

# Depositing Items to ALAIR

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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](mailto:ala-archives@library.illinois.edu)

Website: <https://www.library.illinois.edu/ala/>

Phone: (217) 333-7841

Originally created in 2014 by Denise Rayman. Updated 2023.

To submit an item you must log into 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 staff should select “Shibboleth” and ALA members will need to [register](#) for an account and email the ALA Archives to get permissions to upload.

# ALAIR American Library Association Institutional Repository

[ALAIR Home](#) → [Choose Login](#)

## Search ALAIR

## Browse ALAIR

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

## My Account

[Logout](#)  
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## Choose a Login Method

Log in via:

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

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

Before depositing, your unit has the Collections you need to deposit your documents into. This configuration must be done by the ALA Archives staff, please contact us to get your Collections setup if it is not already. Your Community should look like this:

**Search**

Search  
 This Community

---

**Browse**

All Content  
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**My Account**

[Login](#)  
[Register](#)

---

**Discover**

Author  
[ALSC \(378\)](#)  
[ALSC Board of Directors \(36\)](#)  
[Association for Library Service to Children \(7\)](#)  
[Gagne, Paul R. \(5\)](#)  
[Ellard, Melissa Reilly \(4\)](#)  
[Nemec-Loise, Jenna, EA Editor \(4\)](#)  
[Tonatiuh, Duncan \(4\)](#)  
[Brown, Marcia \(3\)](#)  
[DiCamillo, Kate \(3\)](#)  
[Freedman, Russell \(3\)](#)  
[... View More](#)

Subject  
[Award Acceptance Remarks \(29\)](#)  
[Awards \(24\)](#)  
[Geisel Award \(6\)](#)  
[2014 \(5\)](#)  
[2015 \(5\)](#)  
[Belpre Award \(5\)](#)  
[Carnegie Award \(5\)](#)  
[Sibert Award \(4\)](#)  
[Annual Report \(3\)](#)  
[Batchelder Award \(3\)](#)  
[... View More](#)

## Association for Library Service to Children (ALSC)

### Browse by

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

Search within this community and its collections:



ASSOCIATION FOR LIBRARY  
SERVICE TO CHILDREN

The Association for Library Service to Children is the world's largest organization dedicated to the support and enhancement of library service to children. It develops and supports the profession of children's librarianship by enabling and encouraging its practitioners to provide the best library service to our nation's children. Related materials can be [found under Record Group 24](#) at the ALA Archives.

### Sub-communities within this community

- [Book & Media Lists](#)
- [Leadership](#)
- [President's Program](#)

### Collections in this community

- [ALSC Matters Newsletter](#)
- [Annual Reports](#)
- [Award Speeches](#)
- [Awards Manuals](#)
- [Caldecott Medal 75th Anniversary](#)
- [Children and Libraries: The Journal of ALSC](#)
- [Everyday Advocacy Matters Newsletter](#)
- [Friends of ALSC](#)
- [May Hill Arbutnot Lecture](#)

**All URLs are stable** and your ALA unit can link directly to its community, a specific collection or item on your unit's website.

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

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### My Account

- [My Exports](#)
- [Logout](#)
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- [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	<a href="#">ALA Institutional Repository Update</a>	<a href="#">Creation of ALAIR</a>
2014-01-27	<a href="#">American Library Association Institutional Reposit ...</a>	<a href="#">Creation of ALAIR</a>
2014-01-10	<a href="#">Minimum Digitization Capture Recommendations</a>	<a href="#">ALCTS: Publications</a>
2014-01-16	<a href="#">Association for Library Collections and Technical ...</a>	<a href="#">ALCTS: Annual Reports</a>
2014-01-10	<a href="#">Association for Library Collections &amp; Technical ...</a>	<a href="#">ALCTS: Annual Reports</a>
2014-01-10	<a href="#">ALCTS Annual Report 2012-13</a>	<a href="#">ALCTS: Annual Reports</a>
2014-01-10	<a href="#">Association for Library Collections &amp; Technical ...</a>	<a href="#">ALCTS: Annual Reports</a>
2014-01-10	<a href="#">Association for Library Collections and Technica ...</a>	<a href="#">ALCTS: Annual Reports</a>
2014-01-10	<a href="#">Association for Library Collections and Technica ...</a>	<a href="#">ALCTS: Annual Reports</a>
2014-01-10	<a href="#">Association for Library Collections and Technica ...</a>	<a href="#">ALCTS: Annual Reports</a>
2014-01-10	<a href="#">American Library Association Strategic Plan 2011- ...</a>	<a href="#">ALA Governance: Strategic Plans</a>

The system will then prompt you to select the collection that your item should go in. ALA staff will see all collections, ALA members with depositing permissions will see collections for their ALA units. **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.**

## Search

 

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## Administrative

- [Control Panel](#)
- [Access Control](#)
- [People](#)
- [Groups](#)
- [Authorizations](#)
- [Content Administration](#)
- [Items](#)

## Item submission

### Select a collection

#### Collection:

Select the collection you wish to submit an item to.

Select a collection...

- Committees > ALA Staff Committee on War Mobilization
- Committees > Committee on Book Buying > Bulletin of the ALA Committee on Book Buying
- Committees > Committees of Council > Budget Analysis & Review Committee (BARC) > Financial Reports
- Committees > Committees of Council > Budget Analysis & Review Committee (BARC) > Reports
- Committees > Committees of Council > Committee on Committees > Reports
- Committees > Committees of Council > Committee on Diversity > Reports
- Committees > Committees of Council > Committee on Education > Reports
- Committees > Committees of Council > Committee on Legislation > Reports
- Committees > Committees of Council > Committee on Legislation > Resolutions
- Committees > Committees of Council > Committee on Library Advocacy > Reports
- Committees > Committees of Council > Committee on Organization > Reports
- Committees > Committees of Council > Committee on Professional Ethics > Reports
- Committees > Committees of Council > Committee on the Status of Women in Librarianship (COSWL) > Meeting Minutes and /
- Committees > Committees of Council > Committee on the Status of Women in Librarianship (COSWL) > Reports
- Committees > Committees of Council > Council Orientation Committee > Reports
- Committees > Committees of Council > Intellectual Freedom Committee > Conference on Intellectual Freedom
- Committees > Committees of Council > Intellectual Freedom Committee > Newsletter on Intellectual Freedom
- Committees > Committees of Council > Intellectual Freedom Committee > Reports
- Committees > Committees of Council > Intellectual Freedom Committee > Resolutions

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:



Home → Committees → ALA Staff Committee on War Mobilization → Item submission

## Search

 

Search  
Collection

## Home

Home  
Communities & Collections  
Issue Date  
Authors  
Subjects  
Collection  
Issue Date  
Authors  
Subjects

## Account

Account  
Sessions

# Item submission

→  →  →  →  →

## Describe Item

### Authors:

Enter the names of the authors of this item.

  

Last name, e.g. *Smith*

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

### Title:

Enter the main title of the item.

### Other Titles:

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



Clicking this will take you directly to the correct submit page. The system will then walk you through making the metadata for your item. Title and date fields are required. There is no controlled vocabulary for the subject terms. The metadata schema can be found here: <https://www.library.illinois.edu/ala/wp-content/uploads/sites/74/2023/05/ALAIR-Metadata.pdf>

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 'Context' with links for 'Edit Collection', 'Item Mapper', 'Export Collection', and 'Export Metadata'. Below these is an 'Administrative' menu with links for 'Access Control', 'People', 'Groups', 'Authorizations', 'Registries', and 'Metadata'. The main content area is titled 'Item submission' and features a progress bar with steps: 'Initial Questions', 'Describe', 'Describe', 'Upload' (highlighted in green), 'Review', 'License', and 'Complete'. Below the progress bar is the 'Upload File(s)' section, which includes a 'File:' label, a text box for the file path, a 'Choose File' button, and a 'File Description:' label with a text box. The 'Embargo Access until Specific Date:' section has a label, a text box, and a note about the accepted format. The 'Reason:' section has a large text box. At the bottom, there is a 'Upload file & add another' button with a yellow arrow pointing to it from the right, and a row of three buttons: '< Previous', 'Save & Exit', and 'Next >'.

This feature is good for submissions either multiple versions of the same item (such as a translation of the item in another language) 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**

Search ALAIR  
 This Collection

**Browse ALAIR**

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This Collection  
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**My Account**

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**Context**

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

**Administrative**

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## 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.

You agree that the ALA may, without changing the content, translate the Submission to any medium or format for the purpose of preservation.

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

You represent that the submission is your original work, you have not previously disposed of the rights granted to ALA herein, and that you have the right to grant the rights contained in this license. You also represent that your submission does not infringe upon anyone's copyright or other proprietary rights.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant the ALA the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the Submission.

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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

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