

Depositing Items to ALAIR

American Library Association Institutional Repository (ALAIR) is the long-term home for digital items created by the ALA that will have permanent or historical value. This means records of enduring administrative, legal, and research value, such as:

- Official records: constitutions, by-laws, minutes, transcripts, rosters, reports, agendas
- Historical files documenting policies, decisions, committee reports, speeches, events
- Publications: programs, articles, newsletters, press releases, journals
- Audio-visuals: images, photographs, videos, and sound recordings

The system can handle any type of file format, and multiple files can be listed under one record. Individual users can deposit items one record at a time, but if your organization needs to upload in bulk please contact the ALA Archives.

Any digital records that may not be appropriate for ALAIR, but still retain administrative, legal or research value, can be taken in by the ALA Archives and placed on the Archives server for permanent retention and preservation. This might include records that have sensitive information that should not be open access, records with copyright concerns, correspondence and case files with privacy concerns, and complex office or personal file structures. Please contact us if you have records of this type or need consultation on whether or not your records are sensitive.

Contacting the ALA Archives:

Email: ala-archives@library.illinois.edu

Phone: (217) 333-7841

Office hours: M,Tu,Th,F: 8:30 am-noon, 1-5 pm Wed: 10 am-noon, 1-5 pm

Submitting to ALAIR

To submit an item you must log in to the system, there is a link to log in at the top right of the home page. You have two options for logging in, ALA Employees (and eventually members) should select “Shibboleth,”



The screenshot displays the ALAIR website interface. At the top, the logo for ALAIR (American Library Association Institutional Repository) is shown in red and blue. Below the logo is a red navigation bar with the text "ALAIR Home → Choose Login".

On the left side, there are three main sections:

- Search ALAIR:** A search box with a "Go" button.
- Browse ALAIR:** A list of links: "All Content", "Communities & Collections", "By Issue Date", "Authors", "Titles", and "Subjects".
- My Account:** A list of links: "Logout", "Profile", and "Submissions".

On the right side, there is a section titled "Choose a Login Method" with the text "Log in via:" and two bullet points:

- [Shibboleth Authentication](#)
- [Password Authentication](#)

Which will redirect to the ALA website and then once you have logged in, back to ALAIR.

Before depositing, your organization's section ("Community" in DSpace) must be properly configured with Collections reflecting what documents you will be depositing. This configuration must be done by the ALA Archives staff, please contact us to get your community set up if it is not already.

Once your community is set up it should look like this:

The screenshot displays the ALCTS DSpace community page. On the left is a navigation sidebar with five main sections: 'Search ALAIR' (with a search box and 'Go' button), 'Browse ALAIR' (with links for 'All Content' and 'This Community', each followed by 'Communities & Collections', 'By Issue Date', 'Authors', 'Titles', and 'Subjects'), 'My Account' (with links for 'My Exports', 'Logout', 'Profile', and 'Submissions'), 'Context' (with links for 'Edit Community', 'Export Community', 'Export Metadata', 'Create Collection', and 'Create Sub-community'), and 'Administrative' (with a link for 'Access Control'). The main content area features the title 'Association for Library Collections & Technical Services (ALCTS)' in blue. Below the title is a 'Browse by' section with a list of links: 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. A search box with a 'Go' button is provided for searching within the community. The ALCTS logo, a stylized blue 'A' with 'ALCTS' in blue text and 'Association for Library Collections & Technical Services' in smaller black text below it, is displayed. A paragraph of text describes the association as a resource for information specialists in collection development, preservation, and technical services. Below this is a 'Collections in this community' section with links for 'ALCTS: Annual Reports' and 'ALCTS: Publications'. A 'Recent Submissions' section is also present, featuring a link for 'Association for Library Collections and Technical Services Annual Report 2010-11' by Whitacre, Cynthia M. (2011-09).

The collections are listed, with all recent submissions in the community under that. **All URLs are stable** and your sub-organization can link directly to its community on your webpage.

There are two ways to submit: either through your profile or directly on a collection's page. To access your profile, after logging in click on "Submissions" under the "My Account" menu in the sidebar, which will take you to a page showing a link to submit new items, any submissions you have in progress, and all previous submissions under your account. Click on "Start a new submission."

Search ALAIR

Browse ALAIR

- All Content
- [Communities & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Account

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

Administrative

- Access Control
 - [People](#)
 - [Groups](#)
 - [Authorizations](#)
- Registries
 - [Metadata](#)
 - [Format](#)
- [Items](#)
- [Withdrawn Items](#)
- [Private Items](#)
- [Control Panel](#)
- [Statistics](#)
- [Import Metadata](#)
- [Curation Tasks](#)

Submissions & Workflow Tasks

Submissions

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



The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted.

Date accepted	Title	Collection
2014-01-27	ALA Institutional Repository Update	Creation of ALAIR
2014-01-27	American Library Association Institutional Reposit ...	Creation of ALAIR
2014-01-10	Minimum Digitization Capture Recommendations	ALCTS: Publications
2014-01-16	Association for Library Collections and Technical ...	ALCTS: Annual Reports
2014-01-10	Association for Library Collections & Technical ...	ALCTS: Annual Reports
2014-01-10	ALCTS Annual Report 2012-13	ALCTS: Annual Reports
2014-01-10	Association for Library Collections & Technical ...	ALCTS: Annual Reports
2014-01-10	Association for Library Collections and Technica ...	ALCTS: Annual Reports
2014-01-10	Association for Library Collections and Technica ...	ALCTS: Annual Reports
2014-01-10	Association for Library Collections and Technica ...	ALCTS: Annual Reports
2014-01-10	Association for Library Collections and Technica ...	ALCTS: Annual Reports
2014-01-10	American Library Association Strategic Plan 2011- ...	ALA Governance: Strategic Plans

The system will then prompt you to select the collection that your item should go in. **If you do not see the collection you need, or you are not sure where your items should go, please contact the ALA Archives before depositing.**

[ALAIR Home](#) → Item submission

Search ALAIR

Browse ALAIR

All Content
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account

[My Exports](#)
[Logout](#)
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Administrative

Access Control
[People](#)
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[Authorizations](#)
Registries
[Metadata](#)
[Format](#)

Item submission

Select a collection

Collection:

Select the collection you wish to submit an item to.


Select a collection... ▼

- ACRL: Meeting Minutes and Agendas
- ACRL: Publications
- ACRL: Recordings
- ALA Governance: Strategic Plans**
- ALCTS: Annual Reports
- ALCTS: Publications
- ALCTS: Task Force Reports
- ALSC: Annual Reports
- ALSC: Award Speeches
- ALSC: Board Actions
- ALSC: Newsletters
- CALM: Meeting Minutes and Agendas
- CALM: Publications
- CALM: Wiki and Webpages
- Council: Meeting Minutes and Agendas
- Creation of ALAIR
- Executive Board: Meeting Minutes and Agendas
- Library: Press Releases
- Library: Publications
- PIO: Press Releases

You will then be taken to the submit page for that collection. You can double-check that the breadcrumb trail at the top has you in the right place:

[Profile: Denise Rayman](#) | [Logout](#)

ALAIR American Library Association Institutional Repository



[ALAIR Home](#) → [Divisions](#) → [Association for Library Collections & Technical Services \(ALCTS\)](#) → [Annual Reports](#) → [Item submission](#)

Search ALAIR

- Search ALAIR
- This Collection

Browse ALAIR

- All Content
 - [Communities & Collections](#)
 - [By Issue Date](#)
 - [Authors](#)
 - [Titles](#)
 - [Subjects](#)
- This Collection
 - [By Issue Date](#)
 - [Authors](#)
 - [Titles](#)
 - [Subjects](#)

My Account

- [Logout](#)
- [Profile](#)
- [Submissions](#)

Context

- [Edit Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)

Administrative

Item submission

[Initial Questions](#) → [Describe](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Initial Questions

Multiple titles:
The item has more than one title, e.g. a translated title

Published:
The item has been published or publicly distributed before

Alternately, if you do not want to see all the collections your account has access to when depositing, you can submit directly on the collections page. When you on a collection's page and logged in you will see a URL to submit a new item (this link will NOT show up if you are logged out):

Search ALAIR

 Search ALAIR
 This Collection

Browse ALAIR

All Content
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Collection
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account

[Logout](#)
[Profile](#)
[Submissions](#)

Context

[Edit Collection](#)
[Item Mapper](#)
[Export Collection](#)
[Export Metadata](#)

Administrative

[Access Control](#)

Annual Reports

Browse by

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

Search within this collection:

[Submit a new item to this collection](#)



Recent Submissions

[Association for Library Collections and Technical Services Annual Report 2010–11](#)

Whitacre, Cynthia M. (2011-09)

[Association for Library Collections & Technical Services Annual Report 2005–06](#)

Bazirjian, Rosan (2006)

This year, ALCTS focused its efforts and accomplishments on education, collaboration through active involvement in policy formulation, publication, and organization.

[ALCTS Annual Report 2012–13](#)

Myall, Carolynne (2013)

[Association for Library Collections & Technical Services Annual Report 2006–07](#)

Johnson, Bruce Chr. (2007)

Clicking this will take you directly to the correct submit page.

The system will then walk you through making the metadata for your item. If you need a metadata field that is not available, please contact the ALA Archives, we can add fields.

There is no controlled vocabulary for the subject terms. Multiple subject terms must be added using the “Add” button and not commas or semi colons, as the Dspace system will recognize that as a single subject term.

Item submission



Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases below.

Add

- blopp
- nlopp
- glopp

Remove selected

[Subject Categories](#)

To add multiple files to one record, after uploading your first file, click “Upload file and add another:”

The screenshot displays the ALAIR submission interface. On the left, there are four vertical navigation menus: 'Search ALAIR' with a search box and 'Go' button; 'Browse ALAIR' with links for 'All Content' and 'This Collection'; 'My Account' with links for 'My Exports', 'Logout', 'Profile', and 'Submissions'; and 'Administrative' with links for 'Access Control', 'People', 'Groups', 'Authorizations', 'Registries', and 'Metadata'. At the top right, a progress bar shows steps: 'Initial Questions' (blue), 'Describe' (blue), 'Describe' (blue), 'Upload' (green), 'Review' (blue), 'License' (blue), and 'Complete' (blue). Below the progress bar is the 'Item submission' title and the 'Upload File(s)' section. The 'File:' section includes a 'Choose File' button and the text 'No file chosen'. The 'File Description:' section has a text input field. The 'Embargo Access until Specific Date:' section includes a date input field and the format 'Accepted format: yyyy, yyyy-mm, yyyy-mm-dd'. The 'Reason:' section has a large text input field. At the bottom, there are three buttons: '< Previous' (blue), 'Upload file & add another' (blue), and 'Next >' (blue). A yellow arrow points to the 'Upload file & add another' button.

Multiple files on one submission is a good option for either multiple versions of the same item (such as a .doc file and a .pdf for the same document) or for items that are paired together (such as slides and a recording from a presentation.)

You must accept the license for the content you are uploading before it will submit:

Search ALAIR

Go

Search ALAIR
 This Collection

Browse ALAIR

All Content
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

This Collection
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

My Account

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[Submissions](#)

Context

[Edit Collection](#)
[Item Mapper](#)
[Export Collection](#)
[Export Metadata](#)

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Registries
[Metadata](#)
[Format](#)
[Items](#)
[Withdrawn Items](#)

Item submission



Distribution License

There is one last step: In order for the ALA Institutional Repository 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'.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to the American Library Association (ALA) the non-exclusive right to reproduce, translate (as defined below), display, publish and/or distribute your submission (including the abstract) (Submission) worldwide in all forms now known or later developed, including but not limited to print and electronic format and in any medium, including but not limited to audio or video and the right to sublicense any third party in any of the rights granted to the ALA.

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You also agree that the ALA may keep more than one copy of the Submission for purposes of security, back-up and preservation.

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The ALA will clearly identify your name(s) as the author(s) or owner(s) of the Submission, and will not make any alteration, other than as allowed by this license, to the Submission. You agree ALA is not obligated to use or publish the Submission.

If you have questions regarding this license please contact the system administrators.

Distribution license:

I Grant the License

[< Previous](#) [Save & Exit](#) [Complete submission](#)

After that you will get a confirmation email, and your record will be accessible!