

## Uploading to the Digital Collections repository

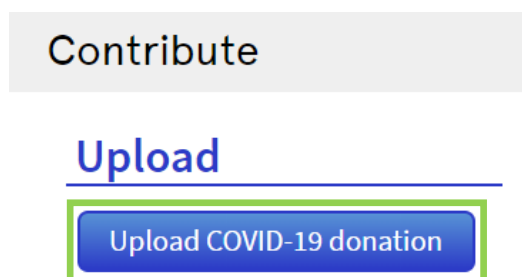
1. Before uploading read the [terms and conditions](#) of contributing to the Digital Collections repository.
2. Navigate to the [Digital Collections repository](#)
3. Select 'Login' on the side menu



4. Select 'Sign in with UniKey' and then enter your UniKey and password. If you've already logged in elsewhere with Single Sign On, this won't be necessary.
5. Select 'Contribute' on the side menu



6. Select 'Upload COVID-19 donation'



7. Fill out the details of your donation and upload files:
  - a. Enter a title (mandatory). Pick something that accurately describes your donation.



- b. Select 'Choose Files', locate the files on your computer and to upload, either double click a single file, or highlight multiple files and select 'Open'. You can upload a maximum of 20 files at once, with a total size of 500MB or less
- c. Select the type of work:
  - Image
  - Text
  - Video
  - Audio
  - Other (if it's not any of the above, select other and we'll add a type of work for you)
- d. Enter the creator of the content in the format Familyname, Firstname. In most circumstances this will be you.
- e. Select the field under 'Date From' and use the calendar to select the date that the item was created. If the content was created over a period of time, use the calendar under 'Date To' to enter the last date relevant. You can also enter the date in text format if needed.

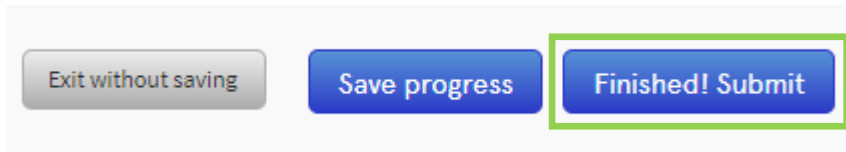
The screenshot shows a 'Details' form with the following fields and values:

- Type of work: Image
- Creator(s): Dickens, Charles
- Date created: select 'Date From' field use a calendar (2020-05-05)
- Date From: 2020-05-05
- Date From calendar: A calendar for May 2020 with the 5th highlighted in red.
- Describe the content (include relevance to COVID-19 and the University of Sydney):
- Language:

- f. Enter a description that provides context to your donation. Think:
  - Why?
  - What?
  - When?
  - Where?
  - How?
- g. If relevant, enter in the language for the donation
- h. Confirm that you are either the copyright owner or that there is no copyright for your files
- i. Next to Creatives Commons, select how you want the donation to be made available:
  - Freely used by anyone: CC BY license
  - Used by anyone for non-commercial purpose: CC BY-NC license
  - Can't be used without my permission: All rights reserved



8. Click 'Finished! Submit'. Depending on the size of the files you uploaded, saving your submission may take a few minutes.



If you need assistance at any point email us at [library.digitalcollections@sydney.edu.au](mailto:library.digitalcollections@sydney.edu.au)