

[ADD/EDIT SUBMITTERS]

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 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. The left sidebar contains a 'Browse' menu with options like 'Communities & Collections', 'Issue Date', 'Authors', 'Titles', 'Subject', and 'My Account'. A callout box labeled 'Step 1' points to the 'My Account' link. Below the sidebar is a 'Questions?' section with links for 'About cIRcle', 'Read our FAQs', and 'Contact cIRcle'. The main content area features a large banner for 'CIRCLE UBC's Information Repository' with the tagline 'Your Research Your University'. Below the banner is a 'Welcome to cIRcle' section with a 'News' tab and a 'Did you know?' section. The 'Did you know?' section contains three items: 'You might be asking, What is Bill C-32? If so, are you also asking yourself, "How does it affect me – as an author, cre [...]', 'Ranking Web of World Repositories Did you know? In the ranking of world digital repositories, UBC features at #43 [...]', and 'Now available in cIRcle Teaching Skills for Community Based Preceptors is now available in cIRcle. UBC' [...]. A 'More' button is located at the bottom of the 'Did you know?' section. On the right side of the main content area, there are two sections: 'What is cIRcle?' and 'Who's contributing to cIRcle?'. The 'What is cIRcle?' section explains that cIRcle is the University of British Columbia's digital repository for research and teaching materials. The 'Who's contributing to cIRcle?' section lists various contributing entities: 'Faculties and Schools', 'Graduate Theses and Dissertations', 'Granting Agency Mandates', 'Institutes, Centres, and Programs', 'Journals@UBC Library', 'Office of the President', 'Offices of the Vice-Presidents', 'Students', 'UBC Affiliates', 'UBC and the 2010 Olympic and Paralympic Games', 'UBC Okanagan', 'UBC Press', and 'University Archives'.

2. Once you are logged into your cIRcle account, go to the desired collection page. In the left sidebar under “Context”, click on “Edit Collection” (Step 2).

The screenshot shows the cIRcle 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 UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY". Below the header, there is a search bar and a "Go" button. The left sidebar contains several menu categories: "Browse", "All of cIRcle", "My Account", "Context", "Reporting Suite", "File Conversion", and "Questions?". The "Context" menu is expanded, showing "Edit Collection", "Item Mapper", and "Export Collection". A callout box labeled "Step 2" points to the "Edit Collection" link. The main content area displays the "Library Events" collection page, which includes a description of the collection, a "Submit a new item to this collection" link, and a "Recent Submissions" section listing several items with their titles and authors.

Step 2

Library Events

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.

Recent Submissions

- [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)

[Show Statistical Information](#)

3. Under “Edit Collection”, click on “Assign Roles” (Step 3).

The screenshot displays 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, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY". Below the header, there is a search bar with the text "All of cIRcle" and a "Go" button, along with a link to "Advanced Search" and a "cIRcle Home" link.

The left sidebar contains several sections:

- Browse**: All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects.
- My Account**: My Exports, Logout, Profile, Submissions.
- Reporting Suite**: Content & usage analysis, Generate a Bibliography.
- File Conversion**: File Conversion.
- Questions?**: About cIRcle, Read our FAQs, Contact cIRcle.

The main content area is titled "Edit Collection: Library Events" and includes a breadcrumb trail: "cIRcle Home > Collections > Metadata >". Below the title, there are two links: "Edit Metadata" and "Assign Roles". A callout box labeled "Step 3" points to the "Assign Roles" link.

The form fields are as follows:

- Name:** Library Events
- Short Description:** Presentations and podcasts from events org
- Introductory text (HTML):** 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.
- Copyright text (plain text):** (Empty field)
- News (HTML):** (Empty field)

4. Under “Submitters” in the “Role” column, click on your **collection (Step 4)** [for example, it will read something like, “[COLLECTION 96 SUBMIT](#)” above the statement, “The E-People and Groups that have permission to submit new items to this collection.”]

The screenshot shows the UBC Library cIRcle interface. The main content area is titled "Edit Collection: Library Events". Below the title are links for "Edit Metadata" and "Assign Roles". A table lists various roles and their associated groups. A callout box labeled "Step 4" points to the "Submitters" role, which is associated with the group "COLLECTION 96 SUBMIT".

Role	Associated group	
Administrators	COLLECTION 96 ADMIN	Delete
	Collection administrators decide who can submit items to the collection, withdraw items, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Accept/Reject Step	none	Create... (system administrators only)
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	COLLECTION 96 WORKFLOW STEP 2	Delete (system administrators only)
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create... (system administrators only)
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	
Submitters	COLLECTION 96 SUBMIT	Delete
	The E-People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous .	Restrict... (system administrators only)
	E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	

[Return](#)

5. Type the name of the person you would like to authorize as a Submitter for your collection and click on “E-People” (Step 5).

The screenshot shows the UBC Library cIRcle Group Editor interface. The page title is "Group Editor: COLLECTION_96_SUBMIT (id: 234)". The interface includes a navigation menu on the left with sections like "Browse", "My Account", "Reporting Suite", "File Conversion", and "Questions?". The main content area shows the group name "COLLECTION_96_SUBM" and a "Search members to add" section with "E-People..." and "Groups..." buttons. A "Members" table lists three users: Hilde Colenbrander (ID 93), Hilde CC Colenbrander (ID 309), and Julia Thompson (ID 633). A callout box labeled "Step 5" points to the "E-People..." button.

Step 5

ID	Name	Email	
93	Hilde Colenbrander	hilde@interchange.ubc.ca	Remove
309	Hilde CC Colenbrander	hilde@shaw.ca	Remove
633	Julia Thompson	julia.thompson@ubc.ca	Remove

[Save](#) [Cancel](#)

6. If you receive a message that reads, “Your search found no results”, email the cIRcle Office at ubc-circle@interchange.ubc.ca for assistance.

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



The screenshot shows the cIRcle Group Editor interface for the group 'COLLECTION_96_SUBMIT (id: 234)'. The interface includes a navigation sidebar on the left with sections for 'Browse', 'My Account', and 'Reporting Suite'. The main content area shows the group name, a search input field containing 'Annabelle', and a search button. Below the search input is a table with columns for 'ID', 'Name', and 'Email'. The table contains the message 'Your search found no results...'. A callout box labeled 'Step 6' points to the search results area.

Step 6