Draft Example Curator Email Responses to External Questions

Below are examples of draft text for emails for Curator responses to more common external questions, with notes on the related internal processing where applicable as of 17 October 2013.

**Files Digitized Externally, Digital Curation**

In some instances, collaborative projects and partnership opportunities come up that require MOUs and other contractual style documents. For questions on rights and permissions, Curators should consult with the Scholarly Communications Librarian (<http://cms.uflib.ufl.edu/ScholarlyOutreach/>).

In other instances, external agencies will request UF and FLARE held materials for digitization. In those cases, Curators normally request copies of the digitized files and request attribution where the files are used. For the internal processes, UF ingests the existing catalog record and adds the digital files to the item online with this done by the Digital Development & Web Services team for digital curation. For UF items, the process is done with the Curator for the appropriate digital collection(s). For FLARE items, the items are added to the FLARE digital collection and a sample message is below.

If possible, we would like to request copies of the digital files which we will add to our Open Access Digital Collections for full, free worldwide access. Also, in the presentation of the digital files on your site, we ask that you include an attribution statement with:

Florida Academic Repository (FLARE), <http://ufdc.ufl.edu/iflare>

We ask for the attribution statement to recognize the holdings are from FLARE (Florida Academic Repository). This is helpful in general for patrons who may be looking for related materials, and can be critically important for times when items from our holdings are unique versions (from first printings, printing anomalies, notes inside from famed scholars, etc.), editions missing pages, and more. The attribution note allows for follow-up and next steps when exciting finds need promotion and errors need correction.

For ingest of the digital files once the items are digitized, we prefer TIFF files (300dpi+, color or grayscale) or PDFs, but can work with any files available. For the files for ingest, please let us know when we might be able to expect those following digitization. Please also let us know on the attribution statement.

**Image Rights, Permissions, and Tracking of Usage**

For questions on rights and permissions for items from UF,[[1]](#footnote-1) Curators should consult with the Scholarly Communications Librarian (<http://cms.uflib.ufl.edu/ScholarlyOutreach/>). In addition to responding on rights, for inquiries on exhibits, Curators should consult with the Exhibits Coordinator (<http://exhibits.uflib.ufl.edu/>).

In addition to responding on rights, it is recommended that Curators respond to request attribution and further information for when and how their materials are being used, and below is draft language for this:

We ask that you include attribution so that others may find the full materials related to the image. Please include an attribution note with this information:

George A. Smathers Libraries, University of Florida, <http://ufdc.ufl.edu/>

Also, please let us know when the publication featuring this image is published so that we can promote the use of materials from the UF Digital Collections in your publication/exhibit/event.

# Other Emails for Internal Processes

**IR@UF, new registration**

Thank you for registering to submit materials to the [*Institutional Repository at UF* (*IR*@UF; http://ufdc.ufl.edu/ufirg).](Institutional%20Repository%20at%20UF%20(IR@UF;%20http:/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://www.uflib.ufl.edu/ufdc/?g=ufirg&m=hitauthor_faq) (<http://ufdc.ufl.edu/ufirg/author_faq>) or contact us if you have any questions: [ufdc@uflib.ufl.edu](mailto:ufdc@uflib.ufl.edu)

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

It looks like PeopleSoft roles did not automatically add you to self-submit. We apologize for any inconvenience with this. 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.

**Data, ETD, IR@UF, new registration**

Please go to <http://ufdc.ufl.edu/my> and log in with your Gatorlink. Then, you should see a link to "start new item" as explained in the steps and video here: <http://ufdc.ufl.edu/ufirg/irsubmithelp>

If you do not see the "start new item" link or if you have any questions, please email us. There's more information on the process and the permanent, open access role of the IR@UF in promoting and sharing your materials here: <http://ufdc.ufl.edu/ufirg/author_faq>

Secondary, if needed

Your account is now activated and you can self-submit online following the instructions here: <http://ufdc.ufl.edu/ufirg/irsubmithelp>

As soon as you create the new item, you'll have a permanent link to add to your dissertation. Please let me know if you have any questions or concerns.

**Registered, unclear, response to request more information**

Thank you for registering to use the mySOBEK user tools. You selected the option to request to self-submit items be 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 COLLECTION 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.

**New Registration, self-submittal**

Thank you for registering to edit metadata online and to self-submit materials to the COLLECTION.

To load materials to the collection online, please register for a mySOBEK account: <http://ufdc.ufl.edu/my/preferences>

Please check the box at the bottom to state that you wish to self-submit. Then, please email me that this has been done so that I can contact our technical team to activate you to load items.

All materials in the digital collection 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>

Longer version: <http://dloc.com/ufdchelp/self_submittal>

Please contact us to assist with any sets of materials or questions.

**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](mailto:dloc@fiu.edu) and [ufdc@uflib.ufl.edu](mailto: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](mailto:dloc@fiu.edu) y [ufdc@uflib.ufl.edu](mailto: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](mailto:laurien@ufl.edu)), Brooke Wooldridge ([dloc@fiu.edu](mailto:dloc@fiu.edu)) o Margarita Vargas-Betancourt ([mvargasb@ufl.edu](mailto:mvargasb@ufl.edu)).

1. Items from partners should be referred to partners or program coordinators, as with the Digital Library of the Caribbean (dLOC, [www.dloc.com](http://www.dloc.com)) where requests are referred to the dLOC Director. [↑](#footnote-ref-1)