

Introduction to the Vital Public Portal

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Vital – Institutional Repository

This is “Title, Subtitle and Bullets” – subtitle is this, and there is one box for bullets

Institutional Repositories allow for storage and management of digital objects. General users can view and download digital materials. Administrative users can create, update, delete and manage digital materials. Vital is an Institutional Repository product.

Vital portal offers 2 modes:

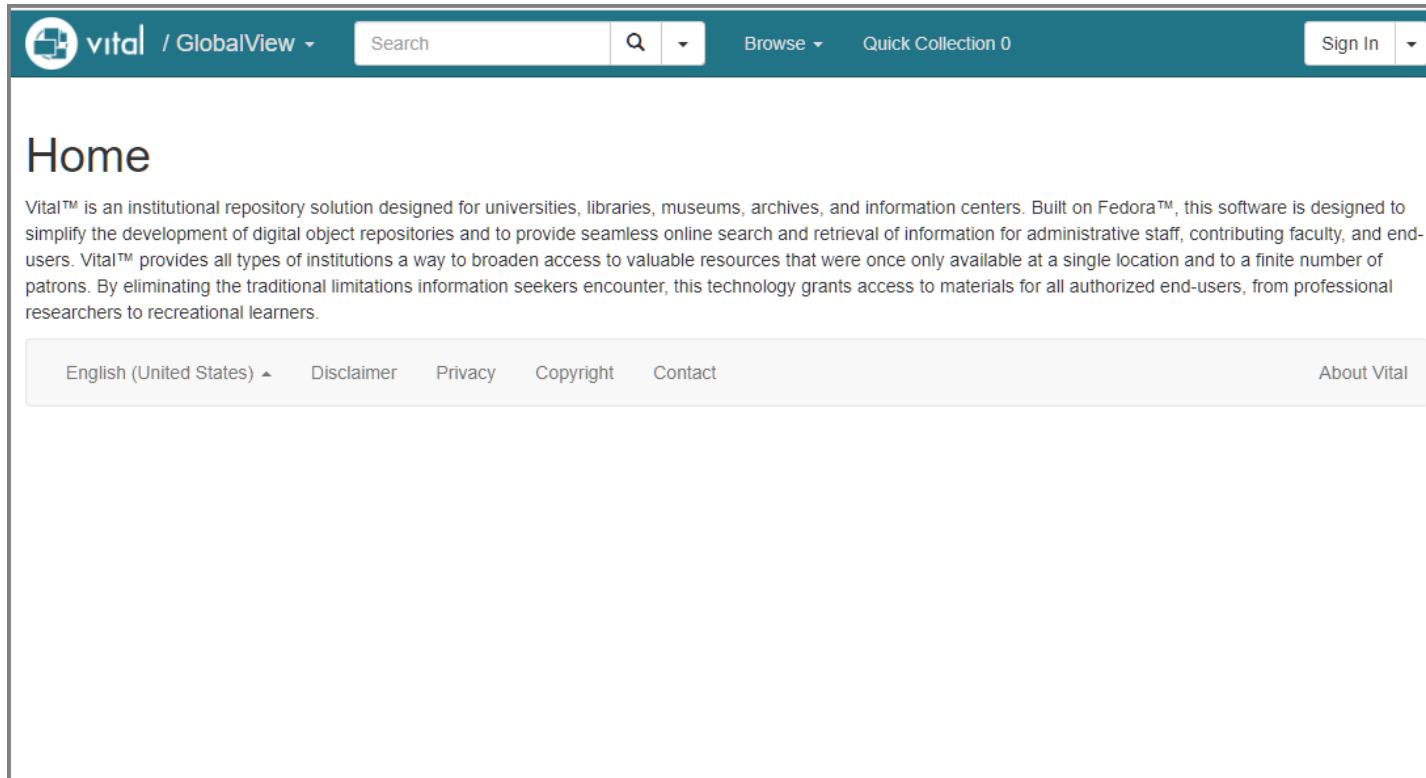
- Public Access
- Staff Administration

In this session we will focus on Public Access

Launching the Vital Portal

Your URL to access the initial page is:

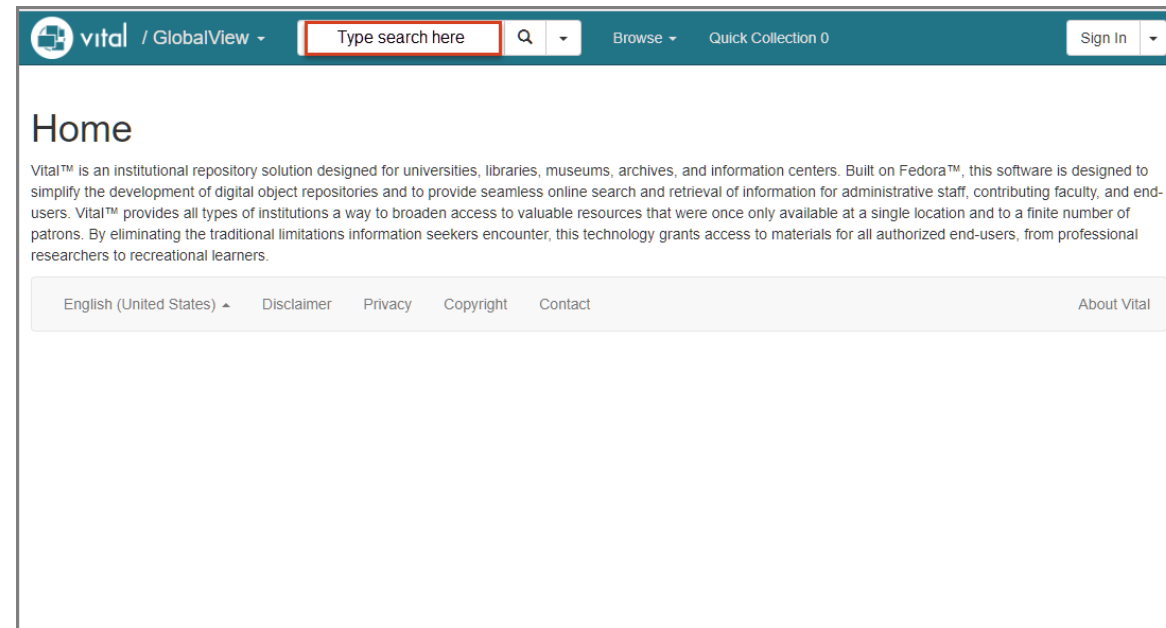
- <http://host:port/vital/>



The Home Page

The following elements are on the Home Page:

- Change Site setting
- Search field
- Browse menu
- Quick Collection link
- Sign In link
- Sign In menu
- Language selection list
- About Vital link



The Home Page

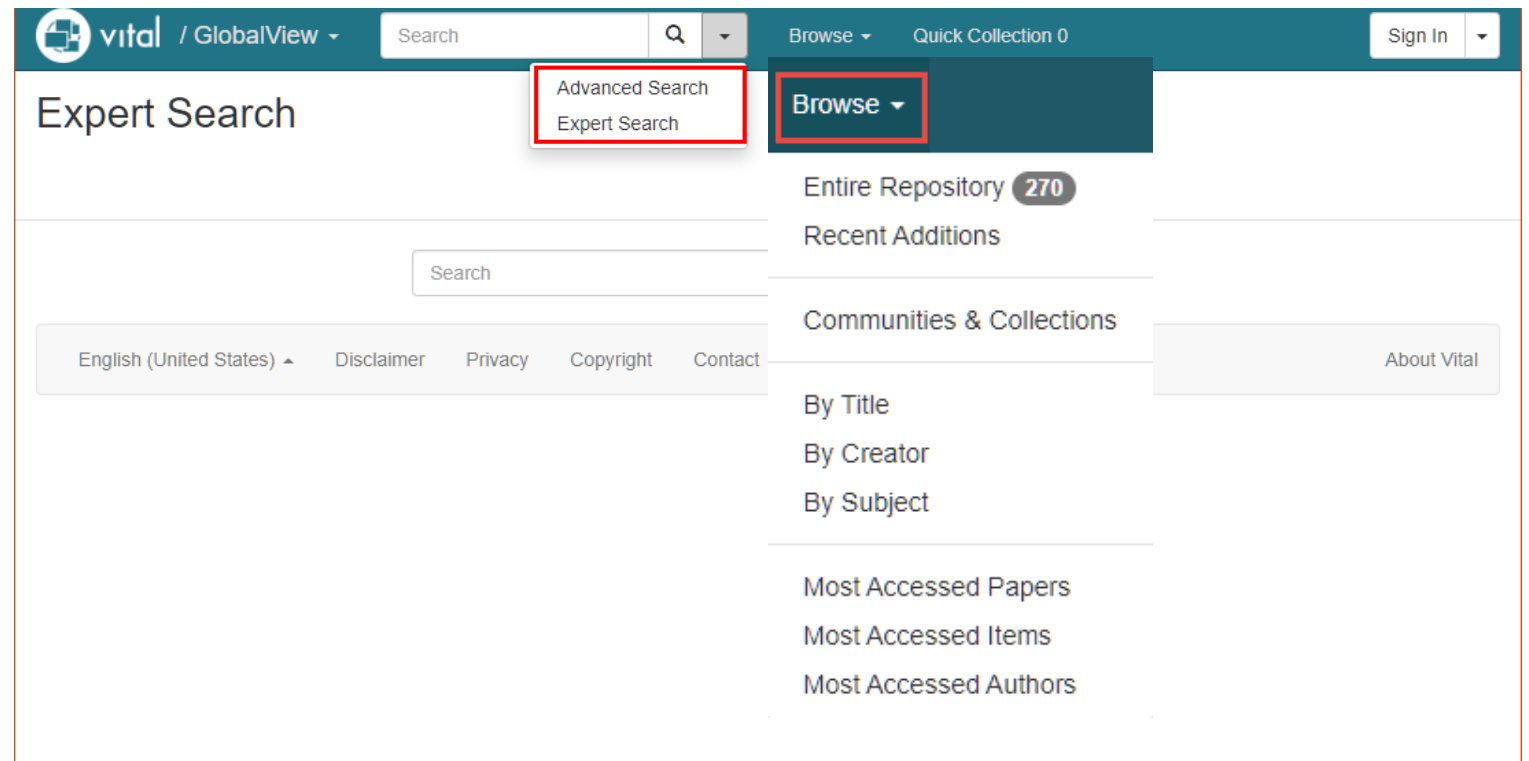
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The Home Page

The following search options are available:

- Simple Search
- Advanced Search
- Expert Search
- Browse:
 - Entire repository
 - Recent Additions
 - Communities and Collections
 - By Title
 - By Creator
 - By Subject
 - Most Accessed Papers
 - Most Accessed Items
 - Most Accessed Authors



Simple Search

- A simple keyword search accepts multiple search terms and uses an implied OR as a search operator. It also supports phrase searching, which means that if you search using the string “antique vases,” the server will find any record that contains the words “antique” and “vases” in the same phrase.
- Vital normalizes searches. This means that you do not have to include diacritics in your search query; Vital will find all records that match your search, including those that contain diacritics. For example, if your search query is “theme,” Vital will find all records that contain the word “theme” or “thème”.
- If relevancy ranking is disabled (see the note below), the Access Portal will also accept wildcard characters as part of the simple keyword search string. You can specify right truncation by using the following wildcard characters:
 - A question mark (?), which represents a *single* wildcard character
 - An asterisk (*), which represents *one or more* wildcard characters.

Advanced Search

- An **advanced search** is a keyword search that offers options for combining search queries, searching collections, limiting search results, and setting sort options.
- Search categories represent those fields in the cataloging record of an object that are indexed for searching.
- For the Identifier category, type **xx:nn**, where **xx** is the name portion and **nn** is the numeric portion of the object identifier (e.g., vital:311).
- Boolean operators: and, or, not
- **Limit Results** options let you choose to limit your search results: by date (year, month, day, HH, mm, ss); objects within a specified collections, objects with full text datastream. Where Vital has extracted full text from a text-based PDF or a Word, RTF, text (**.txt**), HTML or XHTML document.

Advanced Search

Hint: For the Creator category, type the full name of the author exactly how it is represented in the metadata; e.g., type James Hendler, not james hendler or hendler, james or hendler. The same rule applies to the Subject category.

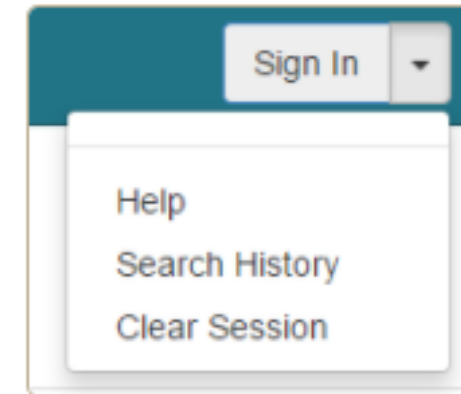
The screenshot shows the Vital GlobalView Advanced Search interface. At the top, there is a navigation bar with the Vital logo, a search bar, and links for Browse and Quick Collection 20. The main heading is "Advanced Search". Below this, there is a search form with three rows of criteria: Title (sherwood), Creator (Fannie L. Elwood), and Keyword (example1, example2). Each row has a dropdown menu to the left of the input field. There are "AND" dropdowns between the rows. A "Reset" button is on the left and a "Search" button is on the right. Below the search form is a "Limit Results" section with a "Date Range" field, a "Within Collection(s)" section showing "Polaris Library Catalog Links (1)" and "Westport, Connecticut (269)", and a "Selected:" dropdown set to "None".

Expert Search

- The difference between an **expert search** and an advanced keyword search lies in the formulation of the search query. An expert search query supports the use of index names, specialized formatting, parentheses, and logical symbols to specify operations, connections, and wildcard characters.
- The following are two forms of the same expert search query:
- `sm_title:cats && (tm_text:dander || sm_subject:grooming)sm_title:cats AND (tm_text:dander OR sm_subject:grooming) sm_subject=Westport and sm_title=post`
- Boolean operator symbols:
 - AND (or &&) ; OR (or ||) ; NOT (or !); + ; -
- Wildcard characters:
 - ? (used for a single character)
 - * (used for multiple characters)
- Groupings: ()
- Fuzzy and proximity searches:
 - ~ (placed at the end of a single-word term for a fuzzy search)
 - ~ (placed at the end of a phrase for a proximity search of the words in the phrase)

Search History

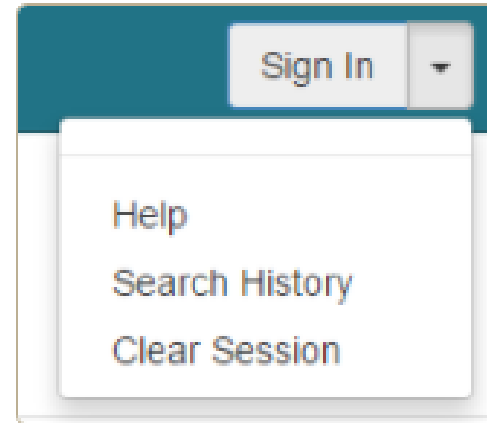
- The **Search History** page appears. On this page, columns display the following information:
 - Time the search was performed (time of user's machine, not the system time)
 - Search query
 - Search Type (browse or keyword)
 - Search Index (The name of the index searched in. If all indices were searched, the value will be *Anywhere*.)
 - Refined by (indicating use of facets)
 - Filtered by (indicating use of a filter)
 - Number of Results

A screenshot of the 'Search History' page in the Vital system. The page has a dark teal header with the Vital logo, 'GlobalView', a search bar, and navigation links. The main content area is titled 'Search History' and shows a table of search history items. The table has columns for Time, Search, Search Type, Index, Refined By, Filters, and Number of Results. The first four rows of the table are visible, showing searches for 'sherwood Fannie L. Elwood' and 'sherwood elwood' performed on 28 Aug 2020 at 03:57 PM. The last row is partially cut off.

Time	Search	Search Type	Index	Refined By	Filters	Number of Results
28 Aug 2020 03:57 PM	sherwood Fannie L. Elwood	Keyword	Title Creator ss_state	"A"		1
28 Aug 2020 03:57 PM	sherwood Elwood	Keyword	Title Creator ss_state	"A"		0
28 Aug 2020 03:57 PM	sherwood elwood	Keyword	Title Creator ss_state	"A"		0
28 Aug 2020 03:57 PM	sherwood Fannie L. Elwood	Keyword	Title Creator ss_state	"A"		1
28 Aug 2020 03:57 PM	sherwood Elwood	Keyword	Title Creator ss_state	"A"		0

Clear the Session

The **Clear Session** option in the top navigation bar allows you to clear aspects of your current session. Clicking the option clears items in the Search History and Quick Collection, and it clears the log-in status also.



Working with Search Results

- Navigation aids
- List of search results (with each title accompanied by a thumbnail or an icon, when available)
- Sort option
- Facets

The screenshot displays the Vital GlobalView interface. At the top, a teal header bar contains the Vital logo, a 'GlobalView' dropdown, a search bar, and links for 'Browse' and 'Quick Collection 20'. A 'Sign In' button is on the right. Below the header, it states 'Showing items 1 - 20 of 269' and 'Your selections: WESTPORT HOUSES COLLECTION x'. On the left, a 'Facets' sidebar shows a 'Creator' list with names like Morris Berman (2 items) and others (1 item each), followed by a 'Format Type' section. The main content area features a grid of four search results, each with a thumbnail image and a title: 'Congregational Church, Westport, Conn.', 'Reynolds House', 'Old Mill St., Compo, Westport, Conn.', and 'J.R. Jesup House'. Each result has a blue button with a white plus sign at the bottom. A 'Sorted by Date' dropdown and a grid toggle icon are located in the top right of the results area.

Item Display Detail

- Citation
- Table of datastreams
- Title and Relationships metadata
- Other metadata elements and tracings
- Thumbnail image or icon (if appropriate)
- Number of visitors, hits, and downloads
- Save/E-mail Citations fields

The screenshot shows the Vital GlobalView interface for an item titled 'Longshore Club Park' by James Blank. The top navigation bar includes the Vital logo, a search bar, and links to 'Browse' and 'Quick Collection 20'. The item page features a large thumbnail image of a postcard showing a building by a lake, with a smaller thumbnail of the XML file icon to its left. To the right of the image is a metadata section with fields for Title, Creator, Subject, Type, Identifier, Description, Format, Publisher, and Language. Below the image is a 'Collections' section showing a list of collections, with one collection 'Westport Houses and Bul...' visible. At the bottom is a table of datastreams with columns for Thumbnail, File, Description, Size, and Format, and buttons for 'View Details' and 'Download'.

Longshore Club Park
- James Blank

Title Longshore Club Park
Creator James Blank
Subject WESTPORT HOUSES COLLECTION
Type collectionSoftware, Multimedia
Identifier vital:312, WLH032a; WLH032b, WLH032a.jpg, WLH032b.jpg
Description Postcard of Longshore Country Club, located at 260 Combo Road South. The image shows the Inn at Longshore and the marshy water--open to kayakers and day-sailors--in front of the Inn. Longshore Sailing Club (not pictured) is located to the right of the Inn.
Format 1 Postcard (front&back); color (glossy); image 5.5 in. X 3.5 in.
Publisher D & S Distributors Westport, CT
Language eng

Longshore Club Park
- James Blank

Collections

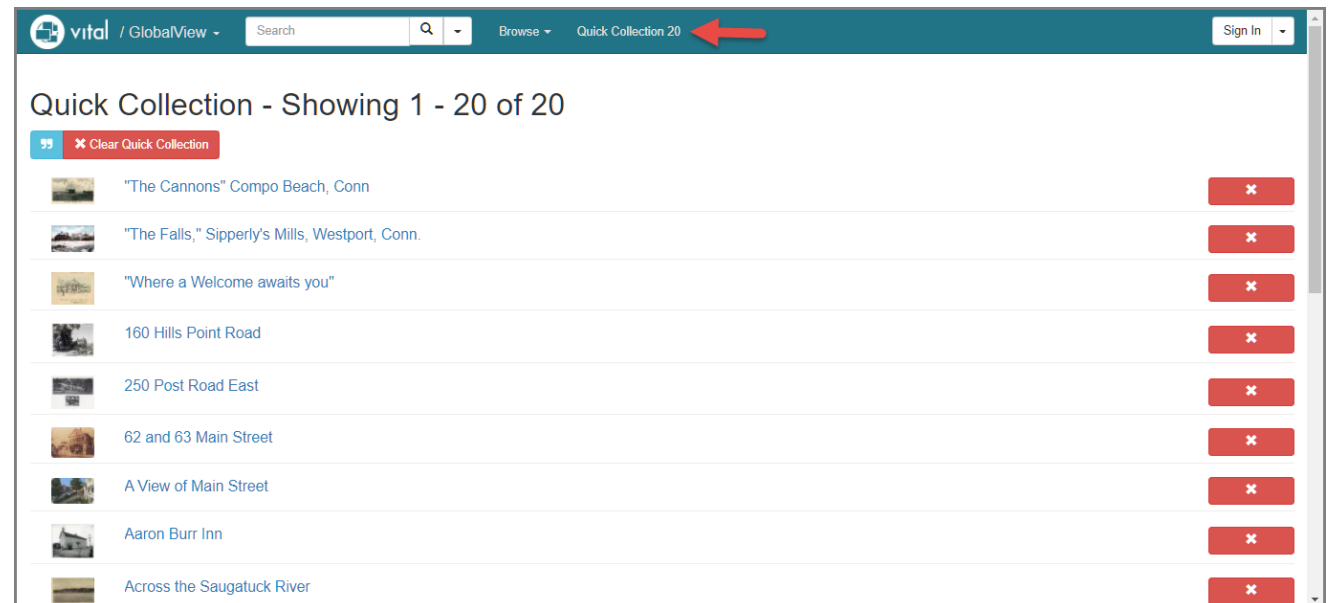
Westport Houses and Bul...

	Thumbnail	File	Description	Size	Format	
<input type="checkbox"/>		DSjpg1	Image	155 KB	JPEG Image	View Details Download
<input type="checkbox"/>		DSjpg2	Image	57 KB	JPEG Image	View Details Download
<input type="checkbox"/>		MARCXML	MARCXML For This Record	2 KB	XML Document	View Details Download

Quick Collection

- This **Quick Collection** feature allows you to create a customized collection of repository objects, which you can view with a single click. Even if you change sites, the Quick Collection remains intact.

- Add to Quick Collection
- Remove from Quick Collection
- Viewing Quick Collection



Viewers

- Image viewer
- Multiple page viewer
- PDF viewer



Vital – Repository Organization

- Sites – in a consortia a site represents an institution or library
- Communities - Communities provide a way of organizing collections of objects within the repository.
 - Collections – are part of a community

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