3-23-2016

How to Upload a Library Newsletter to STARS

Lee Dotson  
*University of Central Florida, lee.dotson@ucf.edu*

Kerri Bottorff  
*University of Central Florida, kerri.bottorff@ucf.edu*

Find similar works at: https://stars.library.ucf.edu/stars-documentation

University of Central Florida Libraries http://library.ucf.edu

This Toolkit is brought to you for free and open access by the Digital Repository at STARS. It has been accepted for inclusion in STARS Documentation by an authorized administrator of STARS. For more information, please contact STARS@ucf.edu.

**Recommended Citation**
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

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.
Example titles:
Illuminations, Fall Issue, October 2010
The Subject Librarian Newsletter, Interdisciplinary Studies, Spring 2015
InSTALLments, Issue 90, May/June 2015

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

Example Keywords:
History, Open Access, Workshops
The disciplines are arranged as a three-tier taxonomy. You can open and close sections by clicking on the + and minus signs.

Contributors

**Date Created**

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

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

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

This should be the number of pages in the document you upload (not counting any cover pages) followed by p. Example: 2 p.

Your choices:

1. Location

<table>
<thead>
<tr>
<th>John C. Hitt Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Materials Center</td>
</tr>
<tr>
<td>Cocoa - EFSC/UCF Joint-Use Library</td>
</tr>
<tr>
<td>Daytona - OSC/UCF Joint-Use Library</td>
</tr>
<tr>
<td>Harriet F. Ginsburg Health Sciences Library</td>
</tr>
<tr>
<td>Ocala - CCF/UCF Partnership Library</td>
</tr>
<tr>
<td>Osceola - Valencia/UCF Libraries</td>
</tr>
<tr>
<td>Palm Bay - EFSC/UCF Joint Use Library</td>
</tr>
<tr>
<td>UCF Library at Rosen</td>
</tr>
<tr>
<td>Sanford/Lake Mary - Seminole State College/UCF Joint-Use Library</td>
</tr>
<tr>
<td>South Lake - LSSG/UCF Joint Use Library</td>
</tr>
<tr>
<td>West Orlando - Valencia/UCF Libraries</td>
</tr>
</tbody>
</table>

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

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

Cover Image

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

Upload File

For most cases, select Upload file from your computer.

Publication Status

For most cases, select No.

Additional Files

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

Click Submit to complete your submission.

After you click Submit, you should see this:
...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.

Contact Lee Dotson or Kerri Bottorff directly if you have any questions.