

Quick Start Guide: Adding Books in Elements

Books not showing in the pending publications section from CU Boulder Elements (CUBE)'s automatic data feeds may be added with its International Standard Book Number (ISBN) number or by searching by the book title.

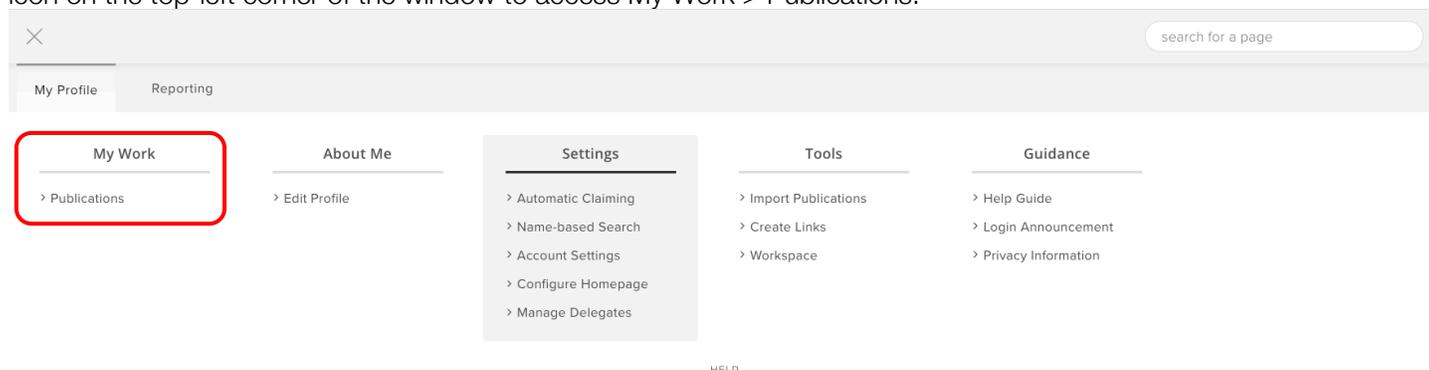
The ISBN is a unique identifier for books, and is assigned to each separate edition and variation (except reprintings) of a publication. For example, an e-book, a paperback and a hardcover edition of the same book will each have a different ISBN.

Example ISBN: 978-0521405737

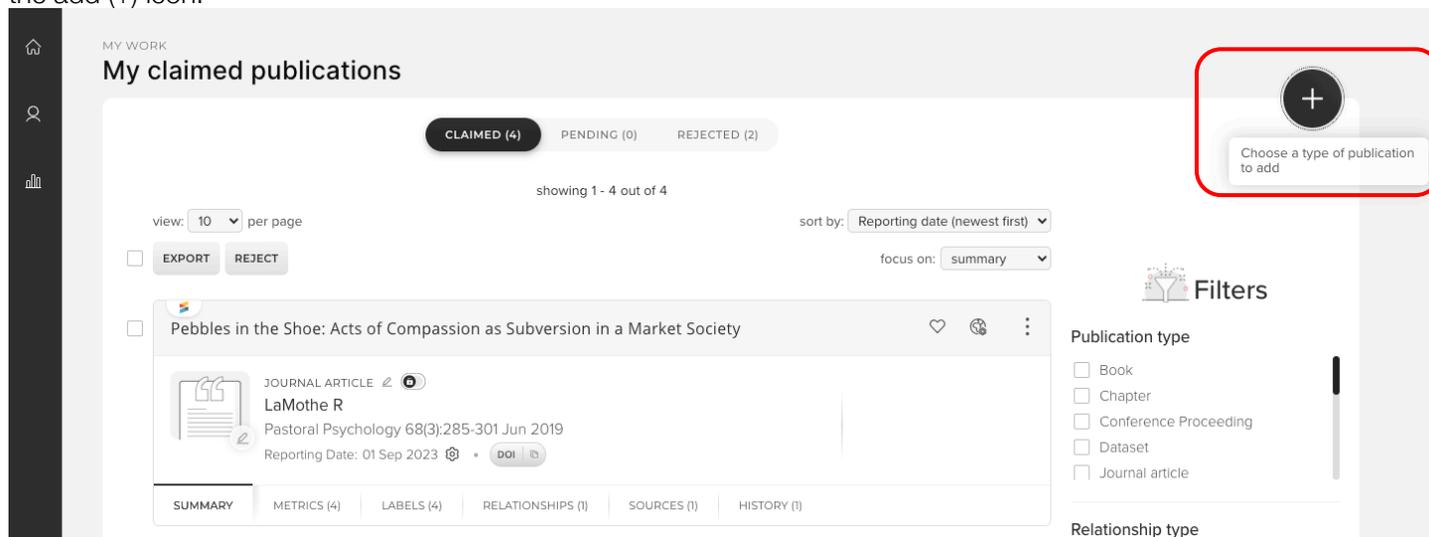
CUBE uses Google Books to pull the associated metadata in for the book publication record. This ensures accurate data and saves users' time.

Adding a Book Using the ISBN or Title:

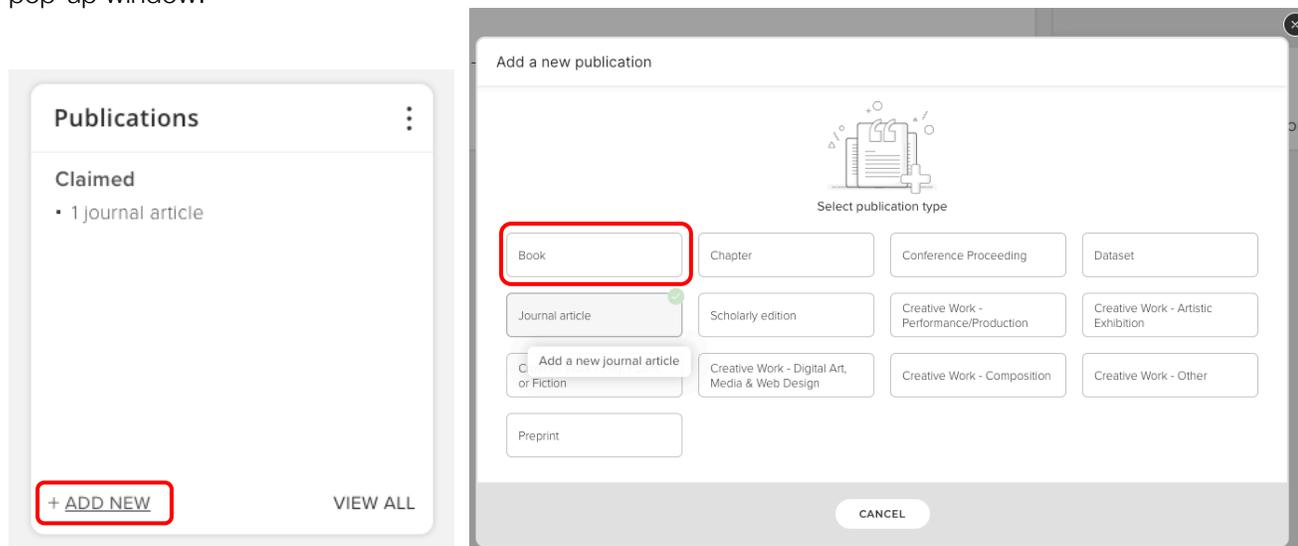
Navigate to the Publications page by clicking on the "Publications" tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications:



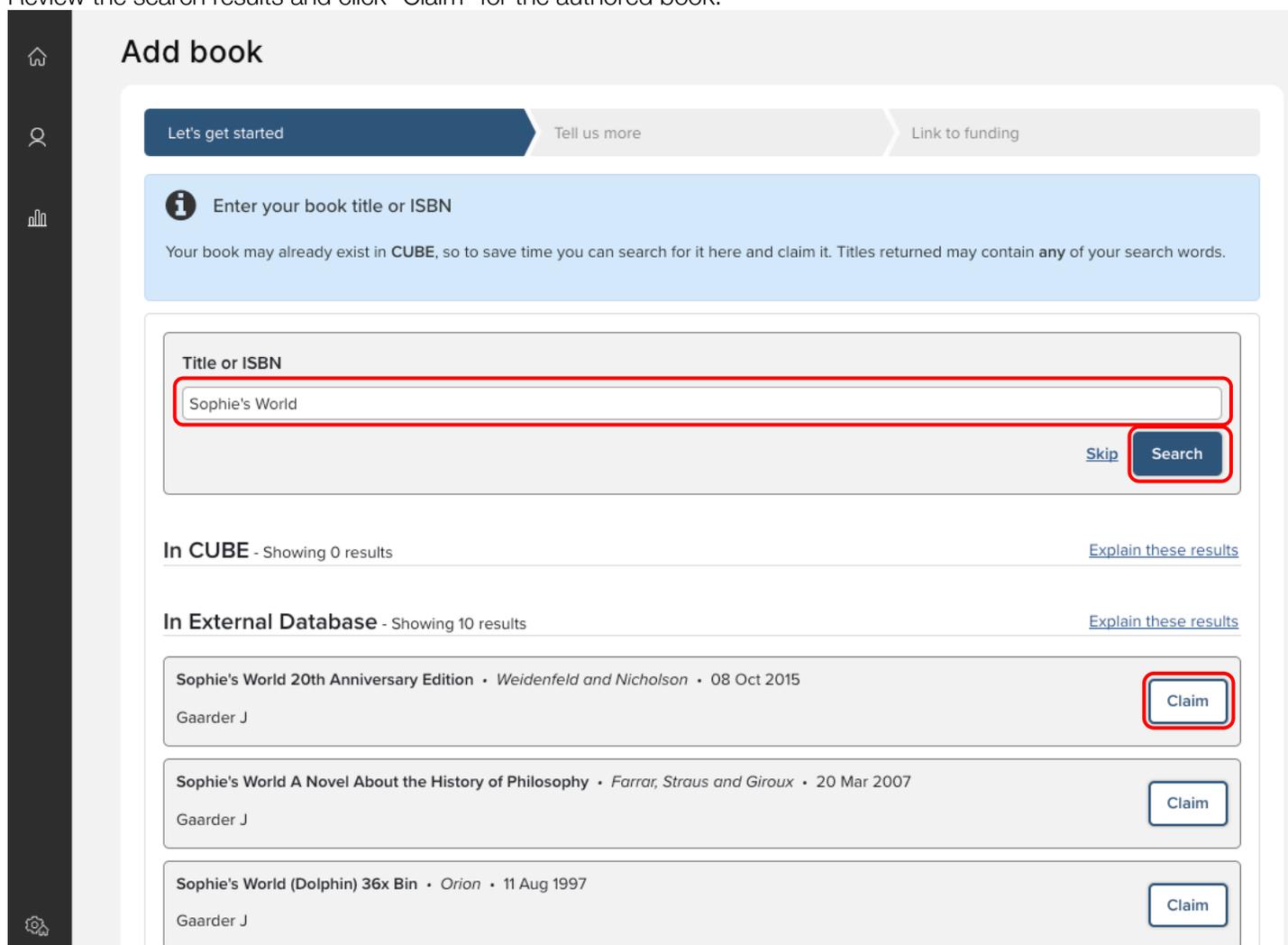
You will be automatically re-directed to the "Claimed" publications page. On the top-right corner of the screen, click on the add (+) icon:



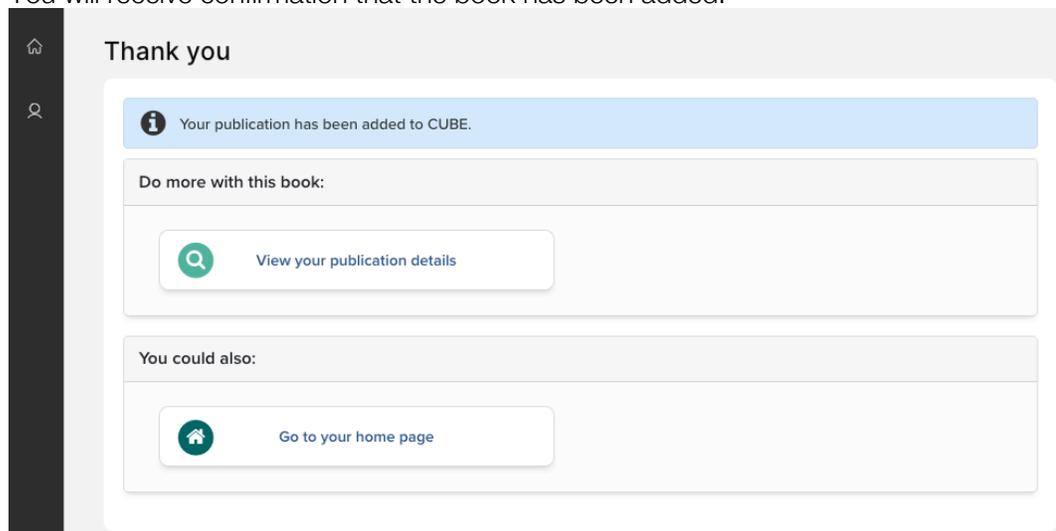
Alternatively, on the Publications tile on the home page, click “+ Add New” and select the publication type from the pop-up window.



On the next screen, enter the ISBN or book title into the search box titled “Title or ISBN”. Then, click “Search”. Review the search results and click “Claim” for the authored book:



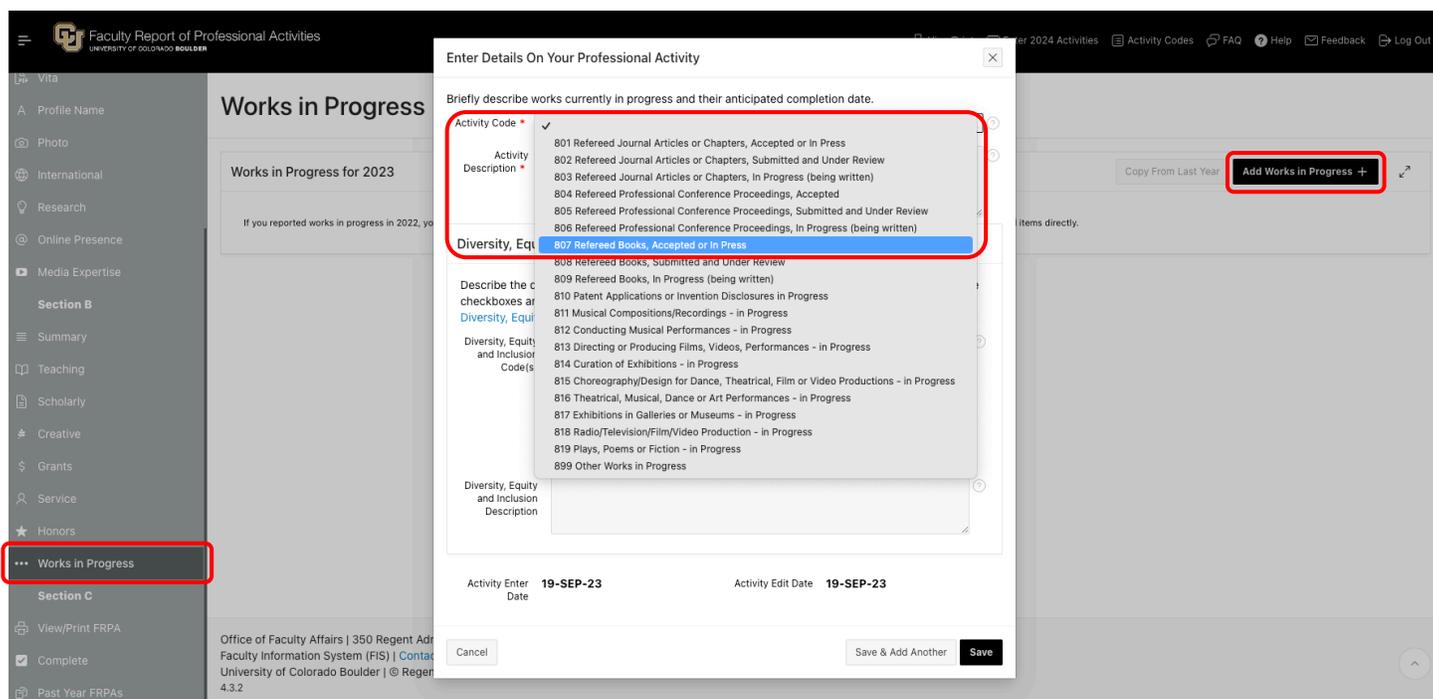
You will receive confirmation that the book has been added:



To add more books, return to the Publications page, and repeat the above steps.

For Books that are “In Press”:

It is advised that books that are “in press” not be added in CUBE. Instead, books “in press” should be added directly on FRPA Online under the “Works in Progress” category:



Once the book is published, you can revisit CUBE to claim and add the book to your publication list.

To edit a book record:

Navigate to the Publications page by clicking on the “Publications” tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications.

You will be automatically re-directed to the “Claimed” publications page.

The screenshot shows the 'My claimed publications' interface. At the top, there are tabs for 'CLAIMED (4)', 'PENDING (0)', and 'REJECTED (2)'. Below this, there are filters for 'view: 10 per page', 'sort by: Reporting date (newest first)', and 'focus on: summary'. A list of publications is shown, with the first one being 'Pebbles in the Shoe: Acts of Compassion as Subversion in a Market Society'. A red box highlights the vertical ellipsis icon (three dots) next to this publication. To the right, there is a 'Filters' section with 'Publication type' (Book, Chapter, Conference Proceeding, Dataset, Journal article) and 'Relationship type'.

On any of the publications listed, click on the vertical ellipsis icon (:) to view additional details. Clicking on “View Detail” on the vertical ellipsis icon (:) will lead you to a more detailed view about this publication. Click on the add (+) icon under the “Data sources” section to modify/edit the details of the publication:

The screenshot shows the 'Publication details' page for 'Sophie's World' by Gaarder J. The page includes a 'Data sources' section with details for Google Books (ID: S19hGwAACAAJ, Title: Sophie's World, Authors: Gaarder, Jostein, see details (1), Publication date: 1998, Status: Published). A red box highlights the plus sign (+) icon in the bottom right corner of the 'Data sources' section. Other sections include 'REPORTING DATE' (01 Jan 1998), 'RELATIONSHIPS' (Users: 1), and 'Labels'.

You will be automatically re-directed to a page with editable fields. Update these fields to modify and update publication details about the book. Items with the red asterisk (*) are required fields. Click "Save" to apply your edits/changes.

Add book record

What do I need to do?
Enter information on your Book here. Hover over the question marks for additional information.
Items with the Red Asterisk are required fields.

Essential Information

* Title	Sophie's World Ω	
Authors	<p>Gaarder, Jostein edit </p> <p><small>Not known within CUBE</small></p> <p>Add another person</p>	
* Publisher		
Place of publication		?
* Publication date	1998	?
Online publication date		?
Editors	<p>No Editors - please add...</p> <p>Add a person</p>	