



CONTRIBUTION MODULE

VITA 6.1

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INTRODUCTION

The Contribution module allows any member of the public to submit image files with descriptions and/or stories to add to your collection. Depending on your settings, these contributions will appear on your site as part of a "User contributions: [Your site name]" group. This allows the publicly submitted material to be included or excluded in search results and can be treated like any other group, i.e. used for slideshows, featured, included in advanced search drop downs, etc.

COMMUNITY CONTRIBUTION MODULE SETTINGS

Site Setup
General values
Branding
Security
Pages
Test public pages
▸ Navigation bar
▸ Search page
▸ Advanced Search
▸ Results
▸ Details
▸ Full Image
▸ Comments
▸ Pages
▸ "Browse By" pages
▸ Web pages
▸ Testimonials
▸ Help
▸ RSS
▸ Atom
▸ Search widgets
▸ Contribute
... when finished
REINITIALIZE PUBLIC SITE

To set up your Contribution module go to:

Site Management>Pages>Contribute

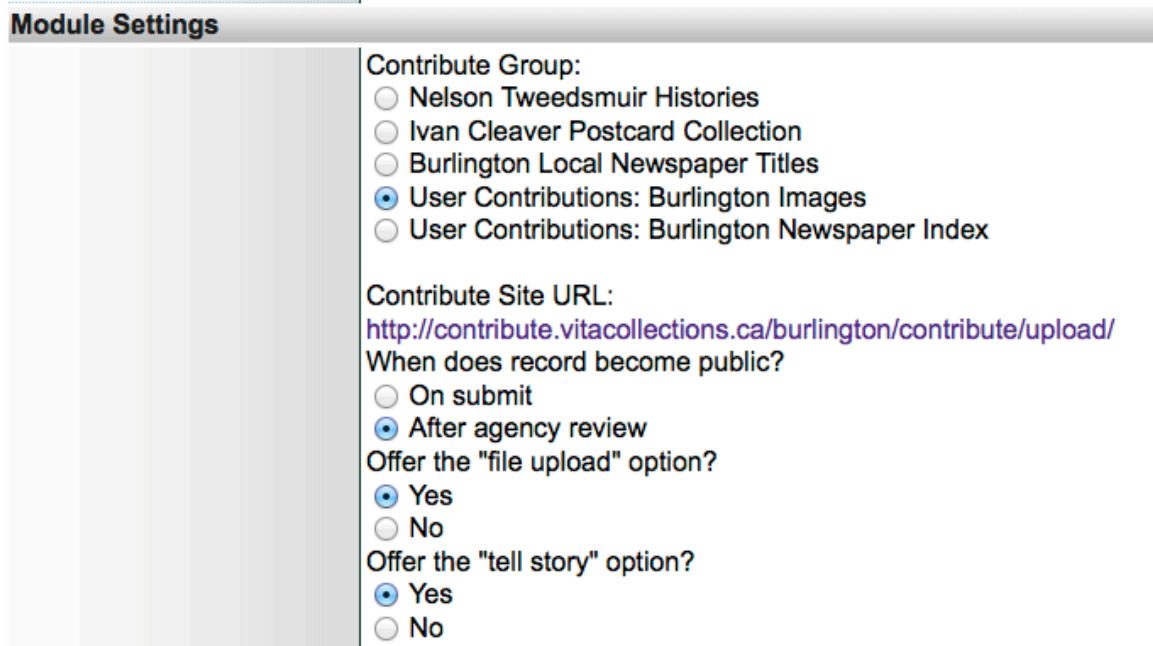
For more information about monitoring and displaying the contributed records, see below.

First, customize your site labels and settings for the public module.

Branding: the public view of your Contribution screens uses the same banner as your Site. If this banner is disproportionate, please ensure your site banner is 100px high and 1600 px wide.

MODULE SETTINGS

In this section, determine what kinds of records you want users to contribute and how you manage those submissions.



The screenshot shows a web form titled "Module Settings". It contains several sections with radio button options:

- Contribute Group:**
 - ☐ Nelson Tweedsmuir Histories
 - ☐ Ivan Cleaver Postcard Collection
 - ☐ Burlington Local Newspaper Titles
 - ☒ User Contributions: Burlington Images
 - ☐ User Contributions: Burlington Newspaper Index
- Contribute Site URL:**

<http://contribute.vitacollections.ca/burlington/contribute/upload/>
- When does record become public?**
 - ☐ On submit
 - ☒ After agency review
- Offer the "file upload" option?**
 - ☒ Yes
 - ☐ No
- Offer the "tell story" option?**
 - ☒ Yes
 - ☐ No

CONTRIBUTE GROUP

During site set up, a generic non-public Group is set up to gather your user-contributed records (called User contributions: [Your Site Name]).

If you plan to do targeted gathering, you might want to create a new event or theme-specific Group for new user materials to flow in conjunction with records from your organization, e.g. "Stories from the 2013 Ice Storm." **Remember** you can always add a contributed record to another group individually as well.

CONTRIBUTE SITE URL

The Contribute module is on a different platform from VITA. This means it needs a separate, pre-determined domain. During site set up, that URL is established and will be exposed here so you have an easy way to copy and point to it in any HTML field within VITA (e.g. your sidebars, site footer or web pages!) or other external page where you want people to find it. The basic URL will be:
<http://contribute.vitacollections.ca/yoursitename>.

MAKING RECORDS PUBLIC

Choose whether your agency wants to automatically include new contributions in the public site, i.e. "On submit", or after the contribution has been reviewed. See the Managing User Contributions manual for a quick workflow overview for reviewing Contributions.

Note: In any case, when a user submits a new record, an email will be sent to the Agency Feedback address as you have determined in Agency Management > Labels & Addresses



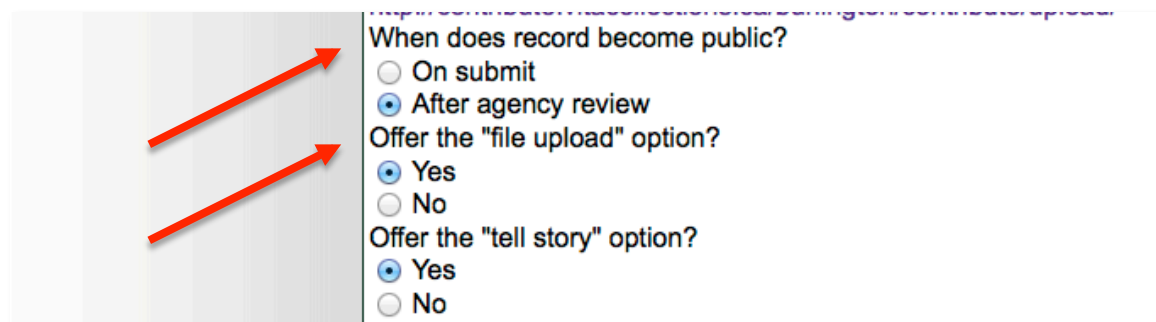
Agency Email addresses:

Public:	askalibrarian@bpl.on.ca
This address is displayed on each public record as part of the contact information for users, and your agency will be notified if they want to order copies of the record.	
Feedback:	askalibrarian@bpl.on.ca
This address is never displayed on a public record. It is exclusively used to notify your agency that a new comment has been submitted.	

A red oval highlights the Feedback email address field.

FILE UPLOAD OR TELL STORY OPTIONS

Choose Yes or No depending on whether you want users to be able to upload files and describe them and/or tell their story in writing without a file.



When does record become public?

☐ On submit

☒ After agency review

Offer the "file upload" option?

☒ Yes

☐ No

Offer the "tell story" option?

☒ Yes

☐ No

Two red arrows point to the "After agency review" option and the "Offer the 'file upload' option?" section.

CUSTOMIZING SUBMISSION SCREENS

The following options are for customizing the fields and information on the public submission screens. The options are broken down screen by screen.

CANADA150

Contribute Stories & Photos/Illustrations

This website allows you to contribute your own personal, family and community stories and images as your gift to Canada on its 150th anniversary. Your stories and photos will be public, searchable and saved for everyone to see.

Please Note: This project is meant to allow the world to see your contributions as a part of your gift to Canada on its 150th anniversary. Please allow your name to be made public.

You can choose to copy and paste your story into the text box or write a story using the form or send a photo (JPG, GIF or PNG files) with at least 300 dpi (dots per square inch) and up to 1 megabyte of memory (most cameras save photos like this automatically).

☐ I agree to the Terms of Use. [Show Terms of Use](#)

Page Title

Introduction

CUSTOMIZE PAGE TITLE

Change label for Page Title (default is "Contribute")

Contribute Pages

Page title:	<input type="text" value="Contribute"/>
-------------	---

INTRODUCTION

This is an unstructured text field that will accommodate simple HTML formatting so you can introduce the contribution options, why you're gathering new material from the public, and invite people to share.

Introduction:

This is where you get to share your personal memories as part of the community story!

How?

Note: This is an extended block of text to introduce the contribute workflow. sizes or types, and in particular the kinds of content (pictures of the ice storm (public only after review or public immediately). Perhaps you may wish to use be used to structure your introduction.

LINK LABELS

You can also customize the link labels for the upload file/ add story choices, e.g. **Upload a file:** Change the **button label** for people who want to contribute an image or scanned document file.

Write a story: Change the **button label** for people who want to contribute their personal memories or other stories in a text field.

Your contributions

Share your memories as part of our community collection!

Click [here](#) to see what others have added to the collection...then, agree to the Terms of Agreement and send us a picture or tell us a story.

☒ I agree to the Terms of Use. [Show Terms of Use](#)

Upload a file



Write a story



SUBMISSION FIELDS

The following fields and button or link labels appear as the user steps through their chosen path (upload file or tell a story) and depend on that path (see some examples highlighted below). You have the option to change or customize the default language in the writable fields below. The default label and punctuation appears above the input box.

Submission fields:

Choose your file:
Choose your file: Appears for file uploads

Title:
Title: Appears for both options

Description:
Description:

Full text:
Full text:

Your story:
Your story:

Add location(s)
Add location(s)

Limit geography by:
Limit to:

Choose country: (list label)
Choose country

Choose province: (list label)
Choose province

Choose state: (list label)
Choose state

Add place(s):
Add place(s):

Note: Add multiple places by selecting additional locations. [[Needs to be a screen write]]

Contributor :
Your name:

Contributor Email:
Your email:

Name : (for when you just need the label "name")
Contributor name

Email : (for when you just need the label "Email")
Contributor email

Geography appears for both options

Contributor info & permissions appear for

REVIEW SCREEN

After someone creates a new record, they are presented with a preview screen for their review. From that screen they can take action to submit it, return to the edit screens or delete it before sending.

Gull Island postcard


Please review your contribution


[Edit](#) [Delete](#) [Submit](#)

Description:
My grandfather William Smith and grandmother Eleanor née Redner pictured at the lighthouse on Gull Island.

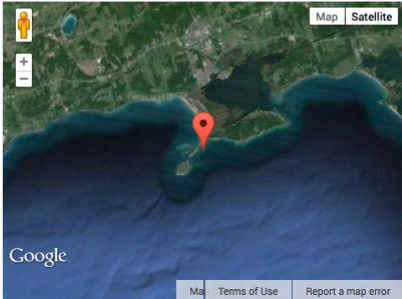
Add location(s)
Gull Island , Ontario , Canada: 43.98342, -77.73279

Who is this?
Jess Posgate jesterp@gmail.com
Your name will be credited for this contribution. Your email will not be made public.

Creative Commons licence




[See larger view](#)



Depending on the file type they have uploaded, they will also be able to see the optional views as if they were viewing it in the public collection.

You can alter the labels for any or all of these options in the following fields.

Review screen:	Please review your contribution
	Please review your contribution
	Edit (button label)
	Edit
	Submit (button label)
	Submit
	Delete (button label)
	Delete
	See larger view (link to the full sized image)
	See larger view
	See regular view (return link to the normal sized display with the metadata)
	See regular view
	See text file (link to the text file [PDF, DOC or TXT])
	See the text file

CONFIRMATION TEXT

After clicking "Submit", the contributor will receive a series of messages with non-public URLs to preview their contribution and an email (assuming they provide a valid email address). You can change those screen messages here.

Confirmation text:	Non-public, on submit:
	<div>Thank you for your submission. After review, you should get an email that it is publicly available. Would you like to make another contribution?</div> <div>e.g. "Thank you for your submission. After review, you should get an email that it is public"</div>
	Public, on submit (before URL):
	<div>Thank you! See your contribution at</div> <div>e.g.: "Thank you! See your contribution at "</div>
	Public, on submit (after URL):
	<div>Would you like to make another contribution?</div> <div>e.g.: "Would you like to make another contribution?"</div>
Public permission to display name:	
No:	
<div>Neither your name nor your email will be made public, but we still need them for administrative purposes before we can accept this contribution.</div> <div>e.g.: "Neither your name nor your email will be made public, but we still need them for ad"</div>	
Yes:	
<div>Your name will be credited for this contribution. Your email will not be made public.</div> <div>e.g.: "Your name will be credited for this contribution. Your email will not be made public."</div>	
<div>We were unable to process your contribution at this time. Please contact us [info@ourdigitalworld.org] and include the URL</div> <div>e.g.: "We were unable to process your contribution at this time". Note that it may be usefu</div>	

DELETION TEXT

After clicking the “delete” button on the review screen, the contributor will see some “are you sure” messaging and opportunities to return and start again. You can alter those messages here.

Deletion text:	Are you sure? (pop-up screen title)
	<input type="text" value="Are you sure?"/>
	Delete my contribution (button on pop-up screen)
	<input type="text" value="Delete my contribution"/>
	Cancel (button on pop-up screen)
	<input type="text" value="Cancel"/>
	Delete screen text:
	<div><div>This item will be permanently deleted and cannot be recovered.</div><div>e.g.: "This item will be permanently deleted and cannot be recovered."</div></div>
	Delete result text on upload screen:
	<div><div>Your previous contribution was deleted. Would you like to start again?</div><div>e.g.: "Your previous contribution was deleted. Would you like to start again?"</div></div>
	Note: After deleting the user is re-directed to the upload screen in case additional uploads are wanted.

EDIT SCREEN

After clicking “Edit” on the review screen, the user will see their record with editable fields on a labeled page with an Update button for committing changes. You can modify the text for the page label and button label here.

Edit screen:	Please edit your contribution
	<input type="text" value="Please edit your contribution"/>
	Update (button label)
	<input type="text" value="Update"/>

OTHER TEXT

In some cases, the text and labeling you've used in other spaces or interactive modules is adopted by the Contribution module. To alter that text, follow the links provided in this section and navigate to the specific fields you want to modify.

Other Text (use linked site-management screens to edit)

	Is it OK to make your name public? (see Comments)
	Yes / No (see Navigation Bar)
	Creative Commons licence (see Details)
	Creative Commons labels (see Advanced Search rights panel)

TERMS OF AGREEMENT

The terms of agreement is presently a generic set of terms and assignment of a Creative Commons BY-NC-SA license that the user agrees to before they submit any material. This term will be customizable in the future.

COMMITTING YOUR CHANGES

After customizing the settings or language and text on your Contribute screens, you must request a "reinitialization" to the server where the module is hosted.

First, click the "Update" button.

Next, at the bottom of the screen, you'll see a message to contact us to reinitialize your contribution module.

Reinitialize the server:

To commit any changes to this page for the public view, please email info@vitatoolkit.ca.

SHOWCASING CONTRIBUTORS

Community contributors' names are searchable and are treated like links and keywords.

MAKE CONTRIBUTOR NAMES SEARCHABLE ON ADVANCED SEARCH

Add "Record Contributor" a searchable field on the Advanced Search screen, so users can search the Contributor name field and scope to items that have been contributed.

In Site management > Advanced Search, say "Yes" to Record Contributor (you can also customize the label)

The screenshot shows the 'Fields panel' for configuring the Advanced Search interface. It lists several search fields and their corresponding 'Show' options. The 'Record Contributor' field and its 'Show' option are circled in red.

Field(s) to Search	Show "Field" option:
All	<input checked="" type="radio"/> Yes <input type="radio"/> No
Title	<input checked="" type="radio"/> Yes <input type="radio"/> No
Subject	<input checked="" type="radio"/> Yes <input type="radio"/> No
Creator Names(s)	<input checked="" type="radio"/> Yes <input type="radio"/> No
Last Name	<input checked="" type="radio"/> Yes <input type="radio"/> No
Personal Name	<input checked="" type="radio"/> Yes <input type="radio"/> No
Corporate Name	<input checked="" type="radio"/> Yes <input type="radio"/> No
Local Identifier	<input checked="" type="radio"/> Yes <input type="radio"/> No
Record Contributor	<input checked="" type="radio"/> Yes <input type="radio"/> No

Click update & Reinitialize Public Site.

On your public site it will appear as a field scope for keyword searching

The screenshot shows the 'Keyword(s) to search:' section of the Advanced Search configuration interface. It includes a search input field, a section for 'Logic between keywords' with radio buttons for 'And', 'Or', and 'Phrase', and a section for 'Field(s) to Search' with radio buttons for various fields. The 'Contributed by' field is circled in red.

Keyword(s) to search:

Logic between keywords:

- ☒ And
- ☐ Or
- ☐ Phrase

Field(s) to Search:

- ☐ All
- ☐ Title
- ☐ Subject
- ☐ Creator Name(s)
- ☐ Last Name
- ☐ Local Identifier
- ☒ Contributed by

Fuzzy Search Limits: [What is this?](#)

- ☒ Exact
- ☐ Fuzzy
- ☐ Fuzzier
- ☐ Fuzziest

CONTRIBUTOR NAMES AS LINKS

On contributed records, public donor names like Personal Names are also linked

Cannon


Description **Comments (0)**

Media Type:
Image


Description:
Kings Navy Yard

Contributed by:
[Di Bedard](#)

Copyright Statement:
or something profound

Creative Commons licence:
 [\[more details\]](#)

Contact us
Test 4.0.1 Database stuff
by email info@ourdigitalworld.org
online <http://www.someurl/>







[Comment on this item](#)
[Create electronic postcard](#)
[Full Image](#)



Clicking on this name returns any items wherein that person is the name donor of an item.


We found 2 matching items.



Community Contributor Name: [Di Bedard](#) **Sort by:** Relevance

   Page 1 of 1



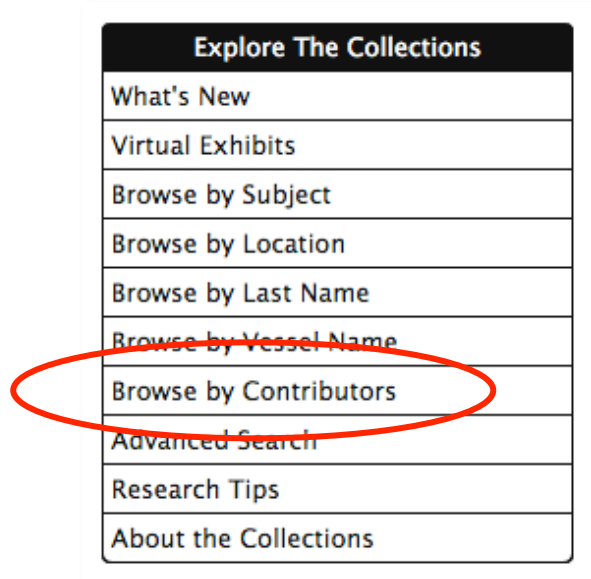
Celebrating!
  April 6th is international tartan day... wear it with pride!



Cannon
  Kings Navy Yard

BROWSE BY CONTRIBUTORS

Agencies with lots of user-contributed material can add a “browse-by” option to their home site for listing the contributors by name.



Add the “Browse by Contributor” to your home screen, in Site management > Search page

Choose which sidebar you’d like to add it to (right or left)

Copy and paste the link information to add the Browse by Contributors option

You can use this link anywhere HTML can be included.



Click update and reinitialize your site

Remember, you can also add the Browse by Contributors screen a “featured link” on your home search screen.

Note: All variations of a person’s name will be considered unique and display separately. The agency has the power to normalize names in those records if they so choose.



SHOWCASING CONTRIBUTIONS

ADD A FEATURED GROUP OR COLLECTION

In Site Management>Search page>Featured Groups

Choose to add your User Contributions Group to the home screen and label it how you like!



ADD TO HOME SCREEN SIDEBAR

The screenshot shows the Ontario Genealogical Society website. The header includes the society's logo and name. Below the header, there are social media icons and links for 'Members Only', 'Contact Us', and 'Sitemap'. The main content area is divided into three columns. The left column contains a 'Welcome' section with links to 'About the Provincial Office Library Collection', 'About OGS', 'OGS Annual Report', 'OGS Conference 2015 - Tracks Through Time', 'OGS Advocacy', 'Protecting Ontario's Cemeteries', and 'OGS website'. Below this is an 'Options' section with links to 'Mobile Search', 'Advanced Search', 'Browse by Location', 'Search Hints', 'What's New?', 'RSS', 'Atom', and 'How to link to this site'. The middle column features a search bar with the text 'Search the OGS Collections', a search button, and a 'Browse our collections' section with links to 'OGS Books', 'OGS Mystery Photos', 'OGS Periodicals', and 'OGS WW1 Memorial Wall'. Below this is a 'Special Collections' section with links to 'Family Histories', 'OGS Cemeteries', and 'Oxford County Branch Library Collection'. The right column has a 'Share Your Family's Story' section with a link to 'Our Stories' (highlighted with a red circle and an arrow), and a 'What's New?' section featuring a book cover and a link to 'OGS Seminar 1999: Our Ontario Families'. The footer includes the text 'Powered by / Alimenté par vita digital tools'.

Go to Site Management>Search page>Sidebar (left or right)

Add an HTML link that looks like this (below) but with the specific URL for your contributed materials group and choose your own label:

`Our Stories`

FINDING YOUR USER CONTRIBUTED GROUP URL

Go to Advanced Search and select the User contributions group.

Geographic Location: (What is this?)
Scroll down to select

Groups:
Scroll down to select
User Contributions: Canada150 English
User Contributions: Canada150 Français

Media Type to limit search to: ☐ Groups (2) ☐ Images (32) ☐ Texts (18) **or item type to limit search to:** Scroll down to select

On the public view of group contents, copy and paste the group web address or URL

www.canada150.org/2824715/data

CANADA

En Français >> Search (Advanced) >> What's New >> Details << Previous >> Next

Search: Go SHARE f t e ...

User Contributions: Canada150 English

Records Description Comments (0)

We found 48 matching items.

Page 1 of 3 1 2 3 Next →

Canada 150 Launch -- July 1, 1997

On July 1, 1997 in Scarborough, Ontario we launched the Canada 150 project: a 20-year project to encourage record their personal, family and community histories as our gift to Canada on its 150th anniversary. Originally the

CONTRIBUTIONS ON ADVANCED SEARCH

Once contributions start flowing into your collection, the public can find that content through the Advanced Search screen either as a Group or a feature.

E.g.

from: to:
(enter in the form YYYYMMDD, YYYYMM or YYYY)

Geographic Location: ([What is this?](#))

Groups:

User Contributions: Canada150 English
User Contributions: Canada150 Français

Media Type to limit search to: ... **or item type to limit search to:**
☐ Groups (2) ☐ Images (32) ☐ Texts (18)

Item with comments
☐ Yes ☐ No

Contributed Item
☐ Yes ☐ No

A red arrow points from the 'Contributed Item' section to the 'Groups' dropdown menu.

CONTRIBUTIONS ON RESULTS SCREEN

Like Mysteries and Comments, Contributed items will appear on the results screen as a facet for more specific searching.

posters (1) **Photographs (23)** Portraits (1)
Postcards (1) **Scrapbooks (4)** Sheet music covers (1)
Stereographs (1)

Features

- ☒ Was Contributed? (3)
- ☒ Mysteries: (5)

Groups

- Bun Yarwood Photograph Collection (2)
- Essex County (6)

On the left, a photo of the **Pelto Family** is shown with the caption: "1951, This photo was taken as the Pelto Family was leaving towards the church for Coral's wedding". Below it is a portrait of "Selbit" the magician.

A red circle highlights the 'Features' and 'Groups' sections in the sidebar.

CONTRIBUTIONS SCOPED SITE

For subscribers with more than one display site available to them, you could even configure a standalone site to display just your Group of user-contributed material.

Talk to us about setting up your User Contributions Site.