Conference Content Submission Guidelines for ARLIS/NA Commons

General Guidance

How will conference materials be shared?
- All conference content will be uploaded by individual presenters and made available via the [KC Works repository](#) in the ARLIS/NA Commons.
- Recorded video sessions will be made available via the [ARLIS/NA Kaltura Channel](#) after the event

How do I upload my material?
- First, ensure that you have a Knowledge Commons account. If you have an active membership with ARLIS/NA, you can register for an account at https://arlisna.hcommons.org/membership/. If you are not a member of ARLIS/NA, you can register at https://hcommons.org/membership/
- Log into your account to start a [new deposit](#). You are responsible for uploading only your own materials.

How should I prepare my file(s)?
- Please make your materials as accessible as possible. Here are some instructions for improving the accessibility of PDFs - https://accessibility.huit.harvard.edu/pdf.
- Note that presenters are discouraged from submitting Powerpoints, as these files will not appear in a preview. Below and linked are the file types that can be previewed by content type - https://support.hcommons.org/recommended-file-types/
  - Text (txt, pdf, pdfa, md)
  - Images (jpg, jpeg, png, gif, tif, tiff, jp2)
  - Video files (mp4, webm)
  - Audio files (mp3, wav, flac, aac)
  - Structured data (json, xml, csv, dsv)
  - Source code (ipynb)
  - File archives (zip)
- File types that cannot be previewed include doc, docx, avi, mov, tar, gz, doc, docx, pptx, tex, cis, ppt, bib

Step-by-step instructions

<u>Required fields/steps</u> are bolded and underlined

1. Go to https://works.hcommons.org/ and ensure that you are logged in.
2. Click "add a Work"
3. **<u>Resource Type</u>**
   a. Click "Other" and then select either "Presentation / Slides" or "Presentation / Poster." If desired, you are also welcome to upload your presentation text as an associated resource with your slides.
4. **<u>Digital Object Identifier</u>**
   a. Select the radio button that is accurate for your work. If you have not established a DOI for this work elsewhere, please select "No" so that Knowledge Commons will generate one for you upon submission.
5. **<u>Presentation Title</u>**
   a. Enter the title of the work as it appears on the resource you are submitting.
6. **<u>Dates</u>**
   a. Select the date your work was presented at the ARLIS/NA Conference
7. Abstract or Description
   a. Briefly describe the purpose/scope of your work. You may use the abstracts that you submitted to the conference planning committee, but please edit instances of the future tense ("This presentation will share" to "This presentation shares").
8. Presentation Details
   a. Session: Enter Panel or session title if applicable
   b. Session part: Enter a number indicating your presentation order in the panel
   c. Duration: Enter the number of minutes allotted for your presentation
   d. Media or materials used: Enter a list of any materials used in your presentation (e.g. "PowerPoint", "handout")
9. Presentation URL and Other Identifiers
   a. URL: If you've created a short link (bit.ly or tiny) or hosted your presentation content elsewhere, include the link. Note that metadata in KC Works submissions can be edited if URLs are no longer active. Use your discretion on whether it is worthwhile to add a link.
   b. Other Identifier: Examples of relevant values include ARKs, CrossRef Funder IDs, arXiv, etc. In most instances you will not need to add any values here.
10. Event Details (copy values below)
    a. Event title: TOGETHER: Activating Community, 2025 ARLIS/NA Annual Conference
    b. Event acronym: ARLIS/NA 2025
    c. Organization: Art Libraries Society of North America
    d. Event URL: https://www.arlisna.org/events/2025-53rd-annual-conference
    e. Event dates: May 12-16, 2025

  f. Sponsoring institution: [Leave blank]

  g. Event location: Virtual

11. Languages

  a. Enter the language(s) the work includes or is written in. For instance: "English." Multiple values can be entered if applicable.

12. Creators and Contributors

  a. A surname, first name, and role term are required, but other fields are optional (personal identifiers, affiliations)

  b. If you are the primary creator of the presentation/slides/poster, "Author" is typically the best role term to select

  c. Multiple individuals with different roles can be added (though each individual is only assigned one role)

13. AI Use

  a. Indicate whether artificial intelligence contributed to the production of the work. If so, a short description of the nature of this contribution and the tool used is expected.

14. Subjects

  a. Add at least one subject. As you type, the repository will search its database of controlled terms.

15. <u>User-defined Keywords</u>

  a. Enter "YYYY ARLIS/NA Conference" (e.g. "2025 ARLIS/NA Conference") as a tag

  b. Enter any other keywords you believe are helpful that aren't represented by a controlled subject

16. Content Warning

  a. Indicate whether you would like to add a content warning (Yes, No)

17. Related Works

  a. You can link to a related work in an established repository, if relevant. You would need the identifier, scheme (for the identifier, e.g. DOI, ISSN, etc.), and resource type.

18. <u>Collection submission</u>

  a. Click "Select a collection"

  b. Search for "ARLIS/NA Conference Proceedings" and click "Select"

  c. Conference proceedings will also be associated with the broader ARLIS/NA Commons if you have logged in with an ARLIS/NA Commons account. Non-members will need to take additional steps with the help of the Commons Manager - https://support.hcommons.org/how-do-i-add-an-existing-deposit-to-a-collection/

19. <u>Access</u>

  a. ARLIS/NA would encourage all submitters to select "Public" and "Unrestricted" (for embargo)

20. <u>Upload files</u>

a. Only one file is required, but you can add as many files as you think would best represent your conference contribution. For presentations this could include slides in PDF form, presenter notes as a txt file, and other supplemental materials
b. If you upload more than one file, indicate which file should be considered primary and be previewed when your record is accessed
c. See "How should I prepare my file(s)?" above for file types that can be previewed

21. **Licenses**
a. ARLIS/NA would recommend that you use "Creative Commons Attribution Non Commercial No Derivatives 4.0 International"
b. For more information on licenses to help with decision making, see https://support.hcommons.org/copyright-permissions-and-licences/

22. **Save & Publish**
a. Ensure that all the files you want are present and edited appropriately. You can then preview and then "Publish to collection."

Documentation

- KC Works Q&A - https://support.hcommons.org/kcworks/

- KC Works First Time Depositor Guide - https://support.hcommons.org/first-time-depositors-checklist/

- KC Works Copyright, Permissions, and Licenses Explainer - https://support.hcommons.org/copyright-permissions-and-licences/

- KC Works Technical Documentation - https://mesh-research.github.io/knowledge-commons-works/index.html