

Using Shelves

Creating Shelves in CaltechAUTHORS

- ❖ Login to CaltechAUTHORS using your IMSS credentials.
- ❖ Click on “Manage Shelves” in the gray bar at the top of your screen.
- ❖ Click on “New Shelf”.
- ❖ Name your Shelf in the Title field, and if desired, add a description of the proposed contents of the Shelf in the Description field. Save your changes.
- ❖ To manage access for your shelves, go to the Manage Shelves screen, choose the created shelf, and click on the Manage Access icon (looks like bottle people in front of books).
 - Shelf administrators, editors and readers can be added using their IMSS login name. It is not required, but recommended if you anticipate more than person working on a particular shelf.
 - The public visibility of the shelf defaults to invisibility, so you must change the setting in this field when you are ready to have your shelf display on your web page and other places.
 - Save changes as needed.

Adding Content to Shelves

- ❖ Using either Simple Search or Advanced Search in CaltechAUTHORS, retrieve a list of desired items
- ❖ Change the shelf selection at the top of the resulting Browse list to the one you want to use.
- ❖ Scroll through the browse list, clicking on the “Add to Shelf” button for each item you want to add to your shelf.
 - The presence of a PDF icon indicates that the full-text of the item is probably available for viewing to either the campus or outside reader.
 - The lack of a PDF icon indicates that the PDF is probably embargoed due to publishers’ requirements and is thus not viewable.
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 - Each record will have a link to the article on the publisher’s whenever possible.
- ❖ Once you have added an item to a shelf, you can remove it by clicking on the “Remove” button.
- ❖ The “View Shelf” and “Clear Shelf” links are on the upper right corner.

Editing Shelf Items

You can change the order, hide or delete items from a created shelf.

- ❖ Go to Manage Shelves.
- ❖ Choose the shelf you wish to modify, and click on the Edit Shelf Items (side arrows under books).

- ❖ Use the up or down arrows in the right column to change the position of items within the list
- ❖ Use the “x” mark to delete individual items.
- ❖ Use the “-“ mark to hide individual items.
- ❖ Use the ensuing “+” mark to unhide items

Importance of the Shelf ID number

- ❖ The shelf ID number can be found in the ID column in your Manages Shelves area.
- ❖ Web page scripts and links use the shelf “ID” number to retrieve Shelves content.
- ❖ Each shelf ‘ID’ number in the system is unique; the number is not repeated between different users.

Adding Content to Your Web Page

You have two options:

1. Use the Javascript insert to dynamically include the content on your personal web page,
OR
2. Add a simple link in your web page to point to your CaltechAUTHORS holdings without affecting the contents of your own web page.

❖ Use a **Javascript insert**

- This will add the shelf’s bibliographical list to your web page. Think about the placement of the script on your web page before you add it, as it will make a bibliography appear on your web page and will push latter web page content further down.
- Copy-paste the whole Javascript sample into the code-view section of your web page:

```
<script type="text/javascript" src="http://authors.library.caltech.edu/cgi/jsshelf?id=24">
</script>
```

- Replace the “24” in the script’s link with your own shelf ID number.

❖ Use a **simple link**

- Copy-paste the sample link below into your web page:

<http://authors.library.caltech.edu/cgi/exportshelf/24/HTML/shelf.html>

- Replace the “24” in the link with your own shelf ID number.