# Oklahoma Publications Clearinghouse Document Submission Instructions

Step 1: Prepare your content.

a. Review the [list of eligible publications](#).
b. Submissions must be **searchable PDF files without security tags or encryption.**
c. Name your files with your **agency code**, a shortened form of the **publication name**, and the **publication date** (YYYYMMDD), separated by underscores.
   - For example: 430_AnnualReport_20240630
   - If you do not know the exact date, just put the year. The purpose is to give the document a unique identifier to help us process it more efficiently.

> 430_ABC_2022.pdf
> 430_MOU-Commerce_20210602.pdf
> 430_MOU-FOCB_20231206.pdf
> 430_Newsletter_20250701.pdf
> 430_Newsletter_20250801.pdf
> 430_Newsletter_20250902.pdf
> 430_Newsletter_20251001.pdf

d. Fill in the provided metadata template for each document you plan to submit. Name the spreadsheet with your agency code and submission date.
   - **File Name**: This should match the PDF file name.
   - **Item Title**: Provide the full title as it is printed on the title page of the publication.
   - **Publication Date**: Use YYYY-MM-DD format. Use YYYY-MM if you do not know the day and YYYY if you do not know the day or month.
   - **Frequency**: Choose the publication frequency from the drop-down list.
   - **Document Contact Name, Email, and Phone**: Provide the contact information for who we should contact if there are any issues with the file.
   - **Item Division/Department/Branch**: Provide the name of the division, department, branch, or unit that created the document, if applicable.
   - **Publication Number**: Provide the document's publication number, if applicable.

- **Is this a replacement**: Choose Yes or No from the drop-down list.
- **Previous Document Name and/or Number**: Identify the previous document that the new submission replaces, if applicable.

File Name (AgencyCode_Publication Name_YYYYMMDD)	Item Title	Publication Date (YYYY-MM-DD)	Frequency
430_ABC_2022	ABC	2022	Annual
430_MOU-Commerce_20210602	Memorandum of Understanding between the Oklahoma Department of Libraries and the Oklahoma Department of Commerce	2021-06-02	Irregular
430_MOU-FOCB_20231206	Memorandum of Understanding between the Oklahoma Department of Libraries and Friends of the Oklahoma Center for the Book	2023-12-06	Irregular
430_Newsletter_20250701	ODL Newsletter	2025-07-01	Monthly
430_Newsletter_20250801	ODL Newsletter	2025-08-01	Monthly
430_Newsletter_20250902	ODL Newsletter	2025-09-02	Monthly
430_Newsletter_20251001	ODL Newsletter	2025-10-01	Monthly

Step 2: Submit your content.

a. You will receive an email from Preservica inviting you to submit content. Click on the Submit button to open the submission portal.
- **Submission links are time limited**. Please submit your content by the date specified in the second paragraph of the invitation email.

Preservica

You have been invited to make a submission by **Oklahoma Publications Clearinghouse** from the **Oklahoma Department of Libraries** to submit your content to their collections.

Submissions can be made online for digital content. Click the button below to make your submission. This invitation will remain open until **05:59:59 UTC, 11 December 2025**.

Message from Oklahoma Publications Clearinghouse
Please contact Samuel.johnson@libraries.ok.gov for assistance.

Thank you.

Submit

b. Enter your name and agree to the Terms and Conditions and Privacy Policy.
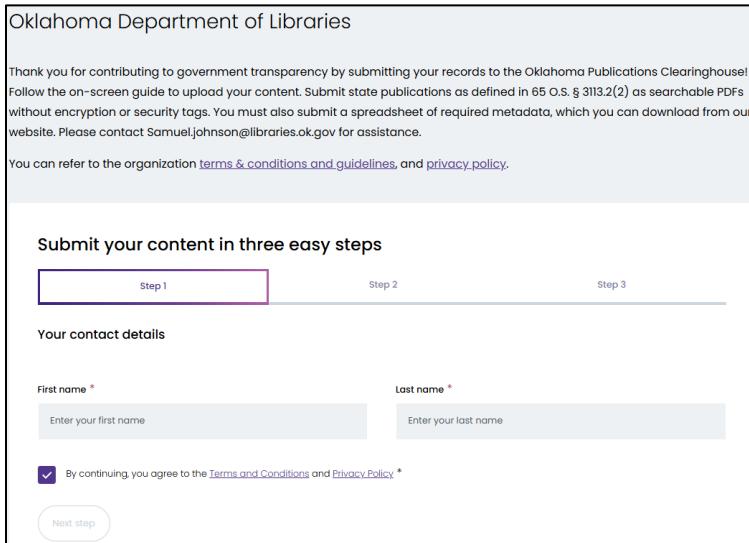
Oklahoma Department of Libraries

Thank you for contributing to government transparency by submitting your records to the Oklahoma Publications Clearinghouse! Follow the on-screen guide to upload your content. Submit state publications as defined in 65 O.S. § 3113.2(2) as searchable PDFs without encryption or security tags. You must also submit a spreadsheet of required metadata, which you can download from our website. Please contact Samuel.johnson@libraries.ok.gov for assistance.

You can refer to the organization terms & conditions and guidelines, and privacy policy.

Submit your content in three easy steps

| Step 1 | Step 2 | Step 3 |

Your contact details

First name *

Enter your first name

Last name *

Enter your last name

☑ By continuing, you agree to the Terms and Conditions and Privacy Policy *

Next step

c. Enter a submission title that includes your **agency name** and the **submission date**.
   • For example: Department of Libraries 2025-11-26
d. Enter a brief content description **summarizing all the files being submitted**. This can be as simple as "FY2025 reports" or "CY2025 publications." The metadata spreadsheet you already created will provide more details about each file.
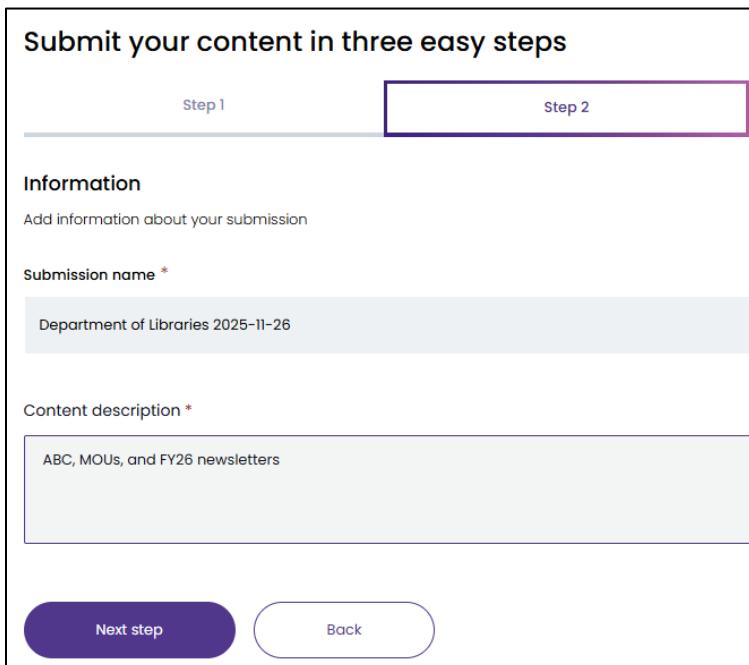
Submit your content in three easy steps

| Step 1 | Step 2 |

Information

Add information about your submission

Submission name *

Department of Libraries 2025-11-26

Content description *

ABC, MOUs, and FY26 newsletters

Next step   Back

e. Upload the prepared metadata spreadsheet and corresponding PDF files into the submission portal.

- All your files can be submitted at once unless they are more than 50 GB total. Please break large ingests into multiple batches or contact Sam Johnson (Samuel.johnson@libraries.ok.gov) for an alternative upload process.

Submit your content in three easy steps

Step 1	Step 2	Step 3

Preparing submission
Use drag-and-drop or select a folder or files to upload

Drag-and-drop or select a folder or files to upload

The ingest size limit for uploads through Web browsers is 50GB.

Submit   Back

Name	Date modified	Type
430_ABC_2022.pdf	11/26/2025 8:52 AM	Adobe Acrobat D...
430_MOU-Commerce_20210602.pdf	11/26/2025 8:51 AM	Adobe Acrobat D...
430_MOU-FOCB_20231206.pdf	11/26/2025 8:51 AM	Adobe Acrobat D...
430_Newsletter_20250701.pdf	11/26/2025 8:51 AM	Adobe Acrobat D...
430_Newsletter_20250801.pdf	11/26/2025 8:50 AM	Adobe Acrobat D...
430_Newsletter_20250902.pdf	11/26/2025 8:51 AM	Adobe Acrobat D...
430_Newsletter_20251001.pdf	11/26/2025 8:51 AM	Adobe Acrobat D...
430_OPCMetadataSubmission_20251126.xlsx	11/26/2025 10:17 AM	Microsoft Excel W...

f. Preservica will start checking and ingesting the files automatically. The processing duration will depend on the number of files and size of content.
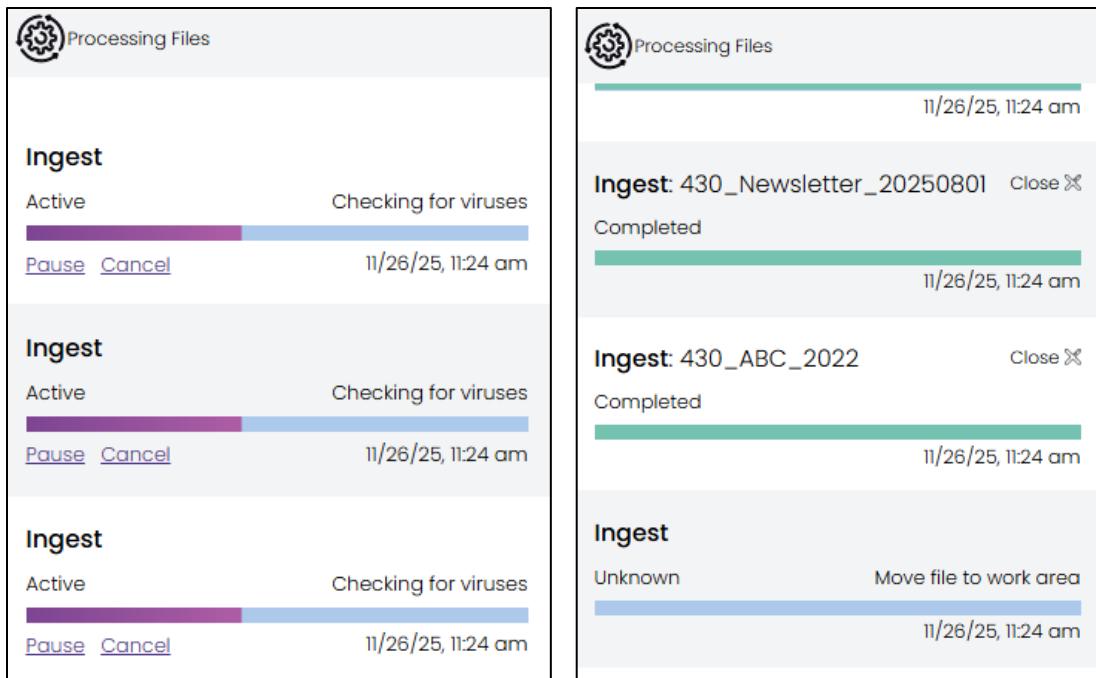
g. The Submit button will be greyed out until Preservica has finished ingesting your files. **Wait for all steps to be completed before closing or refreshing the browser.**

h. Click Submit.

i. Additional submissions can be made using the same invite link until it expires.
j. Department of Libraries staff will contact you if we have any questions about your submission.