

## Contributing to the ACC Digital Repository

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All members of the AUB community are welcome to upload or suggest educational digital material to the ACC Digital Repository. Note that you will first need to log in to the ACC DR with your AUB net ID.

<a href="#">Upload to the ACC Digital Material</a>	<a href="#">Upload to the Other AUB Digital Repositories</a>
<a href="#">Suggest a link to Other AUB Digital Repositories</a>	<a href="#">Suggest a link to External Digital Repositories</a>

## Uploading content to the ACC Digital Material

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The ACC Digital Material **CAN** contain the following:

- Digital material that AUB owns the copyright of.
- Digital material that the AUB community developed and owns the copyright of.

The ACC Digital Material **CANNOT** contain the following:

- Digital material developed by someone outside the AUB community (even if permission of use was given).

### NOTES:

- In case you are not sure in which category your material fits, please contact ACC at [acc@aub.edu.lb](mailto:acc@aub.edu.lb).
- To learn more about Copyright and Fair Use please visit the ACC website: <http://staff.aub.edu.lb/~acc/Resources/copyrightLinks.htm>

### Steps to upload content to the ACC Digital Material:

**Step 1:** Make sure you are in the “ACC Digital Repository” homepage. To access this page go to <http://dr.aub.edu.lb/>

**Step 2:** In the bottom of the page, in the footer, click on the **Login** link and provide your AUB username and password.

**Step 3:** After logging in, click on [ACC Digital Material](#) .

**Step 4:** In the middle part of the screen, click on the **Add entry** tab. A form will open. In this form you are asked to upload the digital material, and to provide some descriptive information.  
NOTE: ALL FIELDS ARE REQUIRED.

**Step 5:** Once you are done, click on “**Save and view**”, in case you want to view your entry, or on “**Save and add another**”, in case you want to add another entry.

**Note:** All material should be checked and approved by the ACC Digital Repository administrator before it appears as an entry in the database. Once the material is added, you will receive a confirmation email.

## Uploading material to the **Other AUB Digital Repositories**

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Please contact the appropriate party (eg. Jafet Library, Saab Medical Library...)

## Suggesting a link to the **Other AUB Digital Repositories**

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**Step 1:** Make sure you are in the “**ACC Digital Repository**” homepage. To access this page go to <http://dr.aub.edu.lb/>

**Step 2:** In the bottom of the page, in the footer, click on the **Login** link and provide your AUB username and password.

**Step 3:** After logging in, click on [Other AUB Digital Repositories](#).

**Step 4:** Click on **Add entry** tab and fill in the fields.

Your suggestions will be received and reviewed by the AUB Digital Repository administrator and a confirmation email will be sent to you.

## Suggesting a link to the **External Digital Repositories**

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**Step 1:** Make sure you are in the “**ACC Digital Repository**” homepage. To access this page go to <http://dr.aub.edu.lb/>

**Step 2:** In the bottom of the page, in the footer, click on the **Login** link and provide your AUB username and password.

**Step 3:** After logging in, click on [External Digital Repositories](#).

**Step 4:** Click on **Add entry** tab and fill in the fields.

Your suggestions will be received and reviewed by the AUB Digital Repository administrator and a confirmation email will be sent to you.