Very Merry VERSO®

WANTED

COVER ART!

Train U.P.!
March 1, 2022

Looking for help?

- ➢ Staff dashboard – Support – User guides and videos – VERSO
- ➢ Locate the row entitled "CAT Administration" – Click on the link **HTML**.
- ➢ Locate Chapter 3: Working with items – Adding a local cover image. Directions will then be displayed on the next screen.

| Authority Control	2022.004.18	28OCT21	1543K	HTML
CAT Administration	2022.004.18	01FEB22	11410K	HTML
Circulation	2022.004.18	15FEB22	19135K	HTML

CHAPTER 3. WORKING WITH ITEMS
Overview
Adding an Item
   Setting "Add Item" Defaults
Editing an Item
Deleting an Item
Managing Local Cover Images
   Adding a Local Cover Image
   Deleting a Local Cover Image
Viewing Item Status

1. Saving the Images

- Create a folder on your desktop, and label it "Cover Art".
- This is where you will save the images. Once you add cover art in VERSO, the file no longer needs to be saved on your computer.
- If you are already familiar with finding and editing images, skip to Step 4 .
- Do not add cover art to items with brief bibliographic records (brief bibs, zzz bibs).

2. Find an Image

- Option 1: An Image Is Available Online

   a) Always use the ISBN to find a match. Do not use images which do not *exactly* match the item in-hand.
   b) Amazon and Goodreads almost always have cover art available. After you find the image, left click on the image, and select "Save image as…":
   c) A pop-up window will appear, asking you to save the image to a specific and create a title for it. Save the image to your folder, using the author's last name as the title.
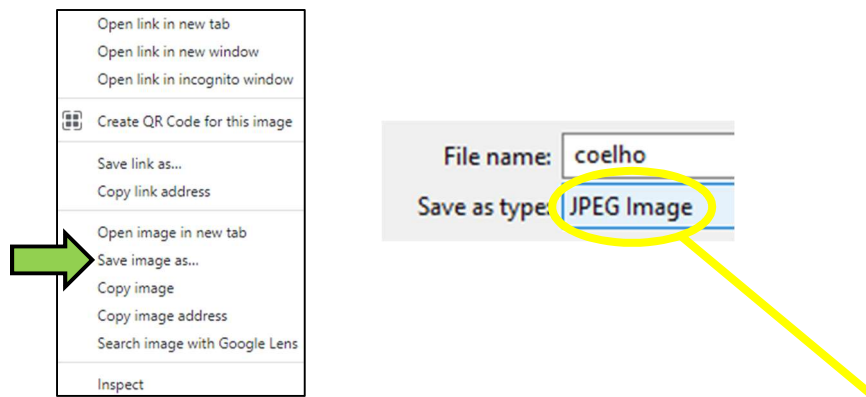
   d) Check the file "type". VERSO will only accept files which are .jpg, .jpeg, and .gif. If this is not an option, try right clicking on the image, and left click again.
   e) If this step is unsuccessful, and the type is .psd, .tif, or .png, save it to your folder anyway, and skip to Step 3e-f . Or, try finding the cover art elsewhere.

- Option 2: An Image Cannot Be Found Online

   a) For these items, you can scan or take a picture of the cover.
   b) Suggested scan settings: full color, 300 dpi, 8.5 x 11 size, and save as .jpg or .jpeg.
      (i)   Email this file to yourself, download it, and move it to your cover art folder.
   c) Suggested photo settings: hold your camera evenly and directly, use as much light as possible, and shoot against a dark background. Be careful that your flash does not obliterate part of the image.
      (i)   Email this file to yourself, download it, and move it to your cover art folder.
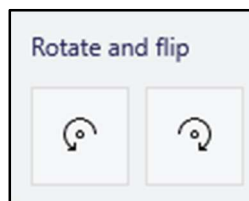
3. Edit an Image Using Paint 3D

- Paint 3D is software which is included in Windows.
  a) Locate the image you need to edit, and left click. From the drop-down menu, choose "Open with…" and Paint 3D:
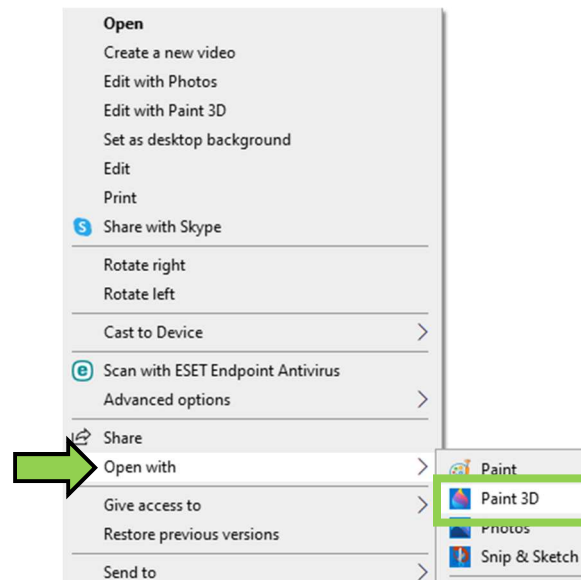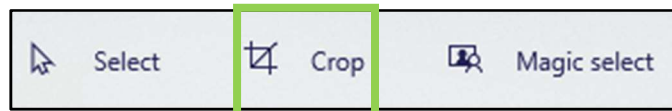

  b) To crop an image:
  - i) At the top of the screen, click the "Canvas" button:

  - ii) If necessary, rotate the image by clicking one of these two buttons on the right-hand side:


 - iii) To the left, click the "Crop" button:

  - iv) You will see the image is now surrounded by white lines and circles. Click and drag on the circles until the image is cropped to a rectangle or square.
  - v) When you are satisfied with the cropping and shape, hit the "Enter" key on your keyboard.
  c) To size an image: VERSO will only accept .jpg, .jpeg, or .gif of a certain size.

i) On the right, locate the box labeled "Resize canvas". In "width", change the amount to "500 px," then hit the tab button. Paint will automatically resize the height.\
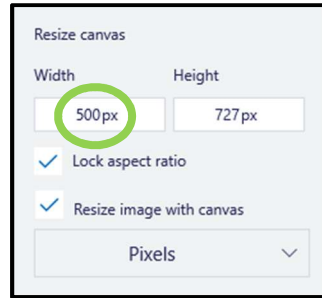
d) To save an image: Locate the "Menu" button in the upper left-hand side. Click here, and choose "Save as".
e) The next screen will ask you which file type you want to use. Always click "Image". Then, save as "2D – JPEG".
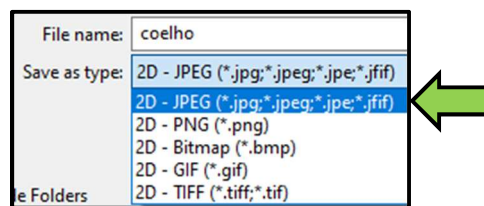
4. VERSO: Add Local Cover

a) Staff dashboard – Cat Admin – Local cover images – Add local cover.
b) Select catalog: (auto-filled)
c) Enter search terms: (recommended: barcode). To save "barcode" as the default, click the link entitled "Set index as default".
   (i) Click in the white bar, scan the barcode, and click submit.
d) The screen will refresh and display the title that is attached to the barcode. Double-check that the title is correct.
e) Click "Browse".
f) Locate the image in your cover art folder, and double-click. The name of the file will appear next to "select a file to upload". Then, click "upload book image".
g) In most cases, VERSO will show you a quick view of the image you uploaded, as well as informing you if the image was uploaded successfully.
   (i) If this step was successful, double-check your work. In the "Quick Search" bar at the top of the VERSO screen, choose ISBN, and scan. Does the item have the correct cover art?
   (ii) If your item has no ISBN, try performing a search for it other than barcode, i.e. title.

5. Best Practices

a) In the future, always add cover art to each item *immediately* after cataloging. Completing this step helps all of us, patrons included.
b) You will encounter many items in your catalog which are missing cover art. Here is a way to keep track of these items, in order to save this project for times when the library is slow:
   (i) Locate an item missing its cover art, and click it.
   (ii) In the holding information, hover over the button entitled "List" and click.
   (iii)A sidebar will appear. Under "Add to list" is a bar labeled "Create new list". In this space, type "Missing Cover Art" and click the + button.

(iv) VERSO will briefly display a black pop-up screen that says "Item added to list". Click OK. The list has been created, and the item added to it.

(v) For every item missing cover art, repeat Step 5bii. Revisit this list as time allows.
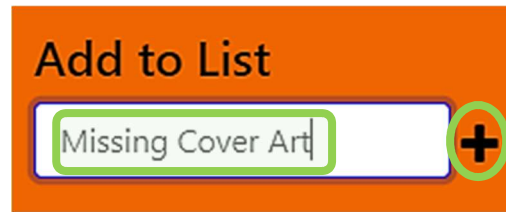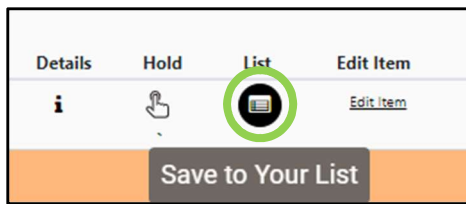
c) To edit or remove your lists, locate the drop-down menu entitled "Your account" and select "Your lists".
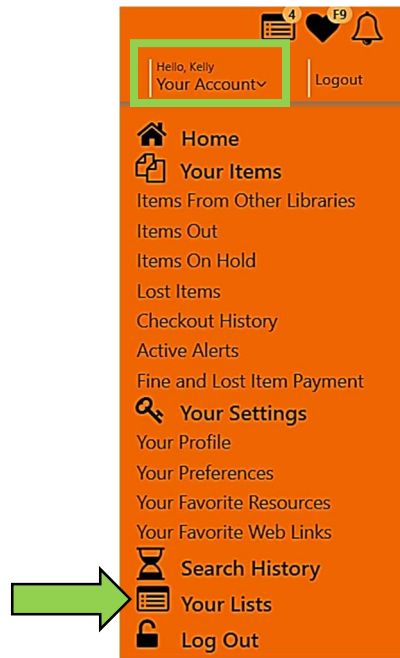
d) This screen is designed to help you manage your lists. You can add or remove lists here, delete items (from the list, not permanently), put items on hold, etc.

    (i) To edit or delete a list, click the icons next to the title of the list.

    (ii) Note: Any lists you create will be apparent under the specific username only. Lists do not transfer between user accounts such as "circ" or "admin".

e) Patrons can use this feature to keep track of their past and future reading activity.