

Employee Assistance Archive: Submission Instructions

UMB DIGITAL ARCHIVE

This Archive is housed and managed by the University of Maryland, Baltimore Health Sciences and Human Services Library (HS/HSL). Please follow the steps outlined below to obtain authorization to submit to the Archive, register with the Archive, and contribute files to the Archive. If you have any questions about this process, need assistance making a contribution, or need assistance navigating copyright issues, please email archivehelp@hshsl.umaryland.edu, and someone from the University of Maryland, Baltimore HS/HSL will get in touch with you.

If you have questions about whether or not the content you would like to contribute is appropriate for the archive, please email Dr. Jodi Jacobson Frey at jfrey@ssw.umaryland.edu.

Step 1: Obtain Authorization to Submit Documents

Please send an [email to Dr. Jodi Jacobson Frey](#) obtain authorization to submit documents to the Employee Assistance Archive.

Sample Email

To: jfrey@ssw.umaryland.edu

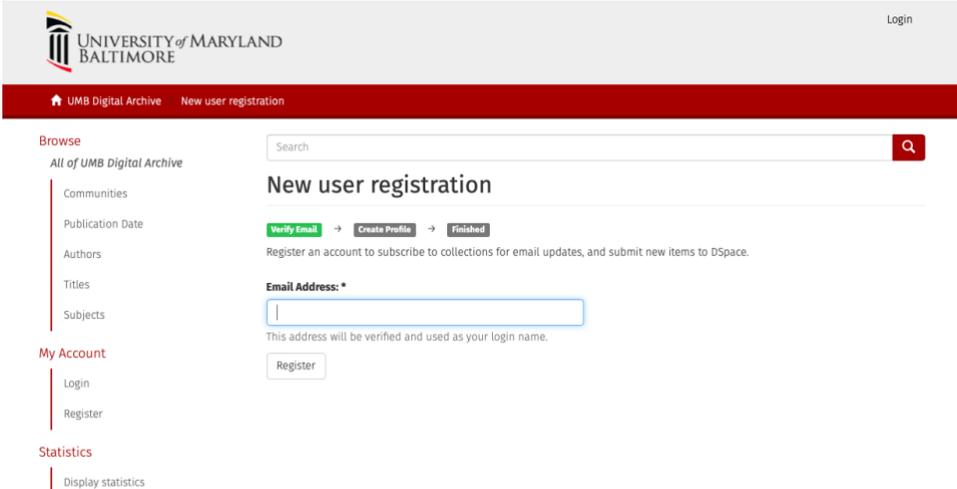
Subject: Submission Authorization Request for Employee Assistance Archive

Body: I would like to request authorization to submit documents to the Employee Assistance Archive.
[Please provide your name, title, affiliation, email, and phone number]

*You will receive an email from the Archive confirming your authorization to submit together with a Non--Exclusive License (see Step 3).

Step 2: Register as a User

- Register with the Archive in order to contribute at: <https://archive.hshsl.umaryland.edu/register>



The screenshot shows the UMB Digital Archive website interface. At the top, there is a navigation bar with the University of Maryland Baltimore logo and a 'Login' link. Below the navigation bar, there is a search bar and a 'New user registration' link. The main content area is titled 'New user registration' and includes a progress indicator: 'Verify Email' → 'Create Profile' → 'Finished'. Below this, there is a text input field for 'Email Address: *' and a 'Register' button. The left sidebar contains a 'Browse' section with links for 'All of UMB Digital Archive', 'Communities', 'Publication Date', 'Authors', 'Titles', and 'Subjects'. Below this is a 'My Account' section with links for 'Login' and 'Register', and a 'Statistics' section with a link for 'Display statistics'.

- After you register your email address, you will receive an email from the UMB Archive.

To complete registration for a UMB Digital Archive account, please click the link below:

<https://archive.hshsl.umaryland.edu/register?token=e940ccf7cd022a0374bb204f75bebaf6>

If you need assistance with your account, please email ArchiveHelp@hshsl.umaryland.edu

The UMB Digital Archive Team

- You will need to fill out the required Registration Information.

The screenshot shows the 'Create Profile' page of the UMB Digital Archive. On the left is a navigation menu with sections: 'Browse' (containing 'All of UMB Digital Archive', 'Communities', 'Publication Date', 'Authors', 'Titles', 'Subjects'), 'My Account' (containing 'Logout', 'Profile', 'Submissions'), and 'Statistics' (containing 'Display statistics'). The main content area has a search bar at the top right. Below it is a progress bar with three steps: 'Verify Email' (grey), 'Create Profile' (green), and 'Finished' (grey). The 'Identify' section contains fields for 'Email Address', 'First Name', 'Last Name', 'Contact Telephone', and a 'Language' dropdown menu set to 'English'. The 'Security' section includes instructions to enter a password and confirm it, with fields for 'Password' and 'Retype to confirm'. A 'Complete Registration' button is at the bottom.

Step 3: Sign a Non-Exclusive License (License)

Sign the Non-Exclusive License, which is a one-time sign-off to submit materials for which you own the copyrights. If you are not the sole author, you need to obtain permission from the other authors. You must send the signed Non-Exclusive License to UMB Archive at archivehelp@hshsl.umaryland.edu or via fax at 410-706-0067.

Once UMB Archive receives the License, it will grant you the access for submission.

Please note: You are NOT surrendering the copyright. The license agreement only grants non-exclusive distribution rights to the University of Maryland, Baltimore Digital Archive. As the author and owner of the copyright, you retain the rights to submit the material elsewhere.

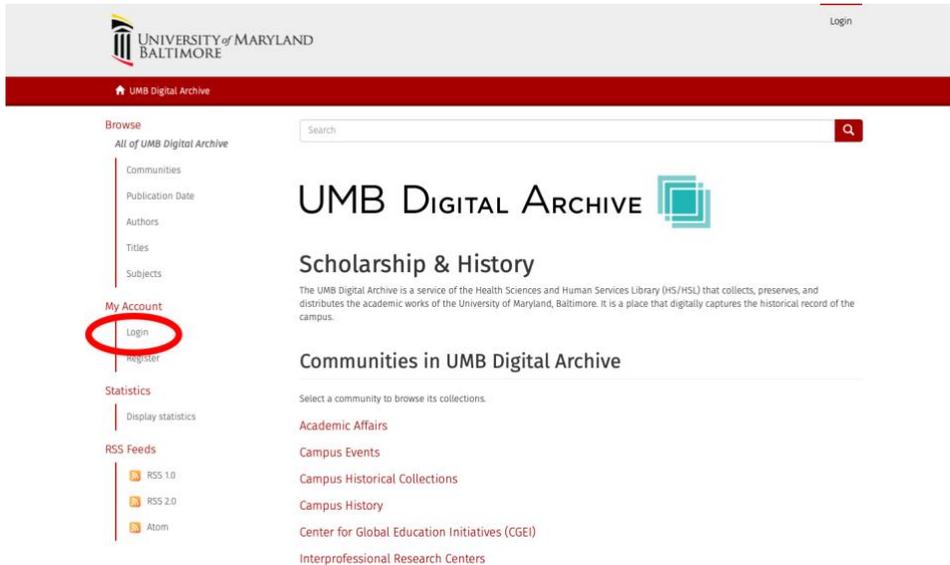
For published content, where publishers usually own the copyright, you need to check with them for permission to make your contribution. The website Sherpa/Romeo lists policies for publisher copyrights and self-archiving. Please look on the website for the appropriate publisher or contact them directly for permission.

Website: <http://www.sherpa.ac.uk/romeo/>

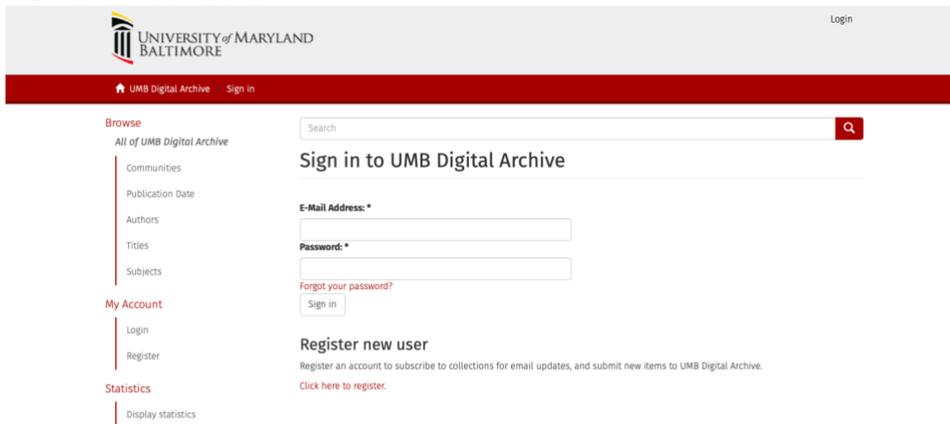
If you are submitting a published work on behalf of an author, you may want to request copies of the manuscript as some publishers allow manuscripts to be deposited into the Archive. However, always check with publishers or the Sherpa/Romeo site for confirmation. You are now ready to contribute to the Employee Assistance Archive!!!

Step 4: Login to the Archive to Start a Submission

- From the UMB Digital Archive homepage (<https://archive.hshsl.umaryland.edu>), click on “Login to My UMB Archive”



- Log In with Email and Password



Login page: <https://archive.hshsl.umaryland.edu/password-login>

- Click “Submissions”

Browse
All of UMB Digital Archive

- Communities
- Publication Date
- Authors
- Titles
- Subjects

My Account

Logout

Profile

Submissions

Statistics

Display statistics

RSS Feeds

RSS 1.0

RSS 2.0

Atom

Search

UMB DIGITAL ARCHIVE

Scholarship & History

The UMB Digital Archive is a service of the Health Sciences and Human Services Library (HS/HSL) that collects, preserves, and distributes the academic works of the University of Maryland, Baltimore. It is a place that digitally captures the historical record of the campus.

Communities in UMB Digital Archive

Select a community to browse its collections.

[Academic Affairs](#)

[Campus Events](#)

[Campus Historical Collections](#)

[Campus History](#)

[Center for Global Education Initiatives \(CGEI\)](#)

[Interdisciplinary Research Center](#)

- Click "Start a New Submission"

Search

Submissions & Workflow tasks

Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into UMB Digital Archive.

Date accepted	Title	Collection
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- Select Employee Assistance Archive School of Social Work from the “Collection” drop-down menu (it will be the only option to select).

Item submission

Select a collection

Collection:

School of Social Work > Employee Assistance Archive School of Social Work

Select the collection you wish to submit an item to.

Next

Please note: If at any point you need to leave the submission process, click on the Save and Exit button at the bottom of the page. Choose the Save option (or the Remove option if you just want to start over later). The next time you log in, the Unfinished Submission will be listed.

Step 5: Describe Your Submission

UMB Digital Archive School of Social Work Employee Assistance Archive School of Social Work Item submission

Browse

All of UMB Digital Archive

Communities

Publication Date

Authors

Titles

Subjects

This Collection

Publication Date

Authors

Titles

Subjects

My Account

Logout

Profile

Submissions

Statistics

Search

Item submission

Import Source Live Import Describe Describe Upload Review CC License License Complete

Describe Item

Authors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

Enter the names of the authors or creators of this item above.

Advisors:

Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr

Use mainly for thesis or dissertation advisors

Title: *

Enter the main title of the item.

- **Authors (mandatory):** Enter the author’s full name, with the last name first. Middle name or initial can follow the first name in the same box. You may also use the “lookup” feature to find an author who already has work in the Archive. Clicking the “Add More” button will provide additional boxes for more author names. Please be consistent with a person’s name when submitting the person’s works.
- **Advisors (optional):** Use mainly for thesis or dissertation advisors.
- **Title (mandatory):** Enter the full main title of your item. If the item does not have a proper title, please enter a descriptive title.
- **Other Titles (optional):** Enter any alternative titles that the item has, such as a translated or abbreviated title.
- **Date (mandatory):** Enter the date of original publication, presentation, distribution, or creation. At the very minimum, you must enter at least the year. If the year of publication is unknown, enter 0001 in the year box, and include a note in the Description box giving an approximate date.
- **Embargo Date (optional):** If applicable, please enter date when embargo expires.

- Publisher (optional): Enter the name of the entity responsible for the publication, distribution, or imprint of any previously issued instance of the work.
- Citation (mandatory for published works only): Enter a bibliographic citation for the item if it was published. Please follow the format of Title Year Month: Vol# (Issue#): Start page-end page.
 - For example: American Journal of Gastroenterology 2012 Nov;107(11):1675---83
- Series/Report No. (optional): If the item is part of a series, enter the name of the series and the number of the item within the series.
- Identifiers (optional): Enter any identifiers that the item may have, especially for published works, such as a PMID, DOI, ISBN, ISSN, or URI, and select the type in the drop-down menu. If the item has a locally created identifier, choose *Other* from the drop-down menu.
- Published (mandatory): Please indicate whether or not the item has been published.
- Type (mandatory): Select the type of item you are adding.
- Language (mandatory): Select the primary language for your item.
- External Resource (optional): You may link the record to an Internet source by entering its URL here, such as a full text article. It is not advisable to link to a source that will not exist perpetually on that Internet site.
- External Resource Name (optional): Give a name of the URL for the external source, such as *Full Text*.
- Subject Keywords (mandatory): Add keywords or phrases that describe the content of the item. Clicking the Add More button will provide additional boxes for more keywords.
- LCSH Subject (for librarian only): Library of Congress subject headings.
- MeSH Subject (for librarian only): Medical subject headings from the National Library of Medicine.
- Abstract (optional): Enter text from the formal abstract or summary of the item.
- Sponsors (optional): Enter the names of any person or group that funded or sponsored the development of the item.
- Peer Reviewed (optional): Enter the names of the reviewers. If peer reviewed but no reviewer names, enter "Yes". Leave it blank if not peer reviewed.
- Table of Contents (optional): Enter the table of contents.
- Description (optional): Enter any additional description of the item (number of pages, or approximate date, for example.) Do not enter file type or size, the archive will detect and add this information in another field.

Step 6: Upload a File

“Click” *Chose File* and navigate to the appropriate file on your computer.



Item submission

Import Source Live Import Describe Describe Upload Review CC License License Complete

Upload File(s)

File:

Choose File no file selected

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date:

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

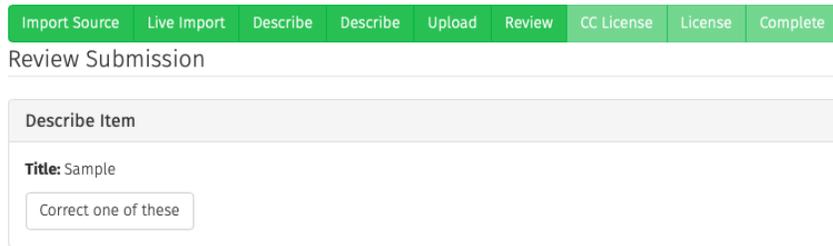
Please note: If your item consists of more than one file, you will be able to upload each of them separately.

File Description (optional): You can enter a brief description of the file you are currently submitting to differentiate it from the others.

If you successfully uploaded the correct file, either select the *Add Another File* button if you have additional files to be part of the same item, otherwise click Next.

Step 7: Verify Submission

Verify that all of the information entered to this point is correct. If you need to correct something, click on the *Correct One of These* button adjacent to the section of information that you need to correct.



The screenshot shows a progress bar at the top with buttons for 'Import Source', 'Live Import', 'Describe', 'Describe', 'Upload', 'Review', 'CC License', 'License', and 'Complete'. Below the progress bar is the heading 'Review Submission'. Underneath is a section titled 'Describe Item' with a 'Title: Sample' label. A button labeled 'Correct one of these' is positioned below the title.

Step 8: Grant the License

Use a Creative Commons License: Use a Creative Commons License for works that you own the copyright for. Please specify which Creative Commons License you would like to use for the work you are contributing. According to The Creative Commons organization (<http://creativecommons.org/>), Creative Commons Licenses are “copyright licenses (that) provide a simple, standardized way to give the public permission to share and use your creative work — on conditions of your choice.” It is a protection of the author’s works. There are six types of licenses for an author to choose from, described in more detail on this web page: <http://creativecommons.org/licenses/>

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Website: <http://www.sherpa.ac.uk/romeo/>

Step 9: Submission Complete

Your item has been submitted for review and you will receive an email confirming the submission. Once the review process is complete, your item will be publicly available. The librarian will contact you with any questions during the review process. You will receive an email indicating that your item officially has become part of the UMB Digital Archive.