Development of an Archiving Program for the Map and Geospatial Information Round Table (MAGIRT)

FINAL REPORT
PROJECT G

UNIT/ ORG NAME:
MAP AND GEOSPATIAL INFORMATION ROUND TABLE (MAGIRT)

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PART 1

ALA EMERGING LEADERS 2016 PROJECT G REPORT

ALA EMERGING LEADERS 2016 PROJECT G

Hosting Unit: Map and Geospatial Information Round Table (MAGIRT)

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Project Title: Development of an Archiving Program for the Map and Geospatial and Information Round Table (MAGIRT).

Project Description: Design and develop guidelines and procedures for the Map and Geospatial Information Round Table (MAGIRT) to archive their documents in the ALA Institutional Repository (ALAIR)

PROJECT DETAILS

As a Round Table of ALA, MAGIRT produces many documents of enduring value to the organization and to the public. With turnover in leadership, there is a risk of losing important organizational memory. MAGIRT charged our team with developing recommendations for best practices in archiving Round Table documents in ALAIR.

We wrote a proposed archiving policy for MAGIRT Executive Board to review and adopt. The policy identifies types of content created by MAGIRT that have enduring value, such as meeting minutes, for deposit into ALAIR. In addition, the policy identifies types of content that are out of scope.The policy also recommends that the MAGIRT Executive Board assign one person responsibility for depositing the documents at the end of each fiscal year.

This policy is supplemented by several training and educational documents. A metadata best practices document describes the metadata elements that are possible in ALAIR and how to use them. A 'Cliffs Notes' document describing the submission process serves as a quick introduction and reference for future MAGIRT representatives charged with depositing MAGIRT documents into ALAIR. A short video demonstrates the deposit process and articulates the value of archiving materials in ALAIR.

ALAIR is new enough that many ALA members are not aware of the repository. In order to raise awareness and promote ALAIR, we submitted an article explaining its use and benefit for publication in *American Libraries* and created a poster to present the project at the 2016 ALA Annual Conference in Orlando.

PART 2

MAGIRT ALAIR RETENTION GUIDELINES & SCHEDULE

MAP AND GEOSPATIAL INFORMATION ROUND TABLE

MAGIRT ALAIR Retention Guidelines & Schedule

Purpose

The American Library Association Institutional Repository (ALAIR) is the official archive for the electronic documents of the American Library Association (ALA). The retention guidelines and schedule adopted by the Map and Geospatial Information Round Table (MAGIRT) are guided by ALAIR policies.

As a Round Table of ALA, MAGIRT deposits important Round Table materials into ALAIR for permanent preservation so that they will be available for present and future use by its members and officers, as well as for research purposes by the public.

General Considerations

1. Unless otherwise stated, MAGIRT refers to the RoundTable and its entities, such as Executive Board, Committees, Task Forces, Interest Groups, etc.
2. Only materials created by MAGIRT are to be retained.
3. Only one copy of each publication or other document is to be retained.
4. If content appears both in a MAGIRT publication (such as *base line*) and in another form, only the version that appears in a MAGIRT publication is to be retained.

Materials To Be Retained

- Bylaws (including all amendments)
- Charters
- Annual reports
- Annual budgets
- Membership rosters
- Meeting minutes and agendas (as well as any supplementary materials)
- Correspondence (e.g. appointment letters)
- Continuing education materials
- Press releases
- Publications
- Promotional and sponsorship materials
- Presentations
- Reports
- Resolutions

MAP AND GEOSPATIAL INFORMATION ROUND TABLE

MAGIRT ALAIR Retention Guidelines & Schedule

Materials Not To Be Retained

- Drafts of meeting agendas and minutes
- Checks, bank statements, invoices, or other records of financial transactions
- Election ballots or vote counts
- Survey responses

Transfer of MAGIRT materials to ALAIR

The Secretary of the MAGIRT Executive Board is responsible for depositing materials into ALAIR on an annual basis using the MAGIRT ALAIR account. Deposit should take place no later than July 31 of each year (allowing approximately one month following the ALA Annual Conference). The Secretary is responsible for monitoring ALA Connect for appropriate materials, as well as soliciting materials for deposit from MAGIRT officers and members.

Maintenance of this policy

The MAGIRT Executive Board will review this policy every 5 years. MAGIRT members can contact the Executive Board Chair to suggest revisions of this policy or additions of new collections to the MAGIRT community in ALAIR. Policy updates and revisions will be approved by the MAGIRT Executive Board.

PART 3

MAGIRT NOTES: DEPOSITING YOUR ORGANIZATIONAL DOCUMENTS

MAGIRT Notes

On American Library Association's Institutional Repository (ALAIR)

Depositing Your Organizational Documents

MAGIRT
Map and Geospatial Information Round Table
AMERICAN LIBRARY ASSOCIATION

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.

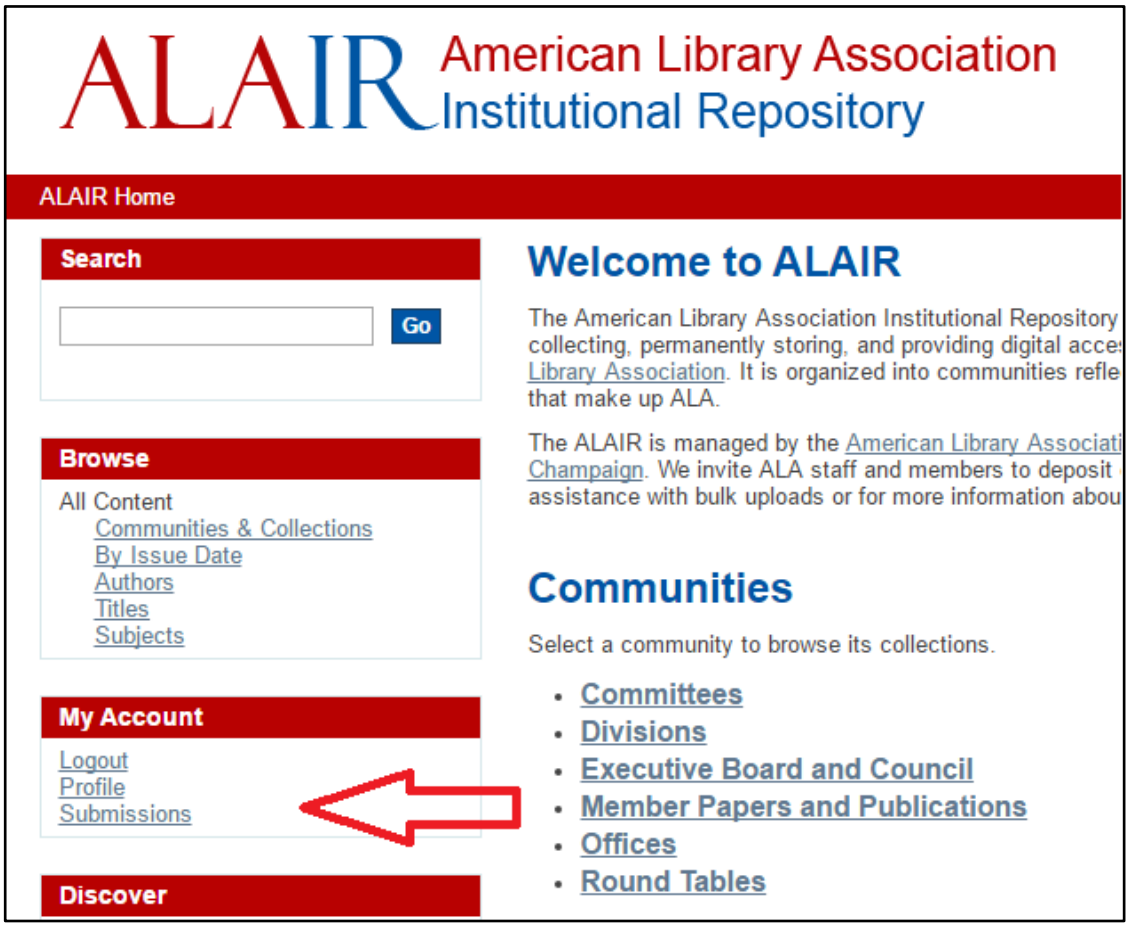
Formatting the Data (e.g., capitalization, etc.)

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 MAGIRT document "**Metadata Best Practices When Using ALAIR**".

MAGIRT Notes: Login

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 **Submissions** link on the left side of the page.



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

MAGIRT Notes:

The Submission Form

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 > Map and Geospatial Information
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 (metadata) about the item you are submitting, such as

- Author(s)
- Title
- Date of Issue
- Publisher
- Citation Type
- Language.

MAGIRT Notes: The Submission Form

Before you enter the names of any Authors, double check you are submitting to the correct collection by checking the "breadcrumb" trail at the top of the page.

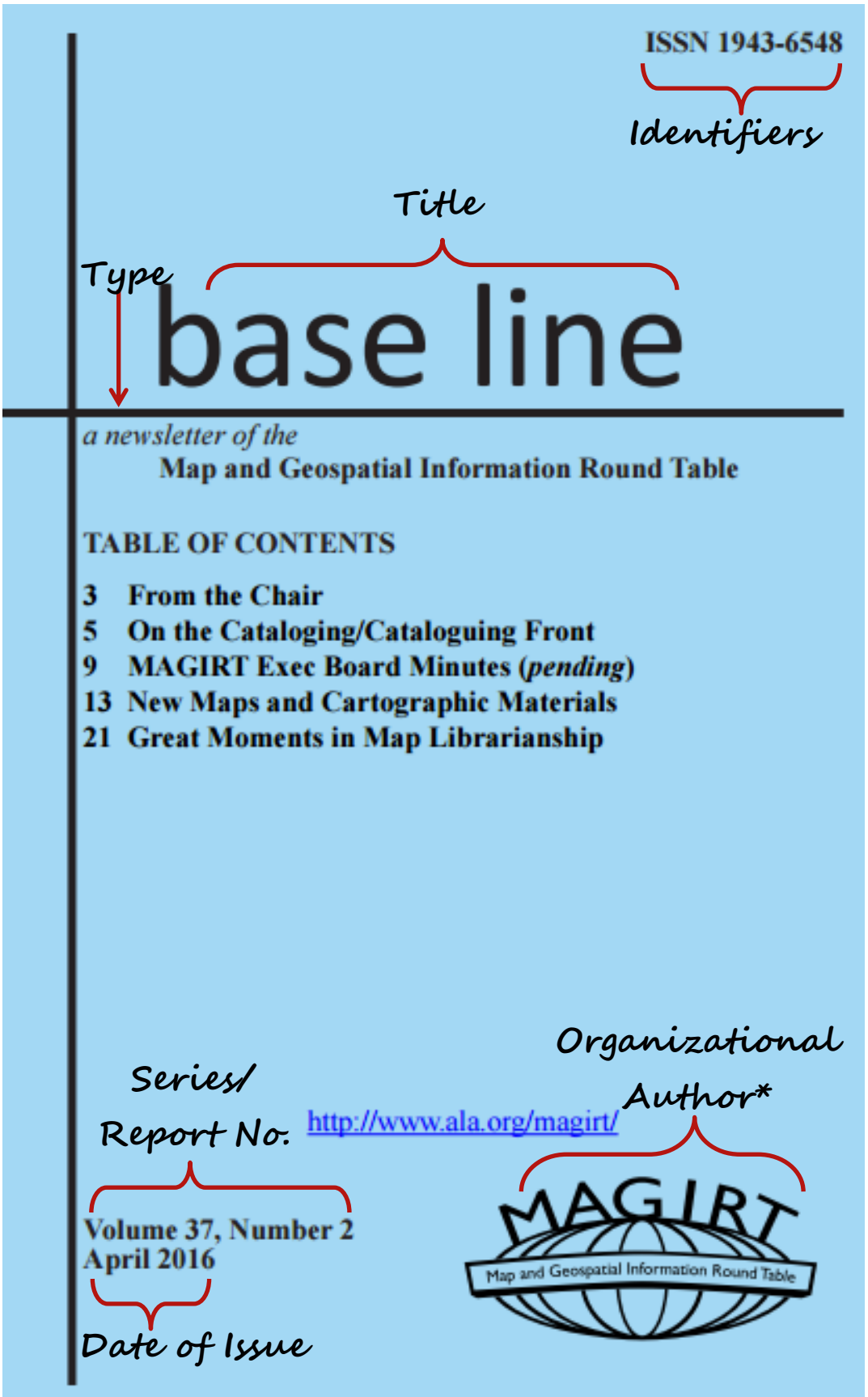
If you would like to include more than one author or other repeatable fields, type in the first author's name and then select the blue **Add** box on the right side of the page.

It is important to remember when describing the items, to maintain consistency by referring to the MAGIRT document "**Metadata Best Practices When Using ALAIR**".

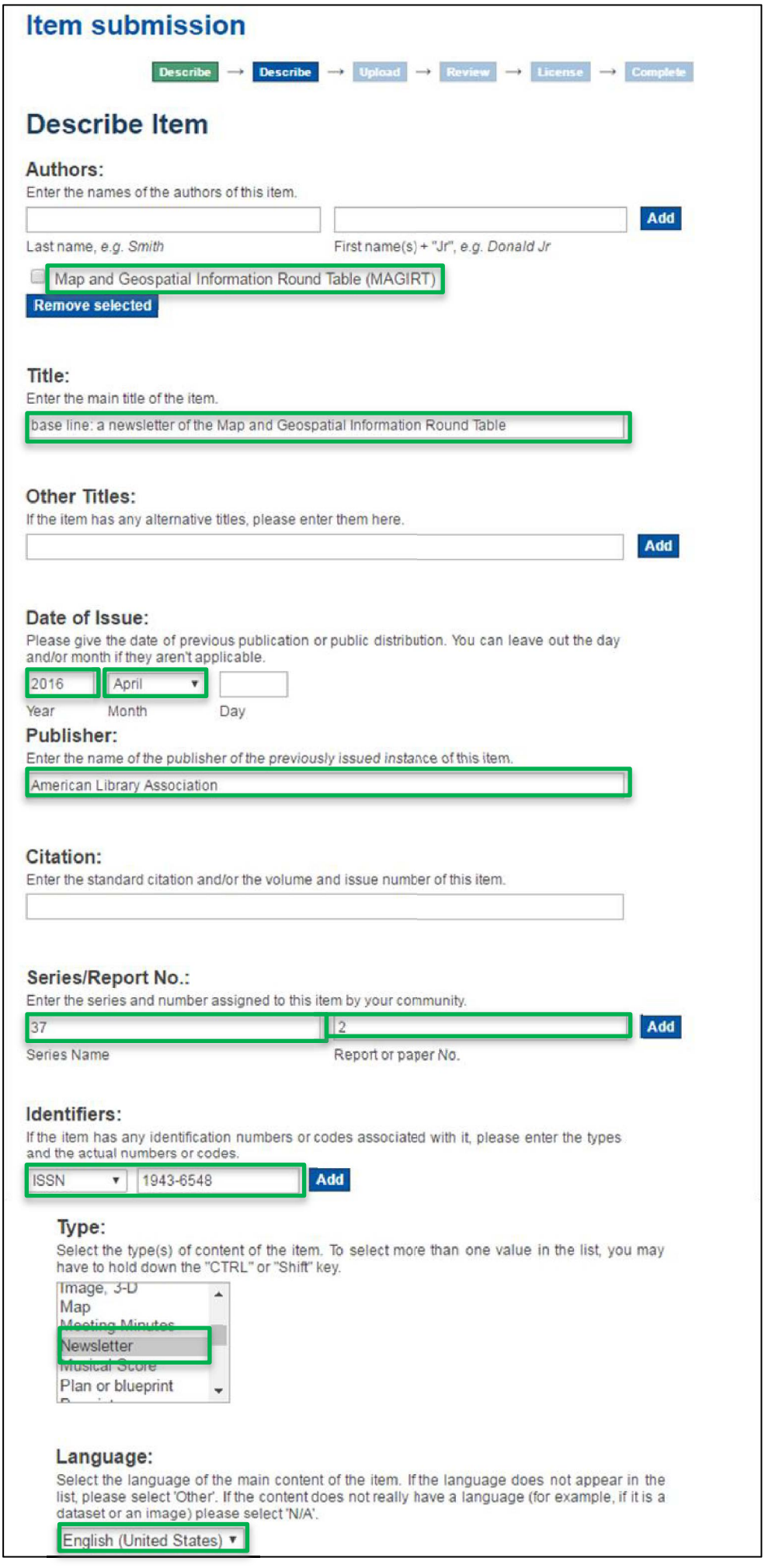
Example

In this example, we will describe the following *base line* document. However, not every possible field will be detailed in this MAGIRT notes document.

For a full description, review the MAGIRT document **"Metadata Best Practices When Using ALAIR".**



* Section 6.1 of the 2016 MAGIRT Metadata Best Practices states that an author may be "a person, organization, or service."



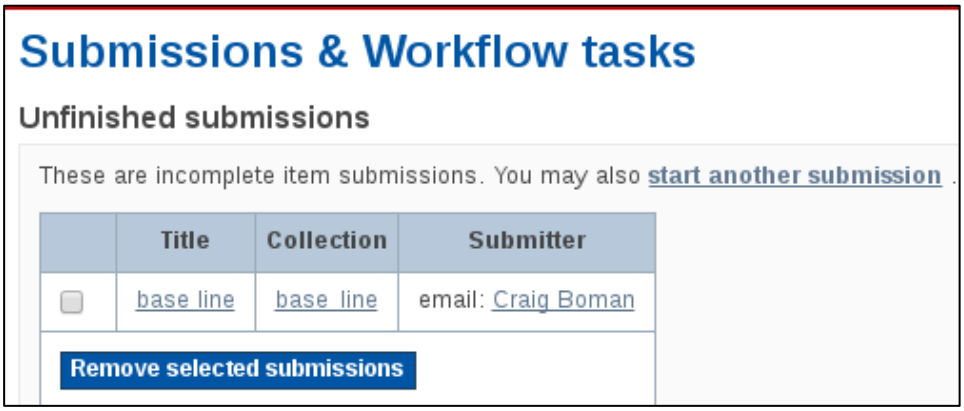
Example

In this example you will see the first of a six step process in uploading your organization's items. The fields are filled out using the *base line* example on the previous page.

Note that the **Publisher** is not listed on the cover of the document. However, inside the cover it states: "*base line* is an official publication of the American Library Association's Map and Geospatial Information Round Table (MAGIRT)." Therefore, we list the American Library Association as the Publisher.

Example

base line: a newsletter of the Map and Geospatial Information Round Table.



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

Also Available at the bottom of each submission page is a **Save and Exit** option. This option saves the data on the current page you are working on, so you may resume your submission after you return to ALAIR.

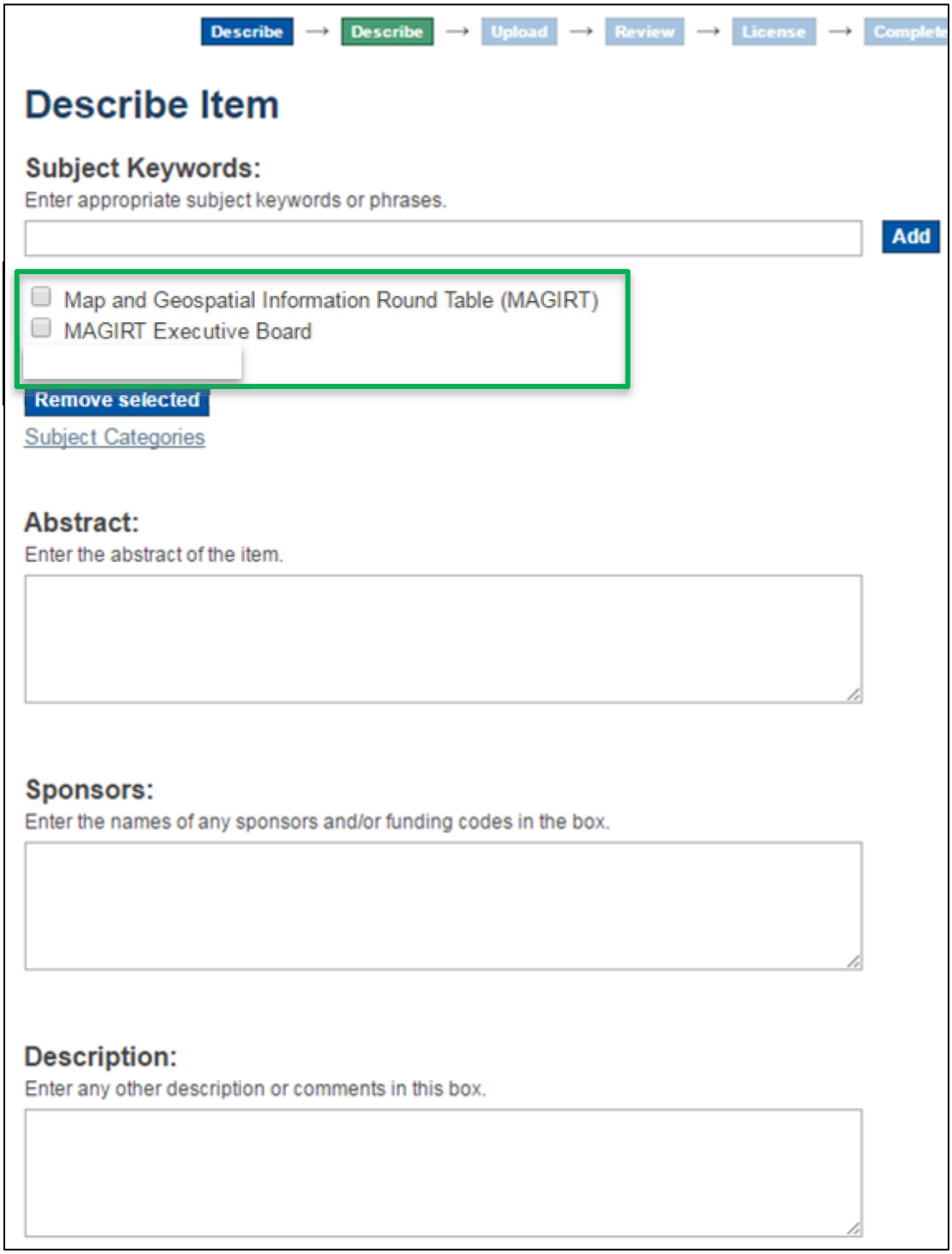
To return to an unfinished submission, these are located by clicking the **Submissions** link after you've logged in to ALAIR, after which you will see a list of unfinished submissions.

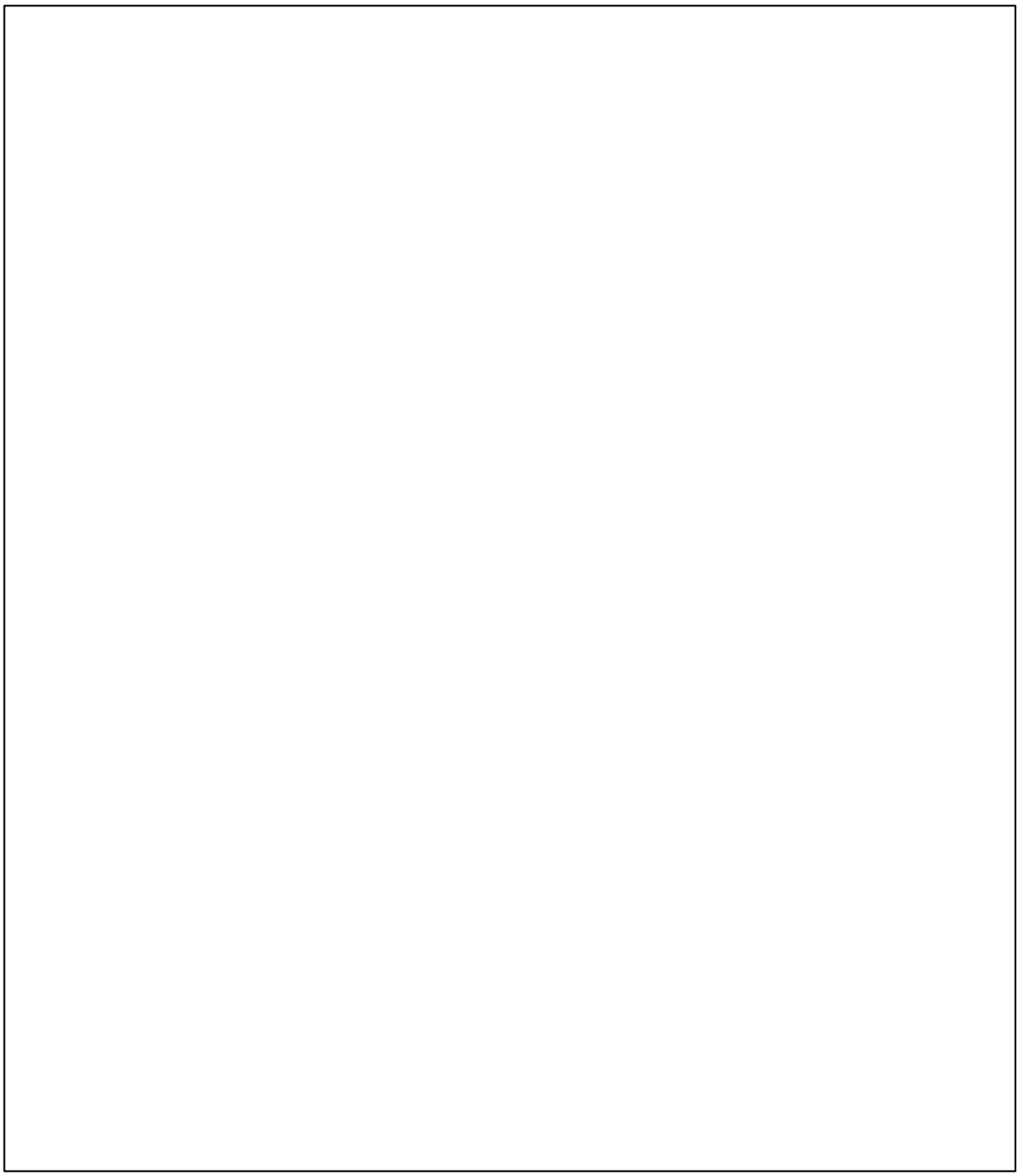
Example

On this page you have the option to select keywords. When entering a subject you want to attempt to describe the content of the resource. Only enter one keyword or subject term and click the **Add** button.

If there are 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.

After you have selected keywords for your submission, click **Next** at the bottom of the page.





Once you uploaded your file(s) click **Next**.

You will have a chance to **Review** your submission and metadata. If no changes need to be made click **Next**.

Example

When uploading your file(s) remember to use a web friendly format that is easily accessible for other users.

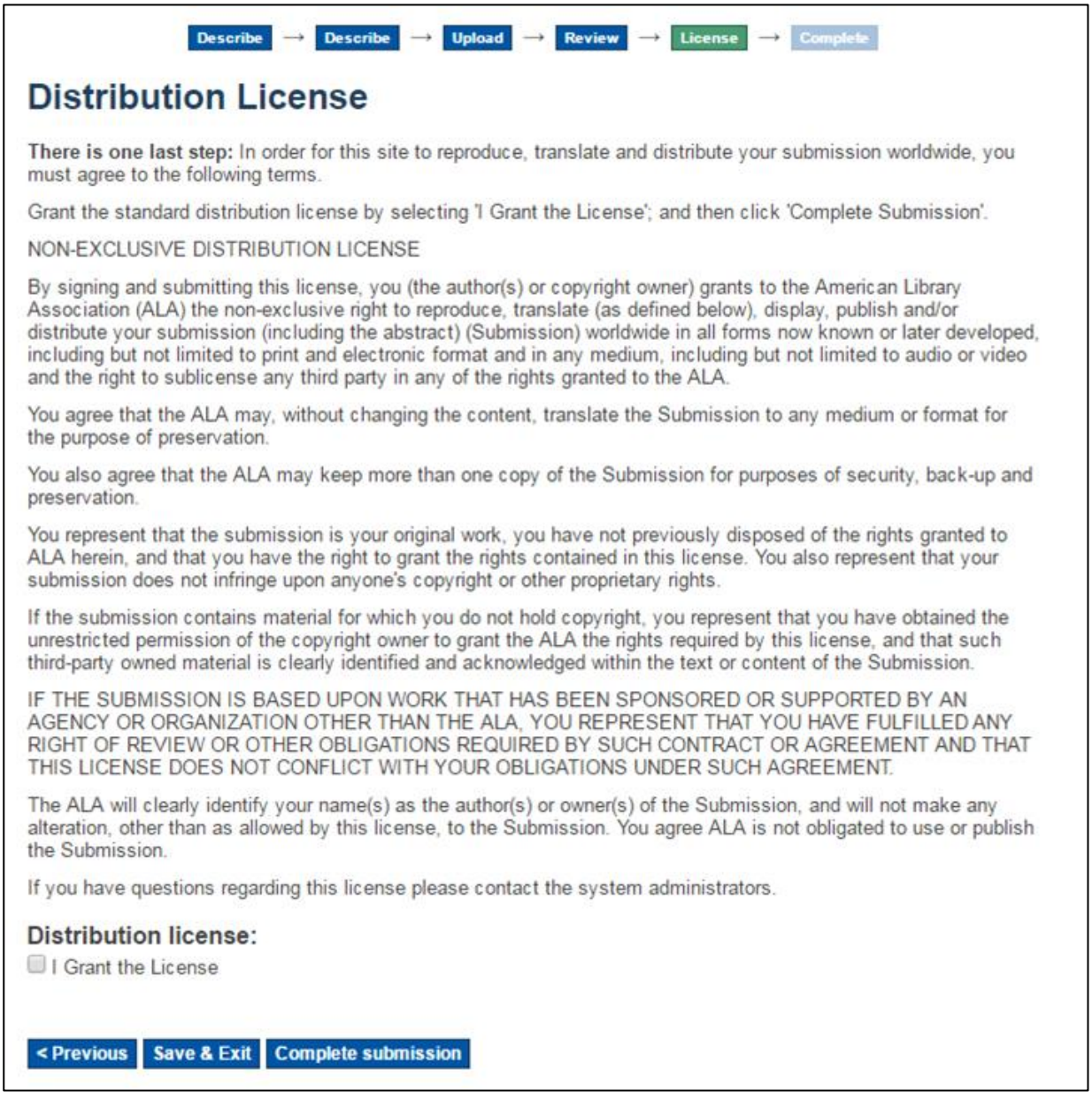
The **Embargo until specific date** field is also a required field. If there is no specified Embargo period, you can enter the current date.

Note: An Embargo period is a length of time that publishers can make authors wait before they are allowed to make their material(s) open access.

Example

Before you submit your item, you must accept the license for the content you are uploading.

Once you receive a confirmation email your record will be accessible.



Describe → Describe → Upload → Review → License → Complete

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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.

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< Previous | Save & Exit | Complete submission

Congratulations! You are well on your way to contribute more documents to the American Library Association's Institutional Repository!

REMEMBER

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.

PART 4

METADATA BEST PRACTICES WHEN USING ALAIR

METADATA BEST PRACTICES WHEN USING ALAIR

MAP AND GEOSPATIAL INFORMATION ROUND TABLE

BEST PRACTICES WHEN USING ALAIR

Version I – June 2016

Mission

The Map and Geospatial Information Round Table (MAGIRT) leads and inspires information professionals at all levels of expertise in their work with map and geospatial information resources, collections and technologies in all formats, through community, education and advocacy.

Project Title: Development of an Archiving Program for the Map and Geospatial Information Round Table:

This document was created as part of the 2016 American Library Association Emerging Leader Program.

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Version	Date	Created/Changed By	Changes Made

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INTRODUCTION

Most of this Metadata Best Practices Application Profile is a refinement of the Mountain West Digital Library Application Profile and the University of Nevada, Las Vegas, Digital Collections Application Profile. Various metadata elements inherited the exact same definition of the Mountain West Digital Library Application Profile and the UNLV Digital Collections Application Profile. Others have slightly different definitions or are used in differed ways but try to be compliant with the Mountain West Digital Library Application Profile and the UNLV Digital Collections Application Profile. We have renamed metadata elements or created local metadata elements to satisfy local needs.

The guidelines presented here are based on **Dublin Core Element Set** (dublincore.org/documents/dces), the **Mountain West Digital Library (MWDL)** Application Profile version 2.0 (mwdl.org/docs/MWDL_DC_Profile_Version_2.0.pdf), and the **University of Nevada Las Vegas, Digital Collections** Application Profile (digital.library.unlv.edu). This work may be copied, distributed, transmitted, or adapted by others with proper attribution.

This document specifies the metadata element set used in all MAGIRT collections in the American Library Association Institutional Repository (ALAIR), including preservation metadata and metadata that is for internal use (operational metadata elements). While some of these elements may not apply to all collections, others are required by all

collections. This document also provides general specification for each metadata element. Detailed specification of these elements is provided in the individual collection's index guidelines.

All metadata elements in this document will have the following information:

- Element name (as subheading)
- Label
- Dublin Core definition, if applicable (*DC Definition*)
- ALAIR/DSpace Scope Note
- Indication whether the metadata element is required or not (*Is required?*)
- Indication whether the metadata element is repeatable or not (*Is repeatable?*)
- Indication of existence of refinements or indication if the element being described refines other element (*Refines/Refinement of*)
- List of type of matters for which the element is applicable (*Use for*)
- Dublin Core mapping (*DC mapping*)
- General guideline for the content of the metadata element (*How to use*).

BEST PRACTICES FOR ALL FIELDS

Required

Required Field must be included in a record. There are six required fields:

- *contributor.author*
- *date.accessioned*
- *date.available*
- *date.issued*
- *descripton*
- *descripton.abstract*
- *description.sponsorship*
- *identifier.citation*
- *identifier.govdoc*
- *identifier.isbn*
- *identifier.ismn*
- *identifier.issn*
- *identifier.other*
- *identifier.uri*
- *language.iso*
- *subject*

- *title*
- *title.alternative*
- *type*

Automatically generated

- *date.accessioned*
- *date.available*
- *identifier.uri*
- *provenance*

Use of semicolons

Data in one field may be combined with data from another field during the harvesting/aggregating process. To retain integrity of data, put a semicolon after the last word in each field. Likewise, separate multiple entries within a single field by inserting a semicolon and a space between each two entries.

METADATA ELEMENT SET

In order to visually indicate the relationship between this application profile and the metadata elements used within the American Library Association Institutional Repository, we identified the ***Required*** and the ***Recommended*** elements by color.

- **Required metadata elements are shown in purple.**
- **Recommended metadata elements are shown in orange.**
- **Auto-generated metadata elements are shown in green**

Color Legend:

Required
Recommended
Auto-generated

EXPLANATION OF TABLE COMPONENTS

Element Name	The unique name given to the element within the list of Dublin Core terms or elements namespace.
Label	Commonly assigned name for the field in the metadata record
DC Definition	Definition as stated in the DCMI DC Metadata Element set http://dublincore.org/documents/dces/ and DCMI Metadata

	Terms http://dublincore.org/documents/dcmi-terms/
ALAIR/DSpace Scope Note	Enter information regarding when and how to use the field.
Is element required?	Indicates the extent to which this field is required in a record: • Required: Field must be included in record. • Mandatory if applicable: If the data is known, field must be included in record. • Optional: Inclusion of field is up to the discretion of the collection manager.
Is element repeatable?	"**No**" indicates a field may occur just once in a single record. "**Yes**" indicates a field may appear multiple times in a single record.
How to Use	Guidelines for what to put into a field and how to enter the data
Refinement	**Refines** provides the larger element refined by the element in question. In other words, the element described by a table containing a Refines statement is a sub-property or child element of a broader, parent element. **Example**: The element **tableOfContents** is a specialized form of the **description** element. The table for **tableOfContents** would state: **Refines Description** in its **Refines/Refinement** section. A single metadata record might contain both a **description** field and a **tableOfContents** field. If **tableOfContents** is mapped to **dcterms:tableOfContents** as recommended here, when the record is harvested as Qualified Dublin Core, these two elements are harvested as two separate fields and kept distinct. If, however, an aggregator can harvest only simple Dublin Core, then the data in these two fields are combined into a single description field. The **tableOfContents** data loses its specificity and is mixed in with other description data (i.e., is "dumbed down"). When harvesting is limited to Simple Dublin Core, it may be advisable to omit child elements like **tableOfContents** rather than dump them into the broader parent element field with other data. To "omit" an element from a harvest, simply map the field to "none." **Refinement** lists child element(s) that may more finely describe the data contained in the field. Example: The **title** table lists in its Refines/Refinement section: **Refinement**: **alternative**. Another table profiles the element **alternative** and indicates in its Refines/Refinement section: **Refines title**.
Schemes	Identifies controlled vocabulary or format convention used to structure the data contained in the field; these are called schemes. For more information about a mentioned scheme, click the scheme name. Section V: Vocabulary Encoding Schemes of this profile provides

	tables for the most commonly encountered vocabulary encoding schemes while Section VI: Syntax Encoding Schemes provides tables for format conventions for languages and dates. The last row of each table provides a link to a list of controlled vocabulary terms or explanation of a format convention such as how to structure dates or language codes. A few controlled vocabulary schemes do not have tables in this profile; for these, an external link to more information is provided.
DC Mapping	Lists the Dublin Core element to map to for harvesting purposes. Some element tables provide two different mappings, one for harvesting using Simple Dublin Core (simple DC) and the other for harvesting using Qualified Dublin Core (QDC).

REQUIRED ELEMENT TABLES (ALPHABETICAL)

6.1

Element Name	*contributor.author*
Label	**Authors**
DC Definition	An entity responsible for making contributions to the resource.
ALAIR/DSpace Scope Note	A person, organization, or service responsible for the content of the resource. Catch-all for unspecified contributors.
Is element required?	Required
Is element repeatable?	Yes
How to Use	Use for people or entities who contributed to intellectual content of the resource and are not covered by the Creator element. Examples are: illustrators, editors, translators, etc. Prefer form of name as verified in the Library of Congress Name Authority FIle (LCNAF). If no name match is found, construct name in the following format: Last name, First name, Middle initial with period, year of birth, and/or death if known (separated by hyphen). Examples: Andrew, Paige G. Ratliff, Louise M.
Refinement	Author
Schemes	Library of Congress Name Authority File (LCNAF)
DC Mapping	dcterms:contributor.author

6.2 Auto-generated

Element Name	date.accessioned
Label	**Date of Issue**
DC Definition	None

ALAIR/DSpace Scope Note	Date DSpace takes possession of item.
Is element required?	Required (auto-generated)
Is element repeatable?	No
How to Use	This will be auto-generated upon deposit of item into ALAIR.
Refinement	Refines: date
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	Custom DSpace refinement for dcterms:date.

6.3 Auto-generated

Element Name	date.available
Label	**Embargo until specific date**
DC Definition	Date (often a range) that the resource will become or did become available.
ALAIR/DSpace Scope Note	Date or date range item became available to the public.
Is element required?	Yes (auto-generated)
Is element repeatable?	No
How to Use	If an item is deposited with a request for embargo with a date when it will become available, this is date.available. Otherwise, this will be auto-generated with the same value as date.accessioned. Use when a resource's availability is different from the date of deposit.
Refinement	Refines date
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dcterms:date

6.4

Element Name	date.issued
Label	**Date of Issue**
DC Definition	Date of formal issuance (e.g., publication) of the resource.
ALAIR/DSpace Scope Note	Date of publication or distribution.
Is element required?	Yes
Is element repeatable?	No

How to Use	This date refers to creation of the original resource. For resources created in a non-digital format and converted to digital format, use the date the non-digital resource was first created -- e.g., for print books, use the publication date of the print book. For resources that have always been in digital format and never converted, use the date the digital resource was created -- e.g., PDF document uploaded as a PDF document. At least the 4-digit year is required: yyyy yyyy-mm yyyy-mm-dd When using the guided submission form, use the drop-down list to select the month.
Refinement	
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dcterms:date

6.5

Element Name	*description*
Label	**Description**
DC Definition	An account of the resource
ALAIR/DSpace Scope Note	Catch-all for any description not defined by qualifiers.
Is element required?	Required
Is element repeatable?	Yes
How to Use	Anything significant about the digital resource not covered elsewhere. Use standard punctuation and grammar to describe the item's history, physical appearance, contents, abstract, etc. For text or handwritten objects that have full-text searchable transcriptions associated with them, provide the full-text in a local field called **Transcription** or **Full Text**
Refinement	abstract and tableofcontents
Schemes	None
DC Mapping	dcterms:description

6.6

Element Name	description.abstract
Label	**Abstract**
DC Definition	

ALAIR/DSpace Scope Note	Abstract or summary.
Is element required?	Optional If applicable
Is element repeatable?	No
How to Use	When the resource includes an abstract, provide it here.
Refinement	description
Schemes	None
DC Mapping	dcterms:abstract

6.7

Element Name	description.sponsorship
Label	**Sponsors**
DC Definition	None
ALAIR/DSpace Scope Note	Information about sponsoring agencies, individuals, or contractual arrangements for the item.
Is element required?	Optional If applicable
Is element repeatable?	No
How to Use	Enter the names of any sponsors and/or funding codes in the box. When sponsor name is used, prefer form of name as verified in the Library of Congress Name Authority File (LCNAF). If no name match is found, give complete name of organization.
Refinement	Refines description
Schemes	None
DC Mapping	Custom DSpace extension for dcterms:description.

6.8

Element Name	identifier.citation
Label	**Citation**
DC Definition	To describe the bibliographic citation information for a resource within its own metadata.
ALAIR/DSpace Scope Note	Human-readable, standard bibliographic citation of non-DSpace formation of this item.
Is element required?	Yes
Is element repeatable?	No
How to Use	• Use to capture the bibliographic citation information for a resource. • Always provide a plain text citation.

	• Should contain sufficient detail to identify the resource.
Refinement	dc:identifier
Schemes	None
DC Mapping	dc.identifier.citation

6.9

Element Name	identifier.govdoc
Label	**Identifiers: Gov't Doc #**
DC Definition	A government document number
ALAIR/DSpace Scope Note	A government document number
Is element required?	Yes
Is element repeatable?	Yes
How to Use	Identify the resource by means of a string or number conforming to a formal identification system. If the item has any identification number or codes associated with it, enter the types and actual numbers or codes. Options given in Item Submission: ISSN Other ISMN Gov't Doc # URI ISBN
Refinement	Identifier
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dc.identifier.govdoc

6.10

Element Name	identifier.isbn
Label	**Identifiers: ISBN**
DC Definition	An unambiguous reference to the resource within a given context.
ALAIR/DSpace Scope Note	International Standard Book Number
Is element required?	Yes
Is element repeatable?	No
How to Use	Identify the resource by means of a string or number conforming to a formal identification system.

	If the item has any identification number or codes associated with it, enter the types and actual numbers or codes. Options given in Item Submission: ISSN Other ISMN Gov't Doc # URI ISBN
Refinement	Identifier
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dc.identifier.ISBN

6.11

Element Name	identifier.ismn
Label	**Identifiers: ISMN**
DC Definition	An unambiguous reference to the resource within a given context.
ALAIR/DSpace Scope Note	International Standard Music Number
Is element required?	Yes
Is element repeatable?	No
How to Use	Identify the resource by means of a string or number conforming to a formal identification system. If the item has any identification number or codes associated with it, enter the types and actual numbers or codes. Options given in Item Submission: ISSN Other ISMN Gov't Doc # URI ISBN
Refinement	Identifier
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dc.identifier.ISMN

6.12

Element Name	identifier.issn
Label	**Identifiers: ISSN**
DC Definition	An unambiguous reference to the resource within a given context.

ALAIR/DSpace Scope Note	International Standard Serial Number
Is element required?	Yes
Is element repeatable?	No
How to Use	Identify the resource by means of a string or number conforming to a formal identification system. If the item has any identification number or codes associated with it, enter the types and actual numbers or codes. Options given in Item Submission: ISSN Other ISMN Gov't Doc # URI ISBN
Refinement	Identifier
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dc.identifier.ISSN

6.13

Element Name	identifier.other
Label	**Identifiers: Other**
DC Definition	An unambiguous reference to the resource within a given context.
ALAIR/DSpace Scope Note	A known identifier type common to a local collection
Is element required?	Yes
Is element repeatable?	No
How to Use	Identify the resource by means of a string or number conforming to a formal identification system. If the item has any identification number or codes associated with it, enter the types and actual numbers or codes. Options given in Item Submission: ISSN Other ISMN Gov't Doc # URI ISBN

Refinement	Identifier
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dc.identifier.other

6.14 Auto-generated

Element Name	identifier.uri
Label	**Identifiers: URI**
DC Definition	An unambiguous reference to the resource within a given context.
ALAIR/DSpace Scope Note	Uniform Resource Identifier
Is element required?	Yes
Is element repeatable?	No
How to Use	Identify the resource by means of a string or number conforming to a formal identification system. If the item has any identification number or codes associated with it, enter the types and actual numbers or codes. Options given in Item Submission: ISSN Other ISMN Gov't Doc # URI ISBN
Refinement	Identifier
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dc.identifier.URI

6.15

Element Name	language.iso
Label	**Language**
DC Definition	The language of a resource
ALAIR/DSpace Scope Note	Current ISO standard for language of intellectual content, including country codes (e.g. "en_US")
Is element required?	Yes
Is element repeatable?	No
How to Use	The language of the main content of the item. If the language does not appear in the dropdown menu list select "Other". If the content does not have a language (for example, if is a dataset or

	an image) Select "NONE"
Refinement	None
Schemes	ISO 639-3
DC Mapping	dcterms:language

6.16

Element Name	publisher
Label	**Publisher**
DC Definition	An entity responsible for making the resource available.
ALAIR/DSpace Scope Note	Entity responsible for publication, distribution, or imprint
Is element required?	Yes
Is element repeatable?	No
How to Use	Name of the entity that created or is providing access to the resource. If the resource existed in another form prior to being digitized, provide information about that previous publisher in the ***source*** field and give the creation date for the original in the ***date*** field. A publisher may include a *person*, *organization*, or a *service*. Recommend clarifying the role this entity played in making the resource available by adding a prefix such as *Digitized by*, *Hosted by*, or *Published by*.
Refinement	None
Schemes	None
DC Mapping	dcterms:publisher

6.17

Element Name	subject
Label	**Subject Keywords**
DC Definition	The topic of the resource.
ALAIR/DSpace Scope Note	Uncontrolled index term.
Is element required?	Yes
Is element repeatable?	Yes
How to Use	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. Examples: Map and Geospatial Information Round Table (MAGIRT) MAGIRT Executive Board Andrew, Paige A.
Refinement	None
Schemes	Library of Congress Subject Headings (LCSH); Library of Congress Name Authority File (LCNAF): http://id.loc.gov/authorities/subjects.html
DC Mapping	dc:subject

6.18

Element Name	title
Label	**Title**
DC Definition	A name given to the resource.
ALAIR/DSpace Scope Note	Title statement/title proper.
Is element required?	Yes
Is element repeatable?	No
How to Use	Take title from digitized item when possible. Devise a title if none exists (do not enclose in brackets). Be concise and descriptive; convey the major topic: what, where, and when. Avoid generic, simple terms. End title with date of publication/issue for monographs, or with volume and issue number or serial issues. Examples: Executive Board Meeting, January 10, 2016 base line, v5 no5
Refinement	alternative
Schemes	NONE
DC Mapping	dcterms:title

6.19

Element Name	title.alternative
Label	**Other Titles**
DC Definition	An alternative name for the resource.
ALAIR/DSpace Scope Note	Varying (or substitute) form of title proper appearing in item, e.g. abbreviation or translation.
Is element required?	No
Is element	Yes

repeatable?	
How to Use	Include other title(s) for the resource as long as they contain significant information for search purposes. Possible sources for alternative titles include, cover title or title in another language.
Refinement	Refines title
Schemes	NONE
DC Mapping	dcterms:alternative

6.21

Element Name	type
Label	**Type**
DC Definition	The nature or genre of the resource.
ALAIR/DSpace Scope Note	Nature or genre of content.
Is element required?	Optional
Is element repeatable?	Yes
How to Use	Select at least one of the values given in the Type list. Multiple type term(s) can be selected by holding down the CTRL key while clicking to select each. Options given in Item Submission: Agenda Animation Article Book Book chapter Dataset Learning Object Image Image 3-D Map Meeting Minutes Newsletter Musical Score Plan or blueprint Preprint Presentation Recording, acoustical Recording, musical Recording, oral Report Software Technical Report

	Thesis Video Webinar Working Paper Other
Refinement	None
Schemes	NONE
DC Mapping	dcterms:type

RECOMMENDED ELEMENT TABLES (ALPHABETICAL)

7.1

Element Name	*contributor*
Label	Author
DC Definition	An entity responsible for making contributions to the resource.
ALAIR/DSpace Scope Note	A person organization, or service responsible for the content of the resource. Catch-all for unspecified contributors.
Is element required?	Required
Is element repeatable?	Yes
How to Use	Use for people or entities who contributed to intellectual content of the resource and are not covered by the Creator element. Examples are: illustrators, editors, translators, etc. Prefer form of name as verified in the Library of Congress Name Authority FIle (LCNAF). If no name match is found, construct name in the following format: Last name, First name, Middle initial with period, year of birth, and/or death if known (separated by hyphen), role; Examples: Andrew, Paige G. Ratliff, Louise M.
Refinement	Refinement: author
Schemes	Library of Congress Name Authority FIle (LCNAF)
DC Mapping	dcterms:contributor

7.2

Element Name	coverage.spatial
Label	Spatial coverage
DC Definition	The spatial topic of the resource, the spatial applicability of the resource.
ALAIR/DSpace	Spatial characteristics of content.

Scope Note	
Is element required?	Optional
Is element repeatable?	Yes
How to Use	Use to state the place or area that is described or represented by the resource, not the place where the resource was published. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. Geographic coordinates should be provided in a specific metadata element (*Coordinates* metadata element), currently used for maps. You should give preference for the TGN thesaurus. Only if you can't find the spatial term in TGN, try to find it in Geonames.
Refinement	coverage
Schemes	TGN (Getty Thesaurus of Geographic Names), Library of Congress Authority File (LCNAF), Library of Congress Subject Headings (LCSH), Local Terms
DC Mapping	dcterms:spatial

7.3

Element Name	coverage.temporal
Label	Temporal Coverage
DC Definition	The temporal topic of the resource
ALAIR/DSpace Scope Note	Temporal characteristics of content.
Is element required?	No
Is element repeatable?	Yes
How to Use	Use to describe the time period covered or represented by the resource, not the date when the resource was published. Temporal topic may be a named period, date, or date range. If using a named period, use a controlled vocabulary if possible, such as Library of Congress Subjects (LCSH). Where appropriate, time periods can be used in preference to numeric identifiers such as date ranges.
Refinement	coverage
Schemes	Library of Congress Subject Headings (LCSH)
DC Mapping	dcterms:temporal

7.4

Element Name	*creator*
Label	Creator
DC Definition	An entity primarily responsible for making the resource.
ALAIR/DSpace	An entity primarily responsible for making the resource.

Scope Note	
Is element required?	Mandatory if applicable
Is element repeatable?	Yes
How to Use	Person or entity responsible for creating intellectual content of resource such as a person, organization or service. Prefer form of name as verified in the Library of Congress Name Authority File (LCNAF). If name is not listed there, give name in the following format: Last name, First name, Middle initial and period, year of birth and/or death if known, separated by a hyphen. For further help in formatting names not found in LCNAF, consult a cataloging resource such as the *Anglo-American Cataloguing Rules* (AACR2), *Resource Description and Access* (RDA), or *Describing Archives: A Content Standard* (DACS).
Refinement	None
Schemes	Library of Congress Name Authority File (LCNAF)
DC Mapping	dcterms:creator

7.5

Element Name	*date*
Label	Date
DC Definition	A point or period of time associated with an event in the lifecycle of the resource.
ALAIR/DSpace Scope Note	Use qualified form if possible
Is element required?	Yes
Is element repeatable?	No
How to Use	A resource may have several dates associated with it. The date covered by this table refers to creation of the original resource, that is, when the resource was first created, before undergoing any conversion. • For resources created in a non-digital format and converted to digital format, use the date the non-digital resource was first created -- e.g., for print books, use the publication date of the print book. • For resources that have always been in digital format and never

	converted, use the date the digital resource was created -- e.g., PDF document uploaded as a PDF document. • For resources that were first created in one digital format, then converted to another digital format -- e.g., audio file recorded in WAV format, then converted to MP3 format -- use creation date of the first digital format -- e.g., WAV. Additional types of dates (see refinements) are allowed, though only one date (i.e., date of the original) should be mapped to dcterms:date to prevent confusion in harvesting environments that use only simple DC. If the date is unknown, specify an estimated date or date range.
Refinement	Other specialized Dublin Core elements can refine ***date*** but are less frequently used. Optionally, these fields may be used in addition to the required ***date*** field described above. These include: • ***available*** (date, often a range, that the resource became or will become available) • ***dateAccepted*** (date a thesis or article was accepted for publication) • ***dateCopyrighted*** (date of copyright) • ***dateSubmitted*** (date of submission) • ***modified*** (date when the resource was changed)
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dcterms:date (only for the creation of the original)

7.6

Element Name	*date.copyright*
Label	Date Copyrighted
DC Definition	Date of copyright
ALAIR/DSpace Scope Note	Date of copyright
Is element required?	Yes
Is element repeatable?	No
How to Use	Used in addition to the required ***date*** field
Refinement	date
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dcterms:dateCopyrighted

7.7

Element Name	*date.created*
Label	Date Created
DC Definition	Date of creation of the resource
ALAIR/DSpace Scope Note	Date of creation or manufacture of intellectual content if different from date.issued.
Is element required?	Yes
Is element repeatable?	No
How to Use	Used in addition to the required ***date*** field
Refinement	date
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dcterms:datecreated

7.8

Element Name	*date.submitted*
Label	Date Submitted
DC Definition	Date of submission of the resource.
ALAIR/DSpace Scope Note	Recommended for theses/dissertations.
Is element required?	No
Is element repeatable?	No
How to Use	Used in addition to the required ***date*** field. Examples of resources to which a Date Submitted may be relevant are a thesis (submitted to a university department) or an article (submitted to a journal).
Refinement	date
Schemes	Date Time Format profile of ISO 8601.
DC Mapping	dcterms:datesubmitted

7.9

Element Name	description.tableofcontents
Label	Table Of Contents
DC Definition	A list of subunits of the resource
ALAIR/DSpace Scope Note	A table of contents for a given item.
Is element required?	No
Is element	No

repeatable?	
How to Use	Used in addition to the ***description*** field.
Refinement	description
Schemes	None
DC Mapping	dcterms:descripton.tableofcontents

7.10

Element Name	format
Label	Format
DC Definition	
ALAIR/DSpace Scope Note	Catch-all for any formation information not defined by qualifiers.
Is element required?	No
Is element repeatable?	No
How to Use	Describe the file format of the master archival file using the Internet Media Type (IMT) scheme. Use of the scheme will imply the software needed to display or operate the resource. Examples of file formats: • image/tiff • audio/aiff • audio/flac • video/mpeg • application/vnd.ms-powerpoint May also use ***masterFormat*** to give the file size (in bytes) or separately provide file size using the ***masterExtent*** element.
Refinement	Conversion.specification
Schemes	None
DC Mapping	None

7.11

Element Name	format.extent
Label	Format Extent
DC Definition	Characteristic that measures the extent of the
ALAIR/DSpace Scope Note	Size or duration
Is element required?	No
Is element repeatable?	No
How to Use	Use the Format element to record the Internet Media Type. Use the Extent refinement to record a resource's file size and/or duration.

Refinement	Format
Schemes	Internet Media type (IMT)
DC Mapping	dcterms:format.extent

7.12

Element Name	format.medium
Label	Format Medium
DC Definition	Format of the material or physical carrier of the resource.
ALAIR/DSpace Scope Note	Physical medium
Is element required?	No
Is element repeatable?	Yes
How to Use	Use to specify the medium of the physical carrier of a resource. Format without an element refinement qualifier should be used to specify the electric format of the resource, using the encoding scheme Internet Media Type. Format should be repeated if both are applicable (e.g. a PDF file on CD)
Refinement	Format
Schemes	Internet Media Type (IMT)
DC Mapping	dcterms:format.medium

7.13

Element Name	identifier
Label	Identifier
DC Definition	An unambiguous reference to the resource within a given context
ALAIR/DSpace Scope Note	Catch-all for unambiguous identifiers not defined by qualified form; use identifier.other for a known identifier common to a local collection instead of unqualified form.
Is element required?	Yes
Is element repeatable?	No
How to Use	Many digital asset management systems, such as CONTENTdm and Bepress Digital Commons, automatically create, populate, and map the main identifier field. This main identifier is a URL for the resource. In CONTENTdm, for example, it has the format http://[domain]/u?[alias],[CONTENTdm number] and serves as the "Reference URL" of the resource. Additional identifier fields may be created as needed for local use, such as call number, filename, etc. However, only the identifier that contains the URI leading back to the resource should

	be mapped to dcterms:identifier. Handle these additional identifiers one of three ways: map the field to "None"; map it to some other field besides dcterms:identifier.
Refinement	None
Schemes	URI Uniform Resource Identifier
DC Mapping	dcterms:identifier

7.14

Element Name	language
Label	Language
DC Definition	The language(s) of the resource.
ALAIR/DSpace Scope Note	Catch-all for non-ISO forms of the language of the item, accommodating harvested values.
Is element required?	Yes
Is element repeatable?	Yes
How to Use	Use ISO 639-3 three letter codes. For multiple languages list all separating each with a semicolon and a space. Application Profile Version 2 Examples of three letter code for languages: • eng – English • fra -- French • por – Portuguese • spa – Spanish
Refinement	None
Schemes	ISO 639-3
DC Mapping	dcterms:language

7.15 auto-generated

Element Name	provenance
Label	Provenance
DC Definition	A statement of any changes in ownership with custody of the resource since its creation that is significant for its authenticity, integrity, and interpretation.
ALAIR/DSpace Scope Note	A statement of any changes in ownership with custody of the resource since its creation that is significant for its authenticity, integrity, and interpretation.
Is element required?	No
Is element repeatable?	No
How to Use	The statement may include a description of any changes successive

	custodians made to the resource.
Refinement	None
Schemes	None
DC Mapping	dc.descripton.provenance

7.16

Element Name	relation
Label	Relation
DC Definition	A related resource.
ALAIR/DSpace Scope Note	Catch-all for references to other related items.
Is element required?	Optional
Is element repeatable?	Yes
How to Use	List related resource(s).
Refinement	Possible refinements include (not a complete list): haspart, hasversion, isformatof, ispartof, isreferencedby, isreplacedby,isversionof
Schemes	NONE
DC Mapping	dcterms:relation

7.17

Element Name	relation.haspart
Label	Has Part
DC Definition	A related resource that is included either physically or logically in the described resource.
ALAIR/DSpace Scope Note	References physically or logically contained item.
Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.haspart

7.18

Element Name	relation.hasversion
Label	Has Version

DC Definition	A related resource that is a version, edition, or adaption of the described resource.
ALAIR/DSpace Scope Note	References later version.
Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.hasversion

7.19

Element Name	relation.isformatof
Label	Is Format Of
DC Definition	A related resource that is substantially the same as the described resource, but in another format.
ALAIR/DSpace Scope Note	References additional physical form.
Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.isformatof

7.20

Element Name	relation.ispartof
Label	Is Part Of
DC Definition	A related resource in which the described resource is physically or logically included.
ALAIR/DSpace Scope Note	References physically or logically containing item.
Is element required?	No
Is element repeatable?	No

How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.ispartof

7.21

Element Name	relation.isreferencedby
Label	Is Referenced By
DC Definition	A related resource that references, cites, or otherwise points to the described resource.
ALAIR/DSpace Scope Note	Pointed to by referenced resource.
Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.isreferencedby

7.22

Element Name	relation.isreplacedby
Label	Is Replaced By
DC Definition	A related resource that supplants, displaces, or supersedes the described resource.
ALAIR/DSpace Scope Note	References succeeding item.
Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.isreplacedby

7.23

Element Name	relation.isversionof
Label	Is Version Of
DC Definition	A related resource of which the described resource is a version, edition, or adaptation.
ALAIR/DSpace Scope Note	References earlier version
Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.isversionof

7.24

Element Name	relation.replaces
Label	Replaces
DC Definition	The immediate precedent historical description of a term.
ALAIR/DSpace Scope Note	References proceeding item.
Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.replaces

7.25

Element Name	relation.requires
Label	Requires
DC Definition	A related resource that is required by the described resource to supports its function, delivery, or coherence.
ALAIR/DSpace Scope Note	References resource is required to support function, delivery, or coherence of item.

Is element required?	No
Is element repeatable?	No
How to Use	This term is intended to be used with non-literal values as defined in the DCMI Abstract Model (http://dublincore.org/documents/abstract-model/). As of December 2007, the DCMI Usage Board is seeking a way to express this intention with a formal range declaration.
Refinement	Relation
Schemes	None
DC Mapping	dc.relation.requires

7.26

Element Name	rights
Label	Rights
DC Definition	Information about rights held in and over the resource.
ALAIR/DSpace Scope Note	Terms governing use and reproduction.
Is element required?	Optional
Is element repeatable?	No
How to Use	Describe the copyright status of the resource, its copyright holder and contact information (if applicable), and physical ownership rights (if applicable).
Refinement	Refinements are possible, but not currently recommended/used in ALAIR.
Schemes	NONE
DC Mapping	dcterms:rights

7.27

Element Name	source
Label	NONE
DC Definition	A related resource from which the described resource is derived.
ALAIR/DSpace Scope Note	Do not use; only for harvested metadata.
Is element required?	Optional
Is element repeatable?	Yes
How to Use	Do not use for born-digital or converted born-digital resources. Use when the resource is a digitized from a non-print original. Include sufficient information for identifying and finding the original resource, typically: original title, original creator, original publisher,

	original date of publication, and series title and numbering.
Refinement	None
Schemes	NONE
DC Mapping	dcterms:source

PART 5

DEVELOPING AN ARCHIVING PROGRAM FOR THE MAP & GEOSPATIAL INFORMATION ROUND TABLE - 2016 ALA MAGIRT PROJECT POSTER

Developing an Archiving Program for the Map & Geospatial Information Round Table

Craig Boman, Chelcie Juliet Rowell, Melissa Stoner, & Harriet Wintermute

PROBLEM STATEMENT

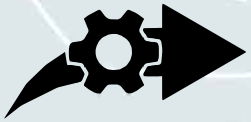
ALA divisions, round tables, & other units spend a tremendous amount of time serving the needs of their members, but the organizational record of this service is often lost when leaders finish serving their terms. Succession without documentation leaves many ALA units without shared memory of decisions & accomplishments.

PROJECT IMPACT

We designed archiving policies & processes for the Map & Geospatial Information Round Table (MAGIRT) to deposit materials into the ALA Institutional Repository (ALAIR). The archiving program we have developed for MAGIRT also serves as a model for other ALA units.

PROJECT OUTCOMES

List of Documents Eligible for Archiving



Submission Workflows

MAGIRT Documents Archived in ALAIR

Archiving Policy

Metadata Best Practices

ALAIR Basics Video

With gratitude for the support & guidance of Paige Andrew, Cara Bertram, Jessica Clemons, Tami Morse, & Louise Ratliff (project sponsor)

PART 6

ALAIR ARTICLE

ALAIR

Harriet E. Wintermute
Craig Boman
Chelcie Juliet Rowell
Melissa Stoner

Librarians, with all our information superpowers, continue to be vulnerable to attack by our archenemy —loss of information. A few years ago, members from ALA's Association for Library Collections and Technical Services Division (ALCTS), hoping to eradicate the threat from that dastardly villain, requested a repository that could handle their digital records and publications. During a pilot project in 2013, the ALA Archives collaborated with ALCTS to develop an open-access repository suitable for use by members of the entire ALA organization. Now the ALA Institutional Repository (ALAIR) is available as a place for officers, members, and staff of ALA units to deposit copies of their born-digital and digitized materials with enduring value. Over 5,000 items have been deposited in ALAIR thus far, and 66% (3,503 items) are documents issued in the 21st century.

ALAIR is not a replacement for ALA and division websites or for ALA Connect. Both of these online venues are intended for disseminating current documents, resources, and other communications. ALA Connect also provides additional features for group work and communication (e.g., community forums). In contrast, after documents are no longer active, ALAIR can handle the preservation and storage of these materials. More importantly, ALAIR ensures access (the ability to view online or download) to these materials for ALA members, researchers, and the public. The burden of collecting and preserving existing electronic documents is thus passed from ALA constituents to ALAIR and the ALA Archives. Depositing electronic records in ALAIR eliminates the risk of loss of information during changes in leadership, staff turnovers, and changes in round table or committee membership.

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ALAIR

CONTINUED FROM FIRST PAGE

There is no longer any need to convert born-digital documents into analog formats for depositing into the ALA Archives. Reports and publications from ad-hoc committees, temporary status notwithstanding, are eligible for deposit. ALAIR can also handle reports and documents culminating from cross-committee partnerships. Researchers will be able to access ALAIR items anytime and anywhere, making it easier to conduct research or to preview material before determining whether to travel to the ALA Archives for an in-depth visit.

ALAIR'S CONTENTS

The ALA Archives have policies in place for accepting materials; these also apply to ALAIR. Documents should have enduring administrative, legal, or research value, typically comprising official records, historical files, publications, and audiovisual materials. Official records are things like constitutions, bylaws, minutes, transcripts, member rosters, or agendas. Historical files include decisions, policies, reports, or speeches. Publications encompass articles, programs, newsletters, press releases, and periodicals. Audiovisual materials include images, photographs, videos, and sound recordings ("ALAIR policies" http://archives.library.illinois.edu/ala/alair/alair-policies).

ALAIR is able to receive electronic documents in any format. PDF and Word documents are common. Text files, PowerPoint slides and mpegs of session recordings also have been deposited.
Because ALAIR is intended to be open access, ALA staff or groups should be mindful of depositing any electronic documents of a sensitive nature, have copyright issues, or may infringe on privacy. The ALA Archives' private server can permanently retain and preserve these types of digital documents separately from ALAIR.

USING ALAIR

ALAIR's online interface is easy to navigate. At the top left of the page is a search box to input search term(s). Along the left side are facets for browsing, accessing one's account, and popular terms (Author, Subject, and Date Issued) to initiate searches in ALAIR. Additional filters are available at the top when browsing, including an alphabetical list to quickly jump to items starting with a certain letter or a box to input the first few letters of the term one is using. The browse lists can only be sorted in ascending or descending order, but the per-page browsing list results can be adjusted between 5 and 100. Search results are listed by default according to relevancy ranking. A drop down list can narrow the results by a specific top-level community. Filters, such as "title contains" can be applied to further narrow the search. A gear-shaped icon at the right provides ascending or descending sort options for title or issue date as well as how many results are listed per page (again, from 5 up to 100).

Once a sought-after item is found and opened, the default display is a simple item record; the title, URI (handle permalink), and date (of creation) are prominently placed at the top. If an item includes an abstract and/or a description, these display below the date. The full item record is accessible through a hyperlink; in this full view, the item information is arranged according to its Dublin Core metadata elements and values. (A reciprocal link back to the simple item record is included in this detailed view of the record.) The accessible digital files are at the lower part of the item display. Thumbnails for the digital files are accompanied with technical metadata including the filename, file size, and file format as well as a hyperlink to View/Open them. Listed underneath the digital files are the collection(s) in which the item belongs.

ALAIR PLATFORM AND STRUCTURE

ALAIR is powered by DSpaceDirect, which is a hosted DSpace-based platform provided by DuraSpace. The technical support, maintenance, and preservation functions are handled through DuraSpace's cloud service, DuraCloud, with an additional two backups made at Amazon's S3 and Glacier services.

DSpace repository structure consists of community (i.e., an organizational unit), collection (a group of records of the same type or purpose), and item (the digital objects themselves). At the topmost level, ALAIR's communities mimic the broad categories in ALA's organizational structure, including Committees, Divisions, Executive Board and Council, Member Papers and Publications, Offices, and Round Tables. Communities can be further divided by communities (sub-communities are "nested communities"), or by collections, or both. For instance, the Divisions community in ALAIR comprises eleven sub-communities, one for each ALA division. The ALCTS community has a child community for its Preservation and Reformatting Section (PARS) as well as collections for Annual Reports, Meeting Minutes and Agendas, Publications, and Task Force Reports. Following this structure, publications and records generated by PARS would not be deposited into the ALCTS collections, but into the collections available within the PARS community. Collections also can be shared in cases of interdivision or cross–committee cooperation, avoiding the need to deposit duplicate documents in different communities.

Items consist of three parts: metadata, bundles, and bitstreams. Qualified Dublin Core metadata records contain a description for the item. Bundles may contain the original files deposited—the publicly available version may change over time so it is necessary to save the original files deposited for preservation purposes. Other bundles associated with an item may include thumbnails, licenses, and extracted text to use for indexing. (cont.)

{ Draft of article July 2016 }

ALAIR

ALAIR PLATFORM AND STRUCTURE CONT.

And finally, bitstreams are the files that people can view and download, and each bitstream is part of a bundle that helps to identify the file's relationship with the item. It is possible to submit items with a single bitstream, but there is no limit to how many bitstreams are incorporated into an item.

DEPOSITING INTO ALAIR

Currently, ALA staff can login into ALAIR with their ALA credentials when depositing material. Non-staff ALA members from committees or round tables can request an account through the ALA Archives when their group has determined it is ready to deposit documents.

Users with submission privileges for a specific collection can deposit items using ALAIR's guided Item Submission tool, which is available through the Submissions area in the user profile. The next step, describing an item, provides a two-page form for information about the item, including the Title, Author, Date Issued, and Keywords. Subject keywords can only be added individually by inputting a keyword and then clicking the + (plus symbol) button; the form does not currently handle input of multiple terms separated by punctuation. Uploading files is the next step; it is also possible to include a line for a brief description of the file (useful when an item consists of several parts or multiple bitstreams) as well as the date and reason for setting an embargo. The final step requires that the user agree to a distribution license granting ALAIR non-exclusive rights to the digital files and acknowledging that no copyright or proprietary rights are infringed.

Currently, bulk uploads (e.g., a year's worth of documents) are handled by ALA Archives staff, but individuals and groups still can help with the deposit process by completing a spreadsheet provided by ALA Archives. The completed spreadsheet accompanies the electronic materials when transmitted to the ALA Archives for bulk deposit into ALAIR.

Only ALA Archives staff can perform administrative functions in ALAIR,such as granting submission privileges to users, creating communities and collections, correcting metadata and submission errors, or withdrawing items.

GETTING STARTED WITH ALAIR

If your ALA committee or round table is ready to take up the fight against our nemesis, here are a few things to consider before getting started. Collocate all existing documents, if this hasn't been done already, and then review the types of documents to determine the collections that your ALAIR community will need. Take some time to explore ALAIR to see how other groups have decided to treat their documents. Some prefer to keep agendas and minutes together under one item while others deposit only the minutes. Make certain that titles and authors are formatted consistently, with titles using sentence capitalization and, in the case of periodicals, ending with the volume and issue number, and authors with last name first. Becoming familiar with ALAIR will provide guidance on whether a subcommittee might need its own community and whether a collection needs to be shared for collaborative reports. If there are many legacy records awaiting deposit, using the bulk option through the ALA Archives is a great way to jumpstart your collection. ALAIR is just the tool ALA units need to become invulnerable against loss of organizational memory!

PART 7

THE ALA INSTITUTIONAL REPOSITORY: WHY & HOW

VIEW ON ALA'S YOUTUBE CHANNEL
https://youtu.be/IzPkUFYK6vQ

DESCRIPTION

How leaders of ALA units can submit materials to the ALA Institutional Repository, and why they should!

Video created by Team G of the 2016 cohort of ALA Emerging Leaders (Craig Boman, Chelcie Rowell, Melissa Stoner, and Harriet Wintermute) as part of the "Developing an Archiving Program for MAGIRT" project. Thanks to Paige Andrew, Cara Bertram, Jessica Clemons, Tami Morse, & Louise Ratliff, who served as our indefatigable project sponsor, for their support and guidance.

Illustrations used in this video were created by Tom Woolley of the Curve Agency for the Jisc-funded Digital Preservation Business Case Toolkit and are made available under a CC-BY-NC 3.0 license.

TAGS

digital preservation, institutional repositories, records management

LICENSE AND RIGHTS OWNERSHIP

Creative Commons — Attribution

RECORDING DATE

August 29, 2016

SUBTITLES & CLOSED CAPTIONS

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.

SUBTITLES & CLOSED CAPTIONS (CONT.)

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.