American Library Association Institutional Repository (ALAIR)
American Library Association Archives, January 2014

Background: The American Library Association Archives is the official repository for the records of the American Library Association, including its offices, divisions, committees, round tables, and members. Part of the ALA Archives mission is to collect and preserve records of the ALA that have continuing administrative, legal, or research value, regardless of format, including electronic-born records. Responding initially to a need expressed by ALCTS members for a digital repository for its section, the ALA Archives has collaborated with ALCTS in developing a digital repository for the American Library Association as a whole, focusing on a means to preserve publications and other textual documents.

The result is the American Library Association Institutional Repository (ALAIR), which is an open access repository that collects, permanently stores, and provides access to the publications and digital-born records of the ALA. This digital repository will aid in the ease of access, arrangement, and preservation of electronic records. It will also provide a simple way for ALA units and members to deposit electronic records and publications.

Project Description: The ALA Archives has worked with DuraSpace to create ALAIR for digital-born records and publications, using their DSpace Direct service. DSpace Direct provides a cost effective technical platform, including technical support, site maintenance, and preservation services via Duracloud. All content will be mirrored in two separate Amazon services, S3 and Glacier. Currently the repository comprises 1 terabyte of storage space, with the ability to add more if needed. DSpace Direct has also allowed the ALA Archives to customize the colors and logo of the site to better reflect the ALA's main website. The ALA Archives and DuraSpace are concluding the initial setup of the digital repository, and the ALA Archives staff is currently uploading materials and testing the deposit procedures before making it widely available.

ALAIR is organized into individual communities and sub-communities that reflect the structure of the committees, divisions, offices, and round tables as represented on the ALA's main page and in ALA itself. Each community and sub-community page is customized with a description and logo, if applicable, of the individual ALA units. ALAIR will allow ALA staff to deposit directly into the repository using a Shibboleth authentication that will recognize ALA accounts (final configuration is currently being completed). Deposit requires agreement to a license agreement which confirms the user's right to deposit the records. This has been reviewed and approved by the ALA attorney.

Depositing Records: When depositing electronic records, users are recommended to input the following metadata fields:
>	Title (required)
>	Date Issued (required)
>	Creator
>	Format

The software will assign provenance information, date deposited, and an identification number in addition to the four recommended metadata fields. The uploading process allows for additional descriptive fields, such as abstracts and subject terms. There is also an option to put an embargo on publications if that publication cannot be accessed immediately. Bulk uploads will be handled by the ALA Archives staff, who will provide a spreadsheet for users to enter in metadata. The ALA Archives staff will also prepare documentation to be distributed to ALA staff and members for uploading records into the repository and will be made available on the ALA Archives website.

A screenshot of one page in the uploading process for an item.   *A screenshot of the deposited item.*

As the repository is being configured, ALA Archives is seeking and encouraging any questions or input in regards to ALAIR. ALA units are also encouraged to identify records to be deposited into ALAIR to prepare for when the repository is available for uploading.

The American Library Association Institutional Repository can be accessed at https://alair.ala.org/
The American Library Association Archives site can be accessed at http://archives.library.illinois.edu/ala/

For additional information or questions, please contact the ALAIR project team:

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