

## Instructions for Submitting to the Oregon Explorer library via the ScholarsArchive@OSU

These instructions illustrate the basic steps for submitting content to the Oregon Explorer collection. To perform the following procedures you'll need a login account. Contact Linda Kathman (541.737.7315) or Michael Book (541.737.9155) at the OSU University Libraries if you have any trouble logging in.

Some "tips and tricks":

- Preferred browser is Mozilla Firefox, but other browsers such as Internet Explorer work also.
- If you are entering multiple documents with identical citation information, open up two sessions of ScholarsArchive for copying and pasting.
- Your input will not be saved until you click Next.
- In the Description field, mention funding sources and if the document will be updated in the future.

- 1) From the link on the Explorer website, you will be taken to the ScholarsArchive@OSU Welcome page: <http://ir.library.oregonstate.edu/dspace/>.

OSU Oregon State University OSU Home | Library Home

# ScholarsArchive@OSU

 [login]

Welcome to ScholarsArchive@OSU.

This digital service of the OSU Libraries provides a permanent means for faculty members to store their research and teaching output, for students to do the same with their research, to make the information widely available and for the institution to maintain its historical record.

- [Search the collections.](#)
- [Submit to a collection.](#)
- [Start a collection.](#)
- [Learn more about ScholarsArchive.](#)

Interested in more information? Please contact [Janet Webster](#), ScholarsArchive @ OSU Project Leader.

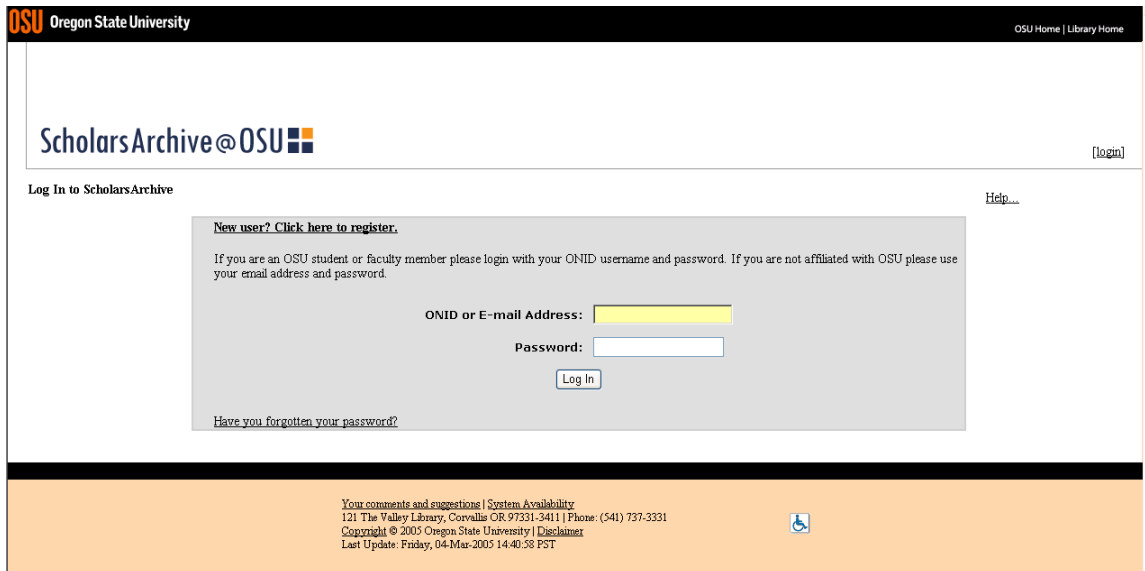
Search Archive

 Go  
[Advanced Search](#)

Collections

[Theses and Dissertations](#)  
[Undergraduate Theses](#)  
[Natural Resources](#)  
[All Collections](#)

- 2) Log in to ScholarsArchive by clicking the Login link in the right hand corner of ScholarsArchive.



If you are not affiliated with OSU, you must register as a ScholarsArchive@OSU user. Select “New user? Click here to register.” and follow the requested steps. After you have registered, contact Linda Kathman ([linda.kathman@oregonstate.edu](mailto:linda.kathman@oregonstate.edu) or 541.737.7315) or Michael Boock ([michael.boock@oregonstate.edu](mailto:michael.boock@oregonstate.edu) or 541.737.9155) for them to give you authorization to submit to collections.

Once you are authorized, use your e-mail address and password to log in.

If you are an OSU student or faculty member, enter your ONID login and password.

- 3) You then will be taken to “My ScholarsArchive@OSU,” where you can either “**Start a New Submission**” or “**View Accepted Submissions.**” Click on the appropriate box to proceed.

**IF YOU ARE STARTING A NEW SUBMISSION, GO TO #4.**

**IF YOU ARE VIEWING AND/OR EDITING ACCEPTED SUBMISSIONS, GO TO #21.**

- 4) To begin your submission, you will be asked to **Choose a Collection** to which your submission will be added. From the drop-down list, select “Oregon Explorer” and click “Next”. **(REQUIRED FIELD)**
- 5) Complete the next page by checking the appropriate boxes, or leaving them blank if neither apply, then click “Next”.

OSU Oregon State University OSU Home | Library Home

[\[Logout\]](#)  
[Renée Davis-Born](#)  
[Email Updates](#)  
[My ScholarsArchive](#)  
[Edit Profile](#)

**ScholarsArchive@OSU**

**Submit: Describe Your Item**

Please check the boxes next to the statements that apply to your submission. [More Help...](#)

The item has more than one title, e.g. a translated title  
 The item has been published or publicly distributed before  
 The item consists of *more than one* file

Your comments and suggestions | System Availability  
 121 The Valley Library, Corvallis OR 97331-3411 | Phone: (541) 737-3331  
 Copyright © 2005 Oregon State University | [Disclaimer](#)  
 Last Update: Friday, 04-Mar-2005 14:40:58 PST

6) You now will continue the submission process by being asked to **Describe Your Item**.

**Submit: Describe Your Item**

Please fill in the requested information about your submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time. [\(More Help...\)](#)

Enter the names of the authors of this item below (Last name, First name M.I).  
 Last name First name(s) + "Jr"  
 e.g. *Smith* e.g. *Donald Jr*

Authors

Capitalize the first word of the title and any personal, place and corporate names within the title. Other words in the title should not be capitalized.

Title

If the item has any identification numbers or codes associated with it, enter the types and the actual numbers or codes where prompted during submission.

ISSN/ISBN/Gov.Doc./Other

Enter whether item was peer reviewed or not

Peer Review Yes

Describe peer review process.

Peer Review Notes

A table of contents for a given item.

Table of Contents

Summary of the content.

Abstract/Summary of item

Any additional notes pertaining to the resource.

Description

Enter the names of any sponsors and/or funding codes.

Sponsors

Complete each of the fields with the requested information. If the item has more than one author, identification number/code, citation, or sponsor, click the **“Add More”** buttons to create additional fields for the category.

*The only field on this page that is required by ScholarsArchive@OSU is the Title. However, to ensure that your item is described as fully as possible, you are highly encouraged to complete the Author and Abstract fields, at a minimum.*

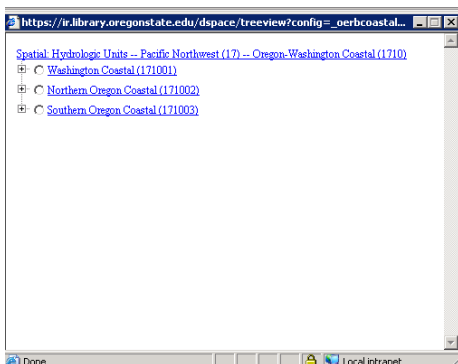
As you continue on the “**Describe Your Item**” page, you will be asked to select a **Hydrologic Unit** (or units) that describe the geographic location on which your item focuses.

The screenshot shows a form with ten rows, each representing a different hydrologic unit category. Each row contains the category name, a selection instruction, a 'change' link, and an 'Add More' button. The categories are:

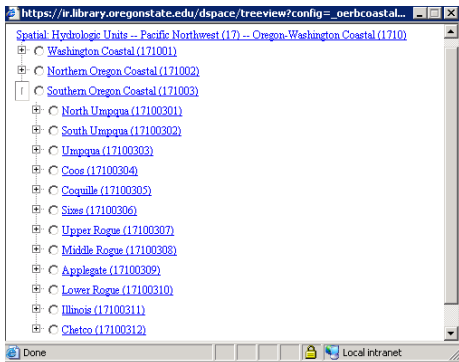
- Hydrologic Units in Black Rock Desert/Humboldt
- Hydrologic Units in Klamath/Northern California Co
- Hydrologic Units in the Lower Columbia
- Hydrologic Units in Lower Snake
- Hydrologic Units in Middle Columbia
- Hydrologic Units in Middle Snake
- Hydrologic Units in Any Closed Oregon Basins
- Hydrologic Units in Oregon/Washington Coastal Basins
- Hydrologic Units in Sacramento
- Hydrologic Units in Willamette

At the bottom of the form, there are three buttons: '< Previous', 'Next >', and 'Cancel/Save'.

First, look at the locations listed on the left side of the page, and determine the general area that applies to your item. For example, in the case of the Umpqua Basin Explorer, the general area is “Hydrologic Units in Oregon/Washington Coastal Basin.” Next, click the “**(change)**” link for this area. You then will see a pop-up box that lists 3<sup>rd</sup>-field hydrologic units for this area.



From this list, determine the hydrologic unit that best applies to your item and open the folder for this unit by clicking the “+” to the left of the unit. However, if your item applies to an entire 3<sup>rd</sup>-field hydrologic unit—such as “Southern Oregon Coastal (171003)” —click the radio button next to that unit.



After clicking the “+” to open the folder for a specified 3<sup>rd</sup>-field hydrologic unit, you will see a list of 4<sup>th</sup>-field hydrologic subunit. Select the area that applies to your item, and click the radio button next to that unit.

After completing the hydrologic unit section of this page, click “**Next**” at the bottom of the page.

- 7) You will be asked to continue describing your item, specifically information about **Subject Keywords**.

First, click the “**(change)**” link for the Subject Keywords category. Again, you will see a pop-up box that includes folders of possible keywords for several categories:

- Plants and Animals
- Habitats and Vegetation
- Water and Air
- Geography and Geology
- Land and People

To see this list of keywords for any of these categories, click “+” to the left of category. For example, by opening the folder for Water and Air, you are presented with the following list of keywords.



Select the appropriate keyword for your item and click the radio button. In most cases, multiple keywords will be needed to describe your item. In this case, click the “**Add More**” button on the Describe Your Item page to add more fields for the Subject Keywords category.

- 8) Now you will be asked to add **Other Keywords** that pertain to your item. These keywords are not limited by specified classifications, but rather are words that you can choose to include.
- 9) Although you are not expected to include these, OSU Libraries staff may add **Library of Congress Subject Headings** to your submission.
- 10) You now will be asked to describe the geographic location to which your item applies. If you have specific latitude/longitude coordinates for the item, enter the **Bounding Coordinates** by following the instructions at the top of the page.

Enter the bounding coordinates in this form: West Bounding Coordinate: -124.661867; East Bounding Coordinate: -122.395926; North Bounding Coordinate: 46.2694; South Bounding Coordinate: 42.6132651. Get the bounding coordinates by:

1. Point your browser [here](#).
2. You need to switch to the advanced search option. Click on the .Switch to advanced. link on the right.
3. Now you need to define a location by drawing a bounding box on a map. Under Location, click on the .Draw on Map. button.
4. Draw the box (click on the map where you want to start one corner of the box, hold down on the mouse button, as you drag out the box).
5. You will see the coordinates automatically being filled in.

**Bounding Coordinates**

Select the ecoregion.  
**Ecoregion** Please select the value ([change](#))

Select the watershed councils.  
**Watershed Councils** Please select the value ([change](#))

Select the estuary as appropriate.  
**Estuaries** Please select the value ([change](#))

Select the counties.  
**Counties** Please select the value ([change](#))

Select the Oregon Plan Basins.  
**Oregon Plan Basins** Please select the value ([change](#))

Select the state.  
**States** Please select the value ([change](#))

Otherwise, continue to the **Ecoregion** category and click the “([change](#))” link to see a pop-up box that lists ecoregions from which to choose. Select the area that applies to your item, and click the radio button next to that unit. If the item covers more than one ecoregion, click the “**Add More**” buttons to create additional fields for the category.

Next, click the “([change](#))” link for the **Watershed Councils** category. Again, you will see a pop-up box that includes a folder of possible watershed councils in Oregon. To see this list, click “+” to the left of Oregon, then select the appropriate watershed council area for your item and click the radio button. Again, if the item applies to multiple watershed council areas, click the “Add More” buttons to create additional fields for the category. The same instructions apply to the **Estuaries**, **Counties**, **Oregon Plan Basins**, and **States** categories.

11) Next, you will see several categories of information types: **Statistics and Data**, **Reports and Publications**, and **Photos and Videos**. First, determine which of these three information types best describes your item. Then click the “(change)” link for that category.

The screenshot shows a metadata form with the following sections and fields:

- Statistics and Data**: Please select the value (change) [Add More]
- Reports and Publications**: Please select the value (change) [Add More]
- Photos and Videos**: Please select the value (change) [Add More]
- When appropriate, enter the series or report number that the document is a part of: e.g. PHW Research Paper
  - Series Name: [Text Input]
  - Report or Paper No.: [Text Input]
  - Series/Report No.: [Text Input] [Add More]
- Relation**: Please select the value (change) [Add More]
  - Select Explorer site.
  - Select resource type as appropriate during submission.
    - Type: [Dropdown Menu with options: Animation, Article, Book, Book chapter, Dataset, Learning Object]
  - Select language as appropriate during submission. Normally English (United States)
    - Language: [Dropdown Menu with value: N/A]

Navigation buttons at the bottom: < Previous, Next >, Cancel/Save

For **Statistics and Data**, you will be presented with a list of four options:

- “Air and Water Quality Monitoring Data” are datasets that contain information from monitoring programs for air and water quality
- “Data Clearinghouses” are websites that serve as a clearinghouse for various types of data and datasets
- “General Watershed Information” are data or datasets that do not fit into the “Air and Water Quality Monitoring Data” category, but which describe watershed conditions
- “Metadata Search Sites” are websites from which you can search for metadata (or descriptions of datasets or databases)

For **Reports and Publications**, you will be presented with a list of seven options:

- Community Wildfire Protection Plans are plans developed by a community in an area at-risk from wildfire.
- Watershed Council Assessments are a process for evaluating how well a watershed is working, and typically are conducted by or for a watershed council.
- Watershed Council Supplemental Assessments are additional assessments completed by or for a watershed council that address more focused issues such as fish passage, water quality, etc.
- Watershed Council Reports are reports completed by or for a watershed council that summarize such activities as prioritization, monitoring, and restoration.
- Watershed Council Action Plans establish a unified, holistic approach to protect, enhance and restore the natural resources in a particular watershed, and identify high-priority projects and programs for implementation over a specified period of time.

- Watershed Analyses are a systematic procedure for characterizing watershed and ecological processes to meet specific management and social objectives, and oftentimes are conducted by Federal agencies.
- Other Publications and Reports include a diversity of content including overviews and white papers about specific topics, agency reports, etc.

For **Photos and Videos**, you will be presented with a list of three options:

- Photo Collections are links to full collections of photos
- Photos are individual images
- Videos are individual clips of video-based media

Select the appropriate information type for your item and click the radio button. Again, if more than one information type applies, click the “Add More” button on the Describe Your Item page to add more fields for the category.

- 12) Continuing on the Describe Your Item page, if appropriate, enter the **Series or Report Number** for your item.
- 13) Otherwise, move on to the **Relation** category to select the website/web portal collection to which your item is being submitted from the drop-down list.
- 14) Then, select the **Type** of item you are submitting from the drop-down list for that category. Note: Photos should be tagged as “Image”.
- 15) Finally, select the **Language** for your item, if appropriate. Then, click “**Next**”.

*None of these fields are required; however, to ensure that your item is described as fully as possible, you are highly encouraged to complete the geographic location information, Keyword, and Information Type fields, at a minimum. In addition, it is important that you correctly assigned the correct Relation category (that is, to which Explorer website you are submitting).*

15) You now will be asked to **Upload a File**. First, click the “Browse” button to locate the file on from your computer’s files, then click “Next” to continue.

Describe Describe Describe Upload Verify License License Complete

**Submit: Upload a File**

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

**Netscape users please note:** By default, the window brought up by clicking "Browse..." will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select the option to display files of other types.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types.

Document File:  Browse...

< Previous Next > Cancel/Save

*This field is required by ScholarsArchive@OSU.*

16) Next, you will have the opportunity to check if the file type that you successfully upload is the correct format.

Describe Describe Describe Upload Verify License License Complete

**Submit: File Uploaded Successfully**

Your file was successfully uploaded.

Here are the details of the file you have uploaded. Please check the details before going to the next step.

[More Help...](#)

File	Size	File Format
2-1_problem.doc	121,344 bytes	Microsoft Word (known)

Click here if this is the wrong format

Click here if this is the wrong file

You can verify that the file has been uploaded correctly by:

- Clicking on the filename above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) Show checksums

< Previous Next > Cancel/Save

If not, click “**Click here if this is the wrong format,**” and you will be given the option of selecting the correct format type from a drop-down list or by manually adding the format type.

If the file you uploaded is not the correct file, click “**Click here if this is the wrong file**” and you will again be taken to the Upload a File page.

If the file and the format are correct, click “**Next**”.

- 17) Now you will be asked to **Verify the Submission**. Your entries for all of the fields completed will be shown. If upon review of these, you find a mistake in the entries, click the “**Correct one of these**” buttons in the appropriate section to fix the mistake. If all of the fields are correct, click “**Next**”.

Describe Describe Describe Upload **Verify** License License Complete

**Submit: Verify Submission**

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

[More Help...](#)

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files you've uploaded - a new window will be opened to display them.

Item has more than one title: No	<input type="button" value="Correct one of these"/>
Previously published item: No	
Item consists of more than one file: No	

Authors	None
Title	afa
ISSN/ISBN/Gov.Doc.#/Other	None

... (there are additional fields to review)

- 18) Now you will be asked if you would like to **Use a Creative Commons License** for your item. Read the options on the screen and, if you choose to create this license, select the appropriate radio buttons based on your preferences and click “Select a License”. Otherwise, click the “**Skip Creative Commons**” and proceed.
- 19) You now will proceed with the final licensing step. In order for ScholarsArchive@OSU to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the “**I Grant the License**” button, you indicate that you grant the following terms of the license.

Not granting the license will not delete your submission. Your item will remain in your "My ScholarsArchive@OSU" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

***This field is required by ScholarsArchive@OSU.***

- 20) Congratulations! Your submission is complete. Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My ScholarsArchive@OSU page.

21) To view and/or edit accepted submissions, click “**View Accepted Submissions**” on the My ScholarsArchive@OSU page. You will be presented with a list of your submissions to date. You can click on the title of a submission to open the file for that item.

**Your Submissions**

Below are listed your previous submissions that have been accepted into the archive.

There are 35 items in the main archive that were submitted by you.

Date of Issue	Title	Authors
Apr-2002	<a href="#">Deer Creek Watershed assessment and action plan - properties</a>	Kincaid, Heidi
Jul-2003	<a href="#">Calapooya Creek Watershed assessment and action plan - properties</a>	Geyer, Nancy A.
1-Mar-2006	<a href="#">Scenic photo of Myrtle Creek in the South Umpqua Watershed - properties</a>	Partnership for the Umpqua Rivers
1-Mar-2006	<a href="#">Scenic photo of the West Fork of Cow Creek - properties</a>	Partnership for the Umpqua Rivers
1-Mar-2006	<a href="#">Scenic photo of the South Umpqua River above Days Creek - properties</a>	Partnership for the Umpqua Rivers
1-Mar-2006	<a href="#">Scenic photo of the Middle South Umpqua River - properties</a>	Partnership for the Umpqua Rivers
1-Mar-2006	<a href="#">Fish passage project photo from the Middle Cow Creek Watershed - properties</a>	Partnership for the Umpqua Rivers
1-Mar-2006	<a href="#">Landscape photo from the Deer Creek area of the Lower South Umpqua watershed - properties</a>	Partnership for the Umpqua Rivers

22) By clicking the “**properties**” link, you will bring up the “**identifier**” page about that item. Here, you will see the “**identifier**” URL for citing or linking to the item, along with a simplified version of the item’s reference record. Click “**Show full item record**” at the bottom of the page to see all of the entries in this item’s record.

Please use this identifier to cite or link to this item: <http://hdl.handle.net/1957/861> [Edit...](#)

**Title:** Deer Creek Watershed assessment and action plan  
**Authors:** Kincaid, Heidi  
**Keywords:** Watershed  
Fish  
Deer Creek Watershed  
**Issue Date:** Apr-2002  
**Publisher:** Umpqua Basin Watershed Council  
**Citation:** Kincaid, Heidi. 2002. Deer Creek Watershed Assessment and Action Plan. July, 2003. Prepared for the Umpqua Basin Watershed Council, Roseburg, Oregon.  
**Abstract:** The purpose of this Watershed Assessment is to: 1. Document the history and current status of water quality and stream conditions for fish habitat; and 2. Understand the processes that affect these conditions; and 3. Discover enhancement opportunities to improve water quality and fish habitat. In the event that the Watershed Assessment identifies restoration opportunities that can be done voluntarily by landowners, an Action Plan is developed that lists both general areas of concern and specific projects. The purpose of an Action Plan is to: 1. Provide a reference list of activities and locations thereof designed to improve water quality and fish habitat in the watershed; and 2. Recommend future data collection needs; and 3. Determine opportunities for objective-based landowner training and education programs; and 4. Identify resources to support voluntary or grant-funded actions. The Deer Creek Watershed consists of the eastern portion of the Lower South Umpqua River fifth-field watershed, and is 43,090 acres. The eastern portion of the City of Roseburg is within the Deer Creek Watershed, as is the Dixonville population center.  
**Description:** The Deer Creek Watershed Assessment process has been followed by a group of local landowners. The organization of this document was constructed as a combination of the informational needs of the Deer Creek landowners and the framework of the Oregon Watershed Assessment Manual. The group has met twelve times to review the data going into the document, followed by three meetings to review the assessment and develop the action plan. Members of the Deer Creek landowner group represented sheep ranches, cattle ranches, industry within Deer Creek, the City of Roseburg, private industrial timber companies, city residents, rural residents, the UBWC, the Bureau of Land Management (BLM), the Department of Environmental Quality (DEQ), the Douglas

23) To edit this record, click “**Edit**” at the top right of the gray box on the identifier page. The Edit Item page gives you the option of Withdrawing the submission from a collection, Deleting (or Expunging) a submission entirely, or Editing Authorizations for an item.

**Edit Item**

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

Item internal ID: 1564   
 Handle: 1957/861  
 Last modified: 12-Jun-2006 10:00:31  
 In Collections: Oregon Explorer   
 Item page: <http://ir.library.oregonstate.edu/dspace/handle/1957/861>  
 Item's Authorizations:

Element	Qualifier	Value	Language	
creator		Kincaid, Heidi	<input type="text"/>	<input type="button" value="Remove"/>
date	accessioned	2006-01-25T23:00:17Z	<input type="text"/>	<input type="button" value="Remove"/>
date	available	2006-01-25T23:00:17Z	<input type="text"/>	<input type="button" value="Remove"/>
date	issued	2002-04	<input type="text"/>	<input type="button" value="Remove"/>

In addition, for fields within the record, you can Edit and Update these or Remove them. To Edit a field within a record, revise the information in any of the Value or Language text boxes, then click “**Update**” at the bottom of the page. This entry in ScholarsArchive@OSU will be update to reflect your changes. To remove a field, simply click the “**Remove**” button in the far right column for the element that you would like to delete.