



## Publication Submittal Instructions

### Step-by-Step Instructions on How to Add New Sea Grant Titles to the NSGL Library System

1. **Go to** <https://eos.ucs.uri.edu/EOSWeb/>
2. **Sign in** using the user name and password assigned to your program
3. **Go to Cataloging: Bibliographic File** and **click the add** button (under browse search)

**Please note:** *you have the authority to add new records only; you cannot edit or delete a record once it has been saved; it can still be viewed, however, in your program folder in Bibliographic Review prior to being approved and uploaded into the library catalog.*

4. **Click proceed** button
5. **Fill in form**

\* Indicates the field is mandatory. While only a few fields are mandatory, you are encouraged to fill in all the information you have on the document in the other fields. This will allow us to gather all the information needed to describe the item and it will also improve its retrievability during a publication search. **If you don't have information for a non-mandatory field, please leave it blank. All mandatory fields must be filled in in order to save the record.**

- **Sea Grant Program/Affiliate \*** : select your program from menu
- **Reporting Period** : select from menu; [click here](#) for help in choosing
- **Title \***: type full title; (if the document is a newsletter or magazine, please include volume/issue/date in parentheses; e.g. Gulf Coast Fishermen (January - December 2016) or The SandBar (Volume 12, Number 3, July 2013)
- **Publication Year\*** : type the 4 digit publication year
- **Publication Type\*** : select the category that best describes the document (please note for convenience purposes some similar publications types are now grouped together)
- **Document Availability\*** : select the best choice where the patron may obtain the item  
**Pick 1** if your program is distributing AND it is also available on loan from NSGL  
*(please note we've decided to no longer add price information since most items are now available electronically and this information often gets outdated quickly; if you want to add a price, include it in the note field)*

**Pick 2** if your program is not distributing, but it is available from NSGL on loan

**Pick 3** if the item is ONLY available online and was not produced in hardcopy -- this choice indicates that the hard copy is not available from your program or the publisher and a loan copy is not available from NSGL. **You may also choose this option when you are submitting a PDF of a reprint or thesis/dissertation that the NSGL can either electronically archive or make digitally accessible. For all other publication types, please make this selection when no hardcopy truly exists**

- **Author:** last name, first name and middle or middle initial (if available); if multiple authors *click add*; if no specific authors leave blank  
Example: Smith, John W.
- **Editor :** last name, first name and middle or middle initial (if available); if multiple editors *click add*  
Example: Smith, John W.
- **Citation :** use only for full proceedings/workshop summaries or articles reprinted from larger documents (e.g. journal reprints, book chapters or papers/articles from proceedings, periodicals, etc.); please use the example formats below for guidance:
  - Full proceedings:** Maryland Shellfish Aquaculture Conference 2011, Annapolis, Maryland, November 15, 2011
  - Proceedings paper:** 23rd Coastal Society Conference, pp. 4-16, Miami, Florida, June 5, 2012
  - Journal reprint:** Journal of Marine Biology, 16(2):7-11, May 2013
  - Book chapter:** Shellfish Aquaculture and the Environment, Sandra E. Shumway, (ed.), Chapter 16, pp. 447-459, 2011
  - Periodical article:** Fishermen's News, 69(11):2-3, November 1, 2013
- **DOI# :** include this number if available; do not precede the number with "doi:" or any other characters  
Example: 10.1525/bio.2013.63.4.5
- **#Pages/Video Length:** total # of pages or, in the case of audio files and videos, the length (e.g. 12 minutes)
- **Program Report #:** if your program assigns a unique report number please enter it here; if there is more than one report # *click add*
- **Project #:** if multiple projects are associated with this document *click add*
- **Publisher:** use this field for publishers, other than your own program, that you wish to identify (e.g. Academic Press); *click add* for multiple publishers
- **Notes:** any additional information you wish to add to describe the item, such as "*In Spanish only*"; if there is more than one note *click add*

- **Abstract:** include an abstract or description of the document; including this information improves search discovery of the item; you may copy and paste this information from the electronic version (if an abstract is not available, a general description or the introduction will suffice)
- **Digital Access Permission:** select from menu; ***please note the digital document can only be uploaded after publication record is saved***
  - Pick 1** if you grant permission to the NSGL to make the PDF, audio or other digital file you will be uploading to the publication record, accessible from the NSGL site
  - Pick 2** if you allow the NSGL to electronically archive the item only; please note it will not be made publicly accessible online
  - Pick 3** if the item is not currently available in digital format, but you allow the NSGL to either scan it or make it available in electronic format at a later date
  - Pick 4** if permission is denied to make this item digitally accessible
- **URL:** use this field to add URLs for websites and html documents OR to add a link to a related document; an html link will automatically be formed when you hit return, providing you begin with **http://... or https://...; please note, PDFs, audio and other digital items are uploaded (see #7 for info on how to attach digital files) and not added here**
- **Program Notes for NSGL:** use this field if you have information to relay only to the NSGL; this field will not be visible to the public so please continue to use the "Note" field above for document notes you wish others to see
- **Date of Entry:** for NSGL staff use only; leave blank
- **NSGL Document #:** for NSGL staff use only; leave blank
- **Staff Notes:** for NSGL staff use only; leave blank

## 6. **Save the publication record**

7. **Attach your digital file** (PDF, MP3, MP4, etc.) following the instructions below. Please note you will get an error message if you try to add anything larger than 28MB so please try to web optimize your documents as best as possible prior to uploading. If your document is too large to attach, please send it via dropbox :

- Click **linked media** (upper, right hand corner of form), then **add media link**
- Select **link type**; choose "document" for PDFs and other digital documents such as WORD or EXCEL files or one of the other choices depending on the format
- Click **magnifying glass** next to **path** box
- Select **destination directory**; **your directory is your NSGL institution code and can be found under "Linked\_Documents"**. Please make sure this directory is open before

proceeding -- this may take several seconds, depending on how many electronic files are stored here

- Click **browse** to select a file from your computer
- Click **upload** to transfer file to server
- Add the **link title** below, depending on the type of file:
  - **view PDF** (for PDF documents in general)
  - **view PDF (Issue 5: May 2016)** ( identify issue in the case of newsletter PDFs)
  - **view digital document** (for other digital documents, such as Word, Excel)
  - **listen to audio** (for MP3s and other audio files)
  - **view video** (for MP4s and other video files)
- **Ignore other fields**
- Click **save**; if you have another document to attach click **New** and repeat the process. Otherwise click **Finish**

**Please note:** *if you are granting permission to the NSGL for electronic archiving only, the digital document will be moved to another folder that is not publicly accessible (by NSGL staff) prior to uploading the publication record.*

8. **Click view** (at top of form)

9. **Print a copy** for your program records

10. **Click close window**; if you have additional items to enter, **repeat steps 1-10**

**Please note:** *the publication record will remain in your program folder in Bibliographic Review (in Cataloging) until it is edited and approved for upload by library staff; once approved it goes into Bibliographic File (in Cataloging) and is accessible to the public via the OPAC. The record can be reviewed and printed from either location. Please notify library staff of any changes or edits that need to be made to the record.*

11. **After completing online submissions, please send the required number of hard copies to the NSGL for inclusion in the archive and circulating collections** . The number of hard copies depends on the document format and whether the NSGL is granted permission to make it digitally accessible.

**Please note:** *Hard copies of reprints (peer-reviewed and non-peer-reviewed) and theses/dissertations are no longer required if a PDF is submitted to the NSGL to either make digitally accessible or electronically archive. If no PDF is submitted, then two copies are still*

*required. For all other publication types, please refer to the following categories to determine how many copies to send:*

**Print/Hard Copy Only:** Send two original hard copies if the item is available in print/hard copy format AND (1) is not available in digital format, or (2) you are supplying a digital copy for archival purposes only and not allowing the NSGL to make it digitally available. One copy will go into the archive collection and the other will be available to circulate.

**Print/Hard Copy plus digital:** Send one original hard copy if the item is available in both formats and you are supplying a digital copy that the NSGL may make accessible from its website. The hard copy you send will be the archive copy and the digital copy will replace the circulating copy and be digitally accessible from the NSGL website.

**Digital Only:** Programs no longer need to submit printed matter for documents published originally online and not available in print/hardcopy format. A URL, pdf, or other digital file must be provided, however, when submitting the online cataloging form and permission must be granted for the NSGL to make it accessible. If the item is available in print/hard copy from any source (program, publisher, etc.), the number of copies to send the NSGL must be determined by one of the categories above instead.

**Please note:** *Commercially published documents (including journal reprints from sources that are not "open access") have copyright restrictions that usually prevent us from making them available online. Even though we cannot make these works digitally accessible, programs are encouraged to send a digital file, whenever possible, so that we can digitally archive ALL documents for preservation purposes.*

**For more information on publication distribution, please visit [Communicator Resources](#) or contact NSGL staff.**