Connecting to Collections
Digital Archive
Some quick highlights

Å 55 distinct Communities including:
   ĭ Colleges within the University, Research Institutes, Working Groups, Service Fraternities & Student Groups and Research Projects

Å 992 Collections

Å 31,507 Items including:
   ĭ Documents, articles, datasets, videos, theses and dissertations
Connecting to Collections
Community Space
Uploading Data to IDEALS

- Accepting Box invitation
- Upload documents and datasets to Box
- Upload deposit metadata spreadsheet
- Everything else automated (e.g. moving data from Box into IDEALS is a monthly automated process)
- Access your materials via IDEALS: https://www.ideals.illinois.edu/handle/2142/34610
Box Invitation

Hello,
I'd like to share my files with you on Box
–Jacob Jett (jett2@illinois.edu)

Accept invite »

You have been invited.
Jacob Jett has invited you to share files in the *Michigan Upload* folder. To access your files, click on the folder to the right.

More about your Free Box account:
- Access files from anywhere with online storage - even from the iPhone or BlackBerry
- Replace FTP software for seamless online file sharing with teams, partners, and clients
- Share ideas, create content and collaborate in an online workspace

University of Illinois

Sign Up | Or Log In

Name:
Email:
Password:
Strength: 

Continue

By registering you agree to Box's Terms of Service

INSTITUTE of Museum and Library SERVICES
Texas State Library and Archives Commission
Heritage Preservation
IDEALS
Illinois Digital Environment for Access to Learning and Scholarship
Don’t forget Metadata Worksheet
Metadata to be collected

• Title
• File Name
• File Extension (e.g., .xlsx, .pdf, .docx)
• Access Type (indicate public or archival)
• Creator or Coordinator (e.g., lead organization or consultant)
• Additional partners or contributors
• Survey State
• Abstract
• Date (e.g., date survey opened, date report published)
• Organizations or funding sources that sponsored the project (in addition to IMLS)
• Software or system used to create survey (if applicable)
• Notes (if applicable)
Special Note about Access Type

Å IDEALS staff not able to redact documents
Å Please indicate which documents and datasets contain private information (i.e. are Archival)
   ï They will be password protected
   ï Only limited access will be allowed
Å Public documents available to viewed and downloaded by anyone
Institutional Contacts

Kristen Laise
- Heritage Preservation
  - Klaise@heritagepreservation.org

Jacob Jett
- University of Illinois (IDEALS)
  - jjett2@illinois.edu
Questions?
Thank You