



Leveraging NSDL for Dissemination

NSDL is a multi-institutional collaborative using digital technology for the delivery of high quality, Web-based science, technology, engineering, and mathematics (STEM) education materials and services, in multiple settings, and at all educational levels.

Contributing resources to NSDL

To utilize NSDL as a dissemination mechanism for your grant or project outcomes/products, you will first decide if your materials are best represented in NSDL as a single item (only the home page of the Website is cataloged), or as a group of items to be individually cataloged (a collection of resources).

Because the collection approach involves cataloging your project resources at the item level, materials in the collection will be more discoverable and easily accessed by end users. However, the collection option requires more time and training for your staff and, therefore, more costs to your project.

As a *digital library of online resources* – or more accurately—a library of structured information about online resources (metadata)—NSDL does not directly host content. Instead, it provides users with access to catalog records about educational materials and points them to the location of those resources on the Web.

Your resource(s) must have a URL

In order for users to discover your resource(s) via NSDL, they must be available via a URL at a Web location that is accessible, maintained on a regular basis, and persistent.

NSDL does not engage in Web site creation for resource/collection contributors. This activity is typically the responsibility of your grant or project.

Contribute single cataloged item or small collection

If you plan to represent your project Web site as a single resource in NSDL, there is **no cost** to do so. All that is required is that you, as contributor, complete a Web form, providing descriptive information about your resource (site) and its contents. This typically takes about 20 minutes to complete. Go to <http://recommend.nsdlib.org> (*Recommend a Resource*) to complete the form.

If you have a very small collection of items (10 or less), we suggest you complete the *Recommend a Resource* form for each item.

Resources submitted via the *Recommend a Resource* form are reviewed by NSDL's Collections Development Team for inclusion in the library. It can take up to three months before you see your materials represented in the library. The Collections Development Team utilizes the recommendations of the *NSDL Collection Policy* and NSDL's *Resource Quality Guidelines* when reviewing materials for inclusion in the library (links below).

Contribute Collection

If your materials serve multiple needs, a variety of education levels, or several subject areas, and number more than 10 items, you should consider contributing them to NSDL as a collection of resources. This means that each item in your collection is:

- individually discoverable (has its own URL)
- cataloged separately and appropriately

The NSDL identifies your resources as members of a single collection; as such, you will need to provide a collection title, description of the collection, and a graphic that can be used as a collection logo/brand, of no more than 100 pixels wide x 30 pixels tall.

Estimating costs to your project

Cataloging items into the NSDL entails providing the following information about each item:

- Title
- URL
- Description
- Education level
- Audience (educator, learner etc)
- Resource type (activity, lesson plan, course, module, etc)
- Copyright information
- Means of access (free, subscription, etc)
- Creators/contributors to the resource
- Language of the resource
- Mime type of the resource
- Creation Date

It generally takes 30-40 minutes to catalog one item.

Tools and Training - NSDL hosts the *NSDL Cataloging System (NCS)* and provides catalog training (75 minutes) to your designated staff member(s) on a fee for service basis. This cataloging system can also be installed and used locally, if preferable.

Communications and administrative needs - An additional 3-5 hours of staff time for communications and administrative interactions will be required to accession your collection, depending upon its size.

You will need to estimate the size of your proposed collection (number of items), then use the time estimates detailed above for calculations.

Example: past projects that have cataloged items using the NSDL cataloging tool hosted on NSDL computer servers generally have a collection size of 10 to 60 items. A staff person doing such cataloging would require at least 40-50 hours of cataloging plus several hours for training. If your collection size is greater than 40-60 items, more time will be required.

Contact NSDL for further consultation about your proposed contribution

Complete the *Contact Us* form:

<http://nsdl.org/about/contactus> (linked from the footer on nsdl.org), and you will be contacted by a collection team specialist from NSDL's Technical Network Services who will clarify and answer your questions, help you with cost estimates and other requirements or information for: 1) preparing a proposal, or 2) contributing your materials to NSDL.

Links

Participate in NSDL

<http://nsdl.org/contribute/>

Recommend a Resource

<http://recommend.nsdl.org/>

Contribute Collections

<http://nsdl.org/collection/>

NSDL Collection Policy

http://onramp.nsdl.org/eserv/onramp:42/NSDL_Collection_Development_Policy.pdf

NSDL Resource Quality Guidelines

http://onramp.nsdl.org/eserv/onramp:42/NSDL_Resource_Quality_Guidelines.pdf

NSDL_DC Metadata Guidelines

<http://nsdl.org/collection/metadata-guide.php>

Sharing Metadata with NSDL

<http://nsdl.org/collection/metadata-guide.php#share>