Depositing Items to ALAIR

American Library Assocation 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,"

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 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."

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

[ ] Go

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

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:

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):

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

Initial Questions → Describe → Describe → Upload → Review → License → Complete

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:"

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:

Item submission

Initial Questions → Describe → Describe → Upload → Review → License → Complete

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'.

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< Previous   Save & Exit   Complete submission

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