

Introduction

The purpose of this document is to summarize the most important details needed by your ALA organization and its leadership team to deposit your organizational documents into the ALA Institutional Repository (ALAIR). The usefulness of ALAIR to its ALA constituencies and other repository users depends entirely upon the quality of the data you submit. These guidelines not only walk you through the process of submitting to ALAIR, but also help you to describe the materials so that ALAIR users understand the context of your submissions and their relationship to other ALAIR materials. The ALAIR website does timeout after less than an hour of idle time. You may need to login again if you take a break before completing your submission.

Explanation of submission form (?)

After an ALA Archives staff person provides you with a username and password for ALAIR, , you will login at alair.ala.org. After logging in locate the submission link on the left side of the page.

Commented [1]: Make note somehow that as fields are added to the submission page, these instructions need to be updated.

ALAIR American Library Association
Institutional Repository

ALAIR Home

Search

Go

Welcome to ALAIR

The American Library Association Institutional Repository collecting, permanently storing, and providing digital access to the [Library Association](#). It is organized into communities reflect that make up ALA.

The ALAIR is managed by the [American Library Association Champaign](#). We invite ALA staff and members to deposit assistance with bulk uploads or for more information about

Browse

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Discover

Communities

Select a community to browse its collections.

- [Committees](#)
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Commented [2]: FYI, I added a border of 1 pt to each screen shot. I think it helps the image to pop out from the page. Consider adding a border if new screenshots are inserted.

Commented [3]: +1

After clicking “Submissions” click “start a new submission” on the following page.

ALAIR American Library Association
Institutional Repository

ALAIR Home → Submissions

Search

Go

Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

The submission process includes describing the item and upload collection may set its own submission policy.

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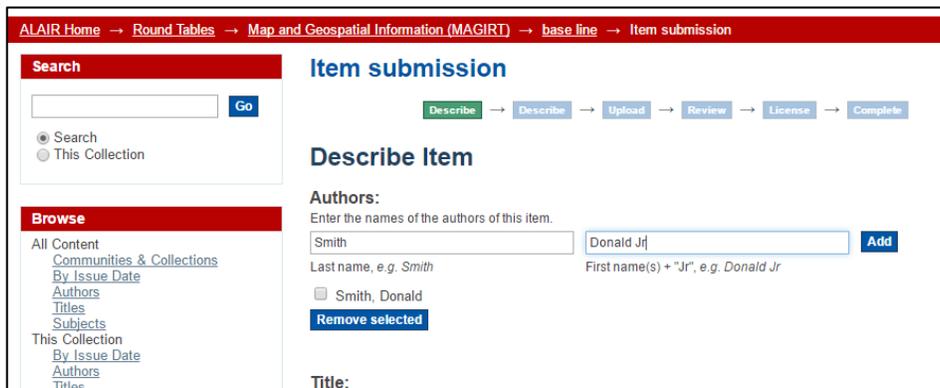
You should now see a drop down box which shows the organizations in which you have been granted permission to submit organizational documents. Be careful to select the right collection

for your organization. For this example we will select “Round Tables > MAGIRT > base line,” a collection that includes issues of the MAGIRT publication *base line*.



The screenshot shows the ALAIR American Library Association Institutional Repository website. The page is titled "Item submission" and features a search bar and a "Browse" menu. The "Select a collection" dropdown menu is open, showing a list of collections. The collection "Round Tables > Map and Geospatial Information (MAGIRT) > base line" is highlighted in blue.

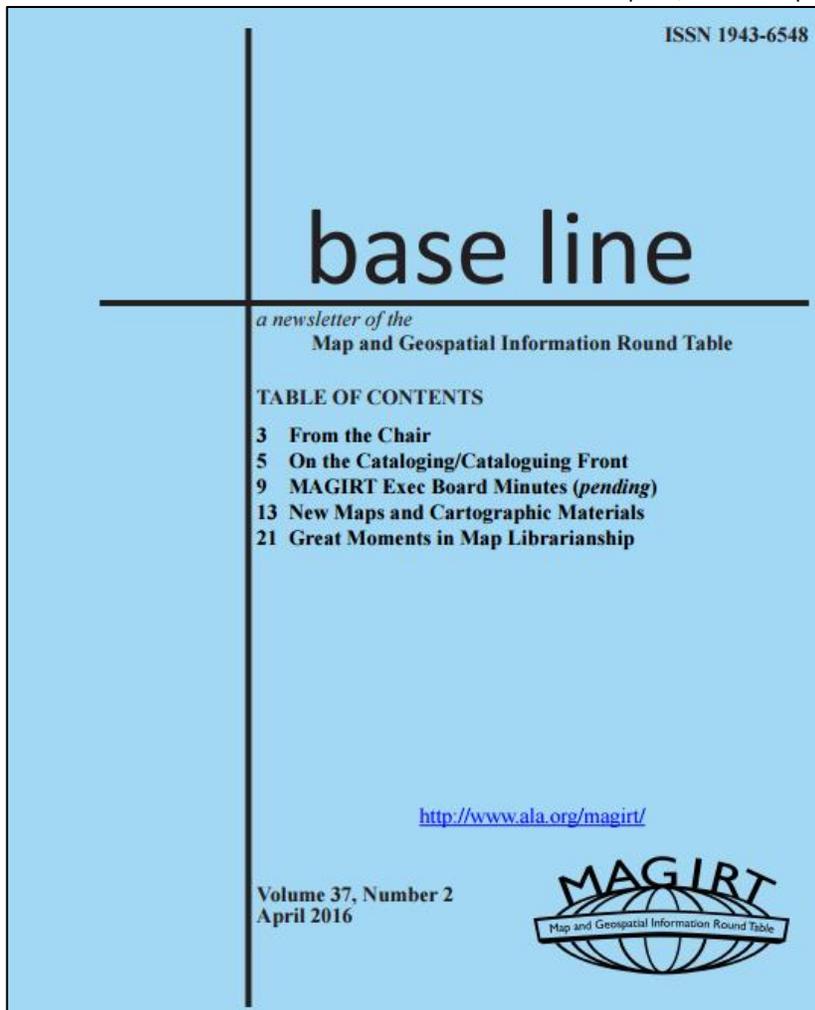
After selecting your collection, you should now see the start of the submission form. On this form you will be asked to provide descriptive information about the item you are submitting, such as Author(s), Title, Date of Issue, Publisher, Citation, Type, Language. T If you would like to include more than one author or other repeatable fields, type in the first author’s name and then select the blue add box on the right side of the page.



The screenshot shows the ALAIR Item submission page with the "Describe Item" form. The breadcrumb trail is "ALAIR Home -> Round Tables -> Map and Geospatial Information (MAGIRT) -> base line -> Item submission". The form includes a "Describe Item" section with a progress bar (Describe -> Describe -> Upload -> Review -> License -> Complete). The "Authors" section has a text input field containing "Smith" and another containing "Donald Jr", with an "Add" button. Below the input fields, there is a checkbox for "Smith, Donald" and a "Remove selected" button. The "Title" section is partially visible at the bottom.

What data to put where in the submission form

In this example, we will describe the following *base line* document. However not every possible field will be detailed in this cliff notes document. For a full description, review the proposed



After reviewing the above example, an individual author is not apparent. But in section 6.1 of the proposed [2016 MAGIRT Application Profile](#), an author may be “a person, organization, or service.” For this document, we will use MAGIRT as the organizational author.

In this case, the title of our document above is *base line*. Input this title into the title section on the first ALAIR submission page. Next we will need to find the date of issue and the publisher. The date of issue is listed on the cover page, but the publisher is not. After the cover the *base line* publisher is described as ALA.

base line is an official publication of the American Library Association's Map and Geospatial Information Round Table (MAGIRT). The purpose of *base line* is to provide current information on cartographic materials, other publications of interest to map and geography librarians, meetings, related governmental activities, and map librarianship. It is a medium of communication for members of MAGIRT and information of interest is welcome. The opinions expressed by contributors are their own and do not necessarily represent those of the American Library Association and MAGIRT. Contributions should be sent to the appropriate editor listed below.

Once you feel have sufficiently described information on the first submission page, click next at the bottom of the page to continue to describe your organizational document.

The screenshot shows a web browser window with the URL <https://alair.ala.org/handle/11213/2080/subr>. The form contains the following sections:

- Series Name:** A text input field containing "37" and a dropdown menu with "2" selected. An "Add" button is to the right.
- Identifiers:** A section with a dropdown menu set to "ISSN" and a text input field containing "1943-6548". An "Add" button is to the right.
- Type:** A section with a dropdown menu showing a list of content types: "Image", "Image, 3-D", "Map", "Meeting Minutes", "Newsletter", and "Musical Score". "Newsletter" is currently selected.
- Language:** A section with a dropdown menu set to "N/A".

At the bottom of the form, there are two buttons: "Save & Exit" and "Next >".

Also available at the bottom of each submission page is a “Save and Exit” option. This option does should save data on the current page you are working, so you may resume your submission after you return to ALAIR.

To return to an unfinished submission, these are located by clicking the submissions link after you’ve logged in to ALAIR, after which you will see a list of unfinished submissions.

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Submissions & Workflow tasks**Unfinished submissions**

These are incomplete item submissions. You may also [start another submission](#) .

	Title	Collection	Submitter
<input type="checkbox"/>	base line	base line	email: Craig Boman
<input type="button" value="Remove selected submissions"/>			

Page 2

On the second of five pages of options available for your ALAIR submission, we have the option to select subject keywords as well as some others options, not all of these options will we be able to use for our *base line* submission. For example we do not have an abstract available for each issue of the MAGIRT newsletter. We will leave this field blank. For the “Subject Keyword” section of the submission page, attempt to Describe content of the resource. Input one keyword or subject term and then click blue Add button. (In spreadsheet for batch depositing, separate each subject term/keywords with a semicolon then space.) If no terms in the Library of Congress Subject Headings (LCSH), for topical terms, or in the Library of Congress Name Authority File (LCNAF), for persons and entities are not possible, use a locally maintained list of preferred keywords.

[Profile](#)

American Library Association Institutional Repository

Map and Geospatial Information (MAGIRT) → base line → Item submission

Item submission

Describe → Describe → Upload → Review → License → Complete

Describe Item

Subject Keywords:
Enter appropriate subject keywords or phrases.

[Subject Categories](#) **Add**

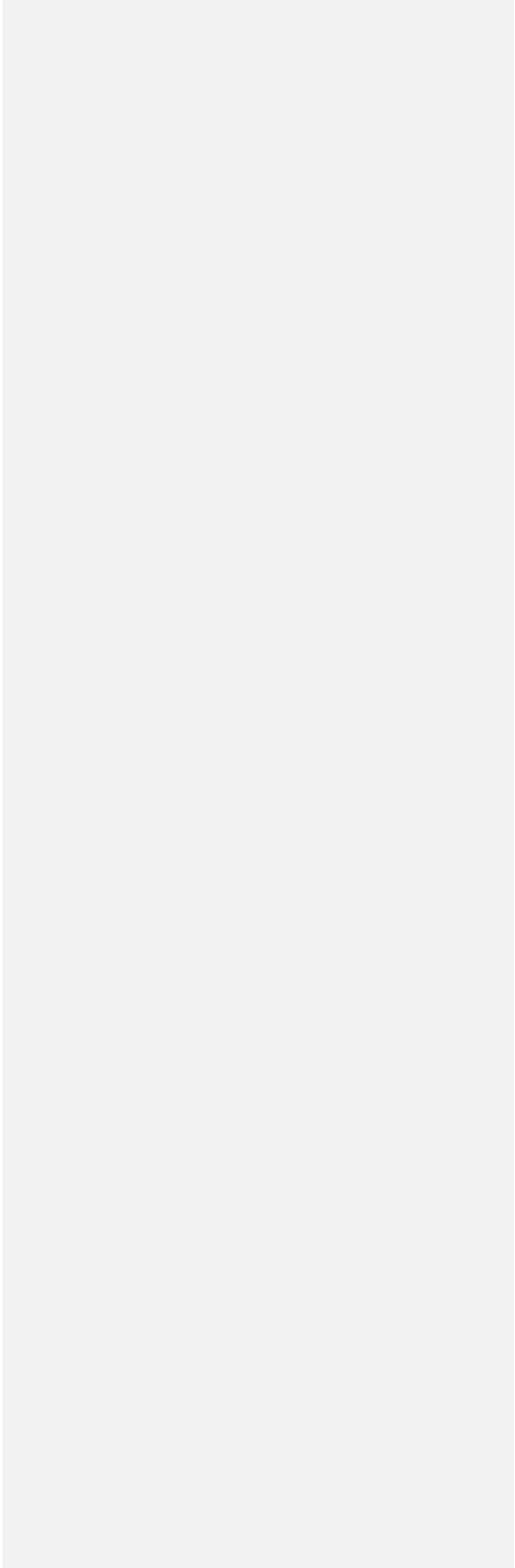
Abstract:
Enter the abstract of the item.

Example subject keywords for MAGIRT documents, may be:

Map and Geospatial Information Round Table (MAGIRT)
MAGIRT Executive Board
Andrew, Paige A.

After you have selected subject keywords for your submission and other necessary fields, click next at the bottom of the page. This third page will allow you to upload your document into the ALAIR. There are two more steps in this submission process before the document will be

officially submitted and available to the public, so you will have a chance to review your submission after uploading it.



Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

No file chosen

File Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date:
The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:
The reason for the embargo, typically for internal use only. Optional.

Formatting the data (e.g., capitalization, etc.)

When inputting data into ALAIR, formatting data correctly and consistently is crucial. Although the submission form does not have space to adequately describe the format needed for your data, some data format guidance is available in the proposed [2016 MAGIRT Application Profile](#). In the application profile you will find an example of how to format the title of a your periodical.

Information about how/where to find the ALAIR help that is already there

If you have difficulty submitting materials to ALAIR, you should first contact your ALA division representative. In the least your ALA representative should be able to direct your concern to the appropriate ALAIR support staff. If you are not sure who your ALA division rep is, contact your division or round table chair and they will direct you to your ALA representative.

<https://docs.google.com/document/d/1IHPjUge3Aa-UxY8fSbdO4qml-VLheLB6KZCIyFluH2o/edit#heading=h.gjdgxs>