

Digital Commons Site Setup Form

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Welcome to Digital Commons!

This form will help guide the setup and design of your new repository site. Please review it with your team. When you're ready to get started with the process, contact Consulting Services to arrange a design tour, then complete the form and return it to us!

Our Consulting Services team is here to advise you and answer any questions you might have about your new Digital Commons site. Don't hesitate to email us at dc-support@elsevier.com or phone us weekdays at 510-665-1200 x 2, 6:30 a.m. to 7:30 p.m. Pacific Time (North America).

Before You Begin

Read the [DC Design Customization Guide](#). The guide contains important information about the repository design process and guidelines.

Gather your team. Key decision makers from around your institution might be involved at the beginning. Include members of your IT and marketing and communication departments who can assist with setup and design.

Arrange a Design Tour. When you're ready to fill out the form, Consulting Services will lead your team through a design tour and advise on your unique implementation.

Part 1. Basic Repository Setup

Please provide the details below regarding basic Digital Commons site settings and contacts.

GENERAL INFORMATION	
Institution Name:	
Desired Repository Name:	

<p>Desired Repository URL: <i>Accepted URL structures: https://www.yoursite.com; https://yoursite.institution.edu. Please make sure this is final. Changes after initial Domain Name System (DNS) setup may incur a fee.</i></p>	
<p>Specific Launch Date, if any: <i>Our team implements sites in the order that we receive final mock-up approval. Leave this blank, unless the site must launch by a certain date.</i></p>	
<p>Privacy Policy Link: <i>Recommended for GDPR compliance.</i></p>	
<p>CONTACTS</p>	
<p>Primary Contact Name: <i>You may leave this field blank, unless someone other than the IR administrator will be overseeing the initial design process.</i></p>	
<p>Primary Contact Email:</p>	
<p>Primary Contact Phone:</p>	
<p>Repository Administrator Name:</p>	
<p>Repository Administrator Email:</p>	
<p>Repository Administrator Phone:</p>	
<p>IT Contact Name: <i>Required only for a one-time DNS setup.</i></p>	
<p>IT Contact Email:</p>	
<p>IT Phone:</p>	
<p>OPENURL</p>	
<p>Does your institution use OpenURL? <i>Additional information can be found at: http://en.wikipedia.org/wiki/OpenURL</i></p>	
<p>OpenURL Link Resolver URL (if applicable):</p>	

OpenURL IP Range (if applicable):	
BEPRESS ARCHIVE	
<p>Would you like details about setting up bepress Archive?</p> <p><i>If yes, we will send you information about pushing content to an Amazon S3 account owned by your institution. Learn more in the bepress Archive guide.</i></p>	

Part 2. Site Design

Each Digital Commons repository is provided with a custom design in order to achieve a unique look that fits your branding needs.

Please read over the details below and, once you're ready to proceed, complete the design questions so we may begin the process of creating your site. You will have the opportunity to assemble your team for a virtual design tour before filling out and submitting this form.

Design Process Overview

We will provide up to three iterations to deliver a polished, professional repository design:

- **First iteration:** Consulting Services works with our design and technical teams to create a mock-up image based on the information you provide with this form. The design team may ask for additional information before preparing the first iteration.
- **Second iteration:** Once you receive your first mock-up, you may want to make changes or provide feedback to hone the design. The design team will incorporate these requests into the second mock-up.
- **Third iteration:** If further changes are necessary, you may request a third iteration. Once this is complete, you may choose from any of the iterations for your final design.
- **Approved design:** When you approve the design, it is considered finalized and applied to a demo site. **Changes requested after the finalized design may incur fees and/or delay the launch of your repository.** If you have questions about this, please don't hesitate to contact Consulting Services.

DESIGN OPTIONS

Please choose one of the following:

1. A design based on your institution's website

We will use your institution's site as a guide for your Digital Commons site design. Please enter the URL here.

URL: _____

You may specify any preferences in the sections below and in the Additional Design Notes at the bottom of this form. Please include branding guidelines (attachment or link), if available.

2. A unique design distinct from your institutional branding

We can generate a unique design using any of the following sources. Please specify your preferred source(s) for the design below.

a. The design of another website.

URL: _____

b. Attached images and any design notes you've included at the bottom of this form.

c. A mock-up you have created with the DC Photoshop template (available from Consulting Services upon request).

SITE LAYOUT AND TYPOGRAPHY

Preferred site layout:

Sidebar (select one)	Navigation Tabs * (select one)
<input type="checkbox"/> Left-aligned	<input type="checkbox"/> Above header
<input type="checkbox"/> Right-aligned	<input type="checkbox"/> Below header

* Navigation tabs are the Home, About, FAQ, My Account tabs near the top of most DC sites.

Preferred site typography:

When designing your site, we will use web-safe typefaces that complement your site. If you have any specifications, please list them below.

For more information on site typography, please see the [Customization Guide](#).

LOGO AND IMAGES

Please include any logos or other graphics when returning the setup form, or indicate here if there is another location where we may retrieve the file(s).

Logos/images URL: _____

If you've included images, please note where you'd like each of them to appear in the design:

Notes: 1) Please make sure that your logos and images are properly licensed for use with your design. 2) While we can accommodate a range of file types, high resolution (minimum 72 dpi) images in .jpg, .png, or .gif format are preferred, as are logos in .svg or .eps format. 3) We will incorporate your images in the design, but aren't able to provide or create them for you.

Creating a mock-up or header banner: Please request the DC Photoshop template from Consulting Services if you are planning to supply your own mock-up. For complete layout guidelines, refer to the [Customization Guide](#). You can provide a header banner without using the template, but please do not compress the image file for the web or reduce the width to less than 980 pixels.

Our design team may need to make some alterations to your design to work within our template parameters and/or they may request additional files to fulfill your request(s).

HOMEPAGE BROWSE BUTTONS

Digital Commons repository homepages can feature browse buttons instead of browse links that lead to your site's main content categories.

Specify your homepage browse preference:

- Browse links ([Example](#)) - you may skip the rest of this section
- Browse buttons ([Example](#)) - see below

The options for buttons are:

- **Google Material icons:** Please include links to specific icons along with your desired text for each button.
- **Your own custom buttons or icons:** Please provide .svg or .eps files, if possible. If files don't include text, please tell us the desired text for each button. (Note: Changes after launch may be less flexible for this option; please ask your consultant if you have any questions.)
- **Text-only buttons:** Please specify the desired text for each button.

Additional Design Notes

Please let us know here if you have any special requests or additional details to provide. You may use email to share your preferences as well. If you are electing to have our design team create a unique design unrelated to your institution site, please provide as much specific detail about your vision as possible, especially any color preferences.