Auraria Library Digital Collections

Auraria Institutional Repository (AIR) Self-Submission Tool

The Institutional Repository self-submission tool is a feature of Auraria Library Digital Collections that allows Auraria Campus faculty to submit scholarly articles and other similar materials directly to the digital repository. After a simple registration process and approval, any faculty member on campus will be able to submit items, manage their own content, and view usage statistics. This guide will show users how to register for a myAuraria account and how to submit a simple PDF item.

PART I: REGISTRATION AND SUBMISSION

STEP 1: GET TO THE SITE!

Using Chrome or Firefox, navigate to www.digital.auraria.edu

STEP 2: REGISTER

Click on “myAuraria” on the upper right of the ALDC homepage
If you are not yet registered, click on “Register now”; if you are already registered, click on “Sign on with myAuraria authentication here”

This registration screen below shows all the fields users are required to enter.

1. Account Information
   a. UserName (minimum of eight digits)
   b. Password (minimum of eight digits, not your username)
   c. Confirm password

2. Personal Information
   a. First/Given Name(s)
   b. Last/Family Name(s)
   c. Nickname (this can be anything you want)
   d. Email (this must be a valid institutional e-mail from an Auraria entity)

3. Current Affiliation Information: this section allows you to identify with a particular institution is granular down to unit.
   a. Organization/University:
      i. For Auraria Library: Auraria Library
ii. For CU Denver: University of Colorado Denver
iii. For MSU Denver: Metropolitan State University of Denver
iv. For CCD: Community College of Denver

b. College: e.g. “College of Liberal Arts and Sciences”
c. Department: e.g. “Department of English”
d. Unit: this field typically applies to any subset of a department; it can also be used to indicate an institute within a college or department.

4. Other Preferences:
   a. Language: choose your language preference
   b. Checkbox: check this box if you wish to be able to submit materials online. Anyone can register and not check this box, but features like My Bookshelf will become available.

Figure 3
When you’re satisfied with your information, click “Submit.” You will be taken to a personalized homepage pictured in Figure 4.

![Auraria Library Collections](image)

*Figure 4*

More information on how to use Bookshelves and other features of ALDC will be covered in another document. If you requested submission rights, an e-mail will be sent to the ALDC administrator who will approve based on the information you provided during registration. Please allow 24 hours for submission rights to be enabled.

**STEP 3: WAIT A BIT, THEN LOG BACK IN**

After you have been approved and are ready to submit materials, log back into your myAuraria account. Return to [www.digital.auraria.edu](http://www.digital.auraria.edu), click on myAuraria; click on “Sign on with myAuraria authentication here.” Follow the log-in instructions pictured in Figure 5.
After login, you will be taken to the ALDC homepage. To access your available myAuraria features, click on “XXXXX’s myAuraria” on the upper right of the homepage.
STEP 4: SUBMIT AN ITEM

To start a new item, click on “Start a new item”

Figure 7

Read the grant of permission and accept only if you understand and agree with the statement presented. If you do not accept, you will not be able to submit an item to the Institutional Repository.

Figure 8
Once you accept the grant of permission, you will be presented with a basic material information screen. You do not need to enter information into every field, but you must include a MAIN TITLE and select a MATERIAL TYPE. Generally speaking, it is best to upload one file per item.

1. MAIN TITLE: the title of the material you wish to submit
2. MATERIAL TYPE: the type of material you wish to submit (e.g. journal article, book, conference presentation). The fields available to edit will change based on the type you select.
3. JOURNAL CITATION: in the example in Figure 9, because “Journal Article” was selected, the JOURNAL CITATION field is available to edit. Insert the full citation for the article you are submitting according to whatever style you prefer.
4. CREATOR: the author of the material. This field can be replicated by clicking the green and white plus sign to the right of the field.
5. PUBLICATION STATUS: in the example in Figure 9, because “Journal Article” was selected, the PUBLICATION STATUS field is available to edit. Select the appropriate status
6. PUBLISHER: the publisher of the material
7. PUBLISHER’S URL: the main web address to the publisher, or a permanent URL to your article on the publisher’s site.
8. PLACE OF PUBLICATION: the location of the publisher
9. PUBLICATION DATE: date of publication. This field has no style restrictions.
10. ABSTRACT: the abstract of your material, if available or relevant.
11. NOTES: this is an open field and can contain any textual data you feel is necessary to include, or for any data for which there is no appropriate field.
Once you are satisfied with the data you have entered, click “Next”

At this stage you may upload any files associated with your item. Typically you may have a single PDF or several images. The ALDC accepts many file-types, which are delineated in another document. For the purposes of this guide, it is simpler to note file-types you cannot upload:

- .exe or .msi (executable programs native to Windows)
- .dmg or .pkd (executable programs native to Mac OS)
- .mp4 (.m4a or m4v preferred for AAC audio and h.264 video)

There are thousands of file-types the ALDC is not equipped to handle, but most common file-types can be submitted.

The file-size limit is 100 MBs. If you need to upload anything larger, please contact the ALDC administrator at matthew.mariner@ucdenver.edu
To upload files, click the “SELECT FILES” button.

![Figure 10](image-url)

Browse to the location of the file(s) you wish to upload. You can select multiple items at a time at the point. Click OK in your file browser.

At this point your selected files will upload. Do not click SUBMIT until all files have completely uploaded and appear with FILENAME, SIZE, DATE UPLOADED, ACTION, and LABEL fields as seen in Figure 11.
Once the file(s) appear as above you may assign labels. Typically this is only necessary if you upload multiple files, but, in either case, is not a necessary step and only helpful for keeping track of which files are which within the context of the whole item.

Click “SUBMIT”

After you submit, you will be brought to the web page shown in Figure 12.

Figure 11
Clicking on “Return to my home” will bring you to your personalized ALDC homepage.

Clicking on “View this item” will take you to the item page for the material you just submitted.

Clicking on “Edit this item” will allow you to edit the material information or add/remove files.

Clicking “Add another item” will allow you to return to begin a new item.

Clicking “View all my submitted items” will allow you to review all the materials you have submitted.

After submission, an e-mail is sent to the ALDC administrator who will review the item for appropriateness and then, if there are no issues with content or file-types, they will make the item public.
PART 2: REVIEW YOUR SUBMITTED MATERIAL

Even before your submission has been approved by the ALDC administrator, you may review your item, add additional files, or change material information (metadata).

Navigate to your item either be clicking “View this item” from the previous figure, or heading back to your personal ALDC homepage by clicking on “XXXX’s myAuraria” on the upper right of the screen, and clicking “View all my submitted items” and selecting the one you wish to view.

Once you’ve found and selected the item you wish to review, you will be taken directly to its item page.
In the above image, you can see a variety of buttons. The gray bar at the top of the item page is called the “internal header” and it contains various functions that allow you to interact with an item’s metadata and components. The two crossed out buttons (EDIT BEHAVIORS and PRIVATE ITEM) are not usable by non-administrators and should be ignored.

The rest of the buttons, however, allow you to edit metadata, add page images, view work history, and manage files.

**EDIT METADATA**

Clicking this button will bring you to the metadata editing page where you can change things like title, author, and publisher; add subject headings or keywords; and add or change rights.

Since there are many fields and many variations of data entry, the specifics of metadata alteration will be covered in another guide: **METADATA EDITING IN THE ALDC**

**QUALITY CONTROL**
Clicking this button will take you to a page image upload screen, much like the file management screen, if you have not uploaded individual page images (as you might for a book whose pages were individual scanned and not combined into a PDF). If you already have page images uploaded, this button will take you to the QUALITY CONTROL tool, which will be covered in another guide: QUALITY CONTROL IN THE ALDC

**VIEW WORK HISTORY**

Clicking this button will take you the Work History screen for the item in question, allowing you to review the dates and times work was completed on that item (e.g. when it was first created and when it became public).

**MANAGE FILES**

Clicking this button will take you to the file management screen and will let you add labels to uploaded files, or upload additional files.

Please direct all questions to the ALDC / AIR administrator: matthew.mariner@ucdenver.edu