

In accordance with the new P&P all journal articles must be sent to the National Ag Library within three months of publication. You will do this by accessing the link below. If you are located at a university campus you will need to obtain a user name and password to begin the process. Every ARS employee may obtain one (see "To Obtain a Proxy Account with Digitop" screenshot below). If you get the screen about a proxy account that is the indication you will need to obtain a proxy account.

To Obtain a Repository URL:

Complete the form below. All required fields are marked with an asterisk (*). Once the form is completed and you submit, you will receive the URL that must be added to the "Repository URL" field in ARIS. The e-mail with the URL may take a couple weeks to receive.

http://riley.nal.usda.gov/nal_web/digi/submission.html

The screenshot shows a web browser window titled "NAL Digital Repository Submission Form - Windows Internet Explorer". The address bar shows the URL: http://riley.nal.usda.gov.d2.nal.usda.gov/nal_web/digi/submission.html. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and various toolbars. The main content area displays the "NAL Digital Repository" website. At the top, it features the USDA logo and the text "United States Department of Agriculture National Agricultural Library". Below this is a navigation menu with links for Home, About AgSpace, News, Current Projects, AGRICOLA, Help, and Contact Us. The main heading reads "Submit to the NAL Digital Repository". A large purple banner says "Welcome to the NAL Digital Repository submission page". To the left, there is a sidebar with search options: "Search DDR" with a search box and "Go" button, "Advanced Search", "Search Tips", "Browse by:" with a "Choose One:" dropdown, "Submit to AgSpace" with a "USDA Employees Only" link, and "Login to:" with links for "Receive E-mail Updates" and "Change Your Password". The main text area contains a paragraph explaining that the repository includes full-text resources prepared by USDA personnel and provides instructions on file formats (PDF, WordPerfect, Word, PowerPoint, TIFF, JPG, GIF) and a link to search for existing documents. Below this is a section titled "Instructions" with a numbered list of five steps: 1. Complete the submission form to submit an item to the repository. An asterisk (*) indicates a required field. Be sure to upload your document. 2. When item has been processed, an email with a permanent URL, or "handle," will be sent to "Your Email". 3. If you want multiple individuals to receive the email, enter their email addresses in the "Additional emails" spaces. 4. Submit each item only once, even if there are multiple USDA authors. 5. When finished, click the Submit button.

NAL Digital Repository Submission Form - Windows Internet Explorer

http://riley.nal.usda.gov.d2.nal.usda.gov/nal_web/dlg/submission.html

File Edit View Favorites Tools Help

Google Search Share Check Translate AutoFill Sign In

NAL Digital Repository Submission Form

Instructions

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Title *	<input type="text"/>
Item Type *	<input checked="" type="radio"/> Articles, abstracts, book chapters, papers from proceedings <input type="radio"/> Books, reports, maps, images, workshops, presentations
Contact's name *	<input type="text"/>
Contact's E-mail *	<input type="text"/>
Contact's E-mail [Re-entered]	<input type="text"/>
Telephone *	<input type="text"/> - <input type="text"/> - <input type="text"/>
Click "Browse" button to retrieve your file *	<input type="button" value="Browse..."/>
Citation Information (journal title, volume no., issue no., ISSN; conference title; name of author, editor, compiler; publisher name; publication date; etc.)	<input type="text"/>
Also notify email address	<input type="text"/>
Also notify email address	<input type="text"/>
Also notify email address	<input type="text"/>
Also notify email address	<input type="text"/>
More submissions *	<input type="radio"/> Yes <input type="radio"/> No
ARIS sequence number (ARS staff only)	<input type="text"/>
<input checked="" type="checkbox"/> Receive confirmation email	
	<input type="button" value="Go"/> <input type="button" value="Clear"/>

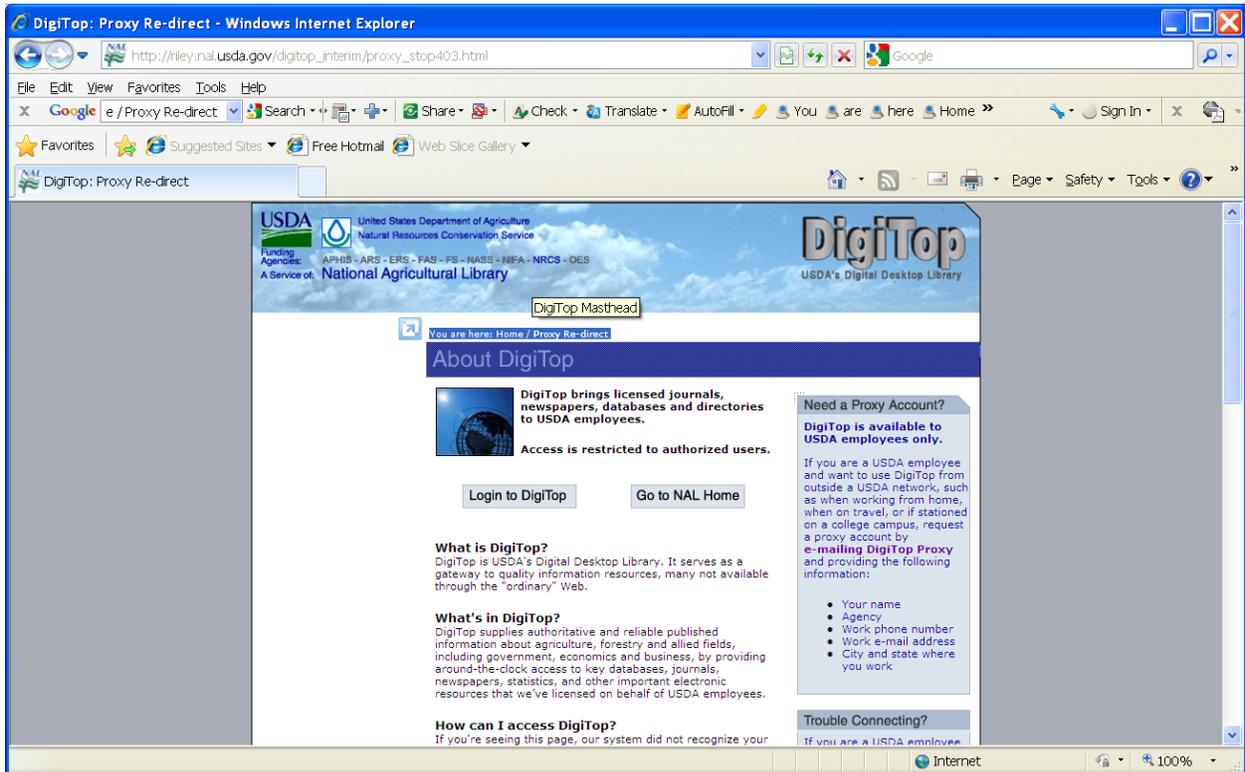
AgSpace Home | NAL Home | USDA | ARS | Science.gov | GPO Access | Policies and Links | FOIA | NAL Thesaurus
Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

Internet 100%

To Obtain a Proxy Account with DigiTop

Go to the link below:

http://riley.nal.usda.gov/digitop_interim/proxy_stop403.html



Click on “emailing DigiTop Proxy” or send an e-mail to DigiTopProxy@usda.gov

Include the following information in your e-mail request to obtain your proxy login:

- Your name
- Agency
- Work phone number
- Work e-mail address
- City and state where you work

New Proxy Account Request - Message (HTML)

Message H Insert N Options P1 Format Text Developer L Adobe PDF P2

Cut Copy Paste Format Painter Clipboard

Calibri (Bod) 11 A+ A- [List] [List] [List]

Address Book Check Names Attach File Attach Item Business Calendar Signature

Follow Up High Importance Low Importance Spelling

To: DigITopProxy@usda.gov

Cc:

Subject: New Proxy Account Request

- Your name
- Agency
- Work phone number
- Work e-mail address
- City and state where you work



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