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The Open Library OER Submission Guide



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The OER Submission Guide

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About

This guide is intended to help you prepare your Open Educational Resources (OER) for submission to eCampusOntario Open Library and leads you through the submission form.

The Open Library welcomes original or adapted open textbooks and other open resources suitable for use in Ontario postsecondary settings. Successful submissions will join a robust collection of openly licensed resources, including open textbooks, modules, courses, guides, simulation, and other learning materials.

Interested in contributing to the Open Library, but don't know where to start? Learn how to [create an OER](#) or [remix or adapt an existing OER](#).

1. Prepare Your Content

Before submitting your OER, please review your content to ensure that it meets the following conditions.

A. Required Components

Open License

Your resource **must** have an open license or is dedicated to the public domain. In addition, your content (text, images, media, etc.) must be free from copyright restrictions or used with copyright permissions/exceptions for inclusion in an openly licensed work.

The Open Library recommends these common open licenses:

- [Creative Commons](#)
- [GNU General Public License](#)
- [Open Data Commons Public Domain Dedication and License](#)
- [Public Domain Mark](#)

Some open licenses are only suitable for certain kinds of work. Click on each license to learn more about using them in your work.

Display Your License

Most content platforms or tools come with metadata fields to help you capture and display your licensing information. If the application you are using does not have a field to capture your

licensing information, then label the cover page of your resource with the licensing details, or anywhere visible, making sure to follow the license's direction for marking your work.

Sample template for marking your work with an open license:

Example:	Resource Title by Author(s) is licensed under a License Name (hyperlinked), except where otherwise noted.
	Essentials of Linguistics by Catherine Anderson is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License , except where otherwise noted.

Editable File(s)

Your resource must include at least one editable file.

An editable file can be your main resource or a supplementary resource.

What is an editable file?

An editable file is a digital file that a user can easily edit and change. It can also be transferred from one platform to another and can be accessed from different devices with the content intact.

Examples of editable file types

- Word processor (.doc, .docx, .odt)
- HTML, XHTML and XML
- EPUB
- MP4 or raw video files

Why must the file be editable?

We ask for editable files to meet OER requirements. Your resource must be technologically, financially, and legally barrier-free so that it can be used and adapted within digital environments, increasing the useability of your resource. It allows the users to exercise all permissions granted by the license of your resource. This is important, especially when the license of your work permits adaptation, remixes, and derivatives. Even if your selected license does not permit a derivative work, editable files are highly recommended to meet the requirements of accessibility requests and reduce technical barriers.

How do I generate an editable file(s)?

As you create, generate, or export your files, consider if the software or application required to open them is freely available or licensed and how easily the content can be transferred across applications/platforms (interoperability) or between devices (portability).

Most authoring or digital content management platforms will allow you to export multiple file types. For example, Pressbooks has over 10 export format types, so choose the format(s) that others can easily open and use.

B. Recommended

Accessibility

Your resource should meet current accessibility requirements as specified under the Accessibility for Ontarians with Disabilities Act ([AODA](#)) and in the Web Content Accessibility Guidelines ([WCAG 2.1](#)). For example, images should be described using alternative text and videos should be captioned.

Accessibility Statement

We encourage you to submit an accessibility statement to clarify the extent to which your resource meets accessibility requirements. It is a great way to demonstrate *how* you've made your content accessible. Visit the W3C's [Developing an Accessibility Statement](#) for more information on how to generate your own.

If your resource has been reviewed and deemed accessible (preferably by a third-party), you can either provide the URL to the online results or upload a copy as an additional file to add to your resource.

The [BC Open Textbook Accessibility Toolkit](#) provides tips on accessibility. The toolkit includes an [accessibility statement](#) and a [checklist for Accessibility](#) you can use to test your resource.

Check out this adapted [Accessibility Checklist for OER Development](#) by the Conestoga College Library & Learning Services, which includes accessibility considerations for Pressbooks and H5P Interactives.

Multiple File Types

Most content management platforms and applications support multiple file-type exports. For example, if you use Pressbooks, you can export your files into eleven different formats. If you create a course or program in a learning management system such as Canvas or Brightspace, you can export a Common Cartridge extension, PDF, and web pages. Whenever possible, export all available files for your resource.

File Upload Size

The maximum upload size is 2000MB/2GB for the submission form. If you are uploading multiple files or your file is larger than 2000MB/2GB, please zip or compress files to help reduce its size. You can also use a cloud storage solution such as OneDrive, Google Drive, Dropbox, etc. and provide a URL on the Submission Form as an alternative. Please ensure that the URL is accessible for 30 days after completing the submission form if you use a cloud-based storage. You may restrict access or deactivate the URL once you receive your confirmation email that your resource has been successfully catalogued. Please connect with your technical department at your institution for assistance in compressing files or using cloud storage.

If after compressing your files, and your files exceed 2000MB/2GB, or a cloud storage solution is not an option, please [contact us](#) before you start your submission for an agreed-upon alternative solution.

Resource Description

You will be asked to share the resource's bibliographic details and its intended uses.

Required details include publication date, audience, and a brief description of the resource's contents.

We encourage you to **complete all the fields**. The more information you provide about your resource, the more readily users will find it in the Open Library.

2. Complete the Submission Form

This section explains what the submission form fields are referring to in greater detail and describes what information you will be asked to provide. An asterisk (*) means that the field must be completed. If a field does not apply to the resource, leave it blank on the form.

Contact Information: Submitter*

The name and institution/organization email of the person submitting the resource. This information is solely collected to send the submission confirmation email, and to contact the submitter if there is an issue cataloguing the submission.

Title*

The name of the resource.

Include the resource's subtitle, edition, and version, if applicable.

Example 1: Psychology : An Introduction

Example 2: Psychology : An Introduction, 7th edition (v. 2 – Fall 2021)

Author*

The creator(s) of the resource.

The author is the primary creator of the resource. For text-based resources, it is the writer. For software, it is the programmer. For images, it is the artist or photographer, and so on.

Enter one author per row. If there are multiple authors, click **Additional Author** to add more rows.

Author(s) *

Add +

Separate fields exist to capture the Editor and Other Contributors.

Editor

The person(s) who compiled and/or revised the resource's contents for publication.

Enter one editor per row. If there are multiple editors, click **Additional Editor** to add more rows.

Other Contributors

Persons who helped to create the resource and who are not an author or an editor.

Enter one contributor per row, specifying that person's role in the Title box (instructional designer, translator, etc.). If there are multiple contributors, click **Additional Contributor** to add more rows.

Other Contributors

Please include anyone else who contributed to the creation of this resource (illustrator, translator, etc.).

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Title"/>
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Add +

Contact Information: Primary Contact

The name and email of the primary contact for the resource. This contact is a person who has taken a part in the creation of the resource and is also able to answer bibliographic questions about the resource.

The primary contact and the submitter can be the same person. Please complete both fields.

Enter the full name and email address, separated by a pipe.

Example: First name Last name | email address

Publisher

The person, organization, or service responsible for publishing and distributing the resource.

If the publisher is a department within an institution, enter the name of the institution after the department, separating the names with a comma.

Example: Open Education Lab, Ontario Tech University

Date of Publication*

The date when the resource was published or distributed. Enter the complete date in year, month, day format.

Language*

The primary language in which the resource was created.

The primary language is the one that is used most often throughout the resource. Some resource content is completely non-verbal, like a set of images or numeric data. If your resource does not contain any written or spoken language, select 'Not Applicable' from the dropdown list.

If your resource's primary language does not appear in the dropdown list, select 'Other'.

Connection to other resources

A yes/no statement of whether the resource an adaptation, remix, or derivatives of others in the Open Library or elsewhere.

If you answer yes and the resource(s) is available online, please provide URLs to the other resource (s), entering one URL per line.

Education Level*

The target audience of learners/educators within the Canadian postsecondary system.

Vocational education (e.g., trades) is captured under College. Liberal arts colleges in the United States can be the equivalent of Canadian universities.

If your resource supports instructors (e.g., train the trainer), choose the education level at which the instructor teaches. For example, if your resource addresses instructors who teach professional development courses, select Adult and Continuing Education.

Education Level *

Education Level ^

Adult and Continuing Education

College

University - Graduate & Post-Graduate

University - Undergraduate

You may select all relevant education levels that apply.

Learning Resource Type

The pre-defined teaching/learning application(s) for the resource.

Select all the appropriate resource types for the resource and its associated materials. For example, if the resource is a course consisting of a syllabus, lecture notes, and assignments, select a resource type for each of these components.

Description*

A summary or abstract of the resource's contents.

Learners and Educators will read this description to determine whether your resource meets their needs. Use language that enables them to evaluate it for relevance and suitability.

Maximum character count is 3,000.

Subject*

The pre-defined academic subject area(s) to which your resource belongs.

If there is no suitable sub-category for your resource, choose the main category alone. You may select up to three categories.

Subject Keywords

The user-defined terms that describe the topics covered in your resource.

Subject keywords allow you to highlight topics of interest in your resource's content. They do not have to be single words; you may string a few words together to form a term. The term will count as one keyword.

If you use social media hashtags to promote your resource, you may include them here. Enter the hashtags in camel case, capitalizing each word (#ThisIsCamelCase).

Enter keywords into the text box, separating them with commas. Capitalize the first letter of the keyword along with any proper nouns.

Accessibility Statement*

A yes/no statement of whether the resource has been deemed accessible by a third-party review.

If you answer yes, please provide documentation of the successful review. You can either share the URL to the online results or upload a copy with your resource files.

Upload Files

The field to add your resource's files.

Please include the Website/URL for your resource and/or upload your file using the **Additional Files** field. You may upload editable files of your main resource, and any additional files accompanying your resource. Additional files may include resource cover, supplementary/ancillary material, Print-on-Demand file, accessibility review, external peer review, instructional guide, etc.

Maximum total upload size is 2000MB/2GB.

If your upload exceeds 2000MB/2GB, consider the following options to decrease your file size:

- zip or compress the files
- store the files in the cloud (Dropbox, Google Drive, etc.) and provide a link to them

If your zipped/compressed upload is still larger than 2000MB/2GB, please [contact us](#) for an alternative solution.

Resource License*

The field to add the license of your resource. A resource can only have one license in the catalogue, so please ensure that all exceptions or copyright permissions are clearly labelled in your resource.

The license dropdown options include Creative Commons licenses, GNU General Public License, etc. If your license does not appear among the dropdown options, select 'Other' and specify the license.

Traditional Knowledge Labels

Use this field only if your resource contains Traditional Knowledge Labels. For more information about Traditional Knowledge Labels, [contact Local Contexts](#).

Additional Details

Providing additional details about your resource helps us build a robust collection and makes your resource easily discoverable. These details also allow us to link to your previous contributions and digital records.

Digital Object Identifier (DOI)

A [Digital Object Identifier](#) (DOI) uniquely identifies an instance of digital content and provides a persistent link to the object's online location. A DOI is a more reliable link than a URL because it will not change or decay. The digital object will remain available over time at its DOI address.

If available, enter the DOI's complete hyperlinked address.

Example: <https://doi.org/10.7939/r3-65rq-0q67>

If your resource acquires a DOI after you submit it, please [contact us](#) with the details and we will update your record.

International Standard Book Number (ISBN)

An [International Standard Book Number](#) (ISBN) is a numeric book identifier that uniquely identifies a publication. Each edition and variation of a publication has its own ISBN.

If available, enter the ISBN without any spaces or hyphens between the numbers.

Example: 9781551954608

Open Research and Contributor Identifier (ORCID®)

An [ORCID](#) (Open Research and Contributor Identifier) is a persistent digital identifier that distinguishes researchers from one another and connects their professional activities online.

If available, enter the ORCID iD as a https URI (<https://>), with hyphens as they appear, and with all the leading zeros.

Example: <https://orcid.org/0000-0002-5150-1433>

Click **Additional ORCID** to add more.

Rights holder

The person or organization that owns or manages the rights to the resource. Please provide the rights holder if other than the author(s) of the resource.

Series

A yes/no statement of whether the resource belongs to a series of resources.

If you answer yes and the series is available online, please provide URLs to the other resources in this series, separating the links with commas.

We appreciate learning when a series in our collection is updated. If your resource belongs to an active series, please [contact us](#) when a new installment is released.

External Peer Review

A yes/no statement of whether the resource has received pre- or post-publication peer ratings and comments on its educational value as part of a third-party peer review process.

If you answer yes, you can either provide the URL to online results or upload the review as an additional file.

If your resource is reviewed after you submit it, please [contact us](#) with the details when they are available and we will update your record.

Connection to Course

The name of the course in which the resource was used and the institution at which the course was taught. If you have not used the resource in a course but intend to do so shortly, you may enter that information now.

Enter the name of the institution and the course name, separated by commas. If a course code is available, add it after the course name in parentheses.

Example: University of Toronto, Qualitative Methods in Evolutionary Biology (EEB334)

If your resource is used in a course after you submit it, please [contact us](#) with the details and we will update your record.

Some information about your resource (e.g., Connection to course, Accessibility Statement, ISBN, etc.) might change or become available after you submit it. If that happens, please [contact us](#) with the details and we will update your record.

3. Receive results

You will receive a confirmation email with your submission ID. Please retain this ID and use it when contacting us about the status of your submission or to report an update.

Need more help? [Contact Us](#)