

# How to Add a New Document to the Repository

If you have a document to put in the repository, please email  
ti-librarian@internet2.edu



These are instructions for the Document Repository Librarian only.  
Only the librarian should put docs into the [repository](#).

1. Assign the Doc ID number according the instructions here. <https://spaces.at.internet2.edu/x/BA0ZBg> Do not assume you can take the next number from looking at the repository itself.
2. Browse to [Repository Metadata Page Template](#).
3. Select *Copy* from the ... menu to create a new repository metadata page. When prompted, make sure that the parent page is [Trust and Identity Document Repository Index](#).
4. Change the page title to the repository ID (e.g., TI.15.2).
5. Save the document (by clicking on the "Publish" button).
6. Attach the document in its submitted formats (e.g., PDF, Text, HTML) onto your new repository metadata page.
7. Edit the new repository metadata page. **Element definitions for each field** [are here](#) and some highlights are below:
  - a. Change "<Document Title>" header to the title of the document.
  - b. Change the appropriate "<attachment>" text for each format to a link for each attachment. Remove bulleted lines that have no matching attachment.
  - c. Fill in the *second* column of the table. **Do not change the metadata element names in the first column.**
  - d. When available, add authors' ORCIDs in the Author field.
  - e. The prefix for the persistent URL is <http://doi.org/10.26869/>, and the DOI prefix is **10.26869/**.
  - f. See [Trust and Identity Document Stewardship](#) for the list of authorized sponsors.
  - g. **If this document supersedes another one**, enter the previous document number (or name if not in the doc repository) in the Supersedes field. Also, link to the previous version if possible.
    - i. on the metadata page for the previous (superseded) document,
      1. indicate at the top that it's superseded by adding, for example, "(superseded by [TI.105.1](#))" to the large-font title at the top of the page (not the **Title** field in the table). See example here: <http://doi.org/10.26869/TI.103.1>.
      2. change the **Deprecated** field to "yes"
  - h. Note that subject tags use a controlled vocabulary. See [Subject Tags in the Trust and Identity Document Repository](#) for the available tags.
    - i. The **IP Framework** is typically "CC BY 4.0," but should be whatever license is asserted in the document.
  - j. The **Format** should list the submitted formats (e.g., PDF, Text, HTML) for the document.
  - k. The **Development Location** field can be used to provide the source file that was used to create the published PDF/HTML/Text versions of the document. This field is important to help future authors locate the source file to be able to create new versions of the document.
    - i. This field may be a link to an attached Microsoft Word file, a Google Doc, a wiki page, etc. The file type is not enforced, but it should be chosen to be reasonably used in the future to revise the published document. Also, it should be the source version that was used to create the published version. Other links to contextual information may also be provided with appropriate explanation.
    - ii. For example, assume there is a Google doc that got moved to a Word Doc for special formatting, and then the Word Doc was used to create the PDF and text versions for the document repository. In this case a link to both the Word Doc and the Google Doc should be included in the **Development Location** field.
8. Follow the instructions in [Submitting Metadata to Crossref to Create DOIs](#) to register a DOI for the document.

## See Also

[Document Repository Metadata Element Definitions](#)