ALAIR
Why & How

Did you know that ALA has an institutional repository? We do! And it's a place to make records of ALA activities available to future ALA members & the general public. Just as the ALA Archives houses the physical materials documenting the activities of ALA units, the ALA institutional repository — ALAIR for short — houses its digital records. Whereas ALA websites & ALA Connect are places to share current & working documents, ALAIR is a forever home for digital materials of enduring value that tell the story of ALA. Who should contribute materials to ALAIR? All ALA groups that keep records — from ALA Council, divisions, and round tables to sections, committees, & task forces. We spend so much time serving the needs of our members. But succession without documentation leaves many ALA units without shared memory of decisions and accomplishments. Let's not allow our organizational docs to be lost in the series of tubes! This video will show you how to contribute your materials to ALAIR for safe keeping. The first thing you need to know is that the organization of ALAIR mirrors the organizational structure of ALA. At the top level ALA is organized into ALA-wide committees, Divisions, Exec & Council, and Round Tables. Similarly, ALAIR is organized into communities, sub-communities, and collections that reflect ALA units and their outputs. For example, within the Round Tables community, there are subcommunities for each Round Table, including MAGIRT, the Map and Geospatial Information Round Table. MAGIRT's materials are organized into 2 collections: base line (the MAGIRT newsletter) and meeting minutes and agendas. The second thing you need to know is that the way individual items are described makes them findable by people who are searching & browsing ALAIR collections. The third thing you need to know is how to contribute an item to ALAIR. I'll demonstrate the submission process by submitting a recent issue of base line. Log in using your email address & password. Under "Submission," click on "start a new submission." Enter descriptive information for the item you're submitting, including its title, date issued, publisher, volume & issue number, ISSN, type, and language. Provide subject keywords and a description. Upload the file & provide a succinct description of the file itself. In this case, there's no embargo. Review your submission to make sure that all the descriptive information you provided is complete and correct. Grant the license so that ALAIR can make the materials you're submitting available online. And voilà! Your submission to ALAIR is complete. Now you understand both WHY and HOW to submit materials to ALAIR, the ALA Institutional Repository.