How to Upload Local Titles

For Gutenberg

It is possible to add local titles to your Gutenberg for duplication.

Remember that, for duplication to succeed, you need three parts: a file on your Gutenberg, a record in KLAS, and an eDoc that connects the two.

1. Create a catalog record in KLAS for the local title, and set the appropriate Medium and Language.
2. Compile the recording in a zipped folder, and use the KLAS ID as the UID. This will allow KLAS to match the record and the file to create an eDoc.

The UID is an internal identifier that is created in the .opf file when the recording is compiled in the Hindenburg software. In a text or code editor, it looks like:

<dc:Identifier id="uid" scheme="DTB"> **us-nls-ks1a-DBC12345**</dc:Identifier>

The UID can be **either** “us-nls-[libID]-[KLAS ID]” **or** “us-ntwk-[libID]-[KLAS ID]”.

1. Upload the file to your Gutenberg’s “DBlocal” folder.

There should be a shortcut to this folder on the Gutenberg’s desktop, or the full path is /DTBooks/Books/DBlocal/. All local books and magazines should be placed in this folder.

If you need assistance or have questions about loading local files onto your Gutenberg, these are best directed to NLS.

1. Wait overnight for the eDoc to be created.