

Wiki subject-file project

(October 2008)

About the project

Instead of adding to the paper files, we will link actual articles to the wiki. Unless the article is of unusual importance (seminal), we will link to articles from 2005 onwards.

Procedure

The printed list of subject headings is the master tracking document. Susan has highlighted the priority files.

1. When you start a file, write your name and the date beside it in the document and when you finish, cross it off. Select another file and continue. Create the link text in the main entry for the subject. (example, more details provided below):

```
**BREAST CANCER + pamphlets** (linking in progress)
[[table style="align:left"]] [[row]] [[cell]]
||~ This topic is now available online ||~ Availability || |
|| What is xxx? || [[xxx-overview | not yet available]] ||
|| Selected articles || [[xxx-articles | available]] ||
|| More articles || [[SF-xxx | not yet available]] ||
|| Organisations and associations || [[xxxr-orgs | not yet available]] ||
[[/cell]][[/row]][[/table]]
```

Original title: ****XXX + pamphlets****

Overview: || What is xxx? || [[xxx-overview | not yet available]] ||

(this links to overview articles like those in Mayo Clinic)

Selected articles if there is a Health Navigator on the topic: || Selected articles || [[xxx-articles | available]] ||

Articles (or More xx articles, if there is a Health Navigator on the topic):

More articles || [[SF-xxx | not yet available]] ||

Orgs and assocs if there is a Health Navigator on the topic: || Organisations and associations || [[xxxr-orgs | not yet available]] ||

2. To link a file:
 - a) Create a table with links in the subject file list, as above, and change XXX to the topic. Make sure it says "Not yet available" if that is the case.
 - b) In the short description of changes box at the very bottom of the screen, type "**linking xxx (your name)**" and save your changes.
For example, *linking breast cancer (Donna)*
 - c) Save your changes.
 - d) From the newly-saved page, click on the new link to create a new page.
Name the page **Xxx articles**.

- For example: *Breast cancer articles* for the topic breast cancer.
Use sentence-style capitalisation. Do not capitalise every word.
- e) At the top of the page put the text indicated in the section below, entitled **Text at the top of the newly-created page**.
 - f) In the short description of changes box at the bottom of the screen, type **"Created (your name)"** and save your changes.
For example, *Created (Donna)*
 - g) Save the page.
 - h) Select **options > parent** and type the name of the parent to create the breadcrumb trail for this page.
For example, for breast cancer type *vfb* (which stands for "vertical file letter B).
 - i) At the bottom of the page, select **files > upload new file** and upload **G:\CHIS\Web 2_0\Graphics\Canada.jpg**
 - j) Save the page.
 - k) Begin linking.
 - i) Group articles by year, with the most recent year by the top.
Within each year, list the articles in alphabetical order by title.
 - ii) Link to the **free, full-text Internet version** of the article, if possible.
Use the code **Available [*http://URLhere online]**.
For example, *Available [*http://www.cmaj.ca/cgi/content/full/179/2/147 online]*.
 - iii) If not, link to the **journal title in the catalogue** (see instructions below).
Available in Toronto Public Library [*http://URL here online Journal database] with a valid library card.
For example, *Available in Toronto Public Library [*http://vc4kb8yf3q.search.serialssolutions.com/ online Journal database] with a valid library card.*
If not, provide the **citation using our standard format.**
Household chemicals: good housekeeping or occupational hazard?
Franklin P.
European Respiratory Journal 2008 Mar;31(3):489-91.
 - l) Make sure you indicate Canadian articles, and French-language material using the symbols we use in the health navigators.
[[[f<image Canada.jpg height="10px" width="20px"]]]
 - m) Create a link in the subject file list for associations
[[[SF-title-orgs | Title organisations and associations]]] (linking in progress), making sure to indicate Canadian material. Repeat the process for organisations.
For example, *[[[SF-breastcancer-orgs | Breast cancer organisations and associations]]] (linking in progress)*
3. When you finish linking the documents, **remove the (linking in progress)** notes, cross off the file name in the binder, and start another one.

Text at the top of the newly-created page

This is a selection of articles from scientific and popular journals, and pamphlets on the subject of ****xxx****.

Wherever possible, we link to the free full-text online version. If this is not possible, we link to the database version of the article (a Toronto Public Library card is required to access these articles). If the article is not available electronically, we provide the citation.

Last major update: **October 2008**

+++++ About the symbols we use

*  indicates Canadian material

+++ 2008

Linking wiki to journal title in the catalogue

Linking to a journal title - You can do that in our catalogue, but it's tricky. As you noticed, iBistro is session based so URLs to catalogue records aren't permanent - they change. Since this is an obvious problem (one that our patrons have complained about frequently), we've come up with a solution that you can only see on our test catalogue. Our test catalogue is where we're redesigning the iBistro interface to make it suck a little less ... as much as we can, given the junk we're working with. So here's how you get a permanent URL from our test catalogue that you can then reformat to our live catalogue:

- 1) Go to the test catalogue - <http://ilsweb02t.torontopubliclibrary.ca/>
- 2) Find the record for the journal (electronic copy)
- 3) Click on the **Link to this Page** button - top right
- 4) Click on **Permalink** in the pop-up box that appears
- 5) Copy the URL that appears
- 6) At the start of the URL **replace "ilsweb02t" with "catalogue"**.
- 7) You now have a URL that will permanently link to a catalogue record.

Things you also want to keep in mind.

- **Don't spread the word about the test catalogue. If lots of staff discover it, I'm worried we'll get flooded with feedback and not be able to respond to requests because we're working from a crummy iBistro framework.**

- When we get our new website (tentatively set for March), these URLs might change and you'll have to replace them. So I wouldn't go overboard using them.