ALAIR METADATA SCHEMA

INTRODUCTION

This guide is to help ALA staff and members to deposit materials into the American Library Association Institutional Repository by outlining the metadata schema of the repository. ALAIR uses Dublin Cores schema and only requires users to fill out the title and issue date of the item being deposited.

Item submission

Describe Item

Authors:

Enter the names of the authors of this item.

		Add

Last name, *e.g. Smith*   First name(s) + "Jr", *e.g. Donald Jr*

Title:

Enter the main title of the item.

Sample

Other Titles:

If the item has any alternative titles, please enter them here.

Add

Date of Issue:

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

2015   ▼

Year   Month   Day

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Series/Report No.:

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

		Add

Series Name | Report or paper No.

Identifiers:

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

ISSN ▼ | | Add

Type:

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

Agenda
Animation
Article
Book
Book chapter
Dataset

Language:

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

N/A ▼

Save & Exit | Next >

Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases.

| | Add |

Subject Categories

Abstract:

Enter the abstract of the item.

Sponsors:

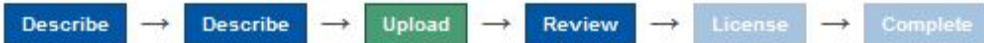Enter the names of any sponsors and/or funding codes in the box.

Description:

Enter any other description or comments in this box.

< Previous   Save & Exit   Next >

Item submission

Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

Browse...   No file selected.

File Description:

Optionally, provide a brief description of the file, for example *"Main article"*, or *"Experiment data readings"*.

Embargo until specific date:

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:

The reason for the embargo, typically for internal use only. Optional.

Upload file & add another

< Previous   Save & Exit   Next >