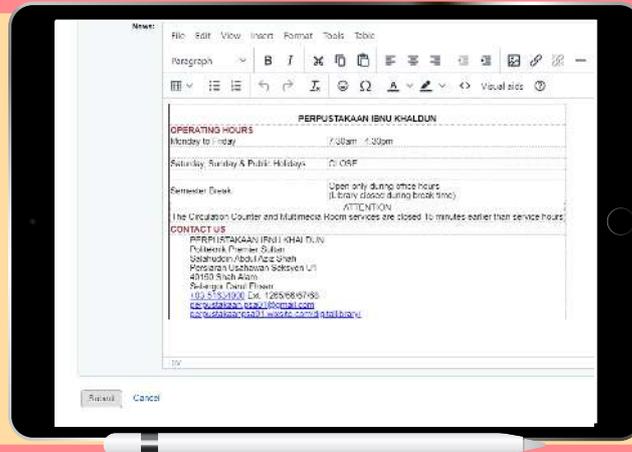
Under OPAC NavRight, select Edit to start amend.



HOW TO AMEND OPERATING HOURS?

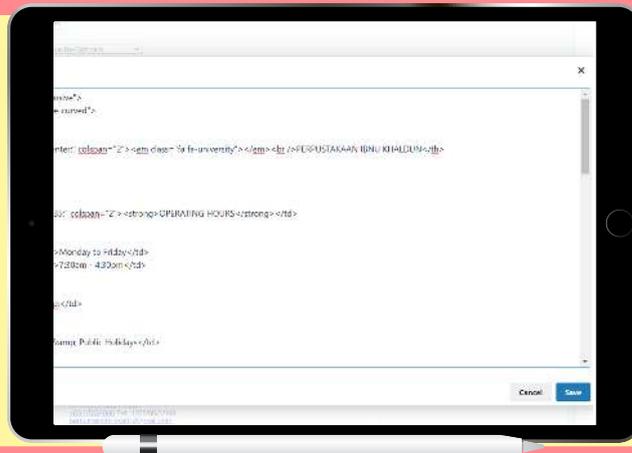
Lastly, click Submit button to publish the changes.

Preview the changes on OPAC website.



6

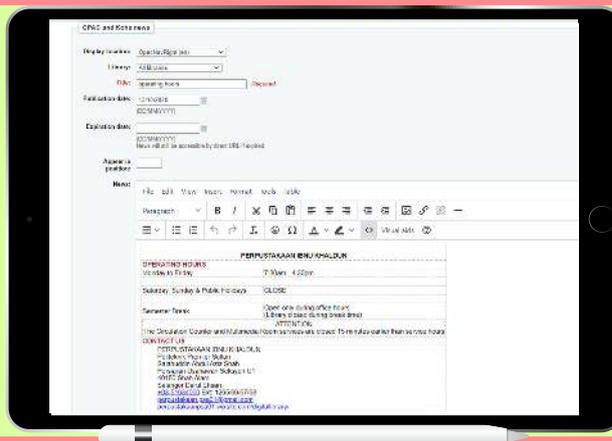
When you are done, click Save.



5

Inside the OPAC and KOHA news, you can see the display of the navigation.

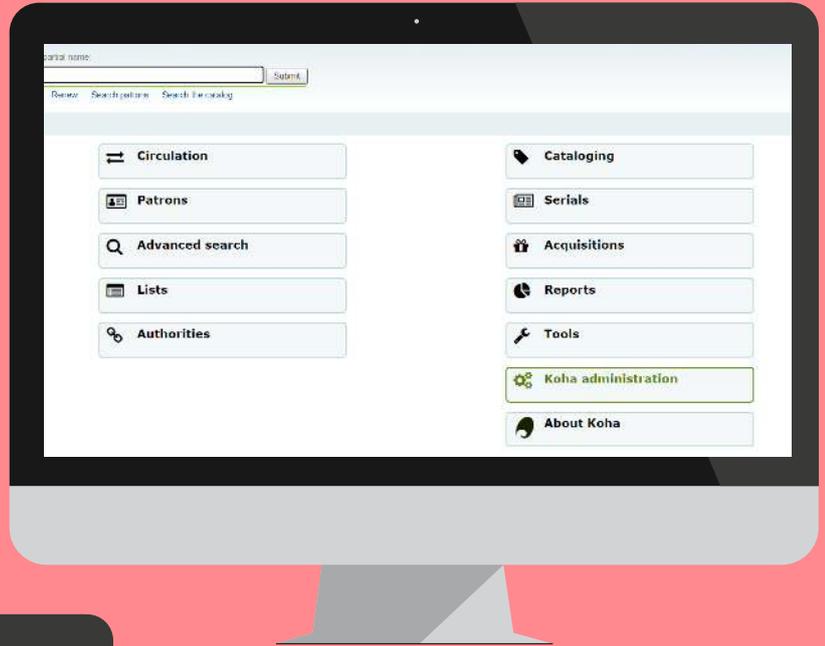
Click Source Code, the <> icon to start writing the code to display.



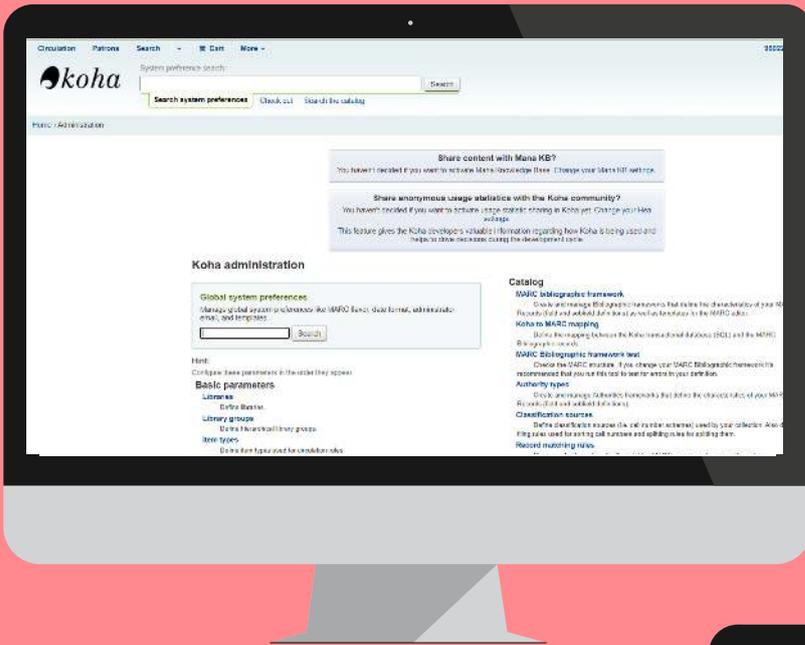
4

HOW TO EDIT OPAC NAVIGATION?

1 - Login to KOHA, select Koha Administration.

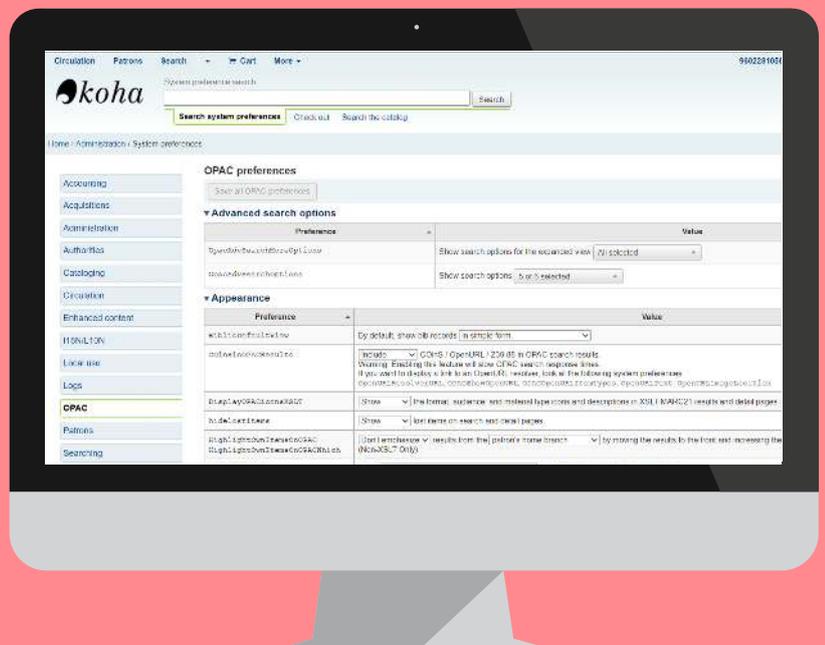


2 - Inside Koha Administration, select Global System Preferences (inside the blue box).



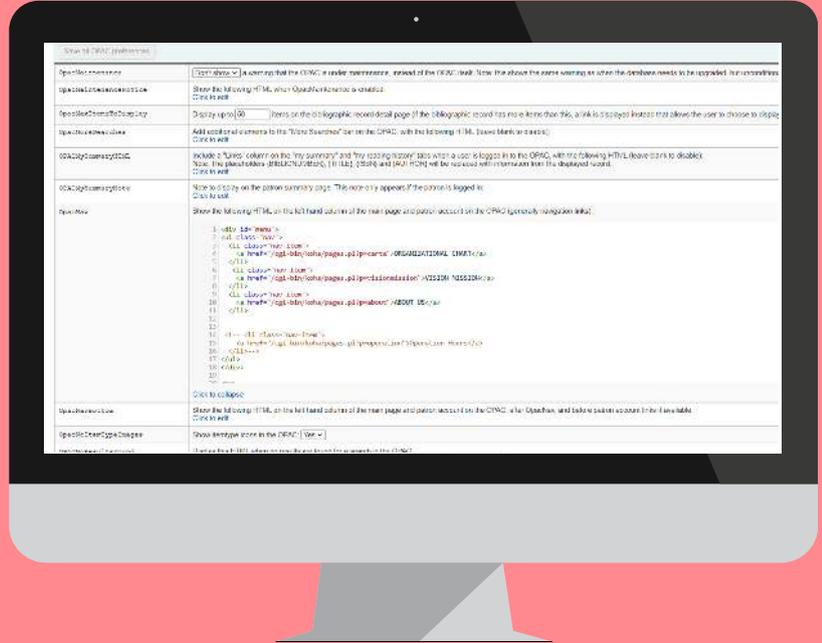
3 - On the left panel, there are preferences, select Opac.

It will show Opac Preferences and scroll down until you find OpacNav.



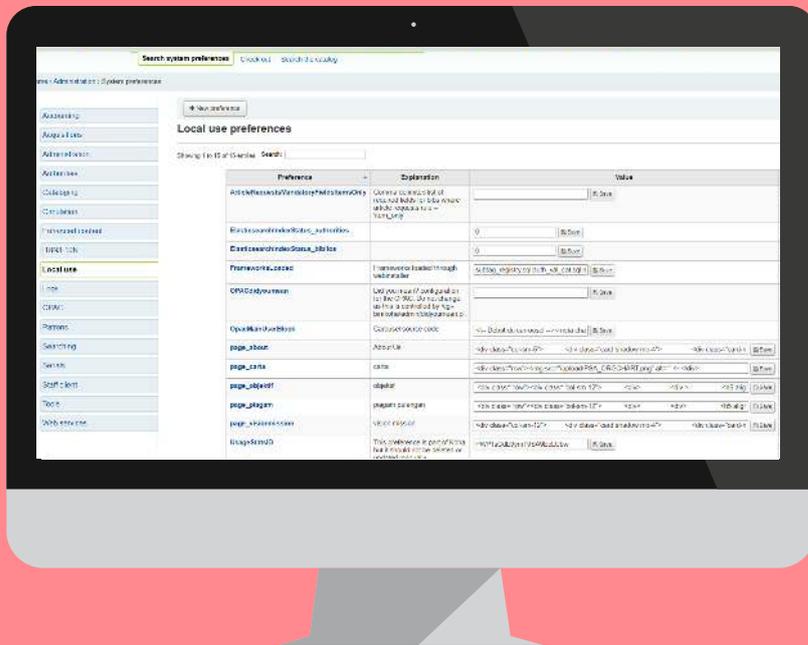
HOW TO EDIT OPAC NAVIGATION?

4 - In OpacNav, display the source code by clicking Click to Edit button.



5 - Next, go to Local Use preferences.

Click on the Edit button on the left side to edit the value of the preferences such as Page_Carta for Organizational Chart tab.



Nurizz Intern PSA Digital Library

P.S. - For further references and guidance, you may contact Mr. Syahrul from CDSols. Thank you!

STEPS TO STAGE MARC RECORD FOR IMPORT

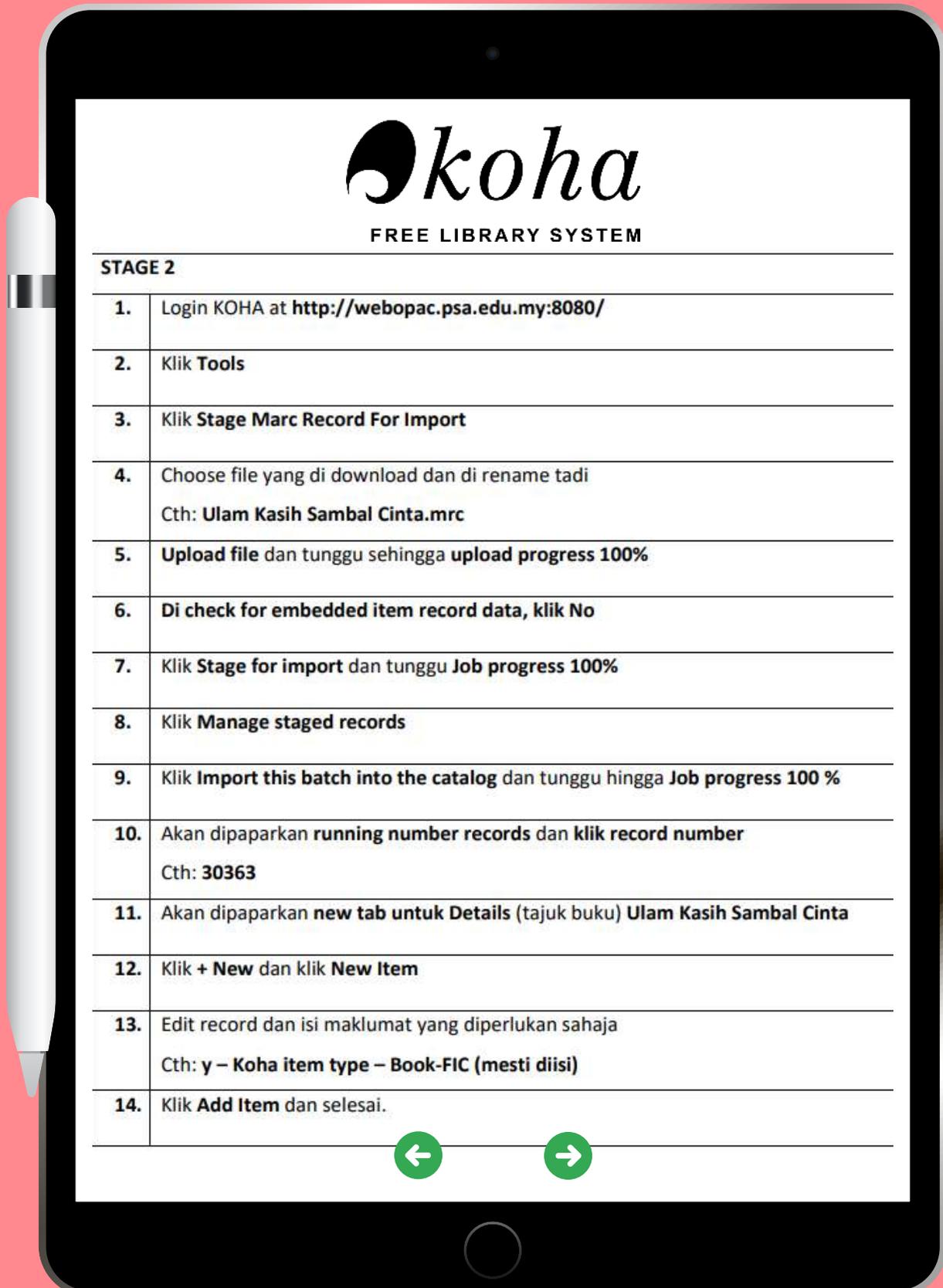


STAGE 1

1.	Search Google
2.	Type nama tajuk buku, tambah perpustakaan dibelakang Cth: Ulam Kasih Sambal Cinta perpustakaan
3.	Pilih laman web yang boleh export MARC Cth: http://www.mbpjlibrary.gov.my:8081/webopac
4.	Klik Export Record/ Save Record di laman web yang dipilih tadi
5.	Pilih jenis file mrc/mrk/marc/marc unicode/utf-8 Cth: Export to MARC
6.	Akan dipaparkan file di download Cth: VuFindExport.mrc
7.	Klik show in folder untuk lihat file yang di download
8.	Rename file yang di download mengikut tajuk buku Cth: Ulam Kasih Sambal Cinta.mrc
9.	Habis. Ketepikan



STEPS TO STAGE MARC RECORD FOR IMPORT



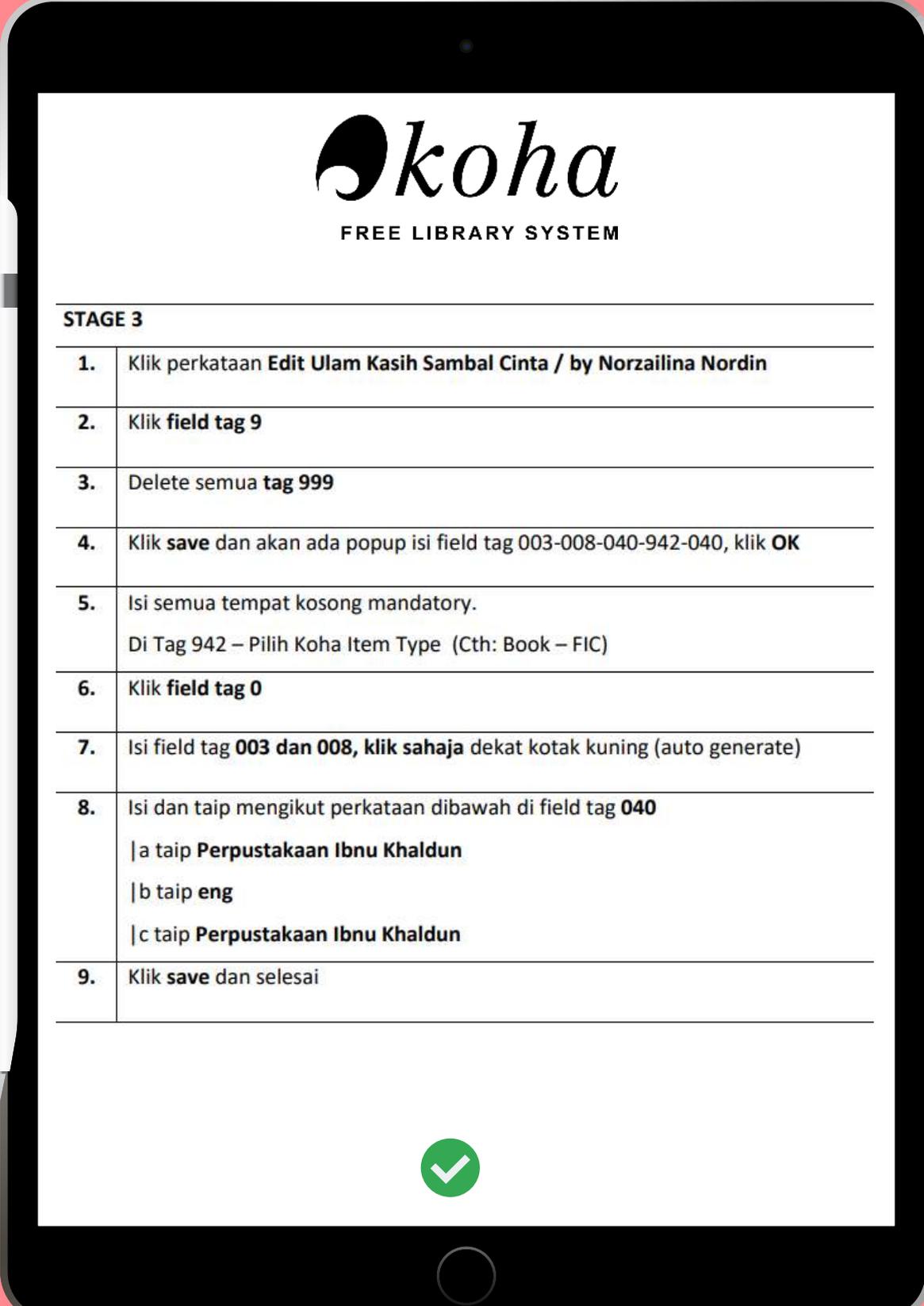

FREE LIBRARY SYSTEM

STAGE 2

1.	Login KOHA at http://webopac.psa.edu.my:8080/
2.	Klik Tools
3.	Klik Stage Marc Record For Import
4.	Choose file yang di download dan di rename tadi Cth: Ulam Kasih Sambal Cinta.mrc
5.	Upload file dan tunggu sehingga upload progress 100%
6.	Di check for embedded item record data , klik No
7.	Klik Stage for import dan tunggu Job progress 100%
8.	Klik Manage staged records
9.	Klik Import this batch into the catalog dan tunggu hingga Job progress 100 %
10.	Akan dipaparkan running number records dan klik record number Cth: 30363
11.	Akan dipaparkan new tab untuk Details (tajuk buku) Ulam Kasih Sambal Cinta
12.	Klik + New dan klik New Item
13.	Edit record dan isi maklumat yang diperlukan sahaja Cth: y – Koha item type – Book-FIC (mesti diisi)
14.	Klik Add Item dan selesai.

← →

STEPS TO STAGE MARC RECORD FOR IMPORT




FREE LIBRARY SYSTEM

STAGE 3

1.	Klik perkataan Edit Ulam Kasih Sambal Cinta / by Norzailina Nordin
2.	Klik field tag 9
3.	Delete semua tag 999
4.	Klik save dan akan ada popup isi field tag 003-008-040-942-040, klik OK
5.	Isi semua tempat kosong mandatory. Di Tag 942 – Pilih Koha Item Type (Cth: Book – FIC)
6.	Klik field tag 0
7.	Isi field tag 003 dan 008 , klik sahaja dekat kotak kuning (auto generate)
8.	Isi dan taip mengikut perkataan dibawah di field tag 040 a taip Perpustakaan Ibnu Khaldun b taip eng c taip Perpustakaan Ibnu Khaldun
9.	Klik save dan selesai

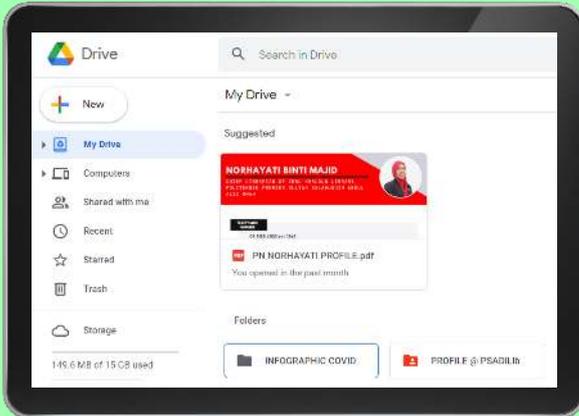




GOOGLE WORKSPACE

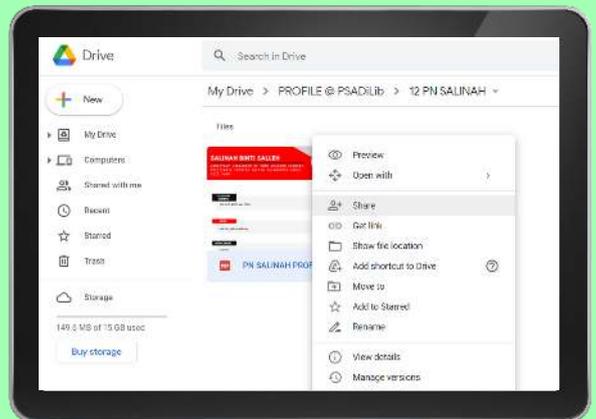
HOW TO SHARE DOCUMENTS?

STEP 1



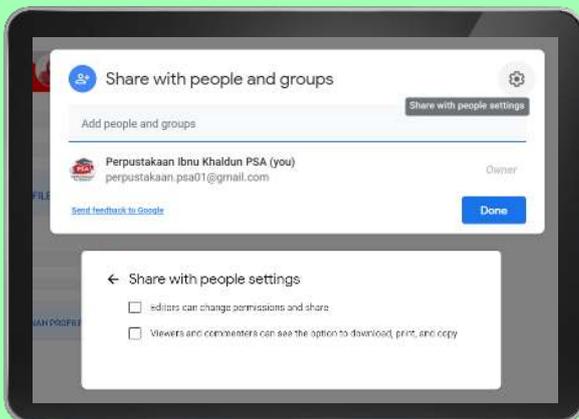
In Drive, select the folder you wanted to share

STEP 2



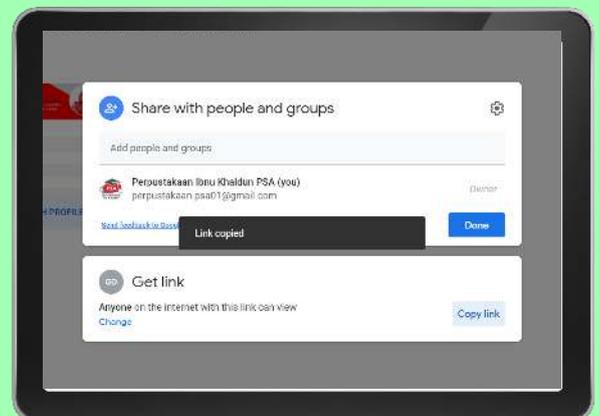
Right click the folder/document you want to share and click Share

STEP 3



Click Settings on right side and select sharing preferences

STEP 4

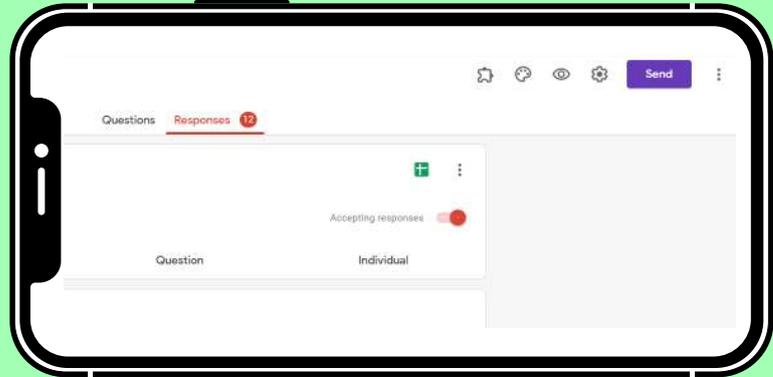


Click the Copy Link and link settings can be change via Change

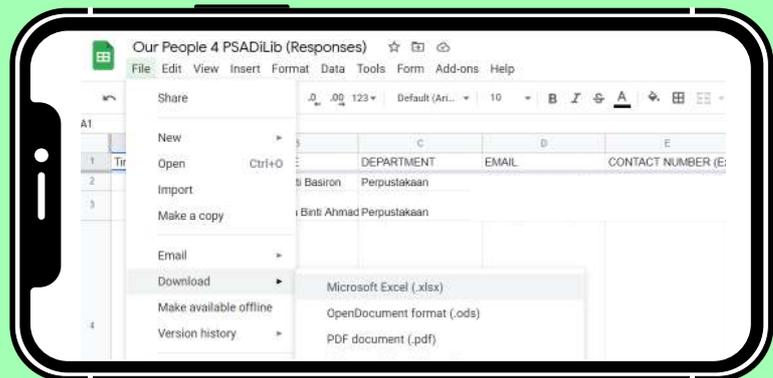


Google Forms

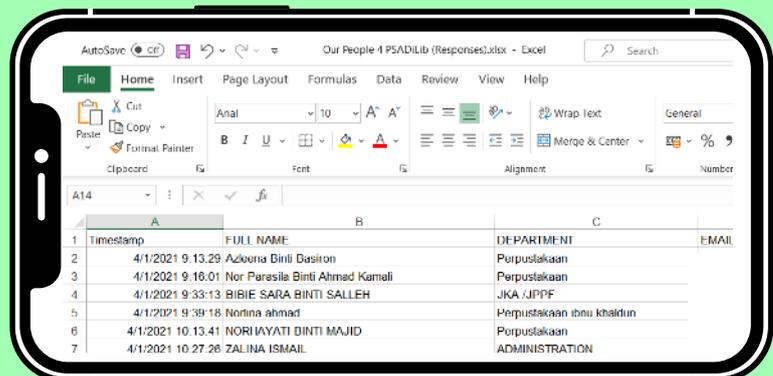
HOW TO EXPORT FORM TO MICROSOFT EXCEL?



In the Form, go to the Responses tab and click on the green Sheet icon to view responses in Google Sheet.



It will redirect you to Google Sheet of the responses, click File and select Download and choose Microsoft Excel (.xlsx) format.



Once downloaded, it will be readily available in Microsoft Excel. Do not forget to save the document.

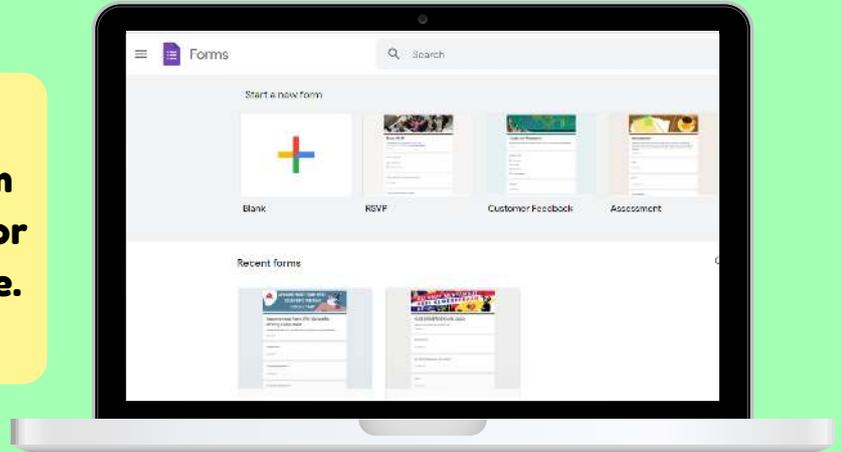


Google Forms

HOW TO CREATE GOOGLE FORM?

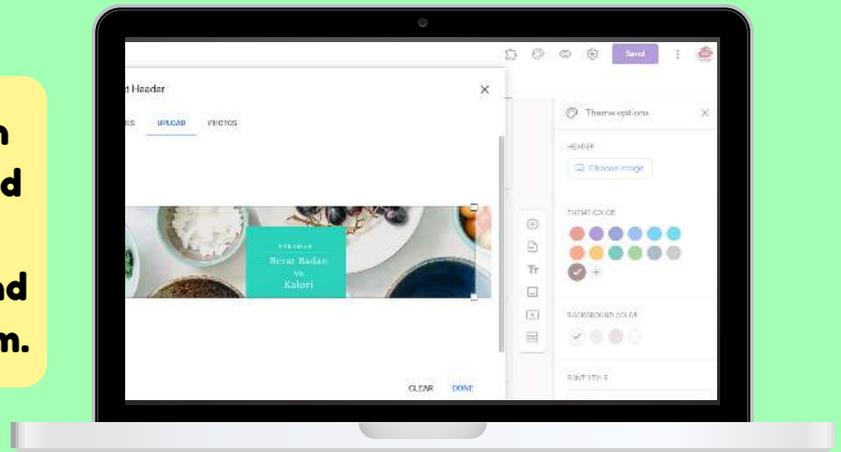
1

Start a new form with Blank form or existing template.



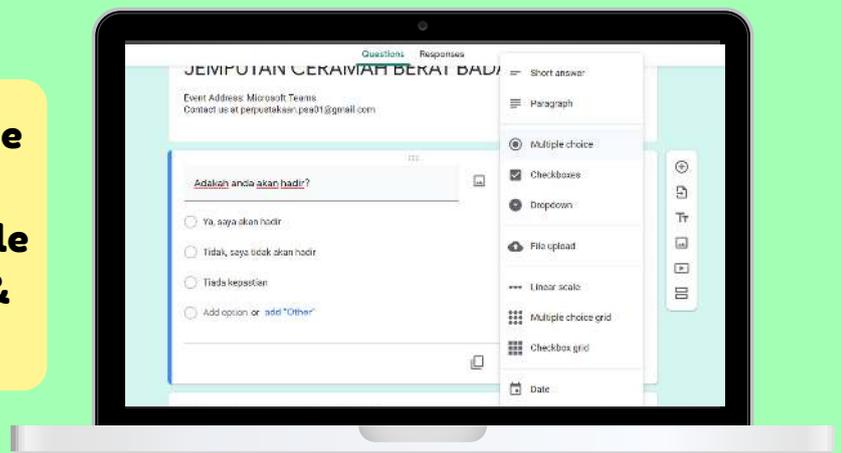
2

Click on Style on top right side, and customize the header, theme and fonts for the form.



3

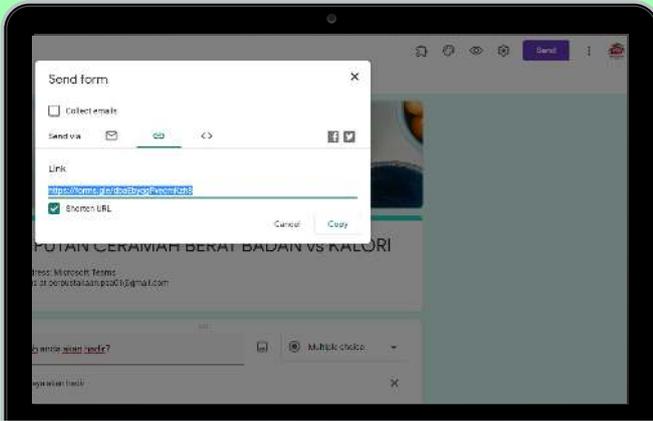
Start creating the form. There are multiple choice of style & elements.





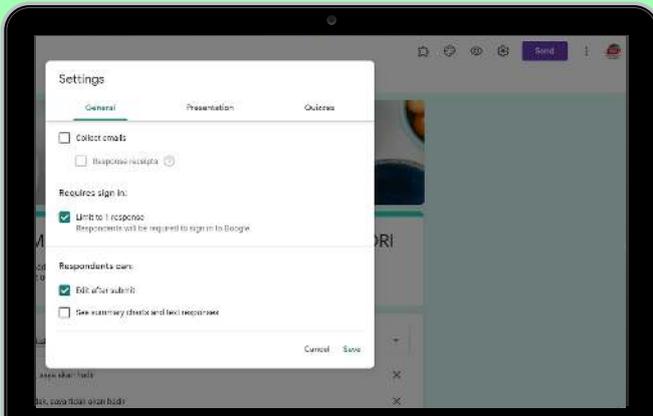
Google Forms

HOW TO CREATE GOOGLE FORM?



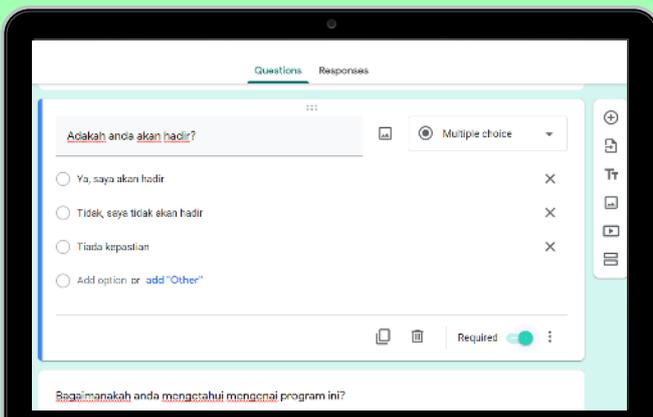
Lastly, the **Send button** is the final button to share the form via mail or URL.

6



The change the settings of the form click **Setting icon** on top right side.

5



Required button is for important question that compulsory to fill.

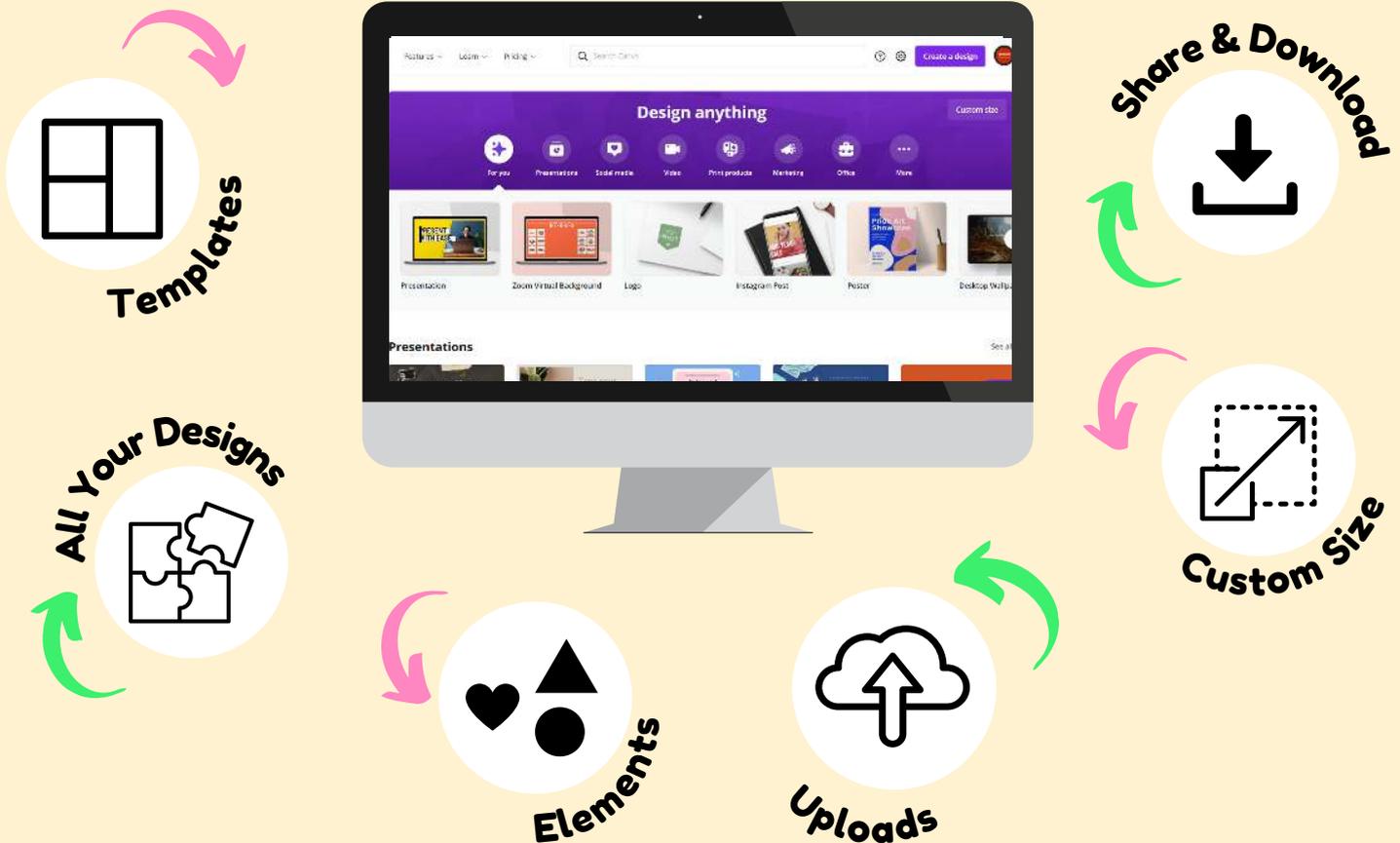
4



INFOGRAPHIC TOOLS

GET TO KNOW FEATURES OF

Canva



Templates are readily available to be used and are categorized by topic, sizes, and themes.



All Your Designs is the menu where it keeps all the designs made by the owner.



Elements include graphics, illustrations, and photos that are free and ready to be drag and paste on the design.



Uploads is the menu where all the photos, videos, and audios uploaded by the owner's place, sort of gallery.

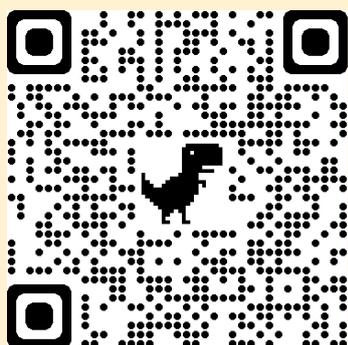


Custom Size for PSA Digital Library is A4 size portrait poster, landscape banner size **, and infographic A3 size.



Share allows you to share the design with someone with a link and download allows you to download in PNG, PDF, and MP4 format.

HOW TO CREATE A POSTER?



SCAN THE QR CODE!

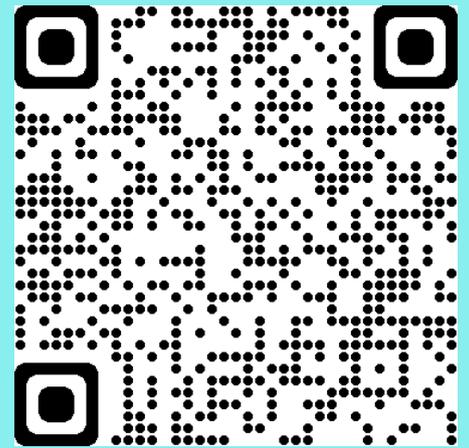
OR VISIT

<https://youtu.be/ns1ULZIKOPQ>

INSPIRING CANVA TUTORIALS

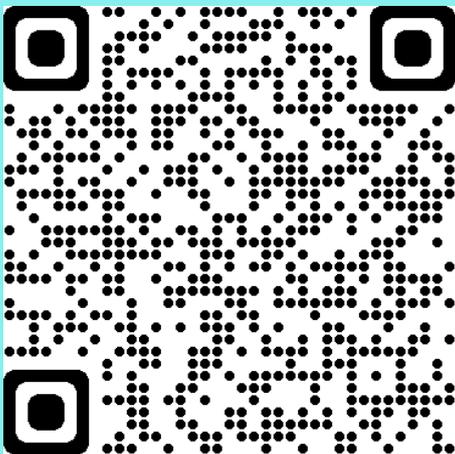


SCAN THE QR CODE

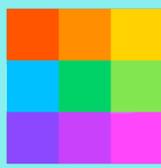


More details, please visit <https://youtu.be/0cKZVMMJhKs>

SCAN THE QR CODE



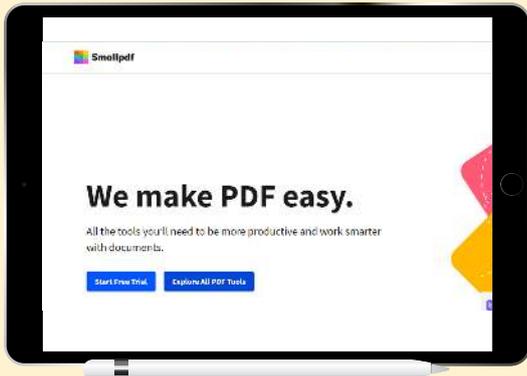
More details, please visit https://youtu.be/0m_X-vtpQ70s



Smallpdf

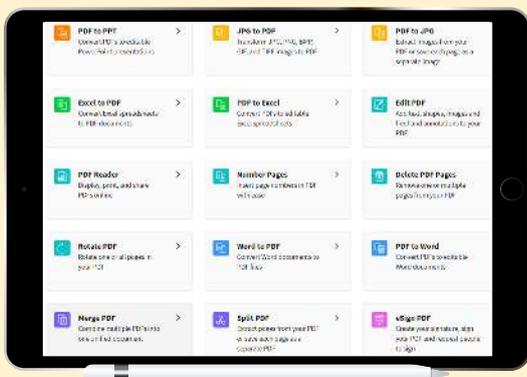
HOW TO COMPILE MORE THAN 10 PDF DOCUMENTS?

STEP 1



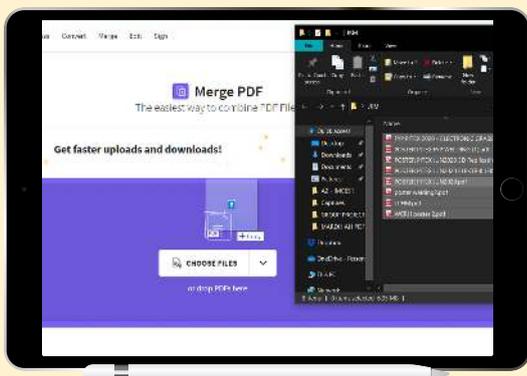
Go to <https://smallpdf.com> and click **Explore All PDF Tools** button.

STEP 2

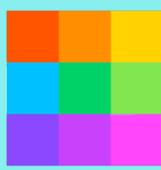


Scroll down the PDF tools and click **Merge PDF** button (purple icon).

STEP 3



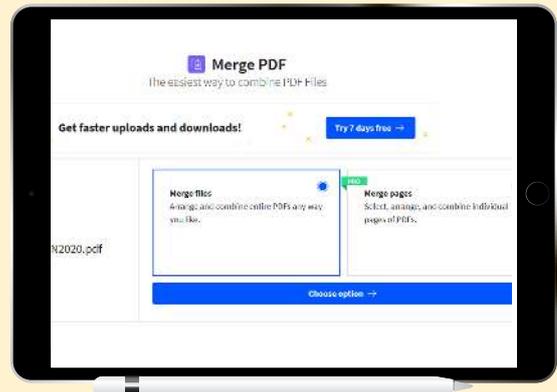
Select the documents and drag them to the website and it will process the merge.



HOW TO COMPILE MORE THAN 10 PDF DOCUMENTS?

STEP 4

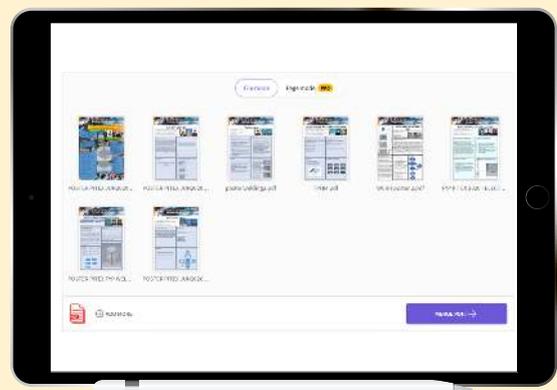
Click the Merge Files option and let the merge take place.



STEP 5

Arrange the PDF documents according to your likings and click Merge PDF if you are done.

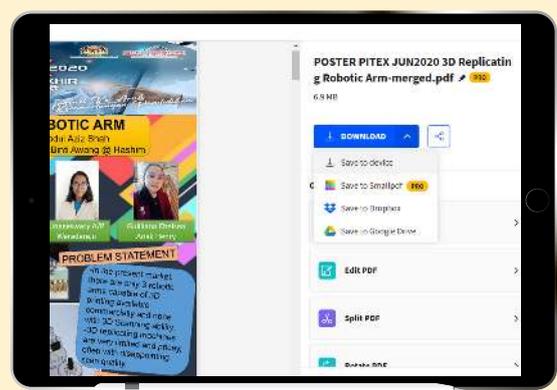
Or you can also click Add More button if you want to add more.



STEP 6

When you are done, click Download as it will save in your device.

You can also save it to Google Drive.





STEPS TO UPLOAD AN EBOOK

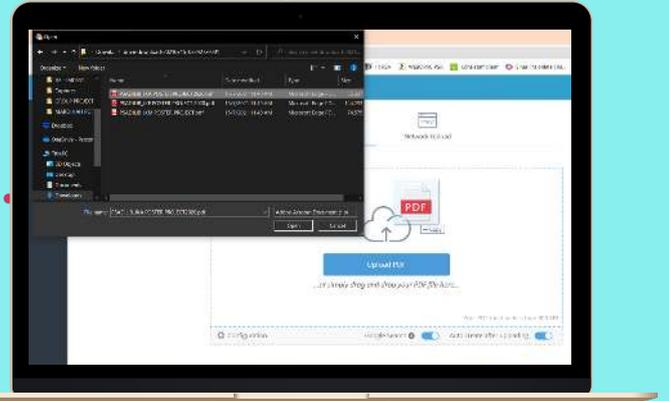


1

Log in to FLIPHTML5 and click Quick Upload on the top design bar.

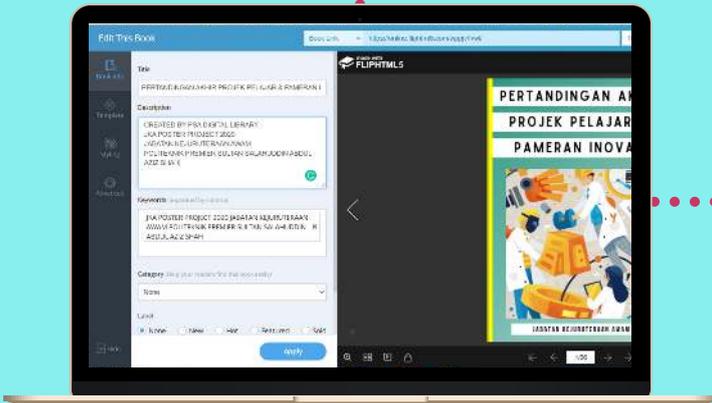
2

Drag or Copy the E-Book you want to upload in PDF format.



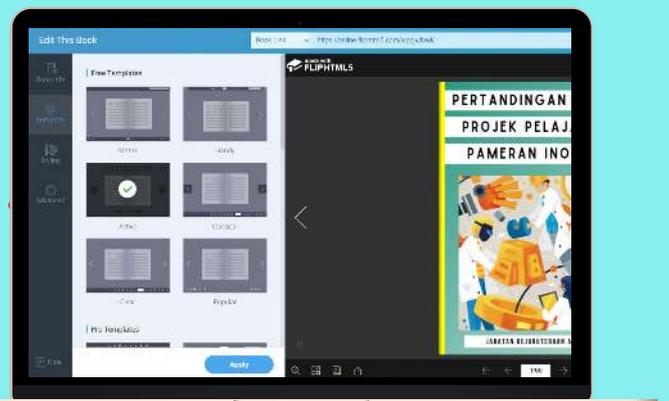
3

When the upload is done, you can write down the title and description in the menu bar on the right side.



4

When the upload is done, you can write down the title and description in the menu bar on the right side.



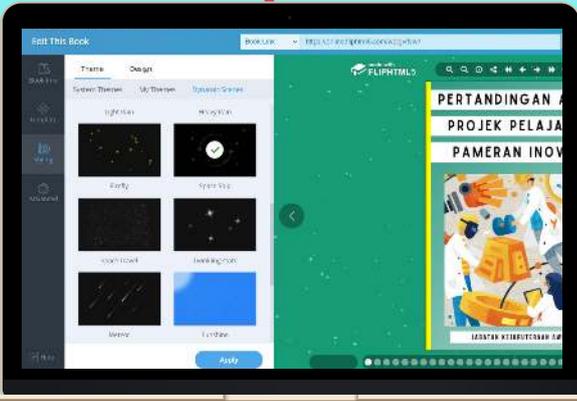


STEPS TO UPLOAD AN EBOOK

5

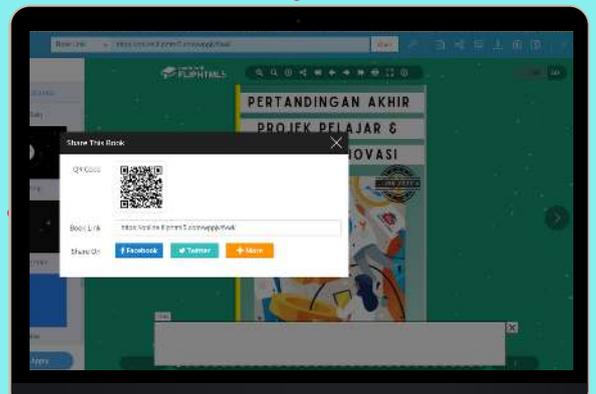
Edit the Template and Styling of the e-book accordingly.

Click Apply to save changes.



6

Click the Share button on the menu bar to share the link to the E-Book or download the QR Code.



7

Open the link of the E-Book in a new tab to see the final look.





EXTRAS



STEPS TO REMOVE BACKGROUND

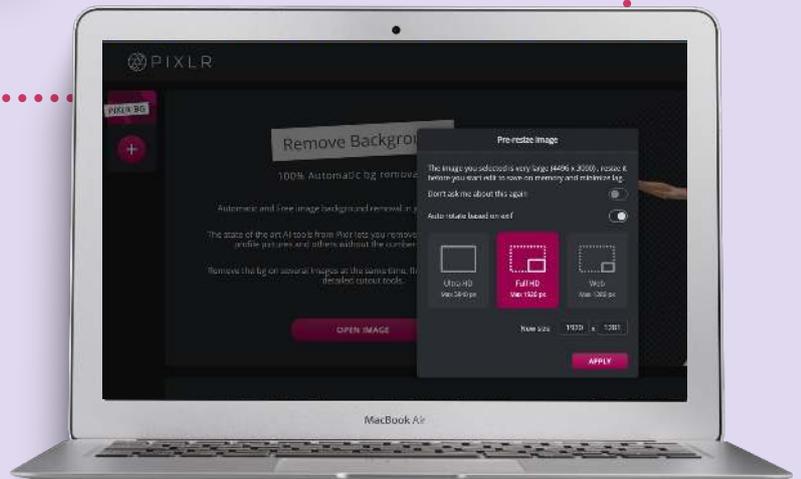
1

Go to <https://pixlr.com/remove-background/> and drop the image you want.



2

Select prefer size image, preferable Full HD size and click Apply.



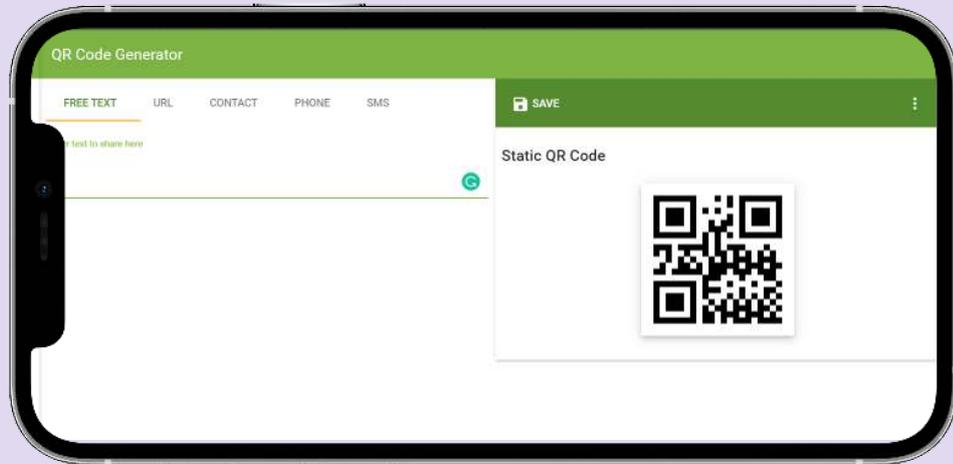
3

It will display the result, if satisfied click Download or select Fine Tune for touch ups.



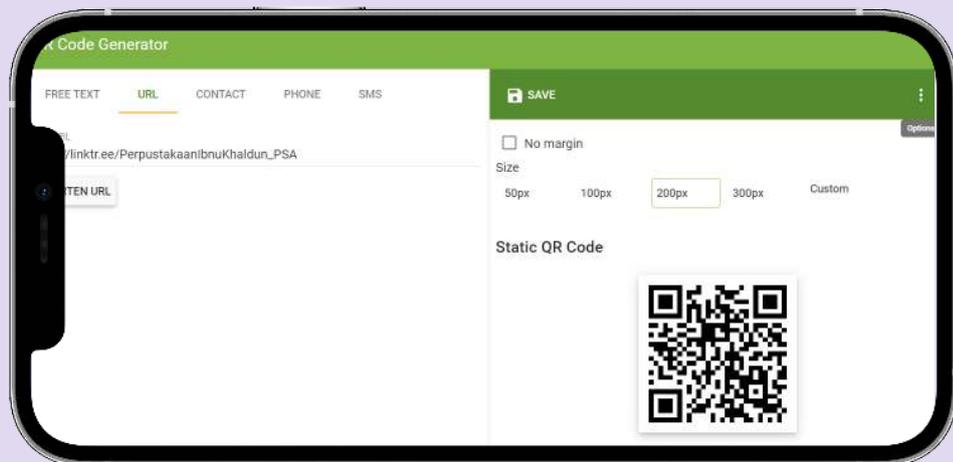
HOW TO GENERATE QR CODE

1



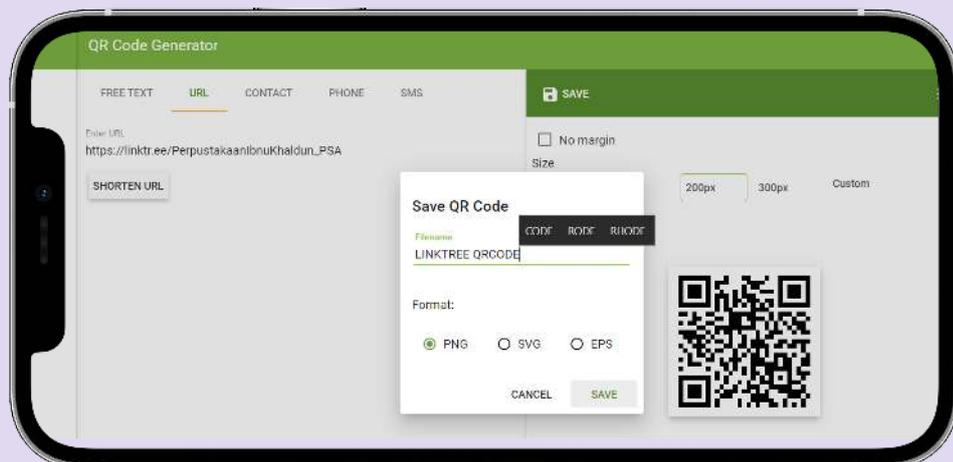
Go to <https://the-qr-code-generator.com>, paste the link under the URL tab.

2



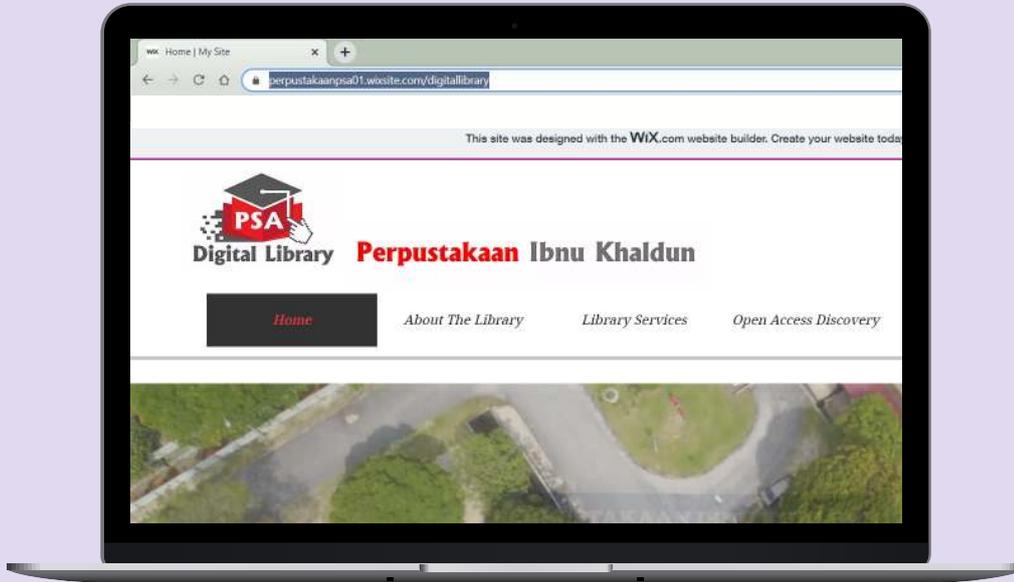
On the top right, click Save button to save the image of the QR Code.

3

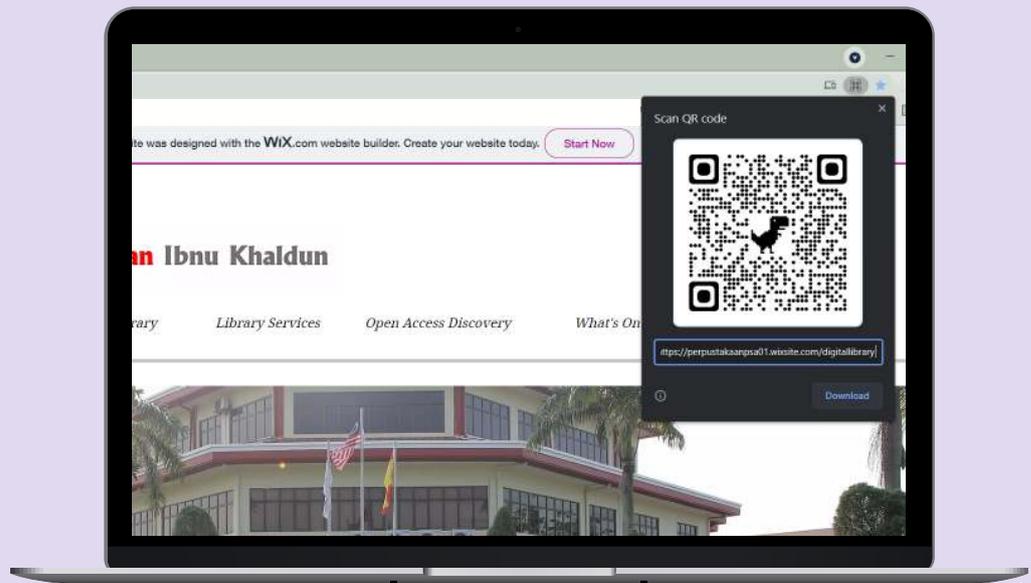


Rename the QR Code saved and select PNG format. You are done.

HOW TO DOWNLOAD QR CODE

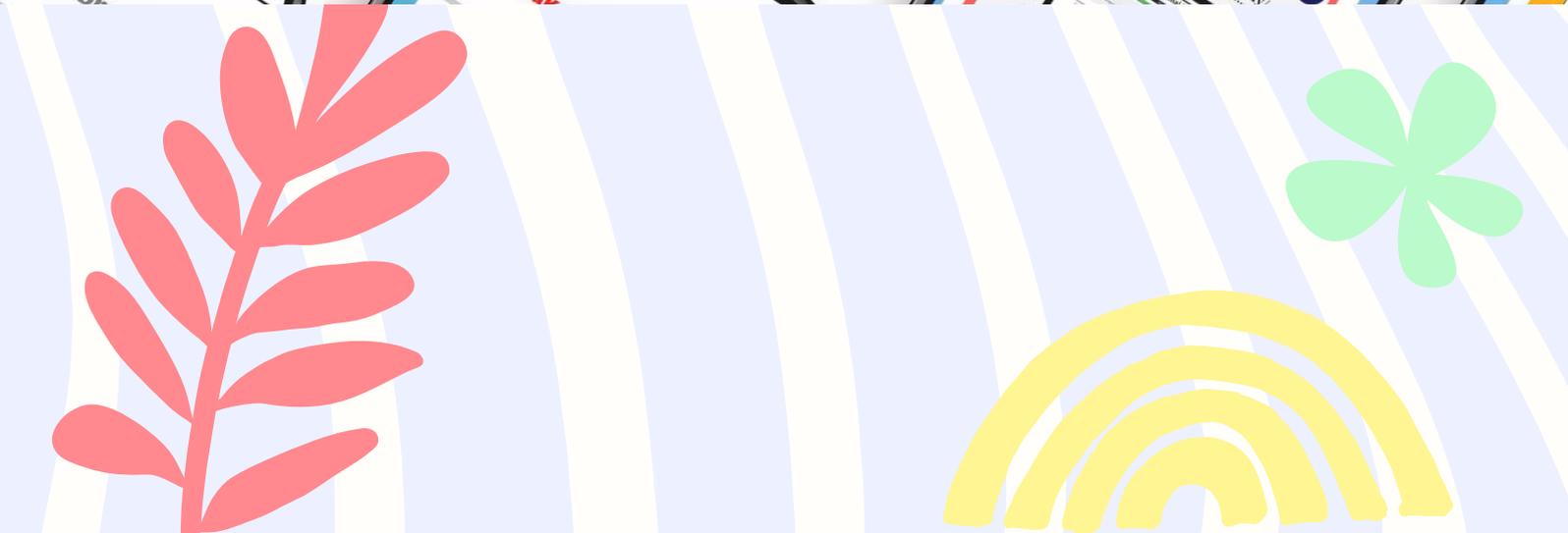
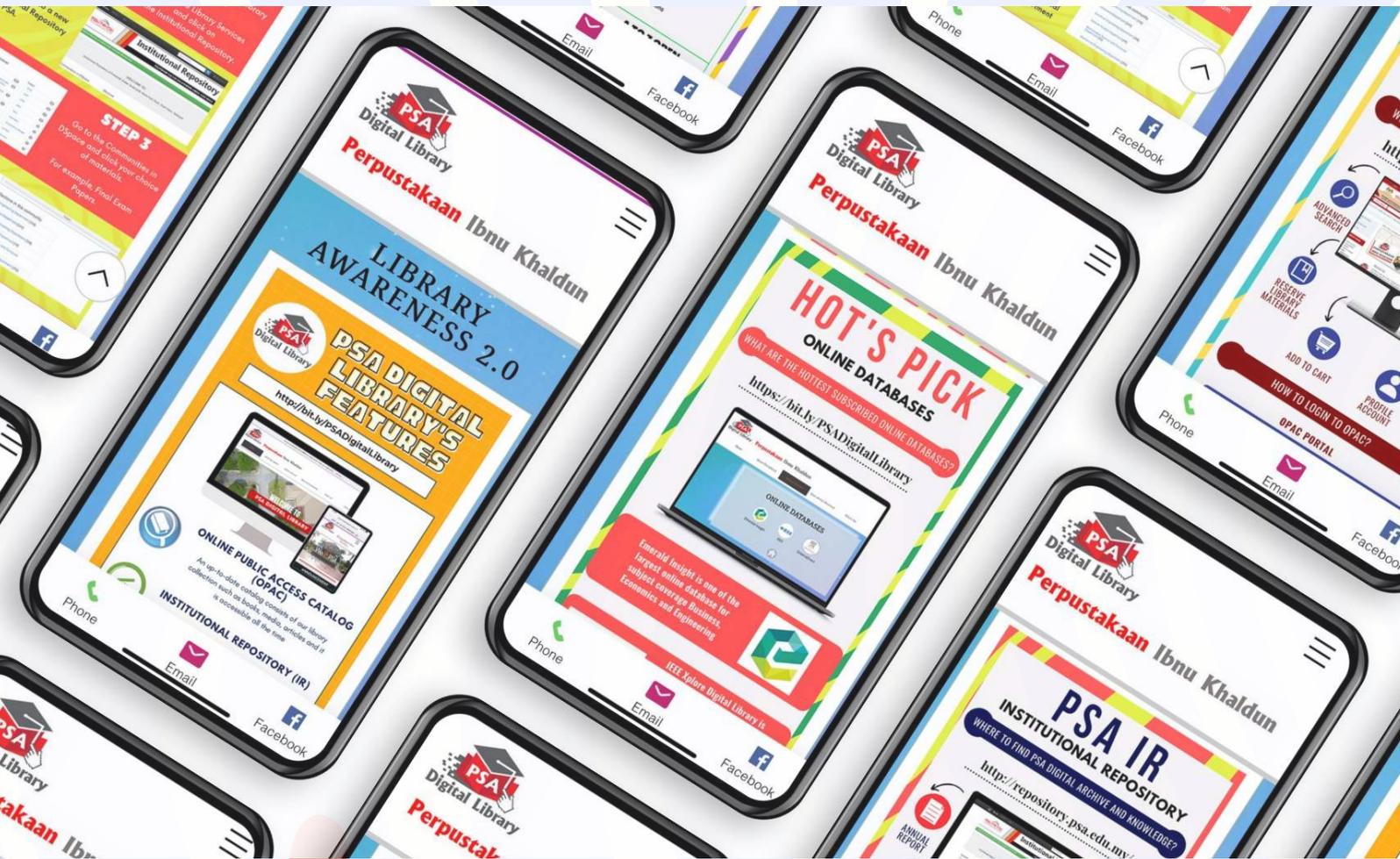


On the search bar, select the URL of the website.



On the left side of the bar, click on the QR icon and download.

THANK YOU VERY MUCH!



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