

# ALAIR Submission Procedures

## 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.

## Submission Form

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



**ALAIR** American Library Association  
Institutional Repository

ALAIR Home

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**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 reflecting the various communities that make up ALA.

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

**Communities**

Select a community to browse its collections.

- [Committees](#)
- [Divisions](#)
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- [Member Papers and Publications](#)
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- [Round Tables](#)

After clicking **Submissions** click **Start a new submission** on the following page.

You should now see a drop down menu which shows the collections for which you have been granted permission to create submissions. Select the appropriate collection.

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

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.

## Adding multiple values to fields in the submission form

If you would like to include more than one value in a single descriptive field (e.g. multiple authors), provide one author's name, then click **Add** to provide an additional name.

## Resuming a submission

Note that at the bottom of each submission page is a **Save and Exit** option. This option saves your data so that you can resume your submission after exiting and then returning to ALAIR.

Enter the series and number assigned to this item by your community.

37 2 Add

Series Name Report or paper No.

**Identifiers:**  
If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

ISSN 1943-6548 Add

**Type:**  
Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Image  
Image, 3-D  
Map  
Meeting Minutes  
Newsletter  
Musical Score

**Language:**  
Select the language of the main content of the item. If the language does not appear in the list, please select "Other". If the content does not really have a language (for example, if it is a dataset or an image) please select "N/A".

N/A

Save & Exit Next >

To return to an unfinished submission, log back into ALAIR and click **Submission**, after which you will see a list of unfinished submissions.

ALAIR Home → Submissions

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**Submissions & Workflow tasks**

**Unfinished submissions**

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

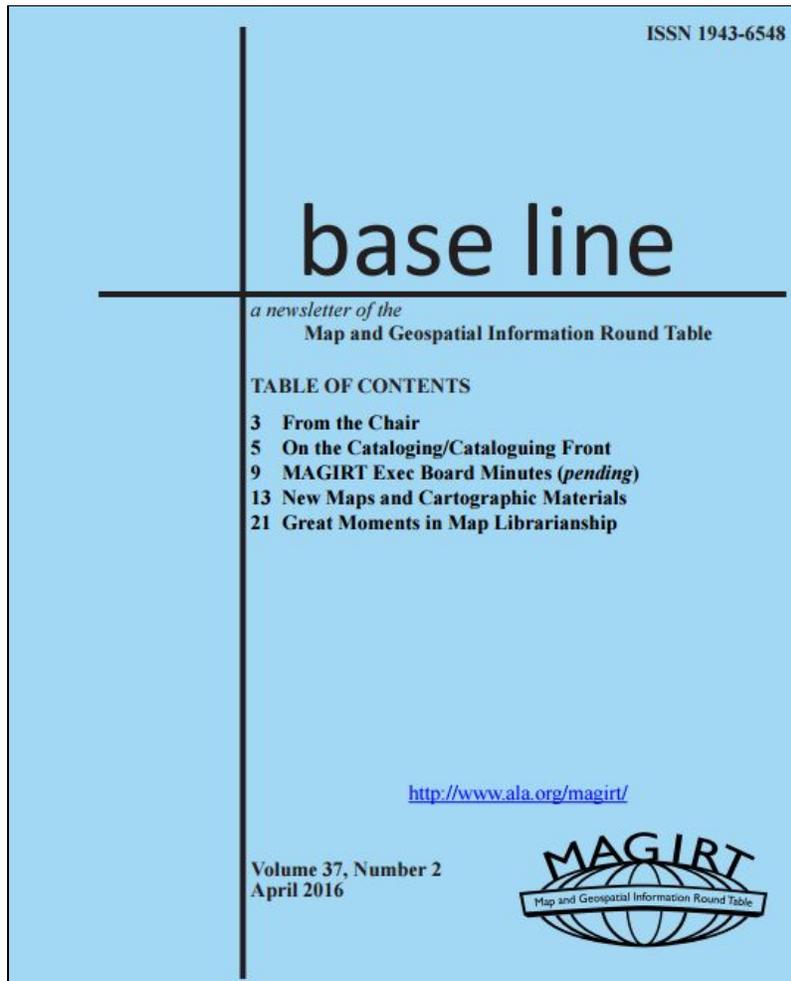
	Title	Collection	Submitter
<input type="checkbox"/>	<a href="#">base line</a>	<a href="#">base line</a>	email: <a href="#">Craig Boman</a>

Remove selected submissions

## Describing your submission

In this example, we will describe the following *base line* issue. However, these submission procedures do not go into great detail about descriptive practices. To learn more about

recommended practices for describing materials deposited into ALAIR, see the [proposed metadata application profile for MAGIRT](#).



Two pages of the submission form elicit descriptive information about your submission. The first page of the submission form asks you to provide basic information such as author(s), title, date, and publisher.

After reviewing this issue of *base line*, an individual author is not apparent. But the proposed [metadata application profile for MAGIRT](#) specifies that an author may be “a person, organization, or service.” For issues of *base line*, we will use MAGIRT as the organizational author.

Input the title “base line: a newsletter of the Map and Geospatial Information Round Table” into the title field on the 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 identified 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 you 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 second page of the submission form asks for more detailed descriptive information about your submission. Not every option will necessarily be appropriate for your submission. For example, we do not have an abstract for each issue of the MAGIRT newsletter, so we leave this field blank. Provide as much descriptive information as you have that is available and accurate.

For the **Subject Keyword** field, attempt to describe content of the resource. Input one keyword or subject term and then click **Add**. If no terms are appropriate from the Library of Congress Subject Headings (for topical terms) or the Library of Congress Name Authority File (for persons and entities), use a locally maintained list of preferred keywords.

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](#)

**Abstract:**  
Enter the abstract of the item.

Subject keywords for MAGIRT documents might include:

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 to continue.

## Uploading your submission

This page allows you to upload your document into ALAIR.

ALAIR American Library Association Institutional Repository

ALAIR Home → Round Tables → Map and Geospatial Information (MAGIRT) → base line → Item submission

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## Item submission

→ 
  → 
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  → 
  →

### 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:**

On the page above, select **Choose File**, which will open a file directory from which you can locate the document from your computer that you intend to archive.

After you have located and selected your document locally, provide a brief file description. If your document requires an embargo period, input your embargo period on this page and include a reason for the embargo. Click **Next** at the bottom of the page to continue.

## Reviewing your submission

Look over the descriptive information you provided to be sure that it is correct. Click **Previous** to return to a previous page of the submission form. Otherwise, click **Next** to continue.

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 This Collection

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## Item submission

Describe → 
 Describe → 
 Upload → 
 Review → 
 License → 
 Complete

### Review Submission

**Describe Item**

**Title:**  
base line 2

**Date of Issue:**  
2016-01-02

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**Describe Item**

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**Upload File(s)**

[MAGIRT TESTING FILE.txt](#) - Text (Known)

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## Licensing your submission

Grant the license so that ALA has the right to distribute the materials you are depositing.

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**There is one last step:** In order for this site to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

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 I Grant the License

## Completing your submission

After you have checked the **I Grant the License** button, click **Complete Submission**. Congratulations! You have now deposited a document into ALAIR.

## Formatting the data

When inputting data into ALAIR, formatting data correctly and consistently is crucial. Further guidance on formatting the data within individual descriptive fields is available in the proposed [metadata application profile for MAGIRT](#).

## Where to find help with ALAIR

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 representative is, contact your division or round table chair and they will direct you to your ALA representative.