

Digital Collections and Libraries Hosted at UF: Activating New Users for Self-Submittals and Other Rights

Overview

Digital collections and libraries hosted by the UF Libraries include those with UF Curators for UF-based collections as well as Curators and Program/Project Directors for collaborative and partner-contributed collections. Despite the variety of collections and potential users, the current practices and procedures are simple in regards to activating new users for self-submittal and other rights. The practices and procedures are simple because they are aligned with the processes for Curators (who may be at UF, a Partner, a Program/Project Director, etc.) with Curators as the authority on their collections.

For any questions on activating new users and granting additional rights, the process is that the SobekCM Administrator consults the Curator.

Automatic Activation for Gatorlink-Shibboleth

SobekCM supports Shibboleth authentication and configuration to automatically assign rights and configure users who sign-in with Shibboleth. At UF, the SobekCM instance is configured to support Gatorlink-Shibboleth authentication. With this, UF users who sign-in to SobekCM with Gatorlink are automatically tagged to be able to self-submit and to do so to the *IR@UF* aggregation. For some types of user accounts, the user is automatically connected to the *IR@UF* but rights are not automatically assigned to self-submit. For these, Administrators can review and, if appropriate, easily update the accounts by checking a single check-box to grant rights to self-submit.

Steps for Activating Users for Self-Submittal and Other Rights

Step 1:

New user signs in with Shibboleth.

OR

New user registers for an account in mySOBEK, myUFDC, myDLOC, etc., and check the box indicating that they wish to self-submit.

Step 2:

For new users signing in with Shibboleth, SobekCM automatically configures user accounts. For new users registering for accounts, SobekCM sends an automated email to the assigned system email list (with Administrators and others) for all registrations with the checked box on self-submitting.

Step 3:

For new users with Shibboleth who need additional rights, they use the contact form to contact Administrators (who contact Curators to confirm any new rights, and discuss the process and any questions or concerns) or the new users contact their Curators (who contact Administrators and confirm any new rights, and discuss the process and any questions or concerns).

In addition to specific users, Administrators activate technical and production staff as appropriate for technical and production work, granting the lowest level of permissions required to do the work in keeping with best practices for security.

Step 4:

After confirmation with the Curators, Administrators use the SobekCM online administration tools to activate the user accounts with the appropriate rights which can include editing metadata for the Curator's collections, adding items to the Curator's collections, and more.¹

Step 5:

At regularly scheduled check points, System Administrators review the user accounts with rights at different levels enabled and remove rights when appropriate for users (e.g., users no longer working in digital production, etc.).

¹ SobekCM user management documentation: <http://ufdc.ufl.edu/adminhelp/users>

Email Templates for Standard New User Activation and Rights Processes

***IR@UF* new registration (non-Shibboleth)**

Thank you for registering to submit materials to the [Institutional Repository at UF \(IR@UF; http://ufdc.ufl.edu/ufirg\)](http://ufdc.ufl.edu/ufirg).

To use the *IR@UF*, simply login and then upload new items and edit the metadata for loaded items: <http://ufdc.ufl.edu/my>

The *IR@UF* allows you to share your research openly with scholars around the world, regardless of affiliation. It also provides a permanent archive for preservation, independent of the publishers. The *IR@UF* utilizes repository and digital library standards, to facilitate citations and links to your work to be found via the UF Digital Collections, library catalog, Google, and many other search systems. The *IR@UF*'s consistent stable links to your materials are ideal for you to use on your website, CV, or to distribute in other promotional materials.

Please see the *IR@UF*'s [FAQ](http://ufdc.ufl.edu/ufirg/author_faq) (http://ufdc.ufl.edu/ufirg/author_faq) or contact us if you have any questions: ufdc@uflib.ufl.edu

***IR@UF* new registration with submittal rights added**

It looks like your account was not automatically enabled to self-submit. We apologize for any inconvenience. You are now activated to submit. You may need to log out and log back in to see the "start new item" link, but it will now appear for you. Please let us know if you have any questions or concerns.

New registration for metadata editing

Thank you for registering to edit metadata online and to self-submit materials to your collection, COLLECTION NAME and LINK.

To use the online tools to edit metadata or add new items, simply login and then upload new items and edit the metadata for loaded items: <http://ufdc.ufl.edu/my>

Please contact us if you have any questions: ufdc@uflib.ufl.edu

Government Documents Libraries in Florida, Puerto Rico, and the US Virgin Islands, new registration

Thank you for registering to submit materials to the shared Government Documents Digital Collection. To use the online tools to edit metadata or add new items, simply login and then upload new items and edit the metadata for loaded items: <http://ufdc.ufl.edu/my>

Chelsea Dinsmore is also copied on this message for assistance. Also, please contact us if you have any questions: ufdc@uflib.ufl.edu

dLOC new registration, English

Thank you for registering to submit materials to the Digital Library of the Caribbean (dLOC). To submit materials, simply login and then upload new items and edit the metadata for loaded items: <http://www.dloc.com/my>

Please contact us if you have any questions: dloc@fiu.edu and ufdc@uflib.ufl.edu

dLOC new registration, Spanish

Gracias por registrarse para enviar materiales a la Biblioteca Digital del Caribe (dLOC). Para enviar material, use el login y luego simplemente cargue artículos nuevos y edite los metadatos de los objetos cargados: <http://www.dloc.com/my> Por favor, póngase en contacto con nosotros si tiene alguna pregunta: dloc@fiu.edu y ufdc@uflib.ufl.edu

Otra opción para cargar los documentos a la Biblioteca Digital del Caribe es enviarlos por correo a Laurie Taylor (laurien@ufl.edu), Brooke Wooldridge (dloc@fiu.edu) o Margarita Vargas-Betancourt (mvargasb@ufl.edu).

New user registration, when unclear; response to request more information

Thank you for registering to use the myUFDC/myDLOC user tools. You selected the option to request to self-submit items by checking the simple final checkbox. Sometimes the checkbox is checked in error.

Please let us know if you are interested in using the self-submittal tool to share your research or digitized primary resource materials for the Digital Library of the Caribbean (dLOC) or other collections for open, full worldwide access and permanent preservation.

Please disregard this message if you are not interested in using the self-submittal tool.

Vodou Archive, new user email on the registration process

To load materials to the *Vodou Archive* online, please register for a myDLOC account: <http://dloc.com/my/preferences> Please check the box at the bottom that you wish to self-submit. By doing so, I will get an email that your new account has been created. Then, I can activate you to load items to the *Vodou Archive*.

All materials in the *Vodou Archive* have permanent URLs, for use in citations, your CV, and for ease of reference by others. All materials are openly accessible online (so people from across the world can see and use your materials within Fair Use allowances) and the creators retain all rights to submitted materials, simply granting permissions to the libraries for preservation and provision of access. Also, you'll receive monthly usage report emails showing you how often any of your submitted materials have been accessed.

There are instructions for loading items online (quick guide <http://dloc.com/AA00013238/00001/pdf> ; detailed guide http://dloc.com/ufdchelp/self_submittal). I'm happy to assist with any sets of materials or questions.