LGIRA Data Entry Procedures

Shortcuts
CTRL+Home = Top of Page
CTRL+End = Bottom of Page

Miscellaneous
- * = not required
- Multiple Copies: If there are exact duplicates of an item, please create individual records for each one and append number of total copies to the title with copy number E.g *Army of Two: The 40th Day* (Copy 1 of 2)

BOOK
1. Go to Items (top of left hand column)
2. Click "Add an Item" (green button)
3. Click on "Item Type Metadata" in the top menu bar and select "Document" from the dropdown menu
4. Click on "Dublin Core" in the top menu bar and add the following information:
   - Title (complete title of book)
     - e.g.: The Life and Times of Flipper Menaul
   - Creator (author(s) or editor(s))
     - e.g.: Ernest P. Worrell
     - NB: to add additional Creators, click "Add Input" and insert name on new line.
   - Publisher (publisher)
     - e.g.: University of Wyoming Press
     - NB: to add additional Publishers, click "Add Input" and insert name on new line.
   - Date Copyrighted (original copyright date)
     - e.g.: 1979
   - Format (the format of the book)
     - Select the appropriate category from the dropdown menu
     - e.g., Hardcover book
   - Medium (the medium of the book)
     - Select the appropriate category from the dropdown menu
     - NB: This will either be "Print" or "Electronic"
   - Language (the primary language of the book)
     - Select the appropriate Language from the dropdown menu
     - e.g.: Vietnamese
     - NB: to add additional Languages, click "Add Input" and select the additional language from the dropdown menu.
   - Identifier (the ISBN for the book)
     - Use the following format, replacing "number" with the item's ISBN with dashes. Please also include "ISBN: " at the beginning of the field.
       - ISBN: number
   - Bibliographic Citation (the MLA formatted citation for the book)
     - Use the following format, being sure to click on the HTML checkbox in order to be able to italicize the title:
       - McAllister, Ken S. *Game Work: Language, Power, and Computer Game Culture.* Tuscaloosa: University of Alabama Press, 2004. Print

Print.

- Wolf, Mark J. P., ed. *The Medium of the Video Game*. Austin: University of Texas Press, 2001. Print.
- Menaul, Flipper, Thug Griffin, and Stanks Moeller, eds. *How to Play Games for Fun and Profit*. Eloy: East Hog Moss State University, 2012. Print.

4. * Click on "Files" in the top menu bar and add the following information:
    - Files (any associated files with this book)
    - e.g., images of book cover, pdf of the book, author photos, etc.
5. Click on "Collection" in the right column menu box (it's under "Add Item") and select the appropriate physical location for the item from the dropdown menu.
6. Check "Public" and "Featured" under "Add Item" in the right column menu box.
7. Click "Add Item"
    - NB: This is a very important step. If you don't do it, you will lose all the information you've just added.

GAME SOFTWARE

1. Go to Items (top of left hand column)
2. Click "Add an Item" (green button)
3. Click on "Item Type Metadata" in the top menu bar and select "Game Software" from the dropdown menu
4. Click on "Dublin Core" in the top menu bar and add the following information:
    - Title (complete title of Game)
        - e.g.: Tempest 3000
    - Creator (developer or studio responsible for making the game. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
        - e.g., Eidos Interactive
        - NB: to add additional creators, click "Add Input" and insert name on new line.
    - Publisher (person or company that publishes the game. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
        - e.g.: Sega; Sony America
        - NB: to add additional publishers, click "Add Input" and insert name on new line.
    - Date Issued (This is the date the game was released. Do NOT put this in the DATE field. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
        - August 2009
        - March 17, 1975
    - Format (the type of artifact)
        - Select the appropriate type from the dropdown menu
    - Medium (the medium of the game)
        - Select the appropriate game system from the dropdown menu
    - Language (the primary language of the game)
        - Select the appropriate Language from the dropdown menu
        - e.g.: Vietnamese
        - NB: to add additional Languages, click "Add Input" and select the additional language from the dropdown menu.
    - Type (the genre of the game. If this is not clearly indicated on the packaging,

check mobygames.com and/or wikipedia.com.)
- o Select the appropriate type from the dropdown menu
- o e.g., First-person shooter; Role Playing Game
- o NB: to add additional types, click "Add Input" and select new type from dropdown menu.
- Bibliographic Citation (the MLA formatted citation for the game)
  - o Use the following format, being sure to click on the HTML checkbox in order to be able to italicize the title:
    - ■ Title (italicized). Developer or author of the software (if any). Publisher, Year. System name/Medium (from the Medium field just above).
    - ■ EXAMPLE: *Sid Meier's Civilization Revolution*. Firaxis Games. Take-Two Interactive, 2008. Microsoft Xbox 360.
    - ■ EXAMPLE #2 (with multiple creators and publishers): *Thug Griffin's Great Adventures*. Cyclist Software/El Breakfast Burrito Studios. Big Game Publishers/Librarian Games, 2012. Microsoft Xbox 360.

5. * Click on "Files" in the top menu bar and add the following information:
   - Files (any associated files with this game)
   - e.g., images of game cover, pdf of the manual cover, developer photos, etc.
6. Click on "Collection" in the right column menu box (it's under "Add Item") and select the appropriate physical location for the item from the dropdown menu.
7. Check "Public" and "Featured" under "Add Item" in the right column menu box.
8. Click "Add Item"
   - NB: This is a very important step. If you don't do it, you will lose all the information you've just added.

MAGAZINE
1. Go to Items (top of left hand column)
2. Click "Add an Item" (green button)
3. Click on "Item Type Metadata" in the top menu bar and select "Document" from the dropdown menu
4. Click on "Dublin Core" in the top menu bar and add the following information:
   - Title (complete title of magazine)
     - o e.g.: *Game Informer*
   - Publisher (person or company that publishes the magazine--found on the masthead toward the front or back of each issue, where all the magazine's staff are listed)
     - o e.g.: CMP; Zephyr, Inc.
     - o NB: to add additional publishers, click "Add Input" and insert name on new line.
   - Date Issued (This is the date on the cover. Do NOT put this in the DATE field.)
     - o August 2009
     - o March 17, 1975
   - Format (the format of the magazine)
     - o Choose the appropriate category from the dropdown menu
     - o NB: With rare exceptions, this will be "periodical"
   - Medium (the medium of the magazine)
     - o Choose the appropriate category from the dropdown menu

- NB: This will be either print or electronic
- Language (the primary language of the magazine)
  - Select the appropriate Language from the dropdown menu
  - e.g.: Vietnamese
  - NB: to add additional Languages, click "Add Input" and select the additional language from the dropdown menu.
- Bibliographic Citation (the MLA formatted citation for the magazine)
  - Use the following format, being sure to click on the HTML checkbox in order to be able to italicize the title:
    - *Game Informer 223* XXI.11 (2011): 1-116. Print.
    - *Game Developer* 10.4 (2003): 1-80. Print.

5. Click on "Files" in the top menu bar and add the following information:
   - Files (any associated files with this magazine)
   - e.g., images of the cover
6. Click on "Collection" in the right column menu box (it's under "Add Item") and select the appropriate physical location for the item from the dropdown menu.
7. Check "Public" and "Featured" under "Add Item" in the right column menu box.
9. Click "Add Item"
   - NB: This is a very important step. If you don't do it, you will lose all the information you've just added.

Video Tape
5. **Go to Items**
6. **Click "Add an Item"**
7. **Click on "Item Type Metadata" in left side tab menu and select "Moving Image" from the dropdown menu**
8. **Click on "Dublin Core" on left side tab menu and add the following information:**
   - Title (complete title of video tape)
     - e.g.: Bladerunner
   - Creator (developer or studio responsible for making the game. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
     - e.g., Eidos Interactive
     - NB: to add additional publishers, click "Add Input" and insert name on new line.
   - Publisher (person or company that publishes the game. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
     - e.g.: Sega; Sony America
     - NB: to add additional publishers, click "Add Input" and insert name on new line.
   - Date Issued (This is the date the game was released. Do NOT put this in the DATE field. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
     - August 2009
     - March 17, 1975
   - Format (the type of artifact)
     - Select "Game" from the dropdown menu
   - Medium (the medium of the game)
     - Select the appropriate game system from the dropdown menu
   - Language (the primary language of the game)

- Select the appropriate Language from the dropdown menu
- e.g.: Vietnamese
- NB: to add additional Languages, click "Add Input" and select the additional language from the dropdown menu.
- Type (the genre of the game. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
  - Select the appropriate type from the dropdown menu
  - e.g., First-person shooter; Role Playing Game
  - NB: to add additional types, click "Add Input" and select new type from dropdown menu.
- Bibliographic Citation (the MLA formatted citation for the game)
  - Use the following format, being sure to click on the HTML checkbox in order to be able to italicize the title:
    - List the developer or author of the software (if any); the title, italicized; the distributor and date of publication; and the platform or medium.
    - e.g., Firaxis Games. *Sid Meier's Civilization Revolution*. Take-Two Interactive, 2008. Xbox 360.

10. * **Click on "Files" on left side tab menu and add the following information:**
    - Files (any associated files with this book)
    - e.g., images of game cover, pdf of the manual cover, developer photos, etc.
8. **Click on "Collections" on left side tab menu and select the appropriate physical location for the item from the dropdown menu.**
9. **Check "Public" and "Featured" at the top of the data entry field**
10. **Click "Add Item"**
    - **NB: This is a very important step. If you don't do it, you will lose all the information you've just added.**

- *Winnie the Pooh and the Honey Tree*. Dir. Al Smith. With Winnie the Pooh and Piglet. Walt Disney Home Video, 1985.

Begin with the title, which should be underlined, followed by the director's name. Then, include any additional information that you find relevant, such as the names of lead actors. End with the distributor and year, separated by a comma.

Edible/Potable
1. **Go to "Items"**
2. **Click "Add an Item"**
3. **Click on "Item Type Metadata" on the top menu and select "Household Goods" from the dropdown menu.**
4. **Click on "Dublin Core" on the top menu and add the following information:**
   - Title (complete title of an item written on a package or container)
     - e.g.: Street Fighter Dragon Punch Energy Drink
   - Subject (Relevant or themed game)
     - e.g.: Street Fighter   If there is no relevant game, skip this element.
   - Description (Any descriptive information of the item.)
     - Check the back of the container or package to gain details. If there is certain character on the container or package and not included in Title, write the character's name.

e.g.: Energy drink with Ken Masters from Street Fighter on. It contains vitamins B6 and B12, Niacin, Pant Acid, Taurine 1000mg, Caffeine 120mg, and Inositol 50mg.

- Creator (Creator of the game: The name of the individual, group, or company that is responsible for the intellectual content of the item.)
    e.g.: Capcom U.S.A.
- Publisher (Manufacturer/Distributor of the item)
    e.g.: Boston America
- Date Issued (This is the date when the item was created, issued, published, released, or distributed.)
    - Copyright and trade mark Year is a good indication for this information. Not the expiration date for edible/potable items. If the precise day and month are not clear, enter 1/1 (January 1st). It should be entered as <Month, Date, Year>.)
    e.g.: 1/1/2006
- Date Accepted (The acquisition date, i.e. when the item was acquired at LGIRA.)
    - If the precise day and month are not clear, enter 1/1 (January 1st). It should be entered as <Month, Date, Year>.)
    e.g.: 1/1/2008
- Format (A sub-category <Edible/Potable> within a parent resource category <Household Goods>)
    - Choose "Edible/Potable" from the dropdown menu
- Extent (Dimensions and Net Weight of the product)
    - Get the information from the package or container.)
    e.g.: 8.4 fl oz (250ml)
- Language (the primary language of the product)
    - Select the appropriate Language from the dropdown menu
    e.g.: English
- Spatial Coverage (Distributed c...
    e.g.: U.S.

5. Click on "Files" on th... ...he item.
6. Click on "Collectio... ...ppropriate physical location fo...
7. Check "Public" and...
8. On the top menu, clic... ...od" for all Edible/Potable items. ...gs. For potable items, addition... ...e items. Add "Candy" for candies. Ma...
9. Click "Add Item" on the r...
    - NB: This is a v... ...lose all the information...

Add Instruction about "detail field"

Hardware

GAME HARDWARE
1. Go to Items (top of left hand colum...
2. Click "Add an Item" (green button)
3. Click on "Item Type Metadata" in the t... ...nu bar and select "Game Hardware" from the dropdown menu
4. Click on "Dublin Core" in the top menu bar and add the following information:
    - Title (official name of the hardware)
        - e.g., Xbox 360

e.g.: Energy drink with Ken Masters from Street Fighter on. It contains vitamins B6 and B12, Niacin, Pant Acid, Taurine 1000mg, Caffeine 120mg, and Inositol 50mg.

- Creator (Creator of the game: The name of the individual, group, or company that is responsible for the intellectual content of the item.)
  e.g.: Capcom U.S.A.
- Publisher (Manufacturer/Distributor of the item)
  e.g.: Boston America
- Date Issued (This is the date when the item was created, issued, published, released, or distributed.)
  - Copyright and trade mark Year is a good indication for this information. Not the expiration date for edible/potable items. If the precise day and month are not clear, enter 1/1 (January 1st). It should be entered as <Month, Date, Year>.)
  e.g.: 1/1/2006
- Date Accepted (The acquisition date, i.e. when the item was acquired at LGIRA.)
  - If the precise day and month are not clear, enter 1/1 (January 1st). It should be entered as <Month, Date, Year>.)
  e.g.: 1/1/2008
- Format (A sub-category <Edible/Potable> within a parent resource category <Household Goods>)
  - Choose "Edible/Potable" from the dropdown menu
- Extent (Dimensions and Net Weight of the product)
  - Get the information from the package or container.)
  e.g.: 8.4 fl oz (250ml)
- Language (the primary language of the product)
  - Select the appropriate Language from the dropdown menu
  e.g.: English
- Spatial Coverage (Distributed country)
  e.g.: U.S.

5. **Click on "Files" on the top menu and add the photograph of the item.**
6. **Click on "Collections" on the right side menu and select the appropriate physical location for the item from the dropdown menu.**
7. **Check "Public" and "Featured" on the right side tab menu.**
8. **On the top menu, click Tags. In the "Add Tags" section, type "Food" for <u>all</u> Edible/Potable items. Then, use comma if you need to add more tags. For potable items, additionally add "Drinks" and "Beverage" for potable items. Add "Candy" for candies. Make sure you type "Drinks" not "Drink"**
9. **Click "Add Item" on the right side menu.**
   - **NB: This is a very important step. If you don't do it, you will lose all the information you've just added.**

GAME HARDWARE

1. Go to Items (top of left hand column)
2. Click "Add an Item" (green button)
3. Click on "Item Type Metadata" in the top menu bar and select "Game Hardware" from the dropdown menu
4. Click on "Dublin Core" in the top menu bar and add the following information:
   - Title (official name of the hardware)
     - e.g., Xbox 360

- e.g., Classic Baseball
- e.g., Gamepad for NUON
- e.g., Ultimate Superstick
- Creator (manufacturer)
  - e.g., Microsoft
  - e.g., Beeshu
  - e.g., Sega
  - e.g., Mattel
- Date Issued (This is the date the hardware was released. Do NOT put this in the DATE field. If this is not clearly indicated on the packaging, check wikipedia.com, klov.com, amazon.com, etc.)
  - March 17, 1975
  - August 2009
  - 1982
- Format (the type of artifact)
  - Select from the appropriate type from the dropdown menu
  - N.B.: In the case of a dedicated system or handheld (e.g., Mattel Classic Baseball), click "Add Input" and select the additional format from the dropdown menu.
- Medium (the medium of the game)
  - Select the appropriate game system from the dropdown menu
- Language (the primary language of the game)
  - Select the appropriate Language from the dropdown menu
  - e.g.: Vietnamese
  - NB: to add additional Languages, click "Add Input" and select the additional language from the dropdown menu.
- Type (the genre of the game. If this is not clearly indicated on the packaging, check mobygames.com and/or wikipedia.com.)
  - Select the appropriate type from the dropdown menu
  - e.g., First-person shooter; Role Playing Game
  - NB: to add additional types, click "Add Input" and select new type from dropdown menu.
- Bibliographic Citation (the MLA formatted citation for the game)
  - Use the following format, being sure to click on the HTML checkbox in order to be able to italicize the title:
    -