

Manual for the IPTE/ TTC Digital Library



Table of Contents

1	<i>Guidelines for a successful library</i>	3
2	<i>Instances of the digital library</i>	4
2.1	Cloud version of digital library	4
2.2	Mobile version of digital library	4
2.3	Local version of digital library	4
3	<i>Architecture</i>	5
3.1	Home page.....	5
3.2	Search page	6
3.3	Collection overview page	7
3.4	Collection page	8
3.5	Item page.....	9
3.6	My Bookmarks (only logged in users).....	9
4	<i>Search</i>	10
4.1	Full-text Search	10
4.2	Drill-Down Search	11
4.3	Hierarchical Search in Collections.....	11
5	<i>Administration</i>	12
5.1	Manage accounts inside of the digital library	12
5.2	Library administration.....	14
5.3	Adding new library items	15
5.3.1	Step 1: Describe/Categorize the content.....	15
5.3.2	Step 2: Add media.....	16
5.4	Adding new collections	17
5.5	Collecting proposals for new library items.....	17
6	<i>Copyright & Licensing</i>	19
7	<i>Library Metadata</i>	22

1 Guidelines for a successful library

The quality and success of a digital library is based on the following criteria.

No	Criteria	Description
1	Relevance of content	Is the content relevant for the users?
2	Timeliness of content	Is the content up to date? Is new relevant content found in the library?
3	Quality of content	Is it of sufficient quality? Is it scientifically accurate? Is it didactically sound and understandable?
4	Quality of media	Is the provided media of sufficient quality for consumption, e. g. resolution, free of artefacts, small in size etc. etc.
5	Quantity of content	Is there enough content inside of the library, to make the library worthwhile for the users?
6	Legal provision of content	Is the content provided legally, respecting copyrights etc.
7	Findability	Is the content easy to find / locate

On that basis, we can identify the following rules for maintaining a successful library:

What to-do: Practices that will make the library successful

- Create a content pipeline: Continuously extend the library with new and relevant content
- Support/promote open access content, and respect copyrights
- Create content partnership with relevant institutions
- Create agreements with teachers to make content available as open access
- Digitalise valuable existing contents
- Promote the library & library contents
- Maintain the digital library technically (update, extend etc.)

Things to avoid: Practices that will harm the success of the digital library

- Do not post irrelevant or low quality content on the library
- Do not post content without being legally entitled (copyright)
- Do not keep valuable content in the drawer
- Do not ignore categorisation / meta-data

2 Instances of the digital library

2.1 Cloud version of digital library

- ▶ **Supports all required digital formats:** Videos, Audios & PDF etc.
- ▶ **Automatic generation of derivatives** (e.g. thumbnails from PDFs, Images of different size etc.)
- ▶ **Automatic OCR functionality** (if PDFs are uploaded without text) and **Meta-Data extraction**
- ▶ Different **search modes**:
 - ▷ **Full-text-search** (includes document contents)
 - ▷ **Facetted search** (drill-down)
 - ▷ **Browsing by collections**
- ▶ Based on opensource library software ISLANDORA (Drupal)
- ▶ **Roles and rights** according to TTC requirements – can be freely adapted (e.g. who can upload/edit content etc.)
- ▶ Provided as cloud-based version, on local servers in TTCs and as a mobile App



2.2 Mobile version of digital library

- ▶ Install digital library on **smart phone or tablet**
- ▶ Offline **search** of all contents
- ▶ **Browse** library items offline
- ▶ **Download** contents offline
- ▶ Supports iOS & Android



2.3 Local version of digital library



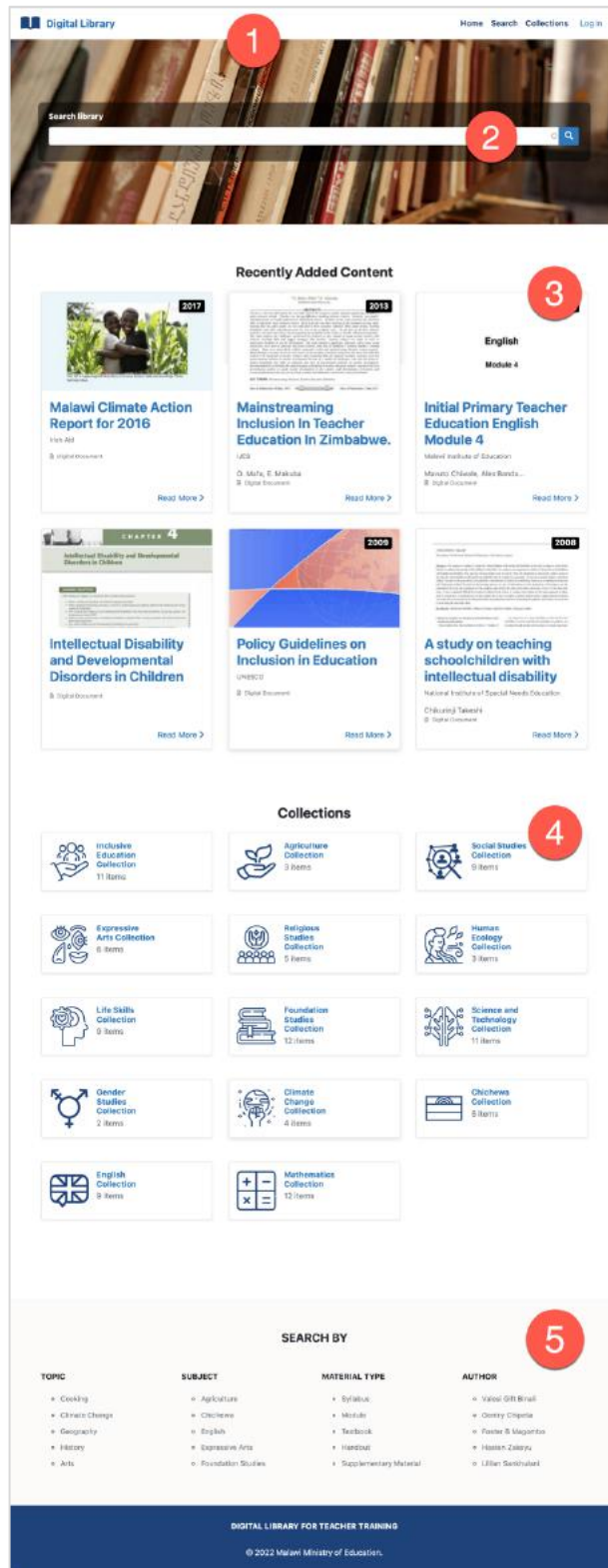
- ▶ TTCs receive Microserver equipment, that holds a **local copy of the digital library**
- ▶ **To be updated once a quarter**
- ▶ Provides WLAN oncampus and **local access to digital library with out Internet**

3 Architecture

The library provides the following main pages for end-users.

3.1 Home page

On the home page you find **(1) the main navigation**, **(2) full-text search**, **(3) recent contents**, **(4) recent collections** and **(5) a quick access** to important search terms.



3.2 Search page

On the search page you initiate a search by using **(1) facets** and **(2) full-text** and find the results **(3)**.

The screenshot displays the 'Digital Library' search interface. On the left, there are several facet panels for filtering results, including Subject, Author(s), Editor(s), Publisher, Place of publishing, Language, Material Category, Topic, Collection, Material Type, and Semester (Name). A search bar at the top right is labeled 'Search library'. The main content area shows a list of search results, each with a title, author, and year. Red circles with numbers 1, 2, and 3 highlight the facets, the search bar, and a search result respectively. The results include documents like 'Initial Primary Teacher Education Agriculture Module', 'Syllabus for Initial Primary Teacher Education Agriculture', 'Sexual and Gender-based Violence project. Self-study Guide 2020', 'TESSA introduction video', 'Social Studies Syllabus Primary', 'Climate Change and Disaster Risk Reduction', 'Malawi Climate Change Case Study', 'Social Studies and the Arts. Module 1 Developing an understanding of place', 'Social Studies and the Arts. Module 2 Investigating History', and 'Initial Primary Teacher Education Social Studies Module 1'. At the bottom, there is a 'SEARCH BY' section with filters for Topic, Subject, Material Type, and Author. The footer contains the text 'DIGITAL LIBRARY FOR TEACHER TRAINING' and '© 2022 Malawi Ministry of Education.'


3.3 Collection overview page

On the collections overview page you find **all collections (1)**.


Digital Library Home Search Collections Log in

Home


Collections 1




Inclusive Education Collection
11 items




Agriculture Collection
3 items




Social Studies Collection
9 items




Expressive Arts Collection
6 items




Religious Studies Collection
5 items




Human Ecology Collection
3 items




Life Skills Collection
9 items




Foundation Studies Collection
12 items




Science and Technology Collection
11 items




Gender Studies Collection
2 items




Climate Change Collection
4 items



Chichewa Collection
5 items



English Collection
9 items




Mathematics Collection
12 items

SEARCH BY

TOPIC	SUBJECT	MATERIAL TYPE	AUTHOR
<ul style="list-style-type: none">◦ Cooking◦ Climate Change◦ Geography◦ History◦ Arts	<ul style="list-style-type: none">◦ Agriculture◦ Chichewa◦ English◦ Expressive Arts◦ Foundation Studies	<ul style="list-style-type: none">◦ Syllabus◦ Module◦ Textbook◦ Handout◦ Supplementary Material	<ul style="list-style-type: none">◦ Valesi Gift Binali◦ Gentry Chipeta◦ Foster B Magombo◦ Hasten Zakeyu◦ Lillian Sankhulani

DIGITAL LIBRARY FOR TEACHER TRAINING

© 2022 Malawi Ministry of Education.



Page 7/24

3.4 Collection page

On an individual collection page you find **(1) the collection description** and **(2) all collection items**. You can also use a **(3) full-text search** inside of each collection.

3.5 Item page

On the item page you find **(1) the document or media**, **(2) a bookmarking function** (for logged in users), most important metadata **(3) for this item**, share buttons **(4)**, download button **(5)** and further **meta-data (6)**.

The screenshot shows a document viewer for a PDF titled "Mainstreaming Inclusion In Teacher Education In Zimbabwe." The document content is visible in a central window, with a red circle (1) highlighting the text. To the right of the document is a sidebar with several sections: "Bookmark" (2), "About this item" (3), "Share this content" (4) with social media icons, and a "Download" button (5). Below the document viewer, there is a "Details" section (6) with a red circle, containing metadata such as "Published 2013", "Member of", "Subject", "Material Type", "Language", "Author(s)", "Publisher", and "Material Category".

3.6 My Bookmarks (only logged in users)

The bookmarks pages shows my personal bookmarks.

The screenshot shows the "My Bookmarks" page in the Digital Library. The page has a navigation bar at the top with links for Home, Search, Collections, Admin, Bookmarks, Propose Item, My account, and Log out. Below the navigation bar, the page title "My Bookmarks" is displayed. A table lists the bookmarked items with columns for "Bookmark", "Date Published", "Title", "Publisher", and "Subject". Each row includes a "Remove bookmark" link.

Bookmark	Date Published	Title	Publisher	Subject
Remove bookmark	2018	Initial Primary Teacher Education English Module 4	Malawi Institute of Education	English
Remove bookmark	2017	Malawi Climate Action Report for 2016	Irish Aid	Social Studies
Remove bookmark		Intellectual Disability and Developmental Disorders in Children		Inclusive Education
Remove bookmark	2009	Policy Guidelines on Inclusion in Education	UNESCO	Inclusive Education
Remove bookmark	2008	A study on teaching schoolchildren with intellectual disability	National Institute of Special Needs Education	Inclusive Education
Remove bookmark	2012	Intellectual Disability	Special Education Resource Unit	Inclusive Education
Remove bookmark	2013	Mainstreaming Inclusion In Teacher Education In Zimbabwe.	IJES	Inclusive Education

4 Search

The digital library offers several ways of searching and finding materials. It is very simple to find exactly what you are looking for. There are different use-cases for searching:

Use case	Search mechanism
I know the item I look for, e.g. I know the name or some words of the title.	Full-text search
I want to quickly find something relevant for some specific topics or search term	Full-text search
I want to quickly check if there is any content for a specific term or topic	Full-text search
I need a very specific information, that might be found inside in a specific document	Full-text search
I want to find all contents that are related to specific subjects, authors, publishers, dates etc. (also combining those search-parameters), e. g. for an overview or research etc.	Drill-Down Search
I need to find something specific, but I cannot find it easily with the full-text search	Drill-Down Search
I want to find all recommended items for a specific subject or module	Collections

This list is not complete, but shows typical motivations for searching, and how you can use the different tools inside of the digital library to reach your goal.

4.1 Full-text Search

The full-text search really searches inside of the document, in the title and in all meta-data available. You can start from **Home (1)** and just **type your term (2)**. **Results (3)** will pop-up.

The screenshot shows the Digital Library homepage with a search bar. A red circle '1' is next to the 'Home' link in the top navigation bar. The search bar contains the text 'climate' with a red circle '2' next to it. Below the search bar, a list of search results is displayed, with a red circle '3' next to the third result, 'Climate Change Risk Profile Malawi'. The results include titles, collection names, and small thumbnail images.

4.2 Drill-Down Search

To perform Drill-Down Search, **open the search page (1)**:

- ⇒ and **select any facets (2)**, such as subjects, authors, editors, publishers etc. to drill down into the library content. Observe how categories are automatically reduced while you drill-down.
- ⇒ You can **unselect facets (3)**.
- ⇒ Additionally use **full-text search (4)** to complete your search.
- ⇒ Find the **results (5)** presented for the current search.

The screenshot shows the Digital Library search page. At the top right, there is a search bar (1) and navigation links for Search, Collections, and Log in. On the left side, there are several facets for filtering: Subject (2) with 'Mathematics (6)' selected, Author(s) with several options, Editor(s) with several options, and Publisher with 'Malawi Institute of Education (6)' selected. A search bar (4) is located at the top of the main content area, containing the search terms 'Mathematics' and 'Malawi Institute of Education' (3). Below the search bar, it says 'Displaying 1 - 6 of 6'. The search results are displayed in a grid. The first result is 'Syllabus for Initial Primary Teacher Education Mathematics' (4) by Ezekiel Kachisa, published by Malawi Institute of Education. The second result is 'Initial Primary Teacher Education Mathematics Module 1 of Year 1' (2017) by Getrude Jumbo, published by Malawi Institute of Education.

4.3 Hierarchical Search in Collections

Find relevant **content collections (1)**. Click on the relevant **collection (2)** to browse the content.

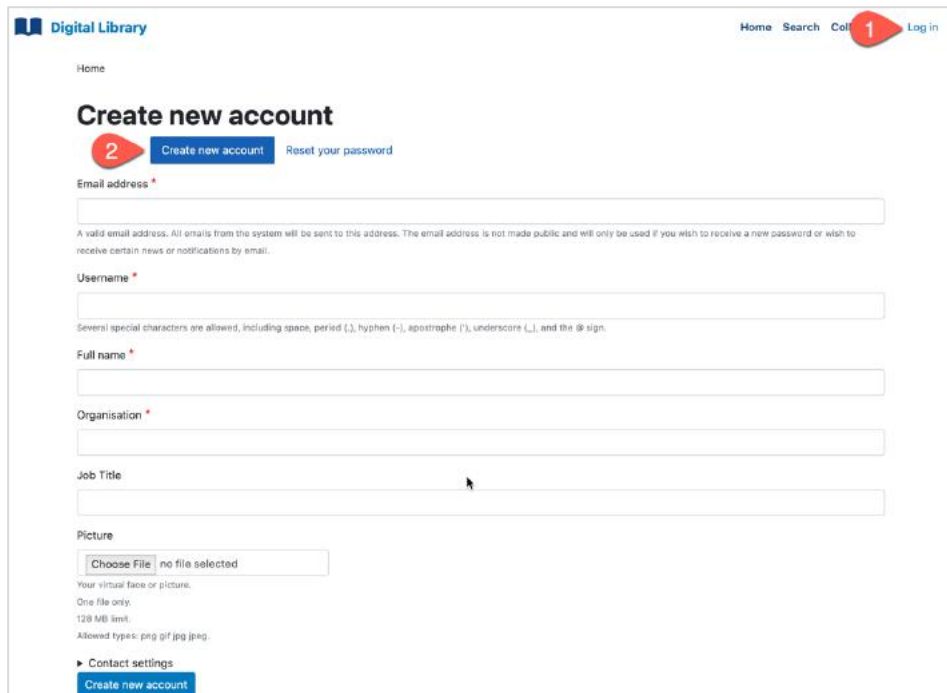
The screenshot shows the Digital Library Collections page. At the top right, there is a search bar (1) and navigation links for Home, Collections, and Log in. The page title is 'Collections' (2). Below the title, there is a grid of 15 collection cards, each with an icon, a title, and the number of items. The collections are: Inclusive Education Collection (11 items), Agriculture Collection (3 items), Social Studies Collection (9 items), Expressive Arts Collection (6 items), Religious Studies Collection (5 items), Human Ecology Collection (3 items), Life Skills Collection (9 items), Foundation Studies Collection (12 items), Science and Technology Collection (11 items), Gender Studies Collection (2 items), Climate Change Collection (4 items), Chichewa Collection (5 items), English Collection (9 items), and Mathematics Collection (12 items).

5 Administration

To keep the library useful, you need to add new content on a regular basis. In this chapter. Adding new content is easy but requires some systematic approach and reasonable categorization to keep the library useful. To manage the library content, you need to have the role of a librarian.

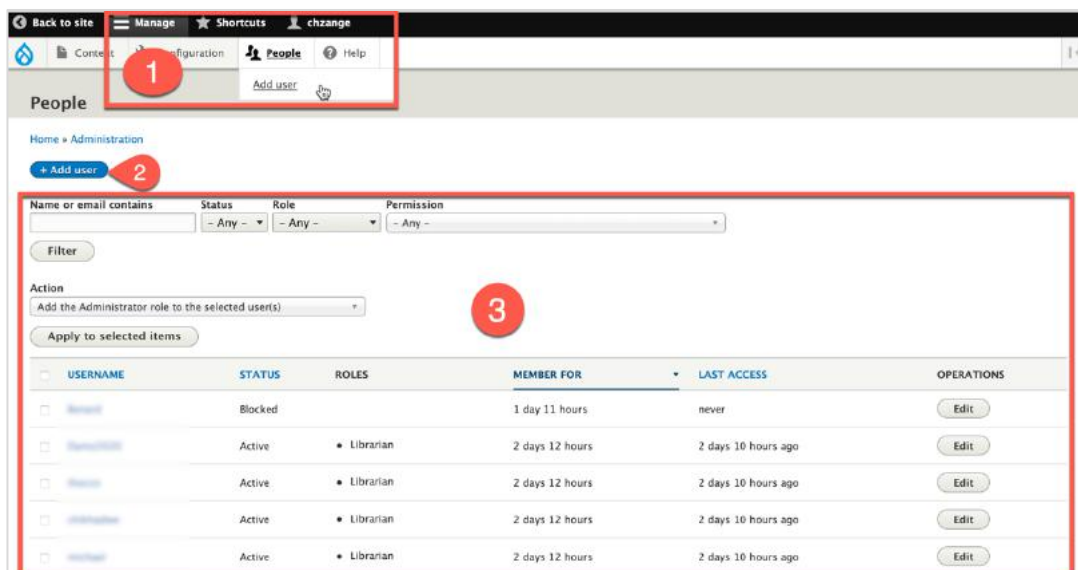
5.1 Manage accounts inside of the digital library

Only people with an account can manage the digital library. Also, there are other functionalities that are limited to certain roles. Therefore, we need to first create the relevant library user accounts. Anybody can register for the digital library by clicking on **Log in (1)** and then **Create new account (2)**.



The screenshot shows the 'Create new account' page in the Digital Library system. The page has a header with 'Digital Library' and navigation links for 'Home', 'Search', 'Contact', and 'Log in' (marked with a red circle 1). The main heading is 'Create new account' with a sub-heading '2' and buttons for 'Create new account' and 'Reset your password'. The form includes fields for 'Email address *', 'Username *', 'Full name *', 'Organisation *', and 'Job Title'. Below these is a 'Picture' section with a 'Choose File' button and instructions: 'Your virtual face or picture. One file only. 128 MB limit. Allowed types: png gif jpg jpeg.' At the bottom, there are links for 'Contact settings' and 'Create new account'.

However, those accounts are blocked at first and need to be unblocked by a Librarian. Librarians also have access to the People management, where they can manage all users. First log in, and then find the people management under **Manage > People (1)**.



The screenshot shows the 'People' management page in the Digital Library system. The page has a header with 'Back to site', 'Manage', 'Shortcuts', and 'chzange'. The main heading is 'People' with a sub-heading '1' and a button for 'Add user' (marked with a red circle 2). Below this is a filter section with 'Name or email contains', 'Status' (set to '- Any -'), 'Role' (set to '- Any -'), and 'Permission' (set to '- Any -'). There is a 'Filter' button and an 'Action' dropdown menu set to 'Add the Administrator role to the selected users'. Below the filter and action sections is a table with columns: 'USERNAME', 'STATUS', 'ROLES', 'MEMBER FOR', 'LAST ACCESS', and 'OPERATIONS'. The table contains five rows of user data, with the first row having a 'Blocked' status and the others having an 'Active' status and the role of 'Librarian'. Each row has an 'Edit' button. A red circle 3 is placed over the 'Action' dropdown menu.

USERNAME	STATUS	ROLES	MEMBER FOR	LAST ACCESS	OPERATIONS
[redacted]	Blocked		1 day 11 hours	never	Edit
[redacted]	Active	Librarian	2 days 12 hours	2 days 10 hours ago	Edit
[redacted]	Active	Librarian	2 days 12 hours	2 days 10 hours ago	Edit
[redacted]	Active	Librarian	2 days 12 hours	2 days 10 hours ago	Edit
[redacted]	Active	Librarian	2 days 12 hours	2 days 10 hours ago	Edit

On this page, you can also **Add new users (2)** or **search for existing users (3)** to manage their accounts (3).

If you add a new user or edit an existing user, you can edit the typical user data like email, username, password, full name, organisation, job title and the picture of the user.

Add user ☆

Home » Administration » People

This web page allows administrators to register new users. Users' email addresses and usernames must be unique.

Email address

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used for notifications by email.

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password *

Password strength:

Confirm password *

Passwords match:

Provide a password for the new account in both fields.

Status

Blocked

Active **1**

Roles

Teacher

Librarian

Blantyre TTC

Chiradzulu TTC

Phalombe TTC **2**

Machinga TTC

Kasungu TTC

St Joseph TTC

Karonga TTC

LL TTC

Notify user of new account

Full name *

Organisation *

Job Title

Picture

Choose File | no file selected

Your virtual face or picture.

One file only.

128 MB limit.

Allowed types: png gif jpg jpeg.

Create new account

Very important for the library is also the right management for the user. You can

- ⇒ **Block are user, or activate a blocked user (1).** Blocked users cannot log in.
- ⇒ **Provide a specific role to the user (2),** such as teacher, librarian, or member of the TTCs.

In the digital library, contents can be limited any combination of those roles. It is the general rule, that librarians always have access to ALL contents.

This allows to provide specific contents only to certain TTCs or only to teachers (and not to students). Those contents are then only visible for users with that specific role!

5.2 Library administration

Once a user has the role of a librarian, he or she can access the library administration:

The screenshot shows the 'All Library Items' page in a library administration system. At the top, there are navigation tabs: 'Library Items', 'Bookmarks', 'Collections', 'Proposed Items', 'Create Library Item', and 'Create Collection'. Below the tabs, there are filters for 'Date Published', 'Title', 'Publisher', 'Subject', 'Material Category', 'Material Type', 'Year/Semester', and 'Standard'. A table below the filters displays a list of library items with columns: 'BOOKMARK', 'EDIT', 'DATE PUBLISHED', 'TITLE', 'LICENSE', 'PUBLISHER', 'SUBJECT', 'MATERIAL CATEGORY', 'MATERIAL TYPE', 'YEAR/SEMESTER', 'STANDARD', 'MEMBER OF', 'PERMISSIONS', and 'CHANGED'. The table contains five rows of data, each with a 'Remove bookmark' link and an 'edit' link. Red circles 1, 2, 3, and 4 are placed over the 'All Library Items', 'Bookmarks', 'Collections', and 'Proposed Items' tabs respectively.

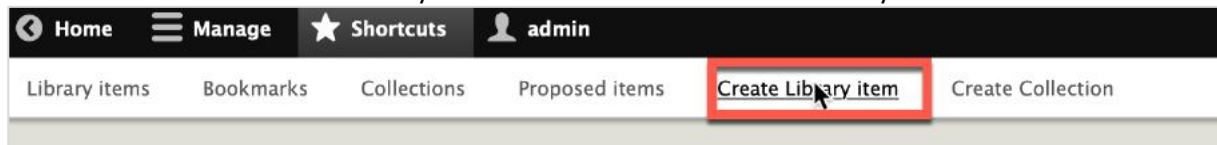
The administration provides the following overviews on library contents

No	Overview	Function
1	All library items	Overview on all library items with the ability to filter, bookmark and directly jump into the editing of items.
2	Bookmarks	All your bookmarked items
3	Collections	All library collections with the ability to filter and jump into the editing of collections
4	Proposed items	All proposals for the digital library with the ability to filter and edit proposals.

Use the different view to organise and manage the digital library

5.3 Adding new library items

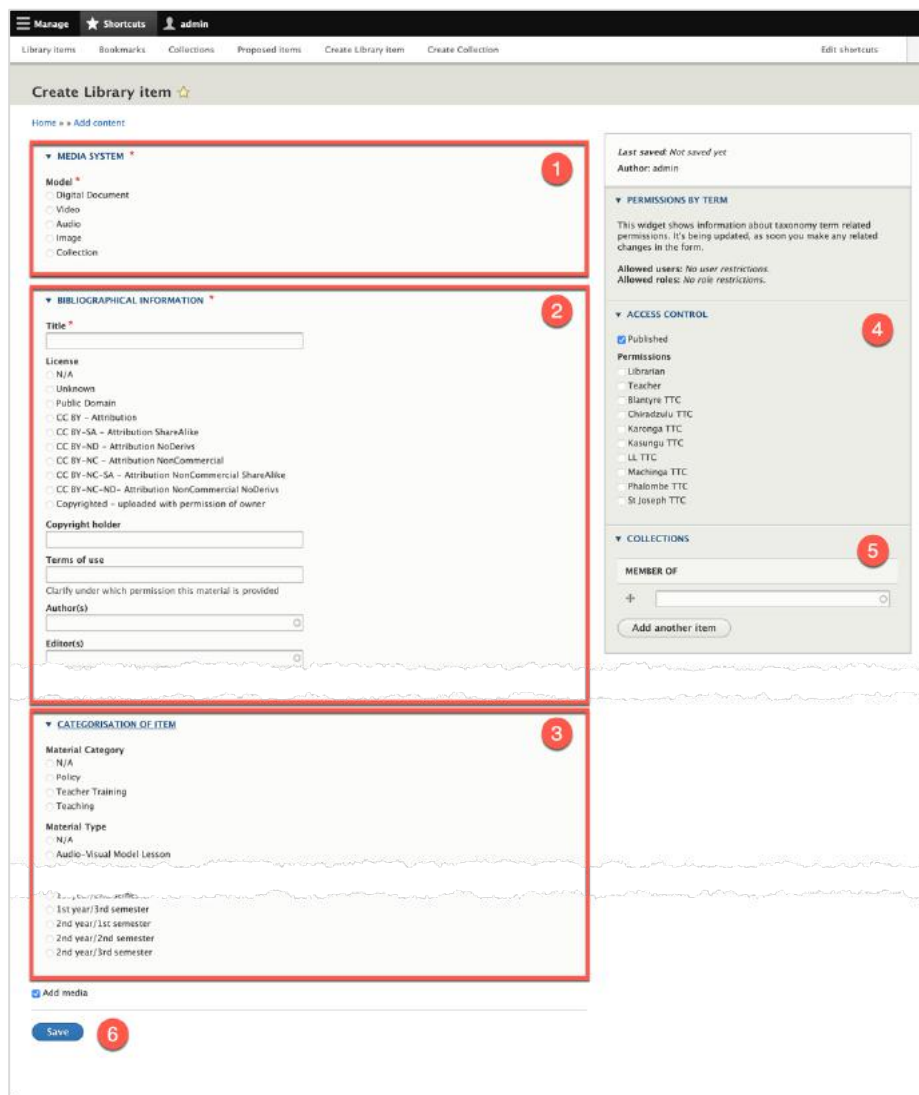
You find a link to create new library items under Shortcuts or in the library administration.



The creation of a library item is a two-step process.

5.3.1 Step 1: Describe/Categorize the content

First, we need to clearly describe and categorize the content. Besides the title, all fields are optional. However, for making the library useful, always fill out as much information as possible.

A screenshot of the 'Create Library item' form. The form is divided into several sections, each highlighted with a red box and a numbered circle (1-6). Section 1: 'MEDIA SYSTEM' with radio buttons for 'Digital Document', 'Video', 'Audio', 'Image', and 'Collection'. Section 2: 'BIBLIOGRAPHICAL INFORMATION' with fields for 'Title', 'License', 'Copyright holder', 'Terms of use', 'Author(s)', and 'Editor(s)'. Section 3: 'CATEGORISATION OF ITEM' with radio buttons for 'Material Category' (N/A, Policy, Teacher Training, Teaching) and 'Material Type' (N/A, Audio-Visual Model Lesson). Section 4: 'ACCESS CONTROL' with a 'Published' checkbox and a list of permissions. Section 5: 'COLLECTIONS' with a 'MEMBER OF' dropdown menu. Section 6: A 'Save' button at the bottom left.

- (1) Select the type of media that you want to upload: Document, Video, Audio or Image.
- (2) Provide the relevant bibliographic information.
- (3) Categorize the item.
- (4) If necessary: Limit access according to the available groups.
- (5) If necessary: Add content to specific collections.

5.3.2 Step 2: Add media

Once you saved the library item, and add media was selected (by default), you are forwarded directly to the form to add media.

The screenshot shows the 'Add Document' form with the following elements and callouts:

- 1**: Points to the 'Name' field containing 'Test'.
- 2**: Points to the 'File' field with a 'Choose File' button and 'no file selected' text.
- 3**: Points to the 'Original File' radio button under the 'Media Use' section.
- 4**: Points to the 'Access terms' section, which includes a list of checkboxes for various terms like 'Blantyre TTC', 'Chiradzulu TTC', etc.

Other visible elements include a success message 'Library item Test has been created.', a breadcrumb 'Home » Add media item', and a 'Save' button at the bottom.

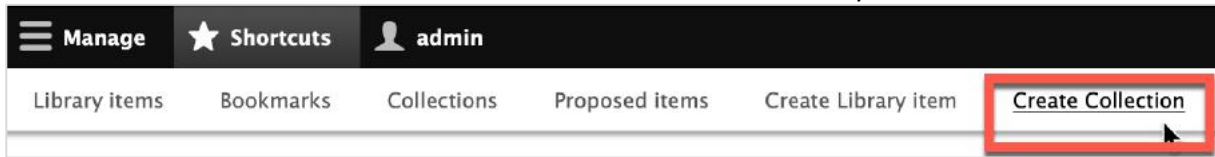
- (1) The title is proposed from the item title. No need to change it.
- (2) Upload the file.
- (3) Select Original File!
- (4) If necessary, restrict the access to the file.

After uploading, other required files are automatically generated. If you visit the item page later, you can always add or edit media under the media tab:

The screenshot shows the item page for 'Mainstreaming Inclusion In Teacher Education In Zimbabwe.' The 'Media' tab is highlighted with a red box. The page includes a navigation bar with 'View', 'Edit', 'Children', 'Media', 'Delete', and 'Revisions'. Below the navigation bar, there is a search bar and a 'Bookmark' button. The main content area displays the title, a logo for 'THE IJES', and publication information: 'The International Journal Of Engineering And Science (IJES) | |Volume|2 |Issue| 5 | |Pages| 27-32| |2013| | ISSN(e): 2319 – 1813 ISSN(p): 2319 – 1805'. A sidebar on the right contains 'About this item' and 'Publisher' information.

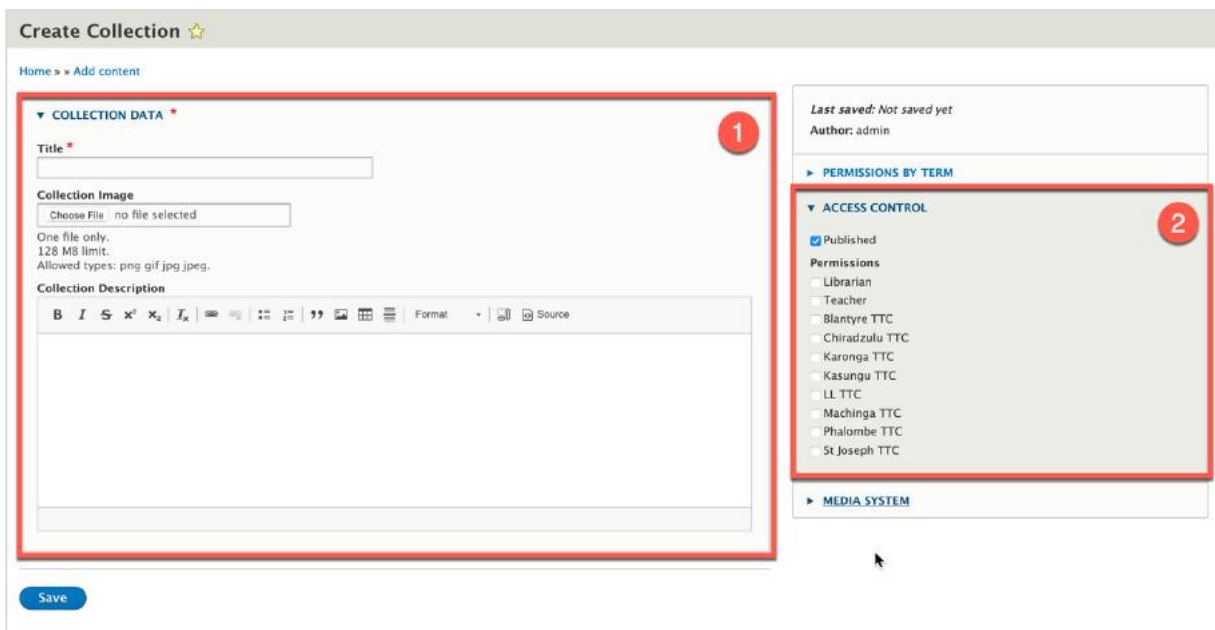
5.4 Adding new collections

You find a link to create new collections under Shortcuts or in the library administration.



Adding a collection is very simple:

- (1) Specify the title, the collection image and the collection description.
- (2) If necessary, limit access permissions.




The screenshot shows the 'Create Collection' form. The form is divided into two main sections: 'COLLECTION DATA' and 'ACCESS CONTROL'. The 'COLLECTION DATA' section includes fields for Title, Collection Image, and Collection Description. The 'ACCESS CONTROL' section includes a 'Published' checkbox and a list of permissions for various roles and departments. Red circles with numbers 1 and 2 highlight the 'COLLECTION DATA' and 'ACCESS CONTROL' sections respectively.

5.5 Collecting proposals for new library items

There is a proposal collection workflow provided that allows any registered user to propose content for the digital library.



The form is very simple. Only the title is mandatory. Proposers can share a link, a comment and upload a file.



The screenshot shows the 'Proposal' form. The form includes fields for Title, Link URL, Comment, and File upload. The 'Title' field is mandatory. The 'File upload' section includes a 'Choose File' button and a list of allowed file types: gif, jpg, jpeg, png, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xmi, avi, mov, mp3, mp4.

Librarians can later find the item in the proposed items list:

EDIT	CONTACT	TITLE	LINK	FILE UPLOAD	COMMENT	CHANGED	LICENSE	STATUS
edit	http://www.education.gov.mw	Life Skills Level 6	http://education.gov.mw		CSE	Sat, 07/23/2022 - 11:15	CC BY - Attribution	Needs review
edit	https://thocco.com	Database	https://thocco.com	sample.docx	I recommend this book	Sat, 07/23/2022 - 11:13	CC BY - Attribution	Needs review
edit		Accountancy		tip-pavilion-IS-laptop-specs-15.docx	More Books on this have been re-written , but this is a special book	Sat, 07/23/2022 - 11:09	Unknown	Needs review
edit		Bible Knowledge	https://mimie.com	bible-knowledge-std-5.pdf	hallo	Sat, 07/23/2022 - 11:09	Unknown	Needs review
edit		Programmer	http://chikhadwe.com			Sat, 07/23/2022 - 11:09	Unknown	Needs review
edit		GOODNEWS			You have been appointed as an IG	Sat, 07/23/2022 - 11:09		Needs review
		Secondary	https://www.open.edu/openlearncreate/mod/oucontent/view.php?			Sat, 07/23/2022 - 11:09	Public	Needs review

If you click on edit, you can edit the specific item and use the review section to document the review

Propose Library Item: Submission #6 ☆

[View](#) [Edit](#) [Notes](#)

Home » Administration » Structure » Webforms » Propose Library Item » Results

The Edit form allows the administrator to update a submission. [▶ Watch video](#)

◀ Previous submission Next submit ▶

▶ **SUBMISSION INFORMATION**

PROPOSAL

Title
Life Skills Level 6

Link URL
<http://education.gov.mw>

Comment
CSE

File upload
Choose File: no file selected

One file only.
128 MB limit.
Allowed types: gif, jpg, jpeg, png, txt, rtf, html, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, xml, avi, mov, mp3, mp4.

REVIEW

Librarian responsible
- None -

Rating

	YES	NEEDS CHECK	NO
Content is relevant for teacher training	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content represents state-of-the-art and is not outdated	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The quality of the content is adequate	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
The quality of media is sufficient	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
We have the right to share the content on the Digital Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

License
CC BY - Attribution

Status
 Needs review
 Selected for Upload
 Uploaded
 Not permitted for Upload

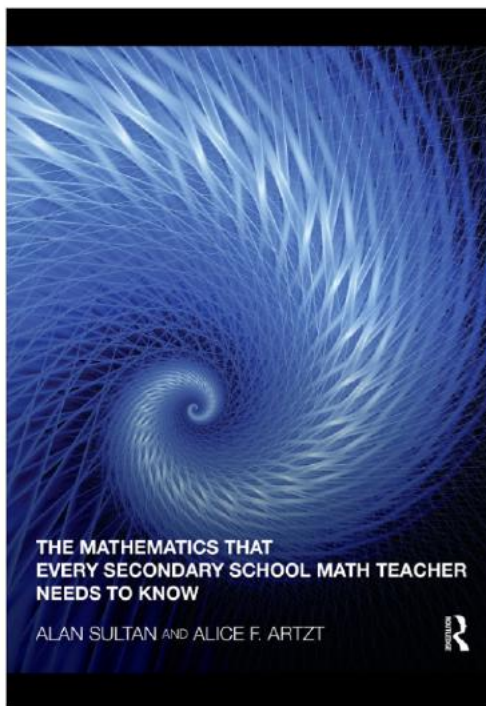
[Save](#)

Once you decided to upload an item, you need to upload the file with the **create new library item** function. There is no automatic process to bring an item from the proposal section to the library. Such a function might be part of a future update.

6 Copyright & Licensing

Copyright is the exclusive right to the publication, production, or sale of the rights to a literary, dramatic, musical, or artistic work, or to the use of a commercial print, granted by law for a specified period to an author, composer, artist, distributor, etc. It is usually marked with the Symbol ©

Example:



First published 2011
by Routledge
270 Madison Avenue, New York, NY 10016

Simultaneously published in the UK
by Routledge
2 Park Square, Milton Park, Abingdon, Oxon OX14 4RN

Routledge is an imprint of the Taylor & Francis Group, an informa business

This edition published in the Taylor & Francis e-Library, 2010.

To purchase your own copy of this or any of Taylor & Francis or Routledge's collection of thousands of eBooks please go to www.eBookstore.tandf.co.uk.

© 2011 Routledge, Taylor & Francis
All rights reserved. No part of this book may be reprinted or reproduced or utilised in any form or by any electronic, mechanical, or other means, now known or hereafter invented, including photocopying and recording, or in any information storage or retrieval system, without permission in writing from the publishers.

Trademark Notice: Product or corporate names may be trademarks or registered trademarks, and are used only for identification and explanation without intent to infringe.

Library of Congress Cataloging in Publication Data
A catalog record has been requested for this book

British Library Cataloguing in Publication Data
A catalogue record for this book is available from the British Library

ISBN 0-203-85753-4 Master e-book ISBN

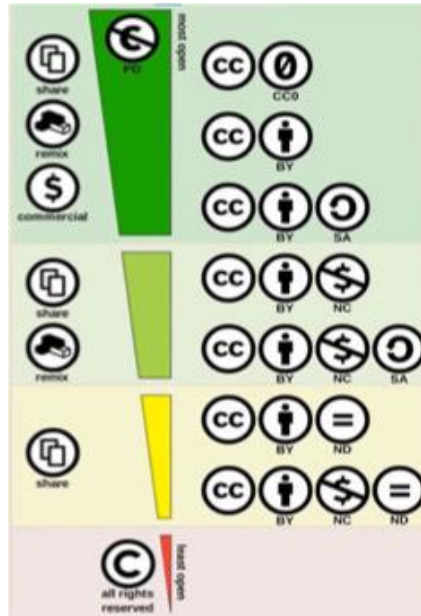
ISBN 13: 978-0-415-99413-2 (pbk)
ISBN 13: 978-0-203-85753-3 (ebk)





If the content is not licensed for sharing openly, you always need the written permission of the copyright holder, before uploading.




A common and recommended way of licensing is **creative commons**.

Creative Commons is a non-profit organization that provides licensing structures people can use to license their copyrighted work to anyone willing to abide by the licensing terms. A creative common license (CC) supports different features:

- BY – Credit must be given to the creator
- SA – Adaptations must be shared under the same terms
- NC – Only non-commercial uses of the work are permitted
- ND – No derivatives or adaptations of the work are permitted

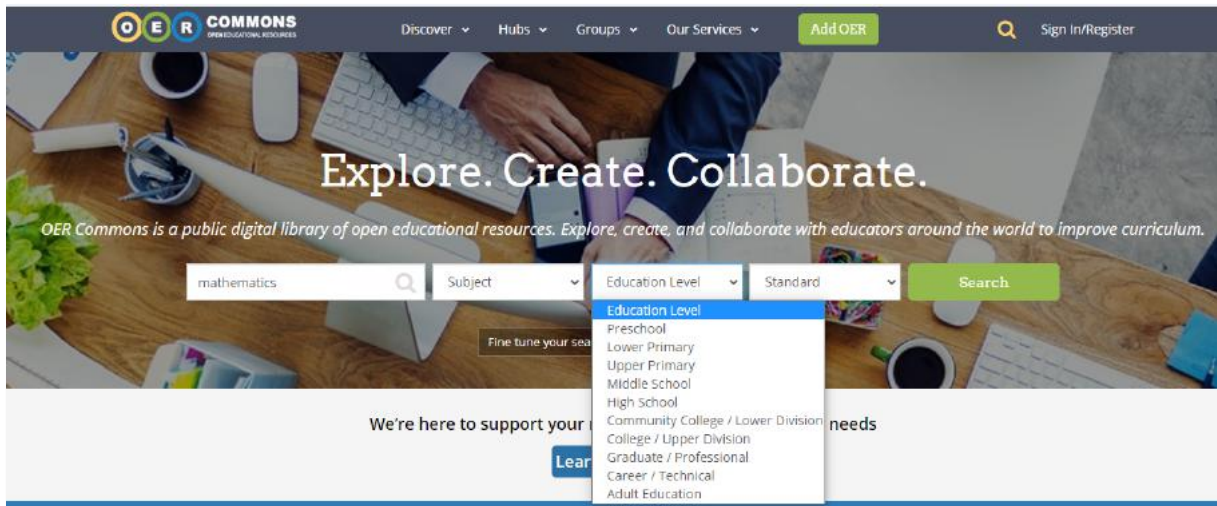


License	Description
	<p>The person who associated a work with this deed has dedicated the work to the public domain by waiving all of his or her rights to the work worldwide under copyright law, including all related and neighboring rights, to the extent allowed by law.</p> <p>CC0 - No Copyright. You can copy, modify, distribute and perform the work, even for commercial purposes, all without asking permission. See Other Information below.</p>
	<p>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use.</p> <p>BY – Credit must be given to the creator</p>
	<p>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.</p> <p>BY – Credit must be given to the creator</p> <p>SA – Adaptations must be shared under the same terms</p>
	<p>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator.</p> <p>BY – Credit must be given to the creator</p> <p>NC – Only noncommercial uses of the work are permitted</p>

	<p>This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator. If you remix, adapt, or build upon the material, you must license the modified material under identical terms.</p> <p>BY – Credit must be given to the creator</p> <p>NC – Only noncommercial uses of the work are permitted</p> <p>SA – Adaptations must be shared under the same terms</p>
	<p>This license allows reusers to copy and distribute the material in any medium or format in unadapted form only, and only so long as attribution is given to the creator. The license allows for commercial use.</p> <p>BY – Credit must be given to the creator</p> <p>ND – No derivatives or adaptations of the work are permitted</p>
	<p>This license allows reusers to copy and distribute the material in any medium or format in unadapted form only, for noncommercial purposes only, and only so long as attribution is given to the creator.</p> <p>BY – Credit must be given to the creator</p> <p>NC – Only noncommercial uses of the work are permitted</p> <p>ND – No derivatives or adaptations of the work are permitted</p>

Find open educational resources:

OER commons - <https://www.oercommons.org/>



Find open access journals & articles.

Journals Articles

	In all fields	▼	SEARCH
--	---------------	---	---------------

7 Library Metadata

TITLE INFORMATION	comments
Title (fill in)*	Title of content
Author(s) (fill in)	Use commas to separate multiple authors; Use their full names as used in the publication
Editor(s) (fill in)	Use commas to separate multiple editors; Use their full names as used in the publication
Publisher (fill in)	The publisher can be either a publishing house or any organisation/institution that published the content
Place of publishing (fill in)	Location where the content item was published
Date published (fill in)	YYYY-MM-DD – you can only write part of the date – e.g. only the year (YYYY), or only year and month (YYYY-MM)
Language (fill in)	Language of the content item.
MATERIAL AND CONTENT INFORMATION	
Material category (choose)	Choose to which category the content item belongs to.
<ul style="list-style-type: none"> Policy Teacher Training Primary Teaching Material 	Only 1 value applicable.

Material type (choose)	Choose to which kind of material type you content item refers to.
<ul style="list-style-type: none"> • Audio-Visual Model Lesson • Curriculum • Examination Paper • Guideline • Handout • Lesson Plan • Module • Policy • Scheme of work • Sourcebook • Supplementary Material • Syllabus • Textbook 	Only 1 value applicable.
Subject (choose)	Choose to which subject the content item belongs to
<ul style="list-style-type: none"> • Agriculture • Inclusive Education • Chichewa • English • Expressive Arts • Foundation Studies • Human Ecology • Life Skills • Mathematics • Religious Studies • Science & Technology • Social Studies 	Only 1 value applicable.
Topic (fill in)	Type in a topic to which the content item belongs to. This is an autofill option – if the topic is already set, it will appear in a dropdown menu you can choose from.
	For specification to which subcategory of the subject the content item belongs to. E.g.: Social studies (subject) <ul style="list-style-type: none"> • Arts (topic) • History (topic)
Year/Semester (only for Teacher Training/Policy material) (choose)	Choose to which year of the IPTE the content item belongs to. E.g.: a syllabus for the 2 nd year of the IPTE – if applicable
<ul style="list-style-type: none"> • 1st year/1st semester • 1st year/2nd semester • 1st year/3rd semester • 2nd year/1st semester • 2nd year/2nd semester • 2nd year/3rd semester 	

Standard (only for Teaching/Policy material) (choose)	Choose to which class/ level in school the content item belongs to. E.g.: an assignment in a certain subject for the 3 rd grade in school
<ul style="list-style-type: none"> • 1. Standard • 2. Standard • 3. Standard • 4. Standard • 5. Standard • 6. Standard • 7. Standard • 8. Standard 	

License (choose)	Choose the license under which the content was released. If you can choose (for your own content) we recommend to use the creative commons licensing scheme: https://creativecommons.org
<ul style="list-style-type: none"> • Copyrighted. • Public Domain. • CC BY - Attribution. • CC BY-SA - Attribution ShareAlike. • CC BY-ND - Attribution NoDerivs. • CC BY-NC - Attribution NonCommercial. • CC BY-NC-SA - Attribution NonCommercial ShareAlike. • CC BY-NC-ND- Attribution NonCommercial NoDerivs. 	

Note: Not all fields have to be set. But the better you define your content items on this level the better users will be able to define their search for content.