# Aquatic Commons Quick Start Guide

http://aquaticcommons.org/



## Introduction

The Aquatic Commons digital repository is directed by IAMSLIC (International Association of Aquatic and Marine Science Libraries and Information Centers) and hosted by IODE (International Oceanographic Data and Information Exchange).

	About	Browse by Year	Browse by Subject	Browse by Issuing Agency	FAQ's
ea	te Account			Clear Cookie - decide lang	uage by browser settings
			Welcom	e to Aquatic Commons	
		The Aquatic Commons environments . It inclu organisms and resourc supported by the Interg Exchange ( <u>IODE</u> ) spec and Information Networ	is a thematic digital reposito des all aspects of the sciences, and the economic, socio overnmental Oceanographie ifically to collect, preserve a rks (ODINS). <u>Click to read m</u>	ory covering the <b>natural marine</b> , est ce, technology, management and co logical and legal aspects. It is comp c Commission (IOC)/ International C nd facilitate access to all research o nore information about this repositor	tuarine /brackish and fresh water nservation of these environments, their lementary to <u>OceanDocs</u> , which is leceanographic Data and Information utput from members of their Ocean Data <u>4</u> .
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	Lat Vie	est Additions w items added to the repo	ository in the past week.		
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	Bro	wse Repository wse the items in the repo	sitory by year, subject or iss	suing agency.	
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	<u>Qui</u> Pag	<u>ckStart quide</u> je by page screenshots g	uide for quick start.		
	<u>Sea</u>	<u>irch guide</u> etailed search guide with	screenshots and examples		
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Aquatic Commons is hosted and maintained by the UNESCO/IOC project office for IODE, Oostende, Belgium.

## **Registration and Access**

To register, click on **Create Account**, fill in the form, and click the **Register** button.

Login Create Account				ar Cookie - decide langua	ge by browser settings	Search	
			Create Acc	ount			
In order to acce our services.	n order to access some areas of the repository, you'll need a user registration. No charge is made for registering with us or using any of our services.						
This page lets y	ou register with	Aquatic Corr	nmons. This will allow you to	save searches, receive a	lerts and deposit items.		
Your new passv	Your new password will need to confirm your email address by using a code which will be mailed to you.						
If you have alre	If you have already registered but have forgotten your username or password, click here to set a new password.				new password.		
	Name:	Title	Given Name / Initials	Family Name			
😳 Ema	il address:						
0	Username:						
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Register							

You will receive an email to activate your account. Once activated, you can **Login** to Aquatic Commons and begin depositing items to share with your colleagues.

Login   Crei te Account	Clear Cookie - decide language by browser settings	Search
	Login	
Please enter your username and p	password. If you have forgotten your password, you may reset it.	
Username:	:	
Password:	Login	
Note	e: you must have cookies enabled.	

## **Depositing Items**

To deposit an item, click on Manage deposits and New Item.

Logged in as Ms Sally Taylor searches   Logout	Manage deposits   Profile   Saved	Clear Cookie - decide language by browser settings
	Import f	Manage deposits New Item

This will open up a series of screens where you can complete the metadata (descriptive information) about the item you wish to deposit.

Fields marked with 😳 must be completed.

Click on **?** in the upper right corner of each field for help with formatting guidelines and sample entries.



After selecting the Item Type, click on **Details** to fill in each of the applicable fields.



Publication Details							
Place of Publication:	St. Petersburg, FL						
Publisher:	Florida Marine Research Institute						
Number of Pages:	Number of Pages: 156						
Series Name:	Florida Marine Research Institute, Technical Report						
Valumai							
volume:							
Number:	TR-7						
ISBN:	?						
ISSN:	1092-194X						
Identification	?						
Number.							
Date:	Year: 2001 Month: Unspecified T Day: ? T						
The official URL for this item. Some journals require you to provide a link to their version. Example: http://www.stuffjournal.com/2003/3/. Also: where an organization has provided a							
	http://myfwc.com/research/publications/scientific/technical-reports/						
	URLs that are related to this item; eg. Commercial Publisher; Organization; Author (use this also for Datasets etc)						
Related URLs:	URL URL Type						
	More input rows						
Uncontrolled Key	words	2					
Natural language terms t terms that will help datab Example: fishing boats;	to describe the content of the item, with each term separated by a semi-colon. Be sure to include important base users discover this item, such as geographic place names and other relevant key words and concepts. marine environments;damage Manatees;Trichechus manatus latirostris;Tampa Bay;Florida;travel patterns;migration						
Latitude		1					
Longitude		1					
Issuing Agency		2					
a series	Florida Fish and Wildlife Conservation Commission						

Please note: The Issuing Agency field creates an organizationally branded set of deposited items, but to use this field you must either be working for and depositing on behalf of the organization, or you must submit a Permission to Digitize form to act as an outside agent for the organization. Aquatic Commons permissions forms can be found at: <u>http://www.iamslic.org/publications/aquatic-commons</u>

Once you have finished completing the **Details**, move on to **Subjects**.

These are extremely broad categories. You must choose at least one but can add others.

Movementa	or radio-tagge	d manatees in 1991–1996	ampa Bay	and along	Florida's west c
	Type -> Deta	ils + Subjects -	<ul> <li>Upload</li> </ul>	Deposit	
	< Previous	Save for Later	Cancel	Next >	
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Search for sub	viect:			Search	Clear
Add Addiculture	Jeen.			Jearch	Ciear
Add Aquaculture					
Add Atmospheric Scie	ences				
Biology					
Add Chemistry					
Conservation					
Add Earth Sciences					
Add Ecology					
Add Education					
Add Engineering					
Add Environment					
Add Fisheries					
Add Health					
Add Information Mana	agement				
Add Law					
Add Limnology					
Add Management					
Add Oceanography					
Add Planning					
Add Policies					
Add Pollution					
Add Sociology					
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Next you will **Upload** a digital file (most commonly a pdf) by using the **Browse** button to find the file on your computer.

To add a description of the file(s), click on **Show options .** This is especially useful when there are several files associated with the record. To save the file description, click on **Update Metadata**.

#### Edit item: Movements of radio-tagged manatees in Tampa Bay and along Florida's west coast,

<u>1991–1996</u>					
Type 🔶 D	etails 🔶	Subjects	→ Upload	- Deposit	
< Previous	Save	for Later	Cancel	Next >	

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.

Document upload				?
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The final step is to click on **Deposit** and the **Deposit Item Now** button. In doing this you confirm that the submission is not in violation of copyright, that non-exclusive rights are given to IAMSLIC Aquatic Commons for online distribution for non-commercial educational use only, and that necessary format changes can be made for preservation of the digital package.

Deposit item: Movements of radio-tagged manatees in Tampa Bay and along Florida's west	
<u>coast, 1991–1996</u>	
Type -> Details -> Subjects -> Upload + Deposit	
In self-archiving this collection of files and associated bibliographic metadata (Work) whether personally or through an assistant or or agent, I grant Aquatic Commons the right to store them and to make them permanently available publicly for free on-line. Rights grant to Aquatic Commons through this agreement are entirely non-exclusive. I am free to publish the Work in its present version or future versions elsewhere. I agree that Aquatic Commons may, without changing content, translate the Work to any medium or format for the purpose of preservation.	ther nted he
I understand that once the Work is deposited, a citation to the Work will always remain visible, although the author retains the right to update the Work. Removal of the item can be made after discussion with the Aquatic Commons repository administrator.	0
I declare that I have the authority of the authors to make this agreement and I understand that IAMSLIC does not assume any responsibility for any content errors, or any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work).	

Clicking on the deposit button indicates your agreement to these terms.



#### View Item: Movements of radio-tagged manatees in Tampa Bay and along Florida's west coast, <u>1991–1996</u>

Item has been deposited.						
Your item will not appear on the public website until it has been checked by an editor.						
This item is in review. It will not appear in the repository until it has been checked by	y an editor.					
Summary Details Actions	History					
Weigle, Bradley L. and Wright, Irene E. and Ross, Monica and Flamm, Richard O. (2001) <i>Movements of radio-tagged manatees in Tampa Bay and along Florida's west coast, 1991–1996.</i> St. Petersburg, FL, Florida Marine Research Institute, 156pp. (Florida Marine Research Institute. Technical Report, TR-7) PDF (The document's language is English .) - Requires a PDF viewer such as <u>GSview, Xpdf</u> or <u>Adobe Acrobat Reader</u> <u>Download (31MB)</u> Official URL: <u>http://myfwc.com/research/publications/scientific/</u>						

## **Editorial Review**

Submitting items to the Aquatic Commons is a straightforward process.

As soon as your item is reviewed by one of the editors, it will be moved into the active repository.

We aim for a 48-hour turn-around time.

## **Additional Support**

The Aquatic Commons Board will continue to work to make this a user friendly, functional resource supporting IAMSLIC's goal of resource sharing among the marine and aquatic communities.

If you have questions or concerns about the repository, please contact: <u>AquaticCommons@gmail.com</u>