For Groups: Getting Started with IDEALS

Departments, research centers, research labs, reading groups, and other formal and informal groups may establish a space in IDEALS for your research and scholarship.

1. To ensure that the type of material you would like to include in your community meets the IDEALS criteria, review the:
   - General Deposit Guidelines;
   - Collection Policy;
   - Community Policy; and
   - FAQ

2. Email ideals-gen@illinois.edu with the following information:
   - Basic information about the community, including name, requesting organization/unit, and a brief description of the type of material to be included
   - Name of the community liaison (the administrator for the community)
   - If you would like IDEALS staff to set up the structure of the community (in terms of sub-communities and collections), provide an outline of these
   - If you will want individuals or a group to have permissions to deposit into collections or to manage sub-communities and collections, the netIDs of those people (you can manage this task yourself as well). Please note that the IDEALS staff can also use Active Directory groups to do this (and prefers to do so)
   - Any other special arrangements that you need such as access restrictions.

3. IDEALS staff will get back to you within two business days.

If you are unsure about any of these issues, please contact us at ideals-gen@illinois.edu and we can set up a meeting to review the process.