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About this tutorial



Innovative's Millennium Media Management module enables the library to locally store its entire digital collection (archival material, photographs, newspaper clippings, electronic articles, audio files, movie files, animations, etc.). With Media Management, the library can attach digital media sets to bibliographic records to make these media sets available to patrons in their WebPAC or through Encore. Full integration with the library's main bibliographic database or with a separate reference database allows the media resources to be indexed for easy retrieval.

The tutorial as a whole can be used in one of two ways. For new Millennium libraries, or for new library staff just beginning to use Millennium Media Management, this tutorial can be followed in a step-by-step manner, using the navigation icons. Using the tutorial this way will guide you through all functions of the mode.

A second way to use the tutorial is to use the menu based approach. Using the menus at the top of the tutorial, you can find the topic you are interested in and go directly there.

Customers who would like to mount this tutorial on a local server for the use of their staff without having to allow them full access to CSDirect, may download the tutorial as a ZIP file. After the file has been downloaded and unzipped into the Local directory of choice you will see a list of individual html pages. Double click to open a page called index.html and the tutorial will be accessible.

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Navigation & Requirements



- At any time you can select from the drop down menus on the navigation bar across the top of each page.
- Within pages there are links to other pages in the tutorial. Use your browser's **Back** button to return to your previous place in the tutorial.
- Links to pages outside the tutorial open in a separate browser window. To return to the tutorial, close the external link window, or click on the tutorial window to make it active.
- **HOT TIP** is used to highlight information that either illustrates or expands a point in the tutorial text.

Recommended Software and Hardware Settings:

For optimal viewing:

- Internet Explorer 6.0 and above
- Mozilla Firefox 1.5 and above
- Mac: Safari 1.2 and above

800x600 screen resolution (1,024x768 recommended)

Printing

The complete tutorial can also be printed in [Millennium Media PDF](#) format. To view and print it you need Adobe Reader for Windows software which you can download from [Adobe website](#).

Download

Customers who would like to mount this tutorial on a local server for the use of their staff, without having to allow them full access to CSDirect, may download the tutorial as a [ZIP](#) (size of 1.44Mb) file.

After the file has been downloaded and unzipped into the Local directory of choice you will see a list of individual html pages. Double click to open a page called index.html and the tutorial will be accessible. Once it has been downloaded locally, you may choose to open it in a web editor and insert local policies, practices or notes.

Please note that internal links to the Innovative Guide & Reference will result in a "page cannot be found" error message since the tutorial uses a relative addressing system. However, the link reference contains the Reference Guide's page number, which can be searched within the customer Millennium server's own version of the Reference Guide.

Please contact us if you have [questions](#), [comments](#) or [problems](#).

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Millennium Media



Millennium Media Manager allows your library to place a wide variety of media files into the catalog. These media files can exist with or without [course reserves](#) since they are primarily linked to bibliographic records. Your library can also require patrons to authenticate themselves or to enter a course password to access the file. If your library has acquired Copyright and Access, as described on Innovative Guide and Reference, Page # 105217: [Adding New Media Sets](#), for the Millennium Media product, you have the option to charge fees for various ways of access to the media file, as well as track statistics on usage.

To use this section of the tutorial, begin with the [beginning procedures](#). These procedures are the same for each file you wish to add.

1. [Importing files](#) - use this option for files on your computer
2. [Scanning images](#) - use this option when you are using a scanner attached to your computer
3. [Importing a URL or Linking to a URL](#) - use this option when the media you want to add to your catalog is located on the Internet

Millennium Media also allows for [limiting access](#) to media files and electronic course records if your library chooses to do so.

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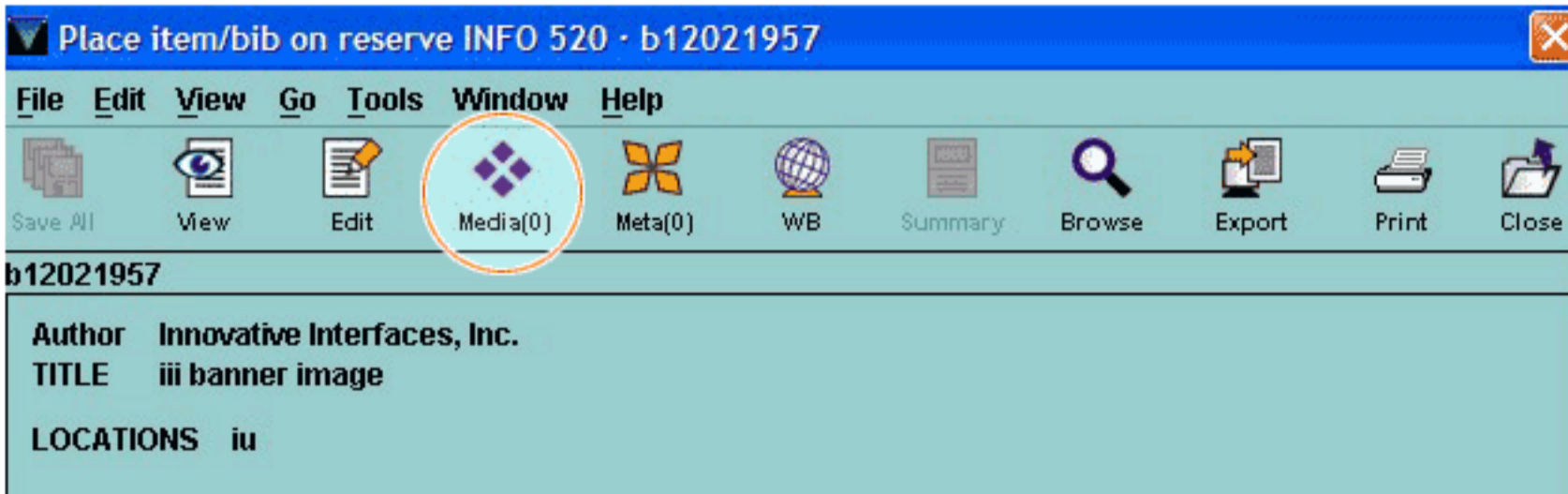
Beginning Procedures



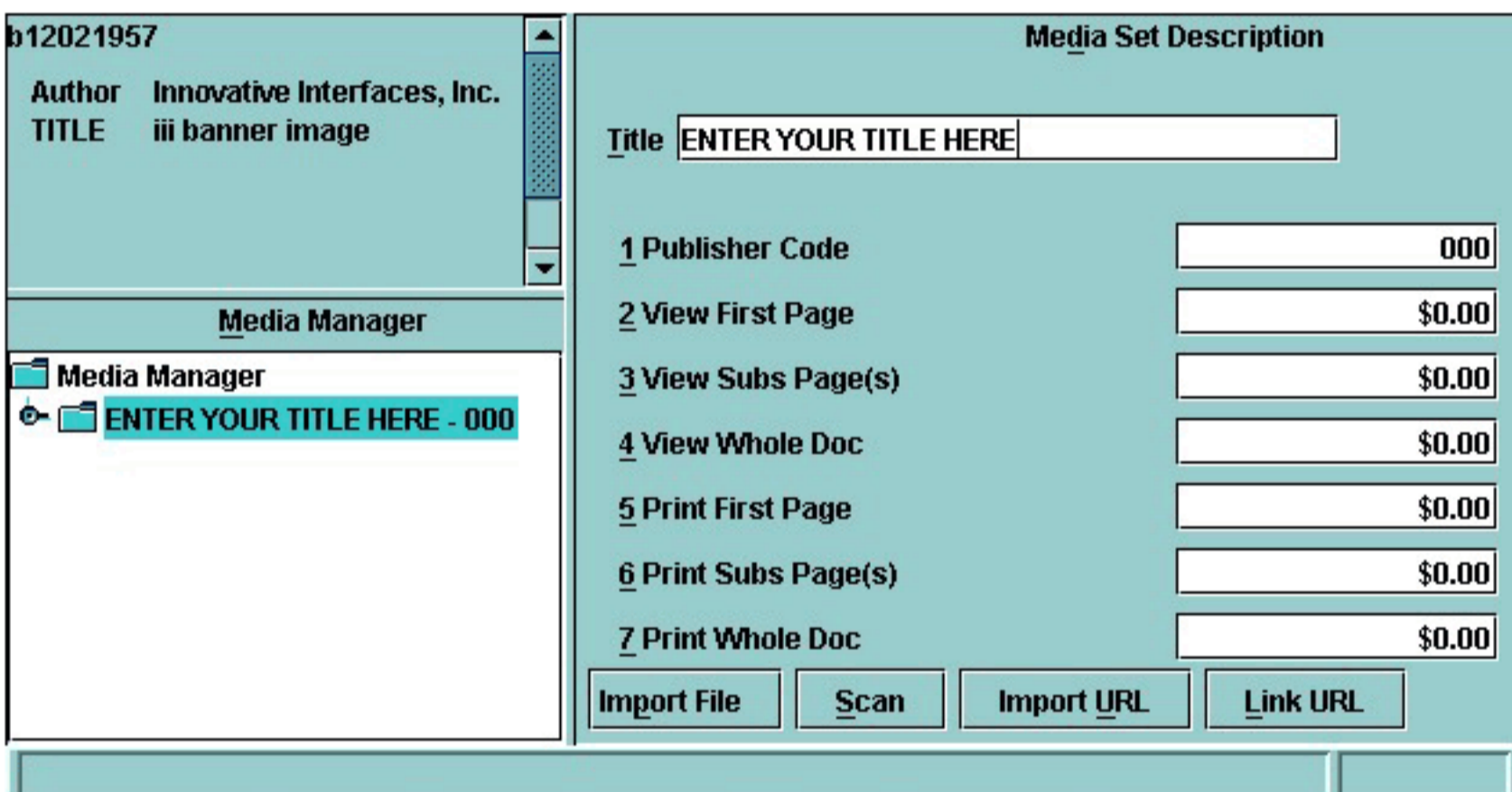
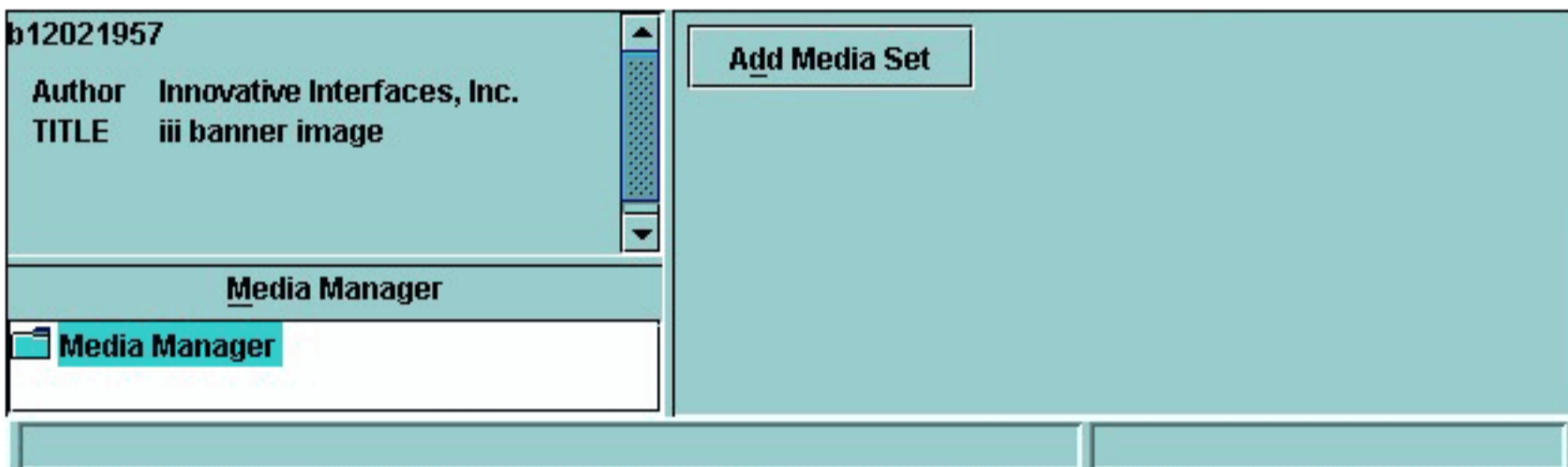
Depending on the functions you want to perform using Media Management, you must be authorized for function 601 (View Media), 602 (Add Media), 603 (Modify Media), or 604 (Delete Media). See your Millennium system administrator for details and permissions.

In order to use Millennium Media you will need to have a bibliographic record. To use Millennium Media with Course Reserves, you will need to have a bibliographic record with an attached item record.

1. Retrieve the bibliographic record to which you are going to attach a media file.
2. Choose the Media button from the toolbar.



3. In the Media Manager window, click on the Media Manager folder. The Add Media Set button will appear in the Display panel. Choose Add Media Set. You will need to add a media set for each media file you add to your record.



4. Enter a title for the media set. This title will be visible when you open Millennium Media after the set up. If you are attaching multiple media sets to one record, choose a unique title for each file so you can find it later.
5. Publisher Code: If your library has acquired Copyright and Access feature, you will see this code. This code is used to track statistics on users who access the files and to govern access to the file. There is only one code that is already in the system: 000 (zero-zero-zero). Enter 000 for files for which you will not be requiring patron verification. Entering anything other than 000 will prompt patrons to verify themselves in order to view the media files, so your library may want to set some internal standard for codes used to track statistics. When using Electronic Course Reserves, enter 000 if you are going to rely solely on the course password to [restrict access](#) to the media file.
6. If your library has purchased the Copyright and Access feature for Millennium Media, you can also set up charges that will accrue for viewing a media file, printing pages of the media file, or printing the entire media file. Enter these charges in the boxes. Your library can also choose to have preset charges. See [Restricting Access](#) for more information.
7. Check the 'Use Image Viewer' to use the Millennium viewer for the images. This is optional for single images, but mandatory for multiple images.
8. Choose what type of media file to add to the record.
 - [Importing files](#) - use this option for files on your computer
 - [Scanning images](#) - use this option when you are using a scanner attached to your computer
 - [Importing a URL](#) or linking to a URL - use this option when the media you want to add to your catalog is located on the Internet

If you create multiple media sets, you can change the order by clicking and dragging the file to where you want it.

To add different media sets to the same record, click on the Media Manager folder and follow the steps above. Keep in mind that you can only add one media file to each media set, but you can add several media sets to a bibliographic record.

For additional information, refer to the Innovative Guide and Reference, Page # 105217: [Adding New Media Sets](#).

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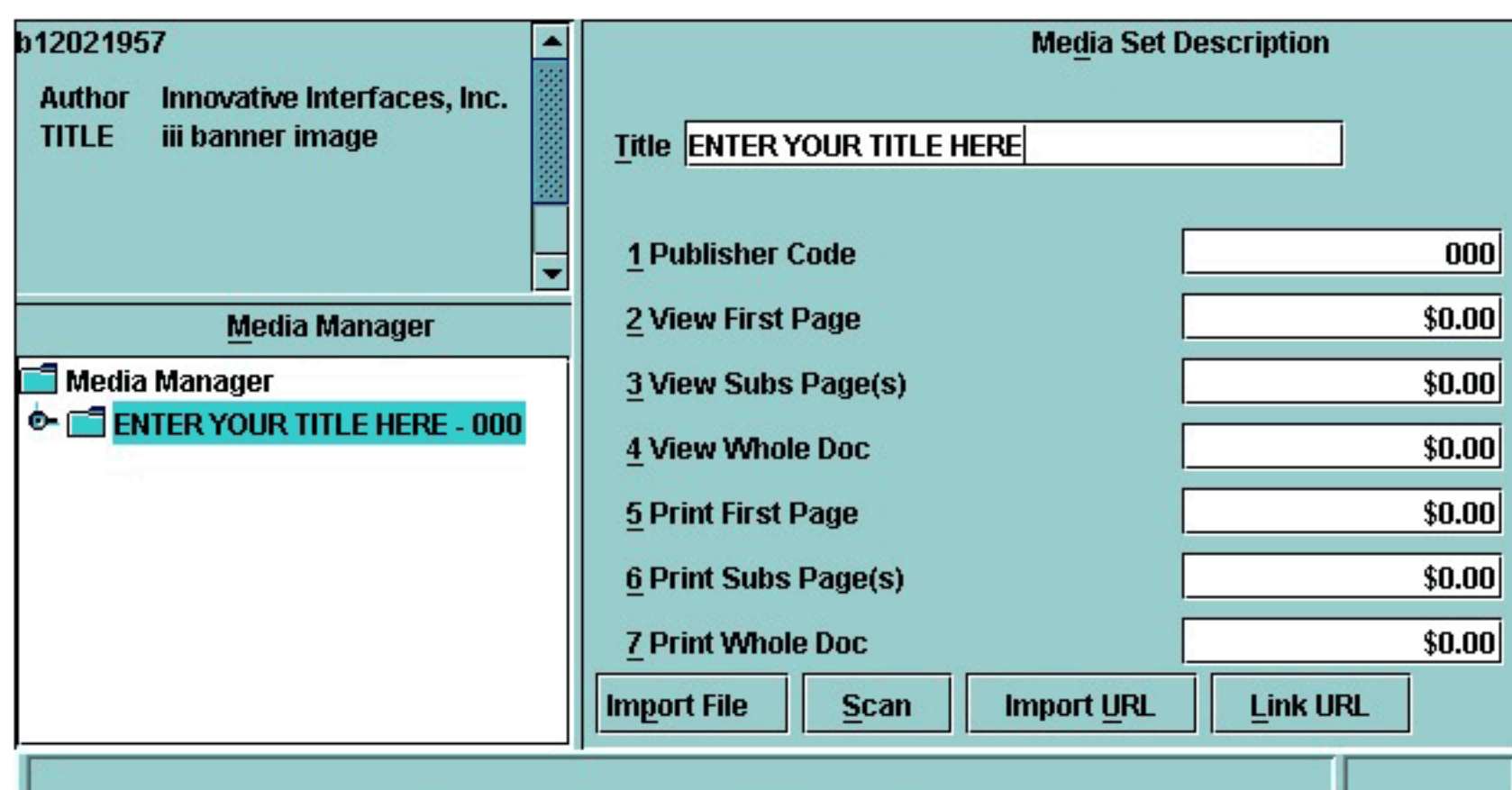
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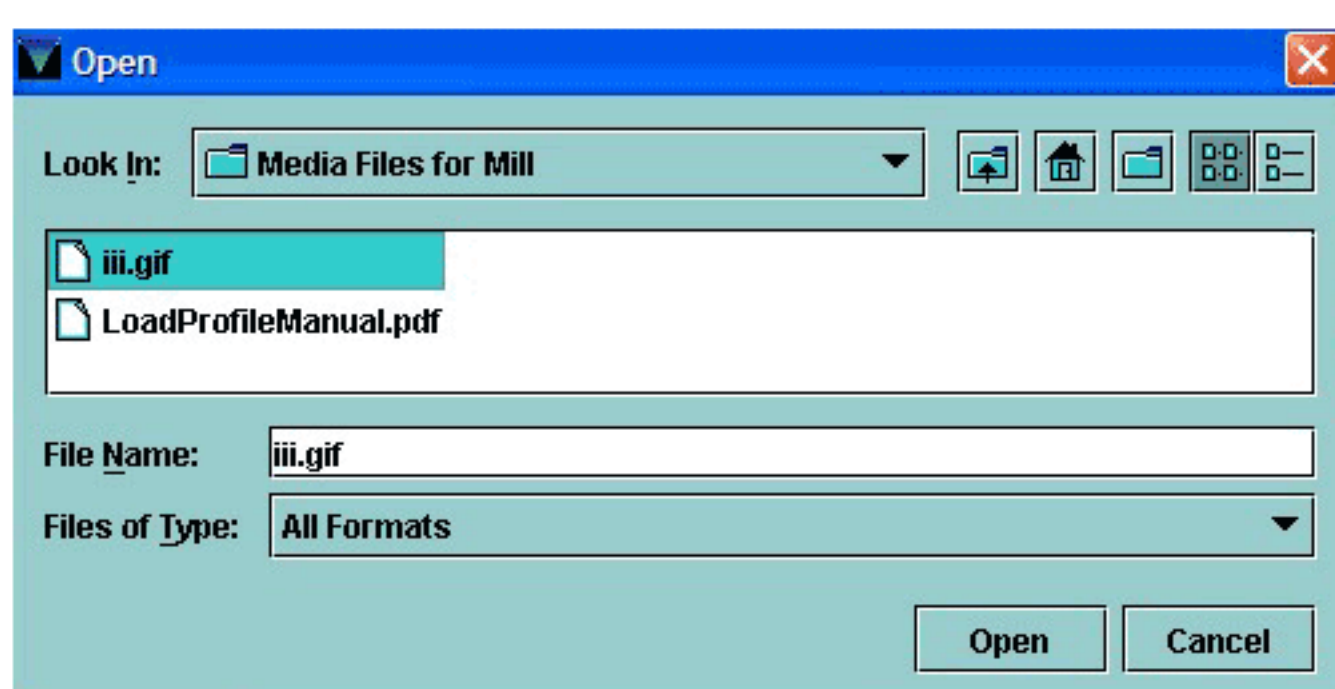
Import Files



After you have gone through the [Beginning Procedures](#) choose the Import File button at the bottom of the Media Set Description window. Please note that if your library did not purchase the Copyright and Access feature your screen may appear differently than the screen shot.



Clicking on this button will open a window where you can locate the media file on your computer.

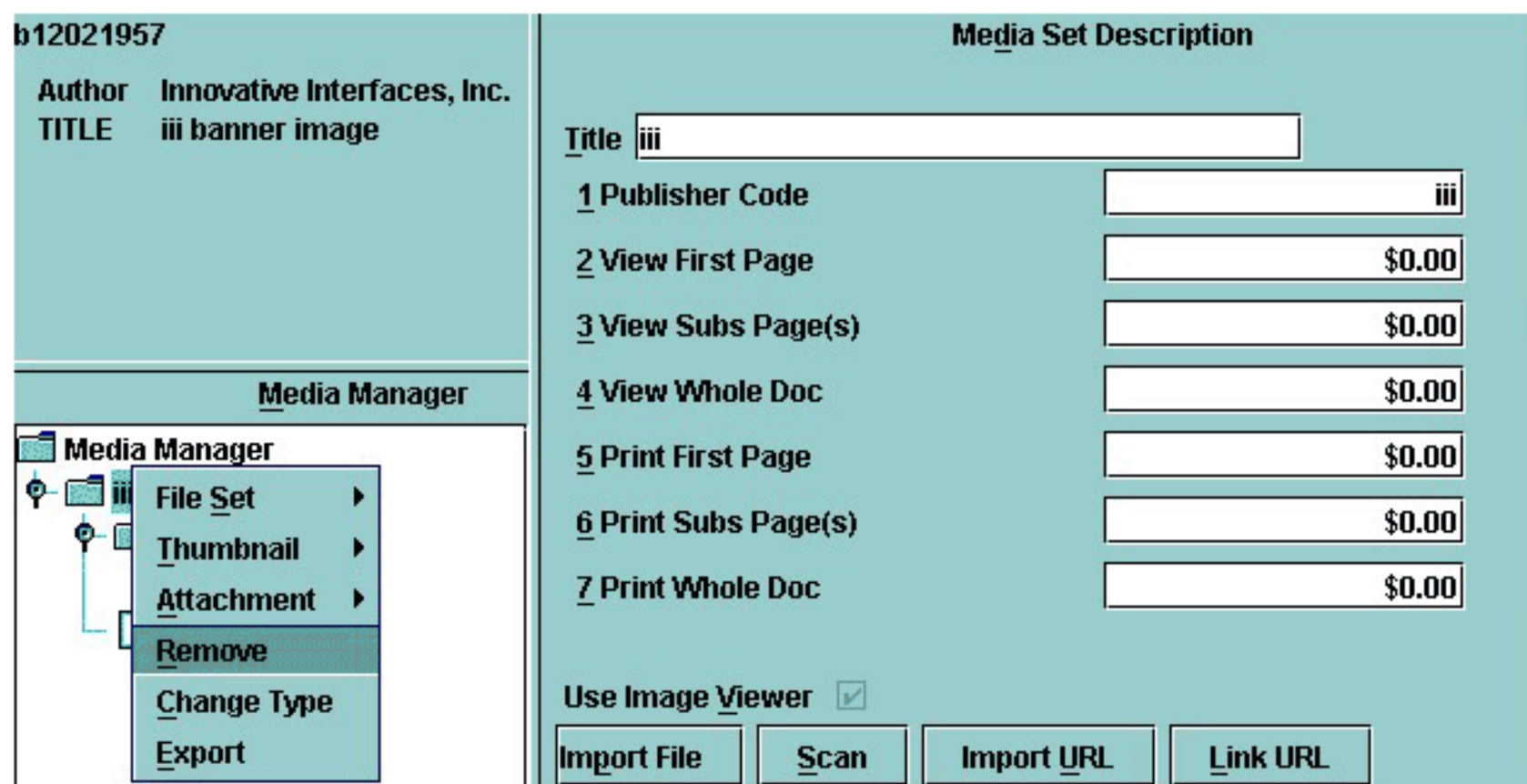


HOT TIP - Place media files you want to upload in one folder on your desktop. This way you will always know where the files are when you need them. Also name your files something descriptive so you know which file to choose.

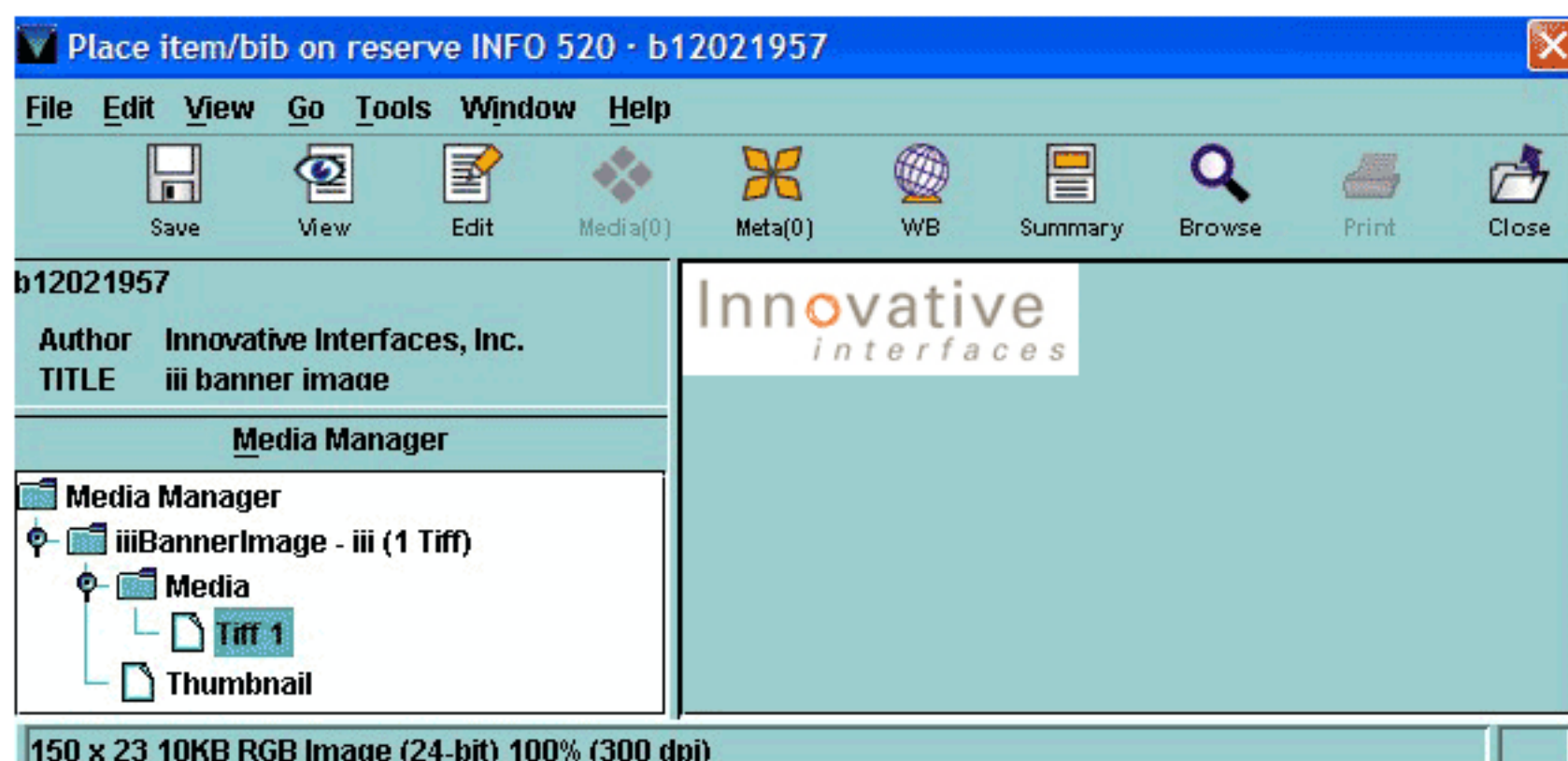
If you have files of different format, you can use the "Files of Type" drop-down to limit to the type of file you are looking for.

Once you have found your file, click 'Open.' You may need to choose a format for the file you wish to import after you click open. This may require some experimenting if the format you choose first does not work.

If the file does not look correct, you can start again. To start over, simply right click on the title in the left box of the Millennium window. This is the same title you entered in the Title box. When you right-click you will see an option for remove. Clicking this option will remove the file you uploaded.



After choosing your file, you will be taken to a screen to view the file. If the file looks ok, click 'save.' You have added a media file to the record.



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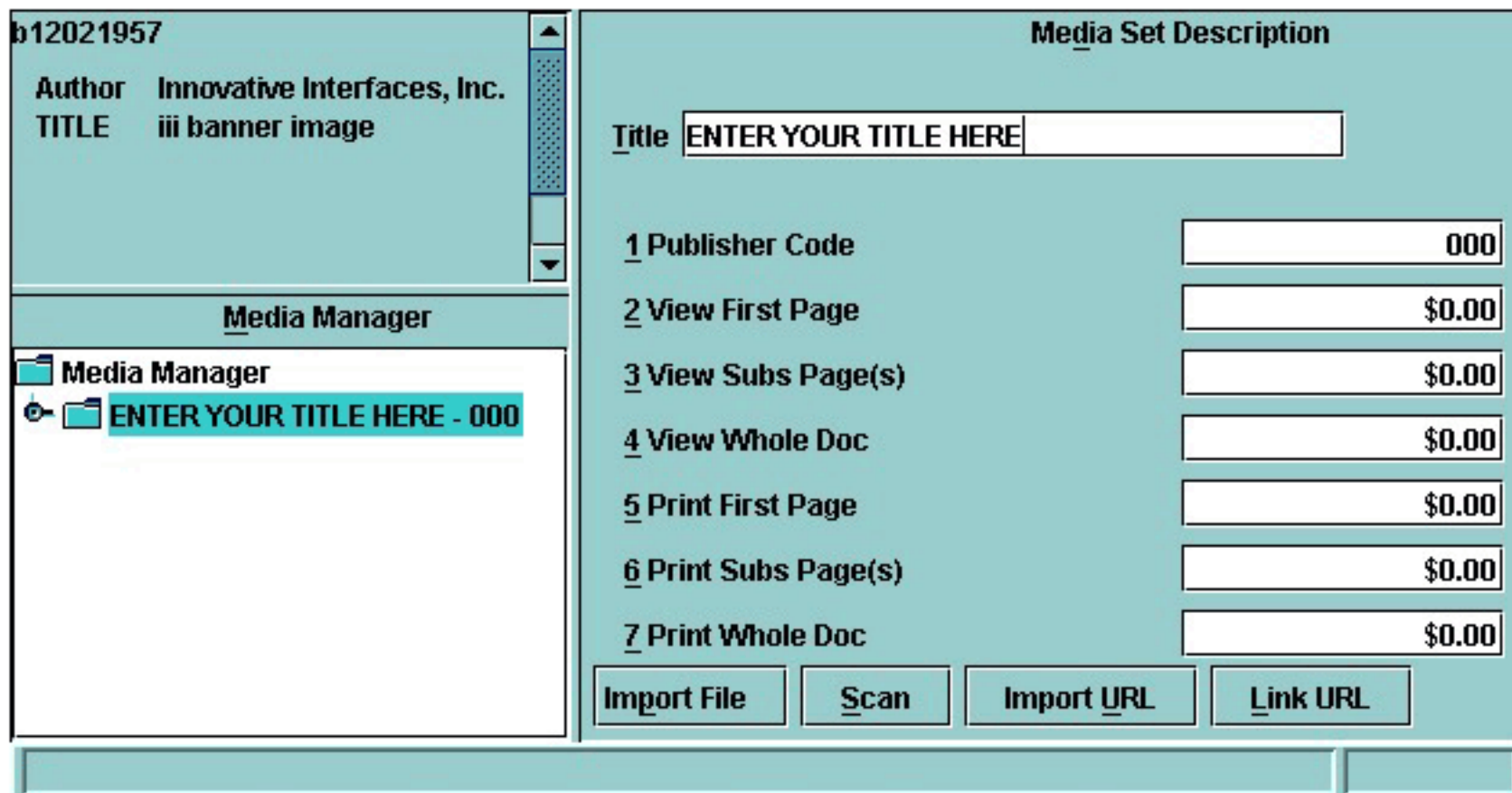
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Scans

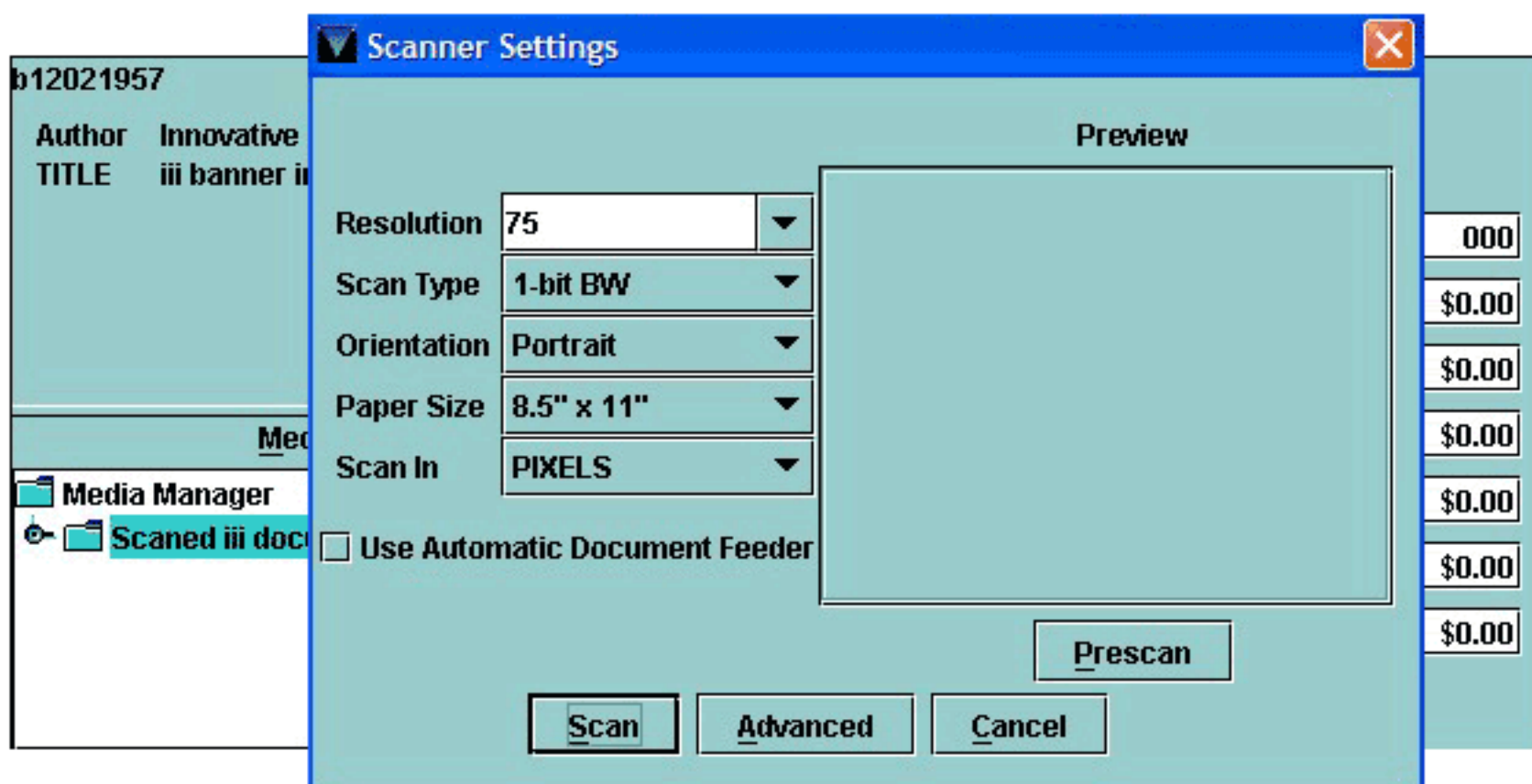


After you have gone through the [Beginning Procedures](#) choose the Scan button at the bottom of the Media Set Description window. In order to use this function, you will need to have a scanner attached to your computer. Please note that if your library did not purchase the Copyright and Access feature your screen may appear differently than the screen shot.

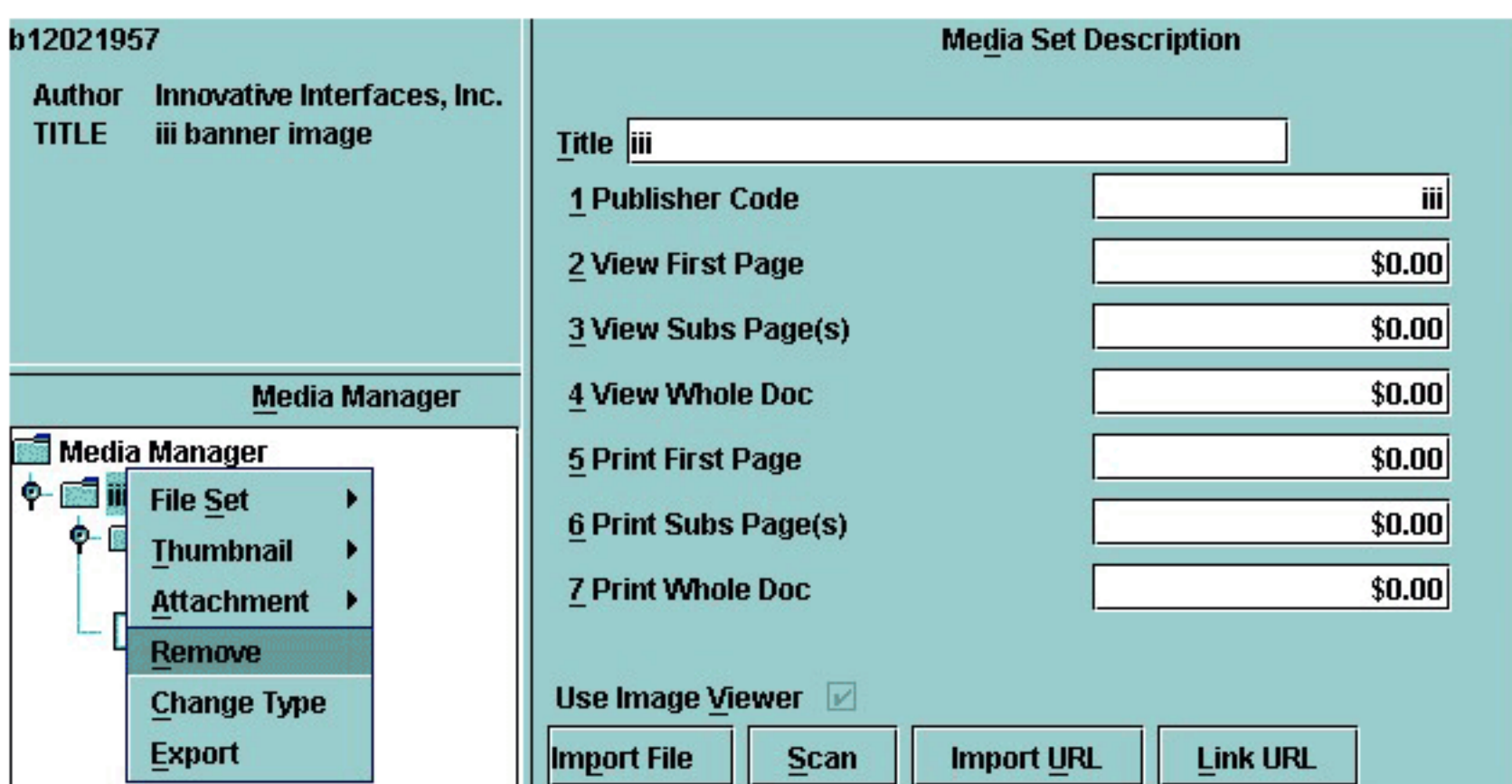


After clicking the Scan button, you will need to choose what file format the scan will be saved: Tiff, Jpeg, Png, Bmp. After you have chosen the format, click OK.

The next window is the scan window. Click preview to get a quick idea of what the scan will look like. Click Scan to scan the file.



If the scan does not meet your expectations, you can start again. To start over, simply right click on the title in the left box of the Millennium window. This is the same title you entered in the Title box. When you right-click you will see an option for 'remove.' Clicking this option will remove the file you scanned.



After choosing your file, you will be taken to a screen to view the file. If the file looks ok, click Save. You have now added a media file to the record.

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Import URL and Link URL

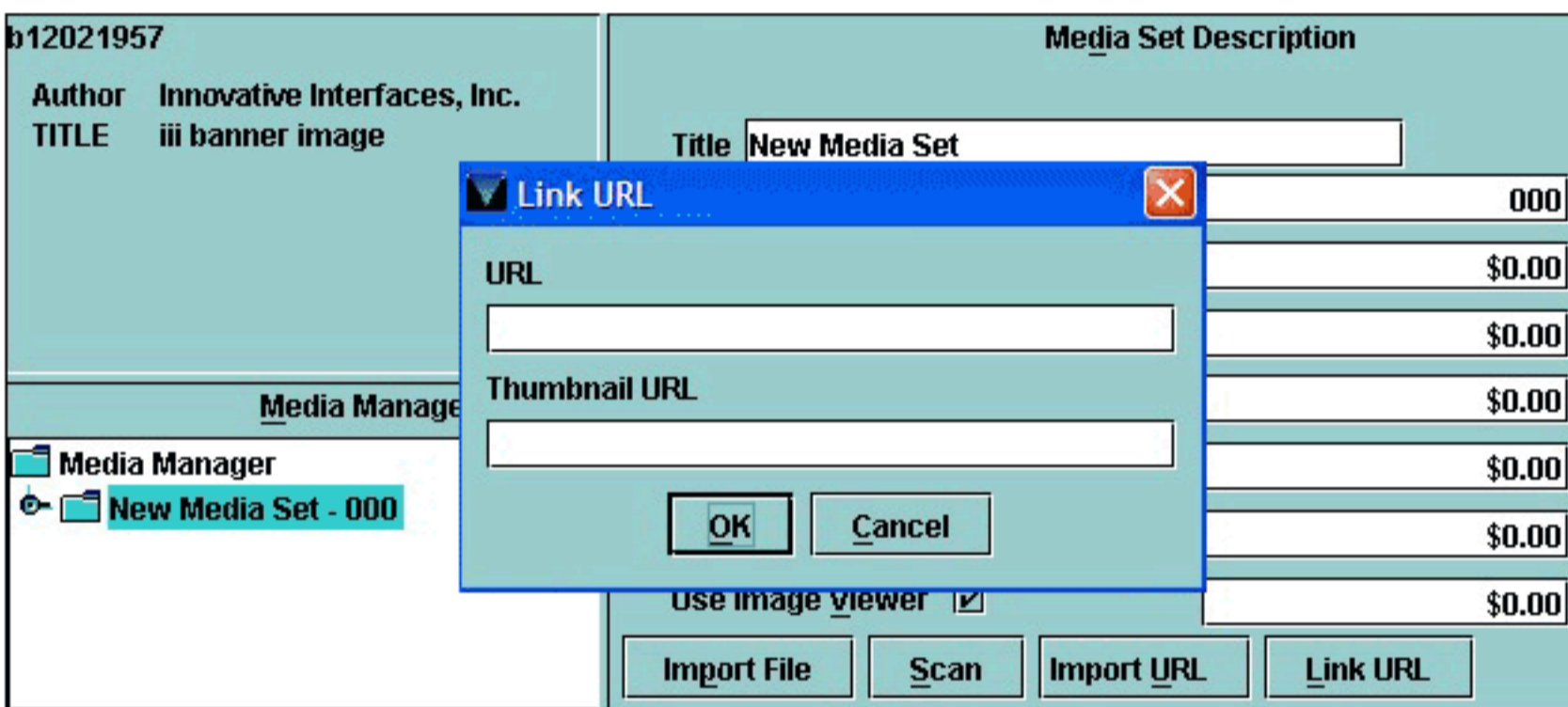
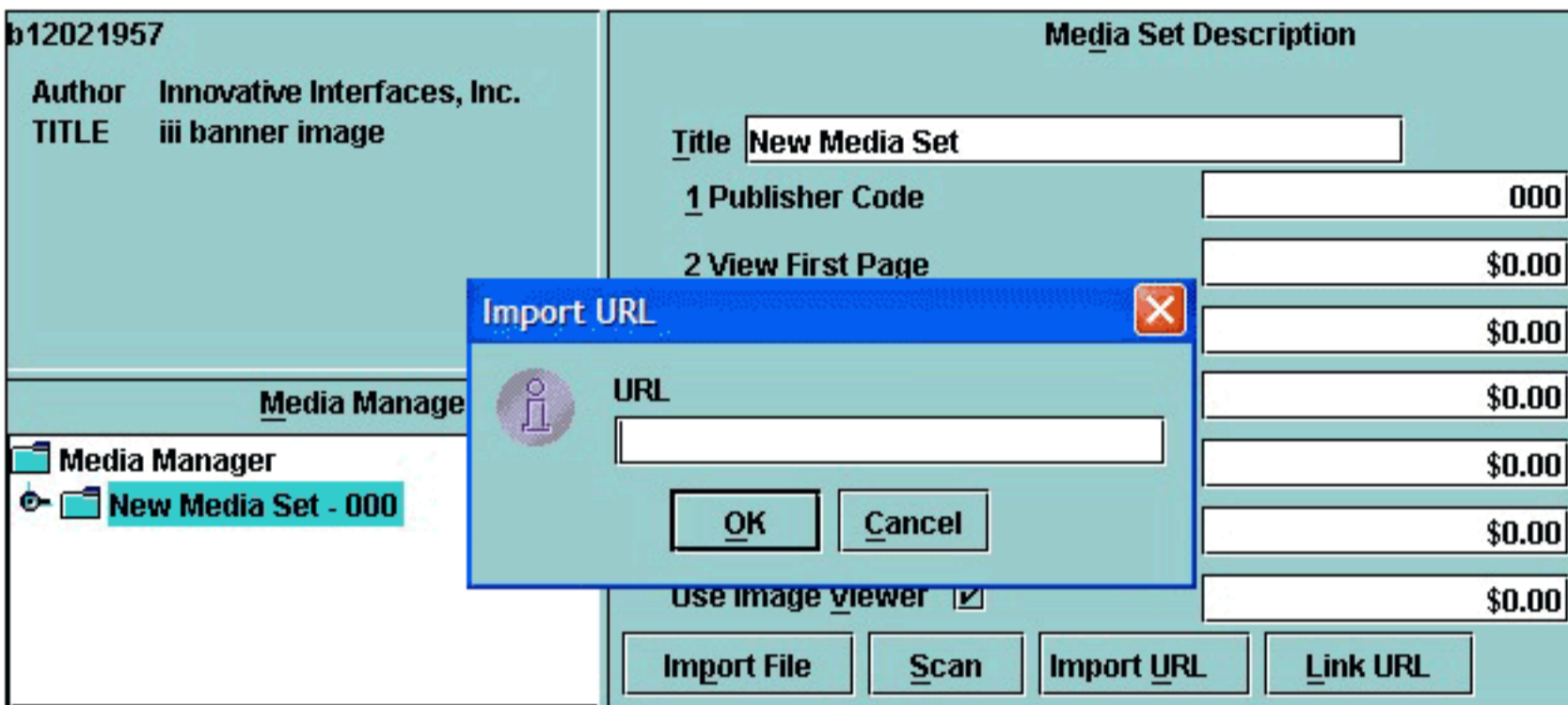


Use Import URL for cases when the file you want to link to is on the web and the library wants to download a copy of it; this will save time downloading the file onto your computer and then uploading the file into the Millennium system.

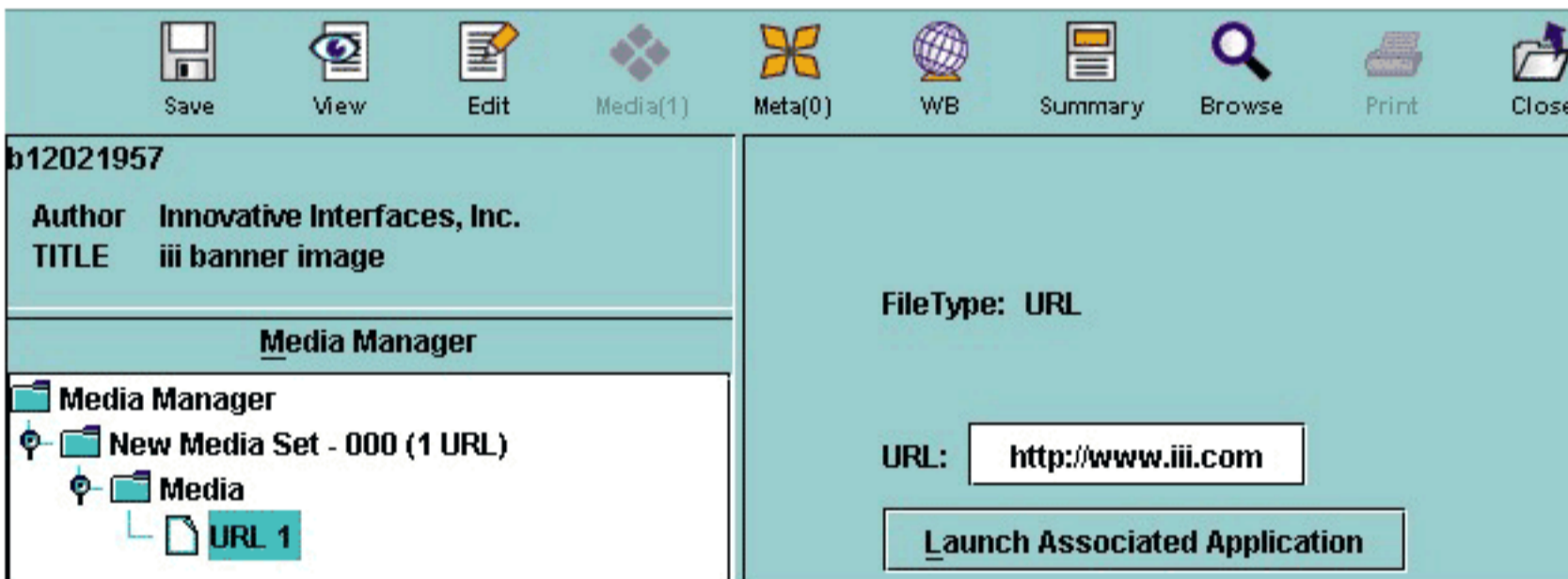
Use Link URL to provide a link to a web page, e.g. the course web page, or the professor's web page.

HOT TIP - Link URL should be used for text on the Internet, particularly if it is being regularly updated. Import URL can be used for instances where all you have is a single image or a file on a web page.

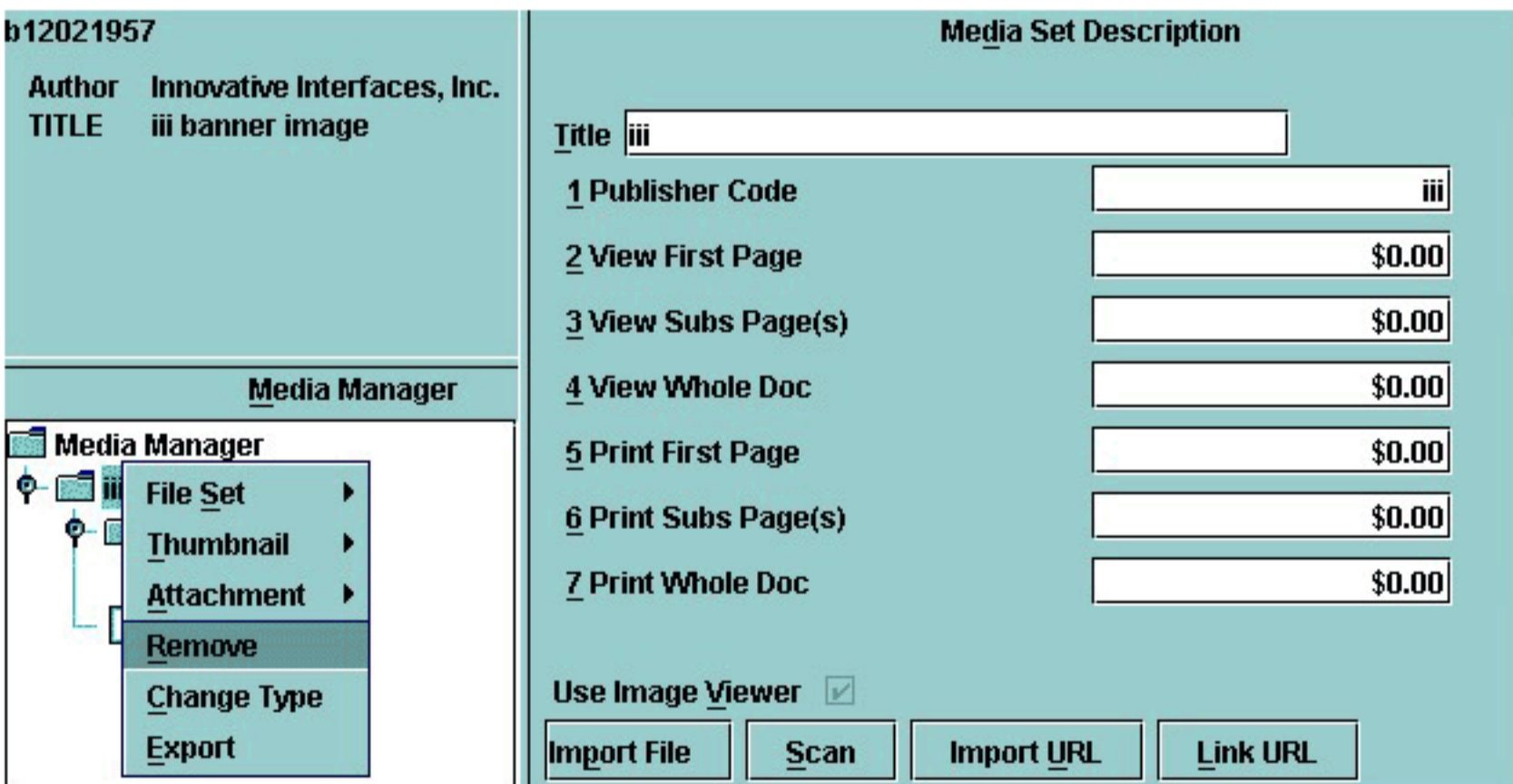
If you click either button, you can then enter a URL. The URL for the document is entered in Import URL and the URL for the website or image is entered into the Link URL. Link URL also has a text box to add a link to a thumbnail image if available.



After the links are entered, click ok. You will then be taken to a view page. If you chose Import URL, you will be taken to a page where you can either view the document, or (for example with .pdf files), you can launch an application to view the document. With Link URL, you can only launch an application, which will be your default web browser.



If the URL options do not meet your expectations, you can start again. To start over, simply right click on the title in the left box of the Millennium window. This is the same title you entered in the Title box. When you right-click you will see an option for 'remove.' Clicking this option will remove the file you created.



After choosing your file, you will be taken to a screen to view the file. If the file looks good, click save. You have now added a media file to the record.



Limiting Access to Millennium Media



Your library can choose to limit access to media materials by placing a PIN number in the record and modifying some pages within the WebPAC. If you are not using the media files with Course Reserves, you can still limit access using the Publisher Code when you set up the media sets. Please refer to Beginning Procedures for more information on how to do this.

To use Media Manager with Course Reserves, you can set up course passwording. Information can be found at http://csdirect.iii.com/documentation/media_management.shtml. You will need to ask that the field tag for the course password be set to display. Innovative Interfaces must set up the course password Tag in your course records. Innovative will set this tag up for you as an 's' tag unless your library specifies otherwise. This is a Service Commitment.

After Innovative Interfaces has set up the tag, your library should make sure the system options are set to enable the tag. This can be checked in telnet using the menu path A>A>S>O>WebPAC Options. Once here, look for line 43 'Tag to Use for Course Passwords in Course Records' and make sure it is an 's'. If your library specified a different tag, make sure this option is set to the tag you specified.

After the above is set up, you can add a password to the field when you are setting up the course records. Simply insert the password field into the course record.

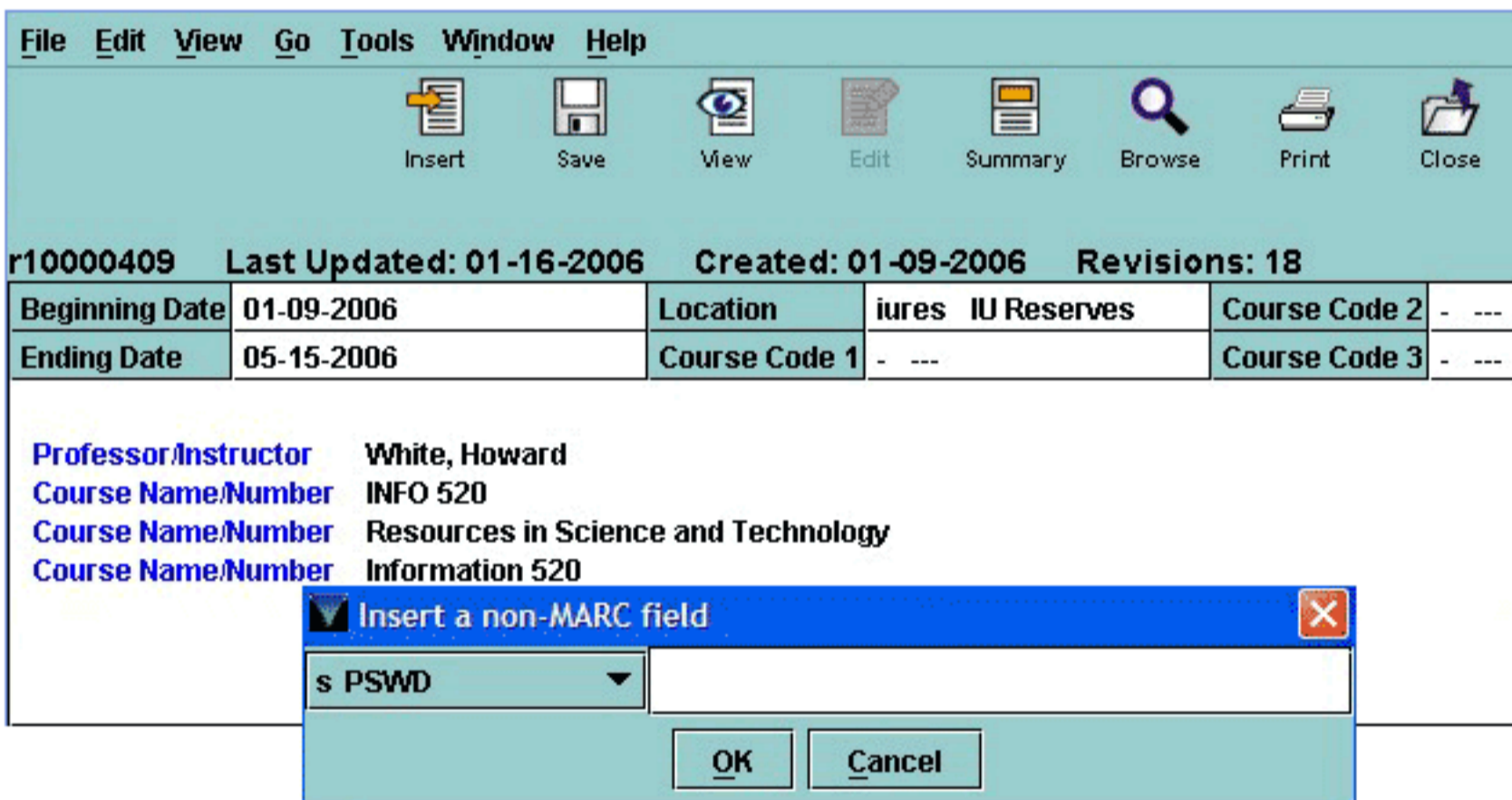
When your Millennium Media software is being installed, you will be asked questions pertaining to:

- Designated Printer Set-up
- Add Charges to Patron Records when an Image is viewed or printed
- Default Charge for Printing
- Patron Verification Set-up
- Course Record Browse Display Text
- Copyright Statement

When you contact Innovative Interfaces, ask that the field tag for the course password be set to display. Innovative Interfaces must set up the course password Tag in your course records. Innovative will set this tag up for you as an 's' tag unless your library specifies otherwise. This is a [Service Commitment](#).

After Innovative Interfaces has set up the tag, your library should make sure the system options are set to enable the tag. This can be checked in telnet using the menu path A>A>S>O>WebPAC Options. Once here, look for line 43 'Tag to Use for Course Passwords in Course Records' and make sure it is an 's'. If your library specified a different tag, make sure this option is set to the tag you specified.

After the above is set up, you can add a password to the field when you are setting up the course records. Simply insert the password field into the course record.



Besides setting the tag for the password, your library's Webmaster can set some Web Options for the HTML document pverify6_web.htm. This page governs accessing password-protected course records and media files. Below are a set of options and tokens most commonly used by libraries with this page:

WEB OPTIONS

- BUT_RET2CRS** - specify the image to use for the "Return to Course" graphic button
- ERESERVE** - limit access to IP addresses
- ERESERVE_PRINT_MESSAGE** - message to display after print command
- ERESERVE_IP** - needed if your library server is inside a firewall
- IMAGE_PRINT** - controls whether printing is allowed from the image viewer applet
- IMAGE_SAVE** - controls the save function of the image viewer applet.

For additional information on Media Management Web Options, refer to the Innovative Guide and Reference, Page # 106922: [Media Management Options](#).

TOKENS

For a list of applicable Tokens, refer to the Innovative Guide and Reference, Page # 107033: [Course Reserves/Millennium Media Patron Authorization Form](#).

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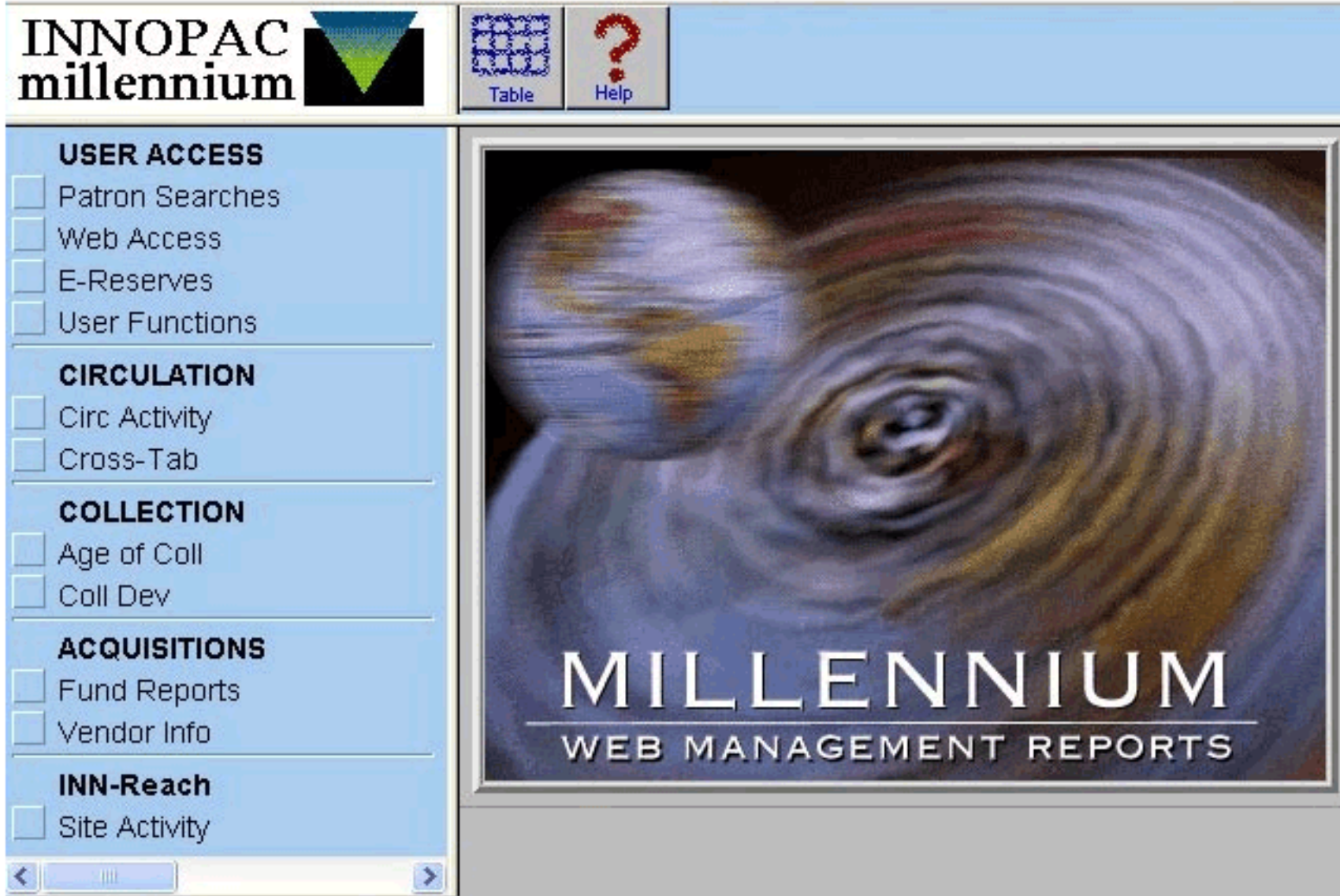
Web Management Reports



With Millennium Media, you can track the usage of your Electronic Course Reserves through Web Management Reports. This discussion only applies to libraries who have purchased the copyright feature. Please note that many of these reports are CRON jobs and require a process to run overnight before the information can be made available, so your library will not be able to retrieve live information.

To access Millennium Web Management Reports, enter the following URL in your Web browser, substituting the IP address of your Innovative system for <IP_address>: http://<IP_address>/manage. When you start Web Management Reports, a list of report options appear in the Menu frame on the left. The report options are organized according to data type.

Once you are in the reports, you will see a button for E-Reserves. Click this button to access the reports. You will need to login with your initials and password. To access this report you must be authorized for function 17 (Article Access Reports - Electronic Reserves). See your Millennium system administrator for details and permissions.



Millennium will then give you the report options.



- **Daily Activity** - This report displays the history of the printing and viewing of Electronic Reserve articles, grouped by date.
- **Publisher Code** - This report displays the printing/viewing history for Electronic Reserve articles, grouped by Publisher Code.
- **Summary Statistics by Date** - This report displays the number of times specific Electronic Reserve articles have been printed or viewed over a specific time period, grouped by date.
- **Summary Statistics by Pub** - This report displays the number of times specific Electronic Reserve articles have been printed or viewed over a specific time period, grouped by Publisher Code.

After choosing the type of report, you can then choose the parameters of your report:

- Yesterday
- Two Days Ago
- MTD (Month To Date)
- YTD (Year To Date)
- User Spec (User Specified Range)
- Last Month

If you choose User Spec, the system will display a form where you select a starting and ending month and year for the report. Enter these dates by doing the following:

- Specify a starting month and year by choosing values from the drop down lists under Beginning month and year.
- Specify an ending month and year by choosing values from the drop down lists under Ending month and year.

After selecting the report you want, click submit. Millennium will then generate the report you selected.

For additional information, refer to the Innovative Guide and Reference, Page # 105429: [Viewing E-Reserves Reports](#).

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