How to Upload Local Titles

For Gutenberg

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. Add a new catalog record in KLAS for the local title, and set the appropriate Medium and Language.
2. Compile the recording in DTB format and use the KLAS ID in 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-kl1a-DBC12345**</dc:Identifier>

The UID can be **either:**

* us-**nls**-[library ID]-[KLAS ID] ***or***
* us-**ntwk**-[library ID]-[KLAS ID]

For serials, the UID format is:

* us-[nls ***or*** ntwk]-[library ID]-[Serial\_ID]-[Issue\_Name]
* example: us-nls-kl1a-SDS\_ABC4-Winter\_2024

For more information about local serials, see LocalSerials-Gutenberg or the full Serials Manual.

1. Save the DTB files as a zipped folder. The filename does not matter, but we recommend using the KLAS ID as the filename to make it findable, and keep it unique.
2. 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.

So long as the UID can be matched to a KLAS ID, the eDoc will be created and the title will be eligible for Duplication.