Opening CALASYS to All Members

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Original Citation

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The CALASYS Committee
CALASYS

- **CALASYS: CALA Academic Resource & Repository System**
  - CALA’s Institutional Repository, started in 2013;
  - Centrally collect, organize and deposit academic publications, achievements and contributions of CALA members, Chinese-American librarians, and other contributors in the LIS field;
  - Provide information and scholarly communication services for CALA members, Chinese-American Librarians, information specialists, and related contributors;
  - Assist, enhance, and guide CALA members and related academic professionals on studies and research on Chinese-American librarian related subject fields, education, and professional development.
CALASYS: Platform

- CALASYS is powered by Omeka, an open-source web publishing platform for sharing digital collections and creating media-rich online exhibits.
CALASYS: Current Stats  (as of 6/3/2021)

Total Hits: 749866 [746205 anonymous / 3661 identified]

Today: 21 [19 / 2]

History
- Last year: 316862 [316220 / 642]
- Last month: 8855 [8582 / 273]
- Last week: 598 [388 / 210]
- Yesterday: 122 [117 / 5]

Current
- This year: 433004 [429985 / 3019]
- This month: 194 [187 / 7]
- This week: 203 [196 / 7]
- This day: 21 [19 / 2]

Rolling Period
- Last 365 days: 749615 [746004 / 3611]
- Last 30 days: 8996 [8716 / 280]
- Last 7 days: 575 [410 / 165]
- Last 24 hours: 143 [136 / 7]
CALASYS Collection: CALA Archives

CALA Archives

CALE 21st Century Librarian Seminars Series
CALA Annual Conference
2009 CALA Annual Conference
2010 CALA Annual Conference
2014 CALA Annual Conference
2015 CALA Annual Conference
2016 CALA Annual Conference
2017 CALA Annual Conference
2018 CALA Annual Conference
2020 CALA Annual Conference
CALA at ALA Annual Conference
2021 ALA Midwinter Virtual Meeting
CALA at ALA Diversity Fair
CALA Documents
CALA Leaders & Members
CALA Newsletter
CALA Occasional Paper Series (OPS)
CALA Publications
CALA Video Collection

This collection archives CALA’s programs, initiatives, organizational documents and preserves the CALA’s history.

Sub-collection example:

CALA Newsletter Collection

The CALA Newsletter (ISSN: 0736-8887) is the official publication of the Chinese American Librarians Association. CALA Newsletter disseminates information about Chinese American Librarianship and the activities of the association. It is published twice a year in Spring and Fall.

Exhibit: CALA Newsletter Collection.
CALA Chapter Collections
- CALA Greater Mid-Atlantic Chapter
- CALA Midwest Chapter
- CALA Northeast Chapter
- CALA Northern California
- CALA Southeast Chapter
- CALA Southern California
- CALA Southwest Chapter

This collection features local chapters and their programs and activities. It highlights the chapter members’ involvements in local programming including their presentations that were presented during chapter conferences.

CALA Southeast Chapter

Description
This collection includes the Chinese American Librarians Association Southeast Chapter's documents, such as chapter program materials, chapter documents and members' scholarly and creative works.

Collection Tree
- CALAYS CALA Academic Resources & Repository System
  - CALA Chapter Collections
    - CALA Southeast Chapter

Position: 21 (172 views)

Sub-Collection example:
CALA Southeast Chapter
CALASYS Collection:
CALA Member Scholarly Achievements

CALA Member Scholarly Achievements

- Chen, Qi
- Cheng, Hong
- Cheng, Jim
- Chou, Min
- Deng, Liya
- Deng, Sai
- Fu, Ping
- Gao, Yijun
- Hsieh, Ma Lei
- Hu, Estelle
- Huang, Michael Bailou
- Jiang, Shuyong
- Lee, Hwa-Wei
- Li, Guoqing
- Li, Lili
- Li, Mingyan
- Liu, Grace
- Liu, Jing
- Liu, Weiling
- Ma, Hong
- Pun, Raymond
- Qian, Haiying
- Wang, Yiping
- Wang, Yongming
- Wu, Jingjing
- Xu, Amanda
- Yang, Le
- Yang, Sharon
- Yuan, Haiwang
- Zhang, Ying
- Zhao, Lisa
- Zhong, Ying
- Zhu, Qiang
- Zou, Ning

Sub-Collection example:
Yang, Sharon
CALASYS Collection: Chinese Culture Heritage & Chinese Studies

Chinese Culture Heritage & Chinese Studies

CALA Best Book Award Collection

Chinese Studies in the West: The Chinese Record

Right: CALA Best Book Award Collection (Exhibit)
Types of Content to be Deposited:

Restricted to materials that document the scholarly research, intellectual pursuit, best practice, and professional growth of CALA members, other Chinese-American librarians, and scholars and researchers who contribute to Chinese culture with related library and information science materials, as well as institutional development of CALA and its chapters.

- Official/formal publications, including journal articles, books, book chapters.
- Research, reports, thesis and dissertations, audio/videos, and informal publications, e.g.,
  - re-publications and data
  - presentation slides
  - unpublished research reports
  - technical documents
  - courses and teaching documents or data on LIS education
- Dataset (e.g., spreadsheet, XML data file), and others
CALASYS: Work/Item Types

- Contribute via customized forms
  - Journal Article
  - Document
  - Presentation
  - Poster
  - Book
  - Book Chapter
  - Conference Proceeding
  - Image
  - Video
  - Report
  - Other

- Contribute via the full metadata form
  - All the common types on the left
  - Bibliography
  - Brochure
  - Dataset
  - Manuscript
  - Newsletter
  - Newspaper Article
  - Software
  - Sound
  - Web page
CALASYS: Formats

- Files for uploads: CALASYS accepts most files and file types, e.g., pdf, ppt, doc, mp3, mp4, jpg, png.

- More details can be found at Omeka’s site at https://omeka.org/classic/docs/Content/Files/
Self-Contribution Implementation

- Creating customized contribution templates
- Updating metadata guidelines
- Establishing contributor verification
- Testing workflow (using customized forms and the full metadata form)
- Developing documentations
  - Self-Contribution instruction ([https://ir.cala-web.org/self-contribution](https://ir.cala-web.org/self-contribution))
  - How to contribute guide ([https://ir.cala-web.org/how_to_contribute](https://ir.cala-web.org/how_to_contribute))
- Promoting CALASYS and training potential contributors
- Appendix: How to contribute (*includes steps, how to fill in metadata fields and full record examples)*
Creating Contribution Templates

List of contribution templates created based on item types

<table>
<thead>
<tr>
<th>Name</th>
<th>Item Type</th>
<th>Contributed Items</th>
<th>File Upload</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Article</td>
<td>Journal Article</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Document</td>
<td>Document</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Presentation</td>
<td>Presentation</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Poster</td>
<td>Poster</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Book</td>
<td>Book</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Book Chapter</td>
<td>Book Chapter</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Conference Proceeding</td>
<td>Conference Proceeding</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Image</td>
<td>Image</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Video</td>
<td>Video</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
<tr>
<td>Report</td>
<td>Report</td>
<td>View</td>
<td>Allowed</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Creating Contribution Templates

Select fields for a template and provide instructions for each field.
Updating Metadata Guidelines

Updating Metadata Guidelines

1.3. Mandatory, Strongly Recommended, Recommended and Optional Elements

Mandatory elements:
- Creator (if applicable, see 2.1 Creator)
- Date (if applicable, see 2.2 Date)
- Title (see 2.3 Title)

Strongly Recommended Elements:
- Abstract (see 2.4 Description)
- DateIssued (see 2.2 Date)
- Description (see 2.4 Description)
- Identifier (see 2.5 Identifier)
- Rights (see 2.6 Rights)
- Source (see 2.7 Source)
- Subject (see 2.8 Subject)

Recommended Elements:
- Contributor (see 2.9 Contributor)
- Extent (see 2.10 Format)

Optional Elements:
- Alternative Title (see 2.3 Title)
- Bibliographic Citation (see 2.5 Identifier)
- Bibliography (see 2.13 Relation)
- Coverage (see 2.15 Coverage)
- Date Copyrighted, Date Created, Date Available, Date Modified (see 2.2 Date)
- Is Part Of (see 2.13 Relation)
- Medium (see 2.10 Format)
- Rights Holder (see 2.6 Rights)
- Spatial Coverage (see 2.15 Coverage)
- Table of Contents (see 2.4 Description)
- Temporal Coverage (see 2.15 Coverage)
2.1. Creator
Term Name: Creator
Label: Author/Creator
Definition:
An entity primarily responsible for making the content of the resource.
Comment:
Examples of Creator include a person, an organization, or a service. Typically, the name of a Creator should be used to indicate the entity.
Examples:
Creator = “Li, Tze-Chung”
Creator = “Hsu, Madeline Y.”
Creator = “Wood, William Wightman”
Creator = “Chinese American Librarians Association Web Committee”
Mandatory: Yes, if available
Repeatable: Yes
Refinements: None
Schemes: None
Input Guidelines:
Creators should be listed separately, preferably in the same order that they appear in the publication. Personal names should be listed surname or family name first, followed by forename or given name.

In the case of organizations where there is clearly a hierarchy present, list the parts of the hierarchy from largest to smallest, separated by full stops and a space. If it is not clear whether
Establishing Contributor Verification

Currently, the self-contribution is open to CALA members only. For system security, registered accounts need to be verified.

The CALASYS team is exploring the possibility to automate the verification process. However, there are some challenges, for example:

1. The contributor must use the same email address as the one used in CALA membership system
2. A dedicated person is needed to monitor the registration process
Account Authentication (In Progress)

Automatic authentication is on its way. The following steps are for Omeka back-end developers:

- When a potential user creates an account, their submitted information is going to be stored at the server SQL database.
- From Wild Apricot, the place where CALA stores all membership information, its RESTful API can pull all member’s account ID. This step is realized by an PHP file deployed at a Drupal site.
- Back to the server, a CRON job is set to run the “verification” file, which is written in JavaScript, at a fixed time (i.e. every 60 mins). Once it detected that the user-submitted information belongs to an active CALA member, it triggers an UPDATE command in SQL.
- Such UPDATE command will authorize the users to active their accounts.
- The code is open to public at https://github.com/Meng-MiamiOH/Omeka_Authentication.git
Testing Self-Contribution Workflow

● **Using the customized forms**
  ○ Submit via customized forms (submission templates based on item types) in public interface (click “Self-Contribution” on the top menu)
  ○ Each customized form has about 20 elements

● **Using the full metadata form (available for advanced users only)**
  ○ Submit via the full metadata form in the backend (Items - Add an Item, choose fields from over 50 elements)
  ○ Can edit metadata after submission
Developing Documentations

- **Self- Contribution instruction** ([https://ir.cala-web.org/self-contribution](https://ir.cala-web.org/self-contribution))
  - Do you have an account with CALASYS yet? If not, **register an account**
  - Have you read the requirements listed in "**How to Contribute**?"
  - Do you have your files and/or metadata ready?
  - If your answers to the above questions are Yes, you may proceed with this self-contribution process online:
    - **Submission Process**
      - **Step 1:** **Login** to your CALASYS account (Skip this if you already signed in)
      - **Step 2:** Fill out the **Self- Contribution Form** as instructed in the form...
      - **Step 3:** Check for submission status
Developing Documentations

• **How to contribute guide** ([https://ir.cala-web.org/how_to_contribute](https://ir.cala-web.org/how_to_contribute))
  • A. Self-Contributions *(contribute now)*
  • Checklist for all contributions (must read)
    ■ Read [User Policy](#);
    ■ Read [Author Agreement](#), and consider whether you want to apply a [Creative Commons](#) License to your work;
    ■ Get metadata (e.g., Title, Creator/Author, Subject, Date, Rights) and files ready (e.g., pdf, ppt, png, jpg, mov, mp4);
    ■ Check [CALASYS' Collection](#) Tree and find a collection to which you'd like to submit. You can also propose a new collection by email at calasys@cala-web.org.
  • Submission Process
    ■ [Login](#) to your CALASYS account
    ■ [Fill out the Self-Contributions Form](#)
    ■ Check for submission status
• B. Mediated-Contribution (email CALASYS)
Promoting CALASYS

- Sent out Call for Open Contribution to CALASYS to the CALA Listserv, Facebook, WeChat and other channels;
- Will continue to invite CALA Chapters, committees and members to contribute to CALASYS via the self-contribution form;
- Promote CALASYS @ CALA Annual Poster Session: Opening CALASYS to All Members
Title
2021 CALA Southeast and Southwest Chapters Joint Online Conference Program

Subject
Librarianship
Academic librarians
Chinese-American Librarians Association
Conference materials

Description
On May 7, 2021, CALA Southeast Chapter and Southwest Chapter held a joint virtual conference. The event featured an opening speech delivered by Yao Hong, CALA President of 2020, and four presentations. The presentations focused on the challenges librarians encountered in terms of library data repository, reference services, outreach and engagement programs during the COVID-19 pandemic. Each presentation was limited to 15-25 minutes and was followed by question and answer session at the end of the four presentations.

Creator
Chinese American Librarians Association Southeast Chapter

Publisher
Chinese American Librarians Association

https://ir.cala-web.org/items/show/728
(2021 CALA Southeast and Southwest Chapters Joint Online Conference Program)
Self-Submission Example 1 (cont.)

https://ir.cala-web.org/items/show/728
(2021 CALA Southeast and Southwest Chapters Joint Online Conference Program)

Submitted item/ file: program brochure.
Title
Improvisation in Improbable Times: Pivoting to a Tele-Reference Service Model

Subject
Public services (Libraries)
Academic Libraries
Libraries--Technological innovations
Libraries--Information technology
Reference services (Libraries)

Creator
Avila, Sandy; Harrison, Richard; Norris, Sarah; Tong, Min

Source
https://ir.cala-web.org/items/show/728

Publisher
Chinese American Librarians Association

Date
2021-05-07

Rights
This resource may be protected by copyright. You may make use of this resource, with proper attribution, for educational and other non-commercial uses only. Permission to reproduce the resource beyond the bounds of Fair Use or other exemptions to copyright law must be obtained from the copyright holder.

Format
application/pdf

Language
ing

Type
Presentation; Text

https://ir.cala-web.org/items/show/729
(Improvisation in Improbable Times: Pivoting to a Tele-Reference Service Model)
Submitted item/file: program slides.
CALASYS Training

- Created CALASYS Self-Contribution Training Slides
  - See part of the training at Appendix 1: How to Self Contribute
- The Committee can provide training sessions online per request
- Will develop other training materials (e.g., video)
Final Thoughts & Future Plans

- Keep develop content and collections for the CALA’s IR;
- Investigate plug-ins in the field, improve functions and workflow;
- Enhance the interface of CALASYS and create more exhibits;
- Invite self-contributions from CALA’s chapters, committees and members;
- Develop useful training materials, and provide live training sessions to members.

CALASYS needs members’ self-contribution to grow in a healthy and sustainable way, please join us!
Appendix: Self- Contribution Workflow

1. Preparation (P1): Go through the checklist.
2. Login (P2): Register an account.
3. Self-contribution Form (P3): Select a type (e.g., Journal Article or Book) to begin filling out the form.
4. Review (P4): A new account will be ready to use after it is confirmed.
5. Viewable to the public (P5): Submissions will be reviewed by a CALASYS administrator.
6. Submission will be public after it is reviewed.
Preparation: Set up an Account

- Register an Account
  Click on the link at the upper-right corner of the site

Note: Use the same email address as your CALA membership
Preparation: Read Related Documents

- **CALASYS Data Policy**
  - Subject Scopes
  - Data Types
  - [CALASYS Metadata Guidelines](#)
  - Platform: Omeka

- **CALASYS User Policy**
  - Content Policy
  - Submission Policy
  - Data Use Policy

- **CALASYS Author Agreement**
  - For work contributed by its own author
  - For work contributed by someone other than its author
Preparation: Know about Rights

- **Rights:** Information about rights held in and over the resource.
  - **Types of rights:** Creative Commons licenses (URIs preferred), RightsStatements.org (URIs), local rights statement
  - **Rights Holder:** A person or organization owning or managing rights over the resource.

- **Examples**
  - [https://creativecommons.org/licenses/by/4.0/](https://creativecommons.org/licenses/by/4.0/) (for Creative Commons Attribution 4.0)

"How to License Poster" by Creative Commons is licensed under CC BY 4.0
Preparation: Know about Rights (cont.)

- **Examples**
  - **Rights** = “https://creativecommons.org/licenses/by-sa/4.0/” (for Creative Commons Attribution 4.0—Share Alike 4.0)
  - **Rights** = “https://creativecommons.org/licenses/by-nd/4.0/” (for Creative Commons Attribution 4.0—No Derivative Works 4.0)
  - **Rights** = “https://creativecommons.org/licenses/by-nc/4.0/” (for Creative Commons Attribution 4.0—Non Commercial 4.0)
  - **Rights** = “https://creativecommons.org/licenses/by-nc-sa/4.0/” (for Creative Commons Attribution 4.0—Non Commercial—Share Alike 4.0)
  - **Rights** = “https://creativecommons.org/licenses/by-nc-nd/4.0/” (for Creative Commons Attribution 4.0—Non Commercial—No Derivative Works 4.0)
  - **Rights** = “This resource may be protected by copyright. You may make use of this resource, with proper attribution, for educational and other non-commercial uses only. Permission to reproduce the resource beyond the bounds of Fair Use or other exemptions to copyright law must be obtained from the copyright holder.”
  - **Rights Holder** = “Chinese American Librarians Association”
Self- Contribution: Instructions

- **Self- Contribution** ([https://ir.cala-web.org/self-contribution](https://ir.cala-web.org/self-contribution))
  - Log into your account and click **Self- Contribution** (on the top menu bar)

- Click “Self- Contribution Form” (on the opened page) to start submission
Self-Contribu­tion: In­struc­tions (cont.)

- **Contribute**
  
  Click the arrow to expand the dropdown list and select a type

  - Example: Conference Proceeding
Metadata: Title, Alternative Title

- Fill in values for metadata fields: Title, Alternative Title
  - Title is required (if applicable)
  - Refer to content standards such as RDA, DACS, or CCO for recording and constructing a title.
  - If a title is not available on the item, add a unique and descriptive title (not use “untitled” or “unknown.”)
  - Input varying forms of the title such as portion of title, parallel title, cover title, caption title, running title and spine title in “Alternative title.”

- Examples:
  - CALA Newsletter, No. 121, Fall 2019
  - Foreign Accents: Chinese American Verse from Exclusion to Postethnicity
  - Reaching Beyond Ourselves: Celebrating 40 Years of CALA (1973 - 2013)

Top: Title and Alternative Title as shown in the Self-contribution form.
Metadata: Creator, Contributor

- Creator
  - An entity primarily responsible for making the content of the resource, e.g., author(s). Required.
  - Can be a person, an organization, or a service.
  - Should be listed separately, preferably in the same order that they appear in the publication.
  - **Examples:**
    - Li, Tze-Chung
    - Wood, William Wightman
    - Chinese American Librarians Association Web Committee

- Contributor
  - An entity responsible for making contributions to the resource.
  - Can be editor, compiler, translator, illustrator, engraver, curator, data contributor, performer, conductor, film director, contributing institution etc.
Metadata: Description, Abstract

- **Description**
  - An account of the content of the resource.
  - Record Abstract, Table of Content in their separate fields.
  - **Examples:**
    - Presented at the 2020 American Library Association (ALA) Annual Conference...

- **Abstract**
  - Used when a description of a resource consists of a formal abstract.

*Top: Description and Abstract as shown in the Self-contribution form.*
Metadata: Subject

- **Subject**
  - Use values from a controlled vocabulary or formal classification scheme, e.g.,
    - Library of Congress Subject Headings [http://id.loc.gov/authorities/subsets](http://id.loc.gov/authorities/subsets)
    - LC Name Authority File [http://authorities.loc.gov](http://authorities.loc.gov)
  - **Examples:**
    - Chinese-American Librarians Association
    - Digital libraries
    - Libraries and minorities
    - Library outreach programs

Top: Subject as shown in the Self-contribution form.
Metadata: Date, Date Issued, etc.

- **Date**
  - A point or period of time associated with an event in the lifecycle of the resource. Can be Date Issued or the most important date available. Required (if applicable).
  - Record specific dates, such as Date Issued, Date Created, Date Copyrighted, Date Accepted, Date Available, Date Modified, Date Submitted in their separate fields.
  - **Scheme:** WWW Consortium encoding rules for dates and times [http://www.w3.org/TR/NOTE-datetime.html](http://www.w3.org/TR/NOTE-datetime.html)
  - **Examples:**
    - Year: YYYY, e.g., 1987
    - Year and month: YYYY-MM, e.g., 1987-07
    - Complete date: YYYY-MM-DD, e.g., 1987-07-16
    - For a range of years:
      - Before year, e.g., before 1867
      - After year, e.g., after 1867
      - YYYYs, e.g., 1970s

Top: Date, Date Created, Date Issued as shown in the Self-contribution form.
Metadata: Extent, Publisher

● **Extent**
  - The size or duration of the resource.
  - **Examples:**
    ○ Pages 11-16
    ○ 10 pages
    ○ 22 in.
    ○ 40 x 512 pixels

● **Publisher**
  - An entity responsible for making the resource available.
  - Examples of a Publisher include a person, an organization, or a service.
  - **Examples:**
    ○ Rowman and Littlefield / Scarecrow Press

*Top: Extent, Publisher as shown in the Self-contribution form.*
Metadata: Type, Format

- **Type**
  - The nature or genre of the content of the resource.
  - Also add values from standardized vocabularies, e.g.,
    - DCMI Type Vocabulary
    - LC Genre/Form Terms
    - RBMS Controlled Vocabularies
    - Thesaurus for Graphic Materials (TGM)
  - **Examples:**
    - Text; Document; Pamphlets
    - StillImage; Image; Photographs
    - MovingImage; Video

- **Format**
  - The physical or digital manifestation of the resource.
  - **Examples:** image/gif; application/pdf

  Right: Type, Format as shown in the Self-contribution form.

Use Internet Media Type (https://www.iana.org/assignments/media-types/media-types.xhtml), for example, image/gif, application/pdf.
Metadata: Language, Rights

● **Language**
  ○ Language of the intellectual content of the resource.
  ○ Codes for the Representation of Names of Languages, Part 2
  ○ **Examples:**
    - eng
    - spa

● **Rights, Rights Holder**
  ○ Refer to previous slides

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**Right: Language, Rights as shown in the Self-contribution form.**
Metadata: Source, Relation

- **Source**
  - A related resource from which the described resource is derived.
  - Can be used for published articles to indicate uri, journal name etc.
  - Recommend to identify the related resource by means of a URI, string or number conforming to a formal identification system.
  - **Examples:**
    - http://ceur-ws.org/Vol-1311/
    - http://www.lsc.org.cn/contents/1161/12351.html

- **Relation**
  - A related resource. can include previous, later or other versions, other formats, part/whole relationships etc.
  - **Examples:** https://books.google.com/books?isbn=1442252421

Top: Source, Relation as shown in the Self-contribution form.
Metadata: Coverage, Spatial/ Temporal Coverage

**Coverage**
- The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
- Use controlled vocabularies (see right “Schemes”) for names whenever possible.

**Spatial Coverage**
- Can be named places or spatial regions.
  - **Examples:**
    - China--Guangzhou
    - Chicago (Ill.)

**Temporal Coverage**
- Can be a data, date range, or named time period.
  - **Examples:**
    - 2000-2010
    - 20th Century

**Schemes:**
- FAST
- GeoNames
- LCNAF
- LCSH
- LCTGM
Self-Contribition: Final Steps

- **Metadata Fields**
  - Refer to [CALASYS Metadata Guidelines](#) for detailed instructions on how to fill in the metadata fields.

- **Bibliographic Citation**
  - APA, MLA, Chicago
  - The system will also generate a CALASYS citation.

- **Final Submission Steps**
  - Upload a file (optional).
  - Check “Publish my contribution on the web” or “keep identity private” (author anonymous).
  - Agree to “Terms and Conditions” (Author Agreement).

- **After Submission**
  - You will receive a confirmation email.
  - View your contributions by clicking “Welcome...” or “Welcome... - My Contributions” on the top right menu of your account page.

Top: Bibliographic Citation and final submission steps as shown in the Self-contribution form.
Submission Status & Review

- **Check for Submission Status**
  - Upon submission, the website will display a thank you note with links for you to [make another contribution](#) or [browse the archive](#) to view your submission.
  - You will also receive a confirmation with URL from the system in the email you registered on the CALASYS site.

- **You can email** [calasys@cala-web.org](mailto:calasys@cala-web.org) (along with your online submission):
  - Which collection do you want your work/item to be in?
  - Additional tags/keywords
  - Other questions

- **After receiving your submission, the CALASYS admin(s) will:**
  - Turn the link text to clickable url;
  - Choose an appropriate collection for your submission;
  - Review and edit your record; make it public.
Self Contribution: Conference Proceeding Example

- **Example: Conference Proceeding**
- **Typical Fields**
  - Title, Creator, Subject, Description, Abstract, Source, Publisher, Date (also Date Issued), Rights, Format, Language, Type, Extent

- Conference information can be specified in “Description”
  - e.g., Presented at the Knowledge Maps and Information Retrieval (KMIR) 2014 Workshop...
Self Contribution: Conference Proceeding Example (cont.)

- **Example: Conference Proceeding** (Cont.)

- **Typical Fields**
  - Title, Creator, Subject, Description, Abstract, Source, Publisher, Date (also Date Issued), Rights, Format, Language, Type, Extent

- Additional tags will be added by the CALASYS Committee members;

- The system will generate a CALASYS citation (see right).
Self Contribution: Journal Article Example

- **Example: Journal Article**
  
  ![Example](https://ir.cala-web.org/items/show/153)

- **Typical Fields:**
  - Title, Creator, Subject, Description, Abstract, Source, Publisher, Date (also Date Issued), Rights, Format, Language, Type, Extent

- **Journal url (and/or name) can be specified in “Source,” e.g.,**
  
Self Contribution: Journal Article Example (cont.)

- **Example: Journal Article** (cont.)
  https://ir.cala-web.org/items/show/153
- **Typical Fields:**
  - Title, Creator, Subject, Description, Abstract, Source, Publisher, Date (also Date Issued), Rights, Format, Language, Type, Extent
- Journal url (and/or name) can be specified in “Source,” e.g.,
- Rights
  - This resource may be copyright-protected. You may make use of this resource, with proper attribution, for educational and other non-commercial uses only. Please contact Journal of Academic Librarianship (https://www.journals.elsevier.com/the-journal-of-academic-librarianship/) for permission to reproduce.
- Language
  - eng
- Type
  - Text
  - Journal article
- Abstract
  - The dangers that digital files face can seem merely the stuff of theory and risk assessment matrices until an institution experiences its first data loss; especially when those digital files represent the graduate research output of a university, the potential impact of that loss increases exponentially. The authors present a case study of the challenges one academic library has encountered in the stewardship of its electronic theses and dissertations (ETDs) over the course of a decade. This article examines the problems that can arise years after the transition from a physical to electronic collection and presents documentation solutions that can make ETD preservation and curation more effective.
- Extent
  - page 98-104
Self Contribution: Poster Example

- **Example: Poster**
  [https://ir.cala-web.org/admin/items/show/639](https://ir.cala-web.org/admin/items/show/639)

- **Typical Fields:**
  - Title, Creator, Subject, Description, Abstract, Source (or Relation), Publisher, Date (also Date Issued or Date Created), Rights, Format, Language, Type, Extent
  - Poster size can be added if known, e.g., Extent = "8.5 x 11 in."
Self Contribution: Poster Example (cont.)

- **Example: Poster** (cont.) [https://ir.cala-web.org/admin/items/show/639](https://ir.cala-web.org/admin/items/show/639)
- **Typical Fields:**
  - Title, Creator, Subject, Description, Abstract, Source (or Relation), Publisher, Date (also Date Issued or Date Created), Rights, Format, Language, Type, Extent
  - Poster size can be added if known, e.g.,
    - Extent = "8.5 x 11 in."
Self Contribution: Book Example

- **Example: Book**
  [https://ir.cala-web.org/items/show/695](https://ir.cala-web.org/items/show/695)

- **Typical Fields:**
  - Title, Alternative Title, Creator, Abstract, Description, Subject, Publisher, Date, Format, Language, Type, Extent, Identifier, Is Part of
  - Date can be publication date or copyright date if publication date is not present
  - Identifier: Usually ISBN number
  - Is Part Of: Series title
  - Subject: Use controlled vocabulary such as LCSH,
    - e.g., China--Social life and customs

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**Title**
中国政府

**Subject**
- China--Politics and government--19th century
- China--History--19th century
- China--Social life and customs

**Description**
This is one of the books in the series “Chinese Studies in the West: The Chinese Record.” Volume 12. This series consists of reprints of western books about China in the public domain, with Chinese introductions and translations of the books’ main information, including title, author, preface, table of content, list of illustrations and postscript. A summary is written for each book to introduce its original content with related materials. The summary also comprises book information, such as writing background, time and period, main content, point of view and historical evaluations of the book. It is designed to help the Chinese researchers and readers understand the book better. Volume 12 of this series covers writings of several Westerners, including Robert Montgomery Martin (1801-1868), Henry Charles Sirr (1807-1872), Samuel Wells Williams (1812-1884), John Henry Gray (1829-1890), Augustus Frederick Lindley (1840-1873), William Frederick Mayers (1831-1878), Edmund Plauchut (1824-1909), Robert Sterling Clark (1877-1956), Arthur de C. Sowerby (1885-1954), Daniel Harrison Kulp II (1888-1980) and Lewis Hodous (1872-1949).此书为“中国研究外国文库汇编”之“中国研究外国文库汇编”之一册。

**Creator**
Mayers, William Frederick

**Publisher**
广西师范大学出版社
Self Contribution: Book Example (cont.)

- **Example: Book** (cont.)  [https://ir.cala-web.org/items/show/695](https://ir.cala-web.org/items/show/695)

- **Typical Fields:**
  - Title, Alternative Title, Creator, Abstract, Description, Subject, Publisher, Date, Format, Language, Type,Extent, Identifier, Is Part of
  - Date can be publication date or copyright date if publication date is not present
  - Identifier: Usually ISBN number
  - Is Part Of: Series title
  - Subject: Use controlled vocabulary such as LCSH,
    - e.g., China--Social life and customs
Self Contribution: Book Chapter Example

- **Example: Book Chapter** [https://ir.cala-web.org/items/show/175](https://ir.cala-web.org/items/show/175)
- **Typical Fields:**
  - Title, Creator, Abstract, Description, Subject, Publisher, Date, Format, Language, Type, Extent, Identifier, Is Part of
- **Is Part Of:** the title of the book this chapter belongs to
- **Type:** Book Chapter
- **Extent:** the pages of the chapter in the book e.g., pages 44-56
Self- Contribution: Book Chapter 
Example (cont.)

- Example: Book Chapter (cont.)
  https://ir.cala-web.org/items/show/175
- Typical Fields:
  - Title, Creator, Abstract, Description, Subject, Publisher, Date, Format, Language, Type, Extent, Identifier, Is Part of
- Is Part Of: the title of the book this chapter belongs to 
- Type: Book Chapter 
- Extent: the pages of the chapter in the book e.g., pages 44-56
Self- Contribution: Image Example

- **Example: Image**
  
  [https://ir.cala-web.org/items/show/27](https://ir.cala-web.org/items/show/27)

- **Typical Fields:**
  - Title, Creator, Description, Subject, Date Created, Type, Format, Extent, Relation, Right, Temporal Coverage, Spatial Coverage, Identifier

- **Spatial Coverage:**
  - Chicago (Ill.)

- **Type:**
  - Image
Self-Contribition: Image Example (cont.)

- **Example: Image** (cont.)
  https://ir.cala-web.org/items/show/27

- **Typical Fields:**
  - Title, Creator, Description, Subject, Date Created, Type, Format, Extent, Relation, Right, Temporal Coverage, Spatial Coverage, Identifier

- **Spatial Coverage:**
  Chicago (Ill.)

- **Type:**
  Image
Self- Contribution: Video Example

- **Example: Video**
  [https://ir.cala-web.org/items/show/122/](https://ir.cala-web.org/items/show/122/)

- **Typical Fields:**
  - Title, Creator, Contributor, Description, Subject, Date Available, Date Issued, Type, Format, Extent, Language, Relation, Right, Temporal Coverage, Spatial Coverage,

- **Temporal Coverage:**
  20th Century

- **Type:**
  Video; MovingImage
Self-Contribution: Video Example (cont.)

- **Example: Video** (cont.)
  [https://ir.cala-web.org/items/show/122/](https://ir.cala-web.org/items/show/122/)

- **Typical Fields:**
  - Title, Creator, Contributor, Description, Subject, Date Available, Date Issued, Type, Format, Extent, Language, Relation, Right, Temporal Coverage, Spatial Coverage,

- **Temporal Coverage:**
  20th Century

- **Type:**
  Video; MovingImage

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**Publisher**
Chinese American Librarians Association

**Rights**
[http://creativecommons.org/licenses/by-sa/4.0/](http://creativecommons.org/licenses/by-sa/4.0/)

**Relation**
[https://www.youtube.com/user/CALAChannel](https://www.youtube.com/user/CALAChannel) (CALA YouTube Channel)

**Format**
video/mp4

**Language**
eng

**Type**
Video; MovingImage

**Date Available**
2014-06-06

**Date Issued**
2014-06-06

**Extent**
11:33

**Temporal Coverage**
20th Century

**Collection**
CALA Leaders & Members

**Citation**
Thank you

CALASYS Committee (2020-2021)

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- Weiling Liu, w.liu@louisville.edu (Co-Chair)
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