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How to Upload a Library Newsletter to STARS

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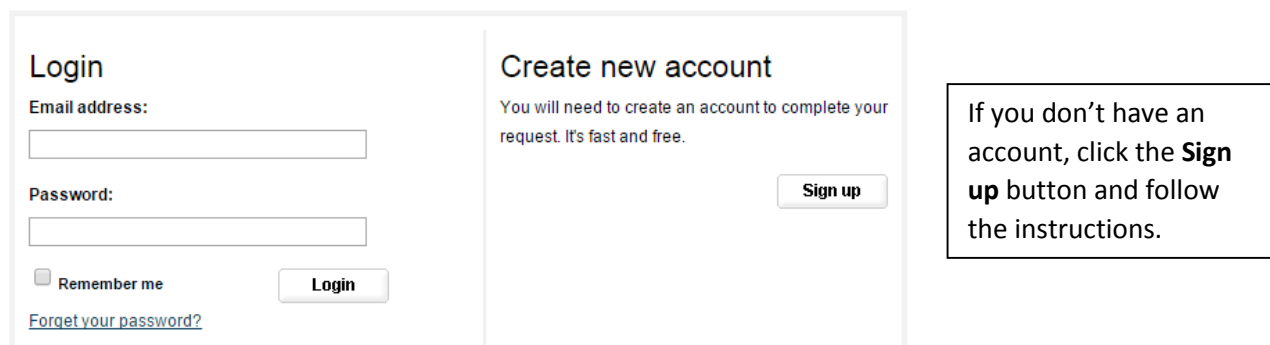
<https://stars.library.ucf.edu/stars-documentation/4>



How to Upload a Library Newsletter to STARS

Do you have a newsletter created for library use that you would like to share with others or link to from the library's website? Upload it to STARS to the library newsletters collection at <http://stars.library.ucf.edu/lib-news/>. To begin your submission for any library newsletter, click on Submit Item in the collection's Author Corner found in the sidebar or go directly to http://stars.library.ucf.edu/cgi/ir_submit.cgi?context=lib-news.

Login to your account



The screenshot shows a web interface with two main sections: 'Login' and 'Create new account'. The 'Login' section includes fields for 'Email address' and 'Password', a 'Remember me' checkbox, a 'Login' button, and a 'Forgot your password?' link. The 'Create new account' section includes a 'Sign up' button and a note: 'You will need to create an account to complete your request. It's fast and free.' To the right of these sections is a text box that reads: 'If you don't have an account, click the **Sign up** button and follow the instructions.'

Then read and accept the Submission agreement

Fill out the form, entering at least the **REQUIRED** information. It is important to input information in the format as shown in the example links below in order for your newsletters to appear in the correct collections.

Please look at existing content for help formatting information before uploading newsletters:

Illuminations: <http://stars.library.ucf.edu/lib-news/8/>

InSTALLments: <http://stars.library.ucf.edu/lib-news/108/> or <http://stars.library.ucf.edu/installments/>

The Subject Librarian Newsletter: <http://stars.library.ucf.edu/lib-news/230/> or <http://stars.library.ucf.edu/subjectlibnews/>. Subject Librarians should pay particular attention to how the department name appears in the title on existing newsletters.

REQUIRED Title

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Enter title:

Example titles:

Illuminations, Fall Issue, October 2010

The Subject Librarian Newsletter, Interdisciplinary Studies, Spring 2015

InSTALLments, Issue 90, May/June 2015

REQUIRED Creator

Search For An Author Using: Last Name, First Name, Email, or Institution

1 (kerri.bottorff@ucf.edu) Kerri Bottorff, University of Central Florida



Your name will appear as the author because you are logged in.

You may use a department name as the author.

To delete your name, click

To edit a name, click

To add a name, click

If you want to use a department name for the creator, please select from the following:

Acquisitions & Collection Services

Administration

Cataloging

Circulation

Curriculum Materials Center

Information Technology & Digital Initiatives

Interlibrary Loan & Document Delivery Services

Regional Libraries

Research & Information Services

Rosen Library

Scholarly Communication

Special Collections & University Archives

Teaching & Engagement

UCF Libraries

Keywords

Please separate keywords/keyword phrases with commas.

Enter Keywords:

Example Keywords:

History, Open Access, Workshops

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:

- + Architecture
- + Arts and Humanities
- + Business
- + Education
- + Engineering
- + Law
- + Life Sciences
- + Medicine and Health Sciences
- + Physical Sciences and Mathematics
- + Social and Behavioral Sciences

Select »

« Remove

Selected:

The disciplines are arranged as a three-tier taxonomy. You can open and close sections by clicking on the + and minus signs.

Contributors

B *I* | | | | HTML

REQUIRED Date Created

If you choose to enter a date, the year is required but all other fields are optional.

Month	Day	Year
-- ▾	-- ▾	

This is the date the item you are uploading was created.

Semester

None ▾

None

Fall

Spring

Summer

Type

Select from the following:

None

Format

None

application/pdf
image/jpeg
image/gif
image/png

Rights

None

Choose your Creative Commons license from the drop down menu, if applicable. For help choosing a license, visit <https://creativecommons.org/choose/>

Number of Pages

Web Editor

Location¹

None

Department²

None

None
Report
Form
Exhibit
Policies
Journal
Newsletter
Guide
Award
Toolkit
Annual Report
Documentation

Select the Type that most closely corresponds to your item. In this case, it should be Newsletter. To request a new Type, contact Lee or Kerri.

Your choices:

1. Location

John C. Hitt Library
Curriculum Materials Center
Cocoa - EFSC/UCF Joint-Use Library
Daytona - DSC/UCF Joint-Use Library
Harriet F. Ginsburg Health Sciences Library
Ocala - CCF/UCF Partnership Library
Osceola - Valencia/UCF Libraries
Palm Bay - EFSC/UCF Joint Use Library
UOF Library at Rosen
Sanford/Lake Mary - Seminole State College/UCF Joint-Use Library
South Lake - LSSC/UCF Joint Use Library
West Orlando -Valencia/UCF Libraries

2. Department

Acquisitions & Collection Services
Administration
Cataloging
Circulation
Curriculum Materials Center
Information Technology & Digital Initiatives
Interlibrary Loan & Document Delivery Services
Regional Libraries
Research & Information Services
Rosen Library
Scholarly Communication
Special Collections & University Archives
Teaching & Engagement

Date Contributed

Month	Day	Year
-- ▾	-- ▾	<input type="text"/>

This is today's date – the date you are submitting the item to STARS.

Cover Image

- ☒ Use 1st page of PDF
☐ Upload a cover image

For most cases, select **Use 1st page of PDF**. If you want to use an alternate image, select **Upload a cover image**.

REQUIRED Upload File

- ☒ Upload file from your computer
☐ Import file from remote site
☐ Link out to file on remote site

For most cases, select **Upload file from your computer**.

Publication Status

Was this submission previously published in a journal? Bepress will automatically create an OpenURL for published articles. [Learn more about OpenURLs](#)

- ☐ Yes
☐ No

For most cases, select **No**.

Additional Files

Please check this if you'd like to add additional files ☐

If you have additional files to attach, check the box and follow the instructions to attach files.

This may take a while. Please only click once.

Click **Submit** to complete your submission.

After you click Submit, you should see this:

You have successfully uploaded:
Test upload



Revise submission



Make another submission




Manage all submissions

Submission Metadata

Metadata Field	Value
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...and then receive an email confirming your upload. Once your submission has been approved and posted to STARS, you will receive another email containing a link to your item. To link directly to the **pdf** of your item, follow the link provided, then Download. Copy and paste the URL at the top of the page.

Download Full Text (347 KB)

 [Download](#)

Contact [Lee Dotson](#) or [Kerri Bottorff](#) directly if you have any questions.