

[TO ADD/EDIT ITEM METADATA]

1. On the cIRcle homepage at circle.ubc.ca, click on “My Account” (Step 1) in the left sidebar.

The screenshot shows the cIRcle homepage. At the top, there is a navigation bar with links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. Below this is the UBC logo and the text 'a place of mind' and 'THE UNIVERSITY OF BRITISH COLUMBIA'. The main header area contains the cIRcle logo, a search bar with 'All of cIRcle' and a 'Go' button, and a link to 'Advanced Search'. The left sidebar has a 'Browse' section with 'All of cIRcle' and 'Communities & Collections', and a 'My Account' section with 'Login' and 'Register'. A callout box with the text 'Step 1' points to the 'My Account' section. The main content area features a large banner for 'CIRCLE UBC's Information Repository' with the tagline 'Your University. Your Research.' Below the banner is a 'Welcome to cIRcle' message and a 'News' section with three items: 'You might be asking, What is Bill C-32?', 'Ranking Web of World Repositories', and 'Now available in cIRcle'. The right sidebar has sections for 'What is cIRcle?' and 'Who's contributing to cIRcle?' with a list of contributing entities.

2. Once you are logged into your cIRcle account, go to the desired collection page. Search the item in the blank box beside the box called, “This Collection” and then click on “Go” (Step 2a).

The screenshot shows the UBC Library cIRcle website. At the top, there is a navigation bar with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar with the text "surfacing UBC" and a dropdown menu set to "This Collection". A callout box labeled "Step 2a" points to the search bar. To the right of the search bar is a "Go" button and a link to "Advanced Search".

The main content area is titled "Library Events" and includes a description: "This collection contains presentations, webcasts, and podcasts from events organized by the UBC Library, as well as presentations made by UBC librarians in other locations." Below this is a section titled "Recent Submissions" with a list of items:

- [Surfacing UBC scholarship through knowledge translation & exchange](#)
Hurrell, Christie (2009-10-21)
- [Thesis submission and archiving: the Dark Ages](#)
Read, Max (2009-10-21)
- [Copyright and author rights workshop](#)
Kirchner, Joy; Taylor, Sally (2009-10-20)
- [University supports for Open Access: a Canadian national study](#)
Morrison, Heather; Greyson, Devon (2009-10-20)
- [European repositories and OA](#)
Starr, Lea (2009-10-20)

At the bottom of the page, there is a "Show Statistical Information" button.

2. Once the desired item is found, click on the item to view its item record. **(Step 2b).**

The screenshot shows the UBC Library website interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo, the slogan 'a place of mind', and the text 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header is a search bar with the text 'All of cIRcle' and a 'Go' button. To the right of the search bar is a link to 'Advanced Search' and a 'cIRcle Home' link.

The left sidebar contains navigation options under 'Browse', 'My Account', and 'Questions?'. The main content area shows the search results for the query 'surfacing UBC'. The search scope is set to 'Library Events' and the full text search is 'surfacing UBC'. The results are sorted by relevance in descending order. The search results are displayed in a table with three rows:

Search Results for Collection: Library Events	
1	Now showing items 1-3 of 3
Surfacing UBC scholarship through knowledge translation & exchange	Hurrell, Christie (2009-10-21)
Thesis submission and archiving: the Dark Ages	Read, Max (2009-10-21)
Undergraduate research opportunities	Embree, Sonja (2009-10-21)

A callout box labeled 'Step 2b' points to the first search result, 'Surfacing UBC scholarship through knowledge translation & exchange'. Below the search results, there is a link to 'Now showing items 1-3 of 3' and a '1' indicating the current page.

3. Under “Context”, click on “Edit this item” (Step 3).

The screenshot shows the UBC Library website interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo and the text 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header is a search bar and a dropdown menu for 'This Collection'. The left sidebar contains a 'Context' menu with options: 'Edit this item', 'Export item', 'Reporting Suite', 'File Conversion', and 'Questions?'. A callout bubble labeled 'Step 3' points to the 'Edit this item' option. The main content area displays the title 'Surfacing UBC scholarship through knowledge translation & exchange' and a metadata table with fields: Title, Author, Issue Date, Series/Report no., Abstract, Affiliation, URL, Peer Review Status, and Scholarly Level. Below the metadata is a table of files in this item, showing a file named 'Hurrell_Christie_Surfacing_UBC_Scholarship.ppt' with a size of 7.777Mb and format of Microsoft Powerpoint. At the bottom, it states 'This item appears in the following Collection(s)' and lists 'Library Events'.

UBC LIBRARY

UBC a place of mind

UBC LIBRARY

All of cIRcle This Collection Go Go to Advanced Search cIRcle Home

Surfacing UBC scholarship through knowledge translation & exchange

Show full item record

Title:	Surfacing UBC scholarship through knowledge translation & exchange
Author:	Hurrell, Christie
Issue Date:	2009-10-21
Series/Report no.:	Open Access Week, October 20-22, 2009, The University of British Columbia
Abstract:	Surfacing UBC Scholarship: Panel Presentation and Discussion – This presentation discussed how CHER supports researchers engaging in practical knowledge translation activities, as well as tools and resources they use to do this kind of work. The Centre for Health and Environment Research (CHER) is a multidisciplinary research unit linking UBC's faculties of medicine, engineering and interdisciplinary studies. It aims to bring its research findings to the scientific community, to policy makers, to participants and the general public through the use of relevant, effective, and open access media. This session took place on October 21, 2009 in the Dodson Room of the Irving K. Barber Learning Centre at the University of British Columbia.
Affiliation:	Health and Environment Research (CHER), Centre for
URL:	http://hdl.handle.net/2429/26401
Peer Review Status:	Unreviewed
Scholarly Level:	Faculty

Files in this item

Files	Size	Format	Description	View
Hurrell_Christie_Surfacing_UBC_Scholarship.ppt	7.777Mb	Microsoft Powerpoint		View/ Open

This item appears in the following Collection(s)

[Library Events](#)
Presentations and podcasts from events organized by the Library

4. Under “Edit Item”, click on “Item Metadata” (Step 4).

The screenshot shows the UBC Library cIRcle interface. At the top, there are navigation links for "Campuses", "UBC Directories", and "UBC QuickLinks". The main header includes the UBC logo, "a place of mind", "THE UNIVERSITY OF BRITISH COLUMBIA", and "UBC LIBRARY". Below the header is a search bar with "All of cIRcle" and a "Go" button, along with a link to "Advanced Search" and "cIRcle Home".

The left sidebar contains a "Browse" section with links for "All of cIRcle", "Communities & Collections", "Issue Date", "Authors", "Titles", and "Subjects". Below this are sections for "My Account" (My Exports, Logout, Profile, Submissions), "Reporting Suite" (Content & usage analysis, Generate a Bibliography), "File Conversion", and "Questions?" (About cIRcle, Read our FAQs, Contact cIRcle).

The main content area shows the breadcrumb "cIRcle Home > Items > Item status >". The "Edit Item" page has four tabs: "Item Status", "Item Bitstreams", "Item Metadata", and "View Item". A callout box labeled "Step 4" points to the "Item Metadata" tab. Below the tabs is a welcome message: "Welcome to the item management page. From here you can withdraw, reinstate or delete the item. You may also update or add new metadata / bitstreams on the other tabs."

Below the message is a table of item details:

Item Internal ID:	29621
Handle:	2429/26401
Last Modified:	2010-09-02 02:16:59.496
Item Page:	https://ciracle.ubc.ca/handle/2429/26401
Item's Authorizations:	Edit Authorizations (system administrators only)
Withdrawn item from the repository:	Withdraw... (system administrators only)
Completely expunge item:	Permanently delete (system administrators only)

At the bottom of the table is a "Return" button.

5. Click on “Add new metadata” (Step 5a) and click on “Update” (Step 5b) to save your change(s). Or, if you do not wish to add new or edit existing metadata for this item, click on “Return” to go back to the previous screen.

To exit cIRcle, click on “Logout” in the left sidebar.

The screenshot shows the cIRcle 'Edit Item' interface. At the top, there is a navigation bar with 'Campuses +', 'UBC Directories +', and 'UBC QuickLinks +'. Below this is the UBC logo and 'a place of mind' slogan, followed by 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. The cIRcle logo and search bar are also present.

The main content area is titled 'Edit Item' and includes a breadcrumb trail: 'cIRcle Home > Items > Item metadata >'. There are links for 'Item Status', 'Item Bitstreams', 'Item Metadata', and 'View Item'. A callout 'Step 5a' points to the 'Add new metadata' button.

The 'Add new metadata' form has the following fields:

- Name:** A dropdown menu with 'dc.contributor.advisor' selected.
- Value:** A large text input field.
- Language:** A smaller text input field.

Below the form is a 'PLEASE NOTE' section: 'PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.' Below this are 'Update' and 'Return' buttons. A callout 'Step 5b' points to the 'Update' button.

The 'Metadata' table below shows the current metadata:

Remove	Name	Value	Language
<input type="checkbox"/>	dc.contributor.author	Hurrell, Christie	