USER GUIDE
TO THE
DIGITAL LIBRARY OF IBERO-AMERICAN HERITAGE (BDPI)
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1. What is the Digital Library of Ibero-American Heritage (BDPI)?

The Digital Library of Ibero-American Heritage (BDPI) is a project started by the Association of National Libraries of Ibero-America (ABINIA) to create a portal that will provide a single source from which to access the digital resources of all the participating libraries.

The ABINIA will use the portal to disseminate the bibliographic heritage of each of the libraries involved in the project, giving the greatest possible number of citizens access to the collections. The BDPI is also set to become an example of international co-operation within Ibero-America.

The portal will also encourage all the libraries that form part of ABINIA to substantially increase efforts to digitise their collections and to automate and standardise their catalogues, adapting them to international descriptive and exchange standards capable of supporting the interoperability needed to develop the project.

Till now, the National Library of Spain (BNE) has been responsible for developing the design and creation of the portal in its present form, while informing the ABINIA of each stage of development.

The portal which is currently available should be seen as a beta version, meaning it is still under development, and therefore any problems or suggestions should be sent to the BNE. The aim over the coming months is to incorporate as many libraries as possible before providing public access to the portal.

The portal includes bibliographic descriptions of the digital objects that each participating library holds in its collection, based for the moment on the Dublin Core metadata model. For this purpose, libraries provide a minimum set of bibliographic data which are indexed and stored on a server in the head offices of the BNE. Queries are performed on this stored data, although the digital objects are always displayed in the environment of the library that provided them because the BDPI does not store digital objects, only bibliographic descriptions (metadata). Each of the libraries participating in the project are responsible for both the content of the bibliographic records and for managing the digital objects.
2. SEARCHING THE BDPI

2. 1. Simple and advanced search

There are two basic types of search on the BDPI: a simple or advanced search, or search by collection.

A **simple search** allows you to search all record fields quickly and intuitively. By default, the search is restricted to specific bibliographic record fields from the catalogue (specifically: title, author, subject, description or all of these).

A simple search also offers the possibility of selecting the index to be searched:

- **All**: Search for records containing the search term in all fields: title, author, subject and description.
- Title: Search for records containing the search term in the "Title" field.
- Author: Search for records containing the search term in the "Author" field.
- Subject: Search for records containing the search term in the "Subject" field.
- Description: Search for records containing the search term in the "Description" field (which includes any notes that the cataloguers have added to the bibliographic record).

An **advanced search** enables you to search in more than one field at a time, indicating which indexes should be used to restrict the search results.

First, choose which library/libraries you wish to search.

Then, in addition to the options already included in the simple search, the query can be further limited to "Place of publication", "Author", "Publication data", "Date" of publication, “ISBN/ISSN”, “Catalogue number”, “Universal Decimal Classification (CDU)” and “Geographic location”.

By default, three fields appear in the advanced search, but if more are necessary, click on the button that appears after the last field.

You can also: “Search in the text of the documents” that have been scanned using optical character recognition (OCR), limit the query to one or several types of document in "Type of document", or specify the language of the work/s searched using the "Language" dropdown menu option.

**Search tips.**

- Quotation marks ““”: To search for a specific term or phrase in the exact order and form in which you enter it, put it in quotation marks. For example: “Miguel de Cervantes”.
The characters * and ? search for terms sharing the same root or words with variable o uncertain spelling. For example: biblio* retrieves records containing the words biblioteca, biblioteconomía, bibliografia, bibliófilo, etc.; and primiti?a retrieves records containing the terms primitiva and primitiu.a. These characters must not be used as the start of the search term.

It is also possible to use certain logical operators to indicate the relationship between different search terms:

**AND:** retrieves documents that contain all the search terms

**OR:** retrieves documents containing some of the search terms

**NOT:** retrieves all documents containing the first term except those that also contain the second term.

Search Titles in alphabetical order (Titles A-Z). This search option gives dropdown lists of titles in alphabetical order.

Search Creators in alphabetical order (Authors A-Z). This search option gives dropdown lists of authors in alphabetical order.

### 2.2. Search by collection

The collections offer the user another means of accessing documents, grouped into cross-linked collections based on common characteristics relating to the type of document, subject matter, or their particular relevance, interest, appeal or importance within the documents contained in the BDPI archive.

Displayed on the Home screen are three of the cross-linked collections, featured here by their content and number of documents available, "manuscripts", "drawings and photographs" and "Maps":

From the navigation bar on the homepage, when you click on the "Collections" tab, a new page opens with more **featured collections** and suggestions for accessing common or relevant content from all the collections stored on the BDPI.

At the time the portal was launched, these were: “Geography and travel”, “Music”, “Music scores” and “Literature and literary studies”. When you click on the associated image or on the option "View collections" the content of the collection is displayed.
Libraries

From this page you can also go directly to the collection of works provided by each participating library, in the "Libraries" section.

In all cases, the results obtained can be sorted according to relevance, title, author or date. Furthermore, the documents obtained by accessing collections can always be narrowed down further, using the filters found on the left-hand side: institution, subject and type of document (see section "3. Displaying search results. Browsing the results" which explains how to browse through the search results).
3. DISPLAYING THE SEARCH RESULTS. BROWSING THE RESULTS.

3.1. List of results

Once the search command has been entered, the search engine presents the matching records in one of two ways:

- If the search retrieves a single result, the detailed view of the record will be displayed directly.

- If the search retrieves more than one result, a list with abbreviated information (thumbnail, title, author) will be displayed identifying the records obtained.
  
  - By default 20 results are shown on each page, although it is possible to choose between 10, 20, or 30 in the dropdown option "Records per page" at the top right-hand corner of the screen.
  
  - By default the records are sorted according to relevance criteria calculated internally by the BDPI search engine. The order can be
changed using the dropdown menu option "Sort by:", also in the top right-hand corner, which enables you to change the sort order criteria to title, author, date.

You can browse between previous and following results by using the page numbers (or record numbers, in the full page view) at the top right-hand corner of the screen.

### 3.2 Filters

From the list of results, the search can be modified or refined using the filters shown on the left hand side of the screen: by institution, by subject or by type of document.

The filters are displayed by default. To view all the sub-levels of the subject filter, click on the icon [+ View more]. More than one filter can be selected by checking the boxes to the left of each option. Once one or a number of filters have been selected, the button "Apply filters" appears, and you need to
click this button to relaunch the search with the new criteria. To deselect a filter value, simply click on the button "Desactivar filtros".

3.3. Viewing the digital object and detailed bibliographic information

From the list of search results, click on each of the thumbnails to go directly to the digital object as displayed on the interface of the Library holding the item online.
In contrast, if you click on one of the titles, the application takes you to the bibliographic description of the document on the BDPI. This may be more or less complete depending on the guidelines and descriptions provided by the library that holds it online (In BDH, for example, the information displayed is: title, creator, publication data, type of document, physical description, catalogue number and PID).
If you wish, you can click on the hyperlink "See original library page" to go to the original interface of the institution that manages each of the bibliographic records, accessing the functionalities that each of the libraries offers its users.

By clicking on "Back to results" you will go back to the list of documents retrieved from the search.
4. OWNERSHIP AND USE OF DATA AND IMAGES FROM THE BDPI

4. 1. Saving and printing documents

The BDPI does not store digital objects, but rather the bibliographic information relating to the objects. Once the user decides to open a digital object, they are redirected to the original interface of one of the participating digital libraries. This is why the details and conditions under which the user may save and/or print the documents will depend on the library holding the work, and permission must be sought from each. The file formats found on the BDPI include pdf, jpeg, tiff and mp3.

It should be noted that the mp3 files provided by the BNE cannot be saved and should be streamed (see section 12 for details on how to access them).

4. 2. Linking to the search engine and/or content or a digital object from the BDPI, via an institutional web page

You can link to the BDPI search engine http://www.iberoamericadigital.net/gdl/), and the list of results and/or detailed view of the works included, provided the following conditions are met:

- The inclusion of the link must have no financial ends and be for research or storage only.
- The real source of the record (BDPI) and the digital object should always be indicated (different participating library in each specific case); at all times respecting the interface that opens by default when searching within the BDPI.
- Potential users of the content are informed that any use of the images must be expressly authorised, in writing, by the library that owns the digital object.
In should be noted that in the specific case of the BDH there are collections which are covered by intellectual property rights, for example: contemporary engraving and audio records. In these cases, the conditions for consulting the digital object may vary greatly. In the first example, the object can only be viewed in full within the BNE facilities; while in the second, the audio needs to be streamed (files cannot be downloaded).

4.3. Using images from the Digital Library of Ibero-American Heritage

The BDPI does not store digital objects, but rather the bibliographic information relating to the objects. The details and conditions under which the user may use BDPI images will depend on the library holding the work, and permission must be sought from each.

5. Software used by the BDPI.

Each participating library uses its own digital object management software (DOMS), and there are no restrictions on the type of software they may use. The only essential condition to be met by the participating libraries with regard to their DOMS, is that it enables them to provide their records using the OAI-PMH protocol.

The BDPI constitutes a single search portal for all the digital collections of the participating libraries. As a search portal it is based on freeware: SOLR/Lucene; with the versatility that this gives.
6. Reference to a digital resource consulted on the BDPI

Reference to a digital resource consulted on the BDPI

In accordance with the ISO 690-2 standard, the items and the order for referencing a digital resource are as follows: (the items marked with an asterisk * are optional; the items marked with a double asterisk ** are mandatory)

Primary responsibility element. Title [type of medium (in this case it will always be ["en línea"] or online)]. Subordinate responsibility elements*. Edition. Place of Publication: editor, date of publication, date updated or version, [date accessed]**. Physical description*. (Collection)*. Notes*. Availability and access**. Standardised number*

Examples (in ISO 690-2 standard):


Others: Museo Nacional Centro de Arte Reina Sofía. Catalogue [online]: of the library.
7. LISTENING TO SOUND RECORDS FROM THE BDPI

Mozilla Firefox browser or the latest version of Internet Explorer should be used to listen to sound records. If you use Internet Explorer you will need to download the Adobe Flash Player plug in.

To listen to a record, simply click on the hyperlink in mp3 or midi format and the corresponding audio record will begin to play.

If you access records hosted on the BDH via the BDPI, you will notice that (except for single-track records - such as gramophone records or wax cylinders) it will offer the two tracks corresponding to the 2 sides of the record in question. In this case, press the “play” button for the song you wish to play.
For a list of the songs featured on each of the records (If the record includes more than one music record) click on the button [button image], and then on the “play” button [play button image] for the song you wish to play.