Explore Connect

What is Connect?

ALA Connect is a centralized space where official ALA groups as well as Communities of Interest (unofficial ALA groups) work together online, sharing discussions, files and more. Start at https://connect.ala.org.

User Guidelines – Code of Conduct

Upon first login, you will be asked to accept the user guidelines for the site. This is the same terms of use as in the previous ALA Connect. A link in the top right of the home page entitled "code of conduct" is how you can review it.

Importance of Login

In ALA Connect, users can only see what they have permissions to see. For official ALA Groups, this means they must be a part of the group to see full discussions or download files, except for public spaces within Connect.

The system determines permission by the category of access at the group level. There are five (5) levels:

Invitation Only	Only members of the group and admins.
Member of Immediate Parent	Members of the Division or RT for that group.
ALA Members	Current Members of ALA.
Authenticated	Users with a login (non-members of ALA).
Public (no login required)	Anyone on the Internet/World Wide Web.

NOTE: For security reasons, users must login to upload a file to the system.

Who can see what

In the previous Connect, any group could post any mix of content within the group. Access was provided or restricted by setting each file as either public (open to anyone on the world wide web without a login) or private (available only to members of the group).

Groups in ALA Connect default to private content (accessible only to current members of the group) to protect the confidential discussions and reports shared in the group.

Admin can add (and thereby grant access) to non-group members, when needed. Staff should submit a request via TrackIt or send a message to connect@ala.org to request open access to content for a group.

Browse Groups

Ways to find or browse official and unofficial groups

There are a few ways to find or browse groups in Connect. Upon sign-in, there are more options, since the system will understand your permission levels.
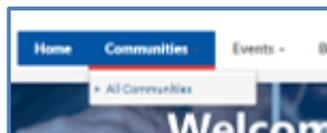
To browse groups:

Step 1: Choose **"All Communities"** link under the *Communities* menu.

Step 2: The resulting page is a list of all groups available to the Public (not logged in user). Logged in users will see additional options in this menu.

Step 3: Select the Community Navigator. Expand the list of groups for listing of subcommunities.

What does it mean to "view" in the new Connect?

The *View* setting only defines if the user can:

- Find the group in *Search* results.
- See the group *Title* when following a link to the group.
- See teaser text in *Discussion Groups.*
- See the member roster of the group.
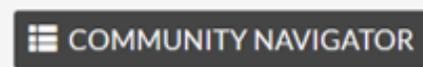- See the group in the *Community Navigator*

Remember, **discussions or files will not be available to users who are not a part of the group**. The only exceptions are "public" spaces within Connect.

Browse Division and Round Tables

Each Division and Round Table has a landing page in Connect. Browse quickly to them using the flyout list of links beneath the **Division** or **Round Table** buttons in the top left of the ALA Connect home page. Browse communities using the *Communities* menu.

Browse Community Navigator

While browsing any list of groups, select the Community Navigator button to expand the list of groups available.

Search by Community Name

Communities can also be found by entering the name into the search on any home page. Note: Search is filtered by the location it is performed. For a federated search across all sites, search from the ALA Connect home at https://connect.ala.org.

Find Your Groups

If you are logged in, the system will understand your permissions and give you quick access to groups that you are a member of:

Communities Menu

Use or the *Community* menu to select a filtered list of groups:

- *My Committees* returns a list of committees to which you belong.
- *My Divisions* returns a list of Divisions to which you belong.
- *My Round Tables* returns a list of Round Tables to which you belong.
- *My ALA Committees* returns a list of your ALA official working groups
- *My ALA Communities* returns a list of your ALA groups of interests
- *All Communities* returns a list of every group that you have permission to view.

Communities Button on Profile Picture
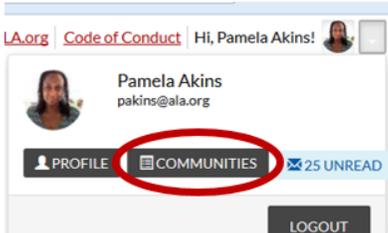
If you click the avatar or picture next to your name at the top of any Connect page, you will get a pop out window with the Communities button. Selecting this button will return a list of every group you belong to, whether it is an official working group ALA or unofficial group of interest.

Contribute to a Discussion

The reply to discussion button in a thread will post your response on the page to the group within Connect as well as generate an email to every member of that group. Users can contribute to group discussion within Connect or simply with a reply to any email received from the group.

Reply to Discussion (in Connect)

Step 1**:** Navigate to the discussion post by either clicking the discussion title from Latest Discussion Posts on the Community Home tab or by selecting from the full list of threads found under the Discussions tab from the group home page.

Step 2: Select the Reply to Discussion button to the right of the Discussion title on the resulting page. Enter your reply and select the post button.

Reply to Discussion (via email)
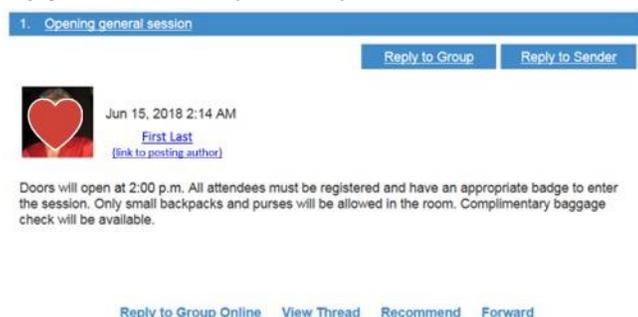
From email you can reply to the entire group or the sender. The email's subject line identifies the group that generated the message. It also contains links to Connect so you can Edit, Recommend and more.

Edit Discussion

Step 1: From the discussion post, select the Reply to Discussion dropdown arrow just to the right of the button.

Step 2: Select the Edit command in the list of options.

Step 3: Make your edits and save.

Recommend Discussion Thread

Step 1: Navigate to the discussion post.

Step 2: From the discussion post, select the *Recommend* button. Recommends are added to the stats of the content items recommended and tracked on the recommending user's profile under their *Achievements* under the *Contributions* tab.

Post New Discussion

Step 1: From the home page of any group you belong to, select the *Add* button, in the Latest Discussions block. OR from the *Discussions* tab of the group choose *Post New Message*.

Step 2: Fill in the Subject field.

Step 3: Add your post in to the body field. You can add links and images if needed.

Step 4: Adjust your signature, if needed and add any attachments. Save.

Join a Community

The system needs a login to determine eligibility to join a community. Once you find a community, if you are not a part of it, but eligible to join, you will see a blue Join Community button at the top right of the page.

NOTE: Membership of Official ALA working groups (aka "Committees") are determined by the volunteer process and controlled by the ALA Membership database. Visual cues on the home pages of these groups include a lock icon and the absence of a "Join Community" button.

Communities to which you are not yet a member of, with restricted membership will also have the "Private Community" tag beneath the name on the home page.

If you feel you meet eligibility and see a permissions error, please email connect@ala.org.

Request a Community

At the footer of the ALA Connect home page there is a link to a form to Request a New Community. Complete the form and you should hear a response with confirmation of the request and the link to the session, if a duplicate group doesn't already exist.

Find People

Directory Search

Public users can NOT search the directory, although they can see the roster of any groups they have access to. The Directory menu on any landing page, visible to logged in users, will enable search for people in Connect.

Basic Search

Fill in any of the criteria to limit your search. Although none of the fields are required **you must enter something in at least one field**. Fields like First Name, Last Name, Company Name, etc. will perform a partial match. For example, a Last Name search for "Jo" will find everyone whose name starts with "Jo". Search by name, email or organization.

Advanced Search

Search by Interests or group. Any or ALL radio buttons allow you to filter a more inclusive search.

Add to Contacts

You can invite colleagues and members within Connect to join your Contacts list.

Step 1: Find the person in the Directory. Navigate to their profile, by selecting the name from the list of your directory search.

ALA Connect – American Library Association

Step 2: Using the *Add to Contacts* button beneath their name, Once the invitation is accepted, you can invite them to join in other groups and other benefits.

Manage Profile

Manage Email Notifications

Anytime a discussion is posted to a group you are a part of will notify you via email. You can select the frequency or opt out for any of your Connect groups by:

Step 1: Login to connect.ala.org and navigate to your profile.

Step 2: Select Community Notifications from the My Account tab.

Step 3: Use the dropdown to the left of each community name to select the notification preference.

You can also set override or alternate email addresses to your account here, if you want to receive notifications other than your primary email address.

Update Profile

You can add more details to your ALA Connect profile manually or import directly from a LinkedIn profile.

Step 1: Click on the avatar or photo by your name in the top right corner of any page in Connect.
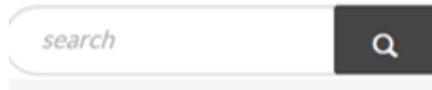
Step 2: Select the Profile button.

Change Organization and Title

Step 1: From your profile, select the

Need help? Contact: connect@ala.org.

Search Content

Users can conduct a federated site search across the entire for content using the search box in the top right of the ALA Connect home page. The results will include content across all Division and Round Table sites.

To search within as specific Division or Round Table site, you must navigate to that site home page to limit the search to that site.

Search Multiple Terms

When entering multiple search terms in the content search, Higher Logic assumes an OR statement. This returns many more results than if you did the same in the previous version of Connect. The way to work around this is to include AND between your search terms or if appropriate use a phrase search with quotations.

Why so many duplicate results?

Every group has an associated library of the exact same name, to store discussion attachments and files uploaded to the group in a Library Entry. To determine whether this is the Community or the Library, just look to the right of the item in the search results. Choose View Community or View Library in the details on the right to navigate the page you want.

Viewing Search Facets

Content Categories Filter the results to a specific category. If you are searching for a group, choose *Community*.

Refine by Filter to focus your search in several ways, like limiting results to a specific type of content (Discussion, library entry, etc.) belonging to a specific community, or contributed by a specific user. At the bottom, you can also refine your results by various time periods, like Within One Week, Month, or Year.

Sort Search Results

Sort your results by Relevance, Most Recent, or Least Recent, using the drop down to the top right of your search results.

Upload Files

No Emails for File Uploads

Uploaded files are stored in a Library Entry in the new ALA Connect. The associated group file structure is visible with a folder icon in the center of the Library page found under the Library tab from the group's home page.

File uploads do NOT generate email notifications to the group. To notify the group, a link from the file upload should be included to a file discussion post after the library entry is created.
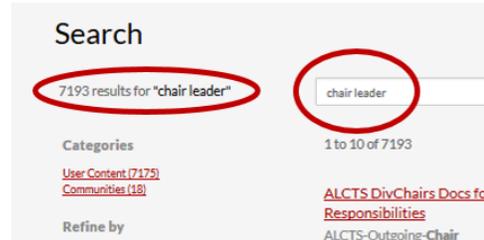
File Upload & Library Entries

On the Library tab of any group, there is a Create Library Entry button for members to upload files to ALA Connect. These files are only viewable to the members of the group. To upload files publicly, upload to the ALA Public Shared space, under the Browse menu on the Connect home page.

Library Entries allow users to upload over 70 different formats of files, enabling users to download them all into a single zip file, recommend and more. A single library entry can have files totaling space up to 1GB!

Manage File Structure

If you are logged in as an administrator of the group, you will have the power to create and manage the file structure within the group library.
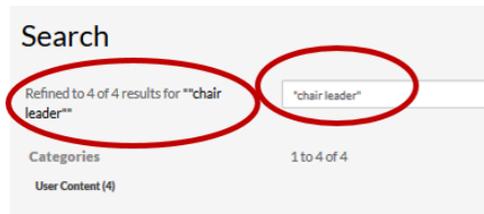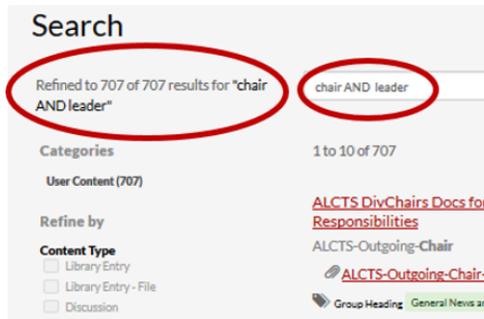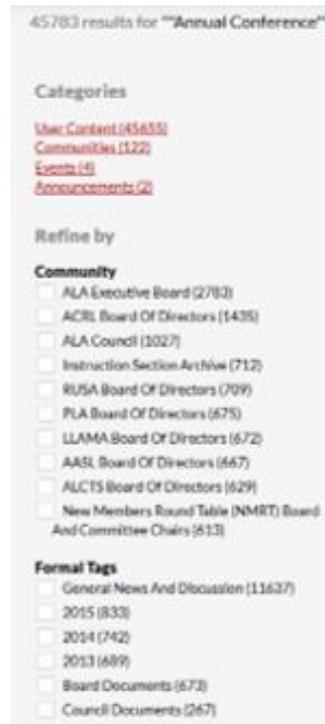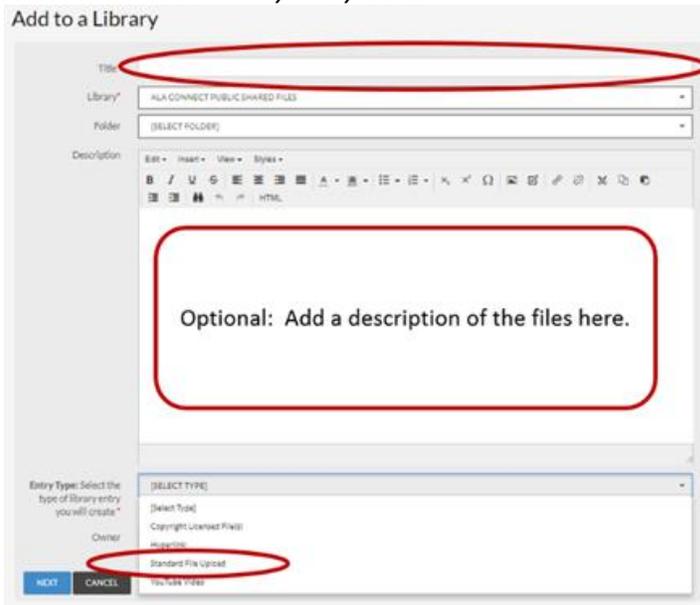
How to Create a Library Entry

Step 1: Login to ALA Connect at https://connect.ala.org.

Step 2: Navigate to the group home page. Select the *Library* tab. NOTE to post files available to the public, choose **ALA Public Shared Files** under the Browse menu on the ALA Connect home page.

Step 3: Select the *Create Library Entry* button.

How to I make a change to my post?

Step 1: Navigate to your library entry post.

Step 2: Use the Edit command under the Actions button on the Library Entry

Step 3: In the resulting window, update any fields, including adding additional files or rearranging the order of files using the Next button.

Step 4: In the resulting window, name the Library Entry and complete the description fields. Select *Standard File Upload* in the Choose Type field. Select the *Next* button.
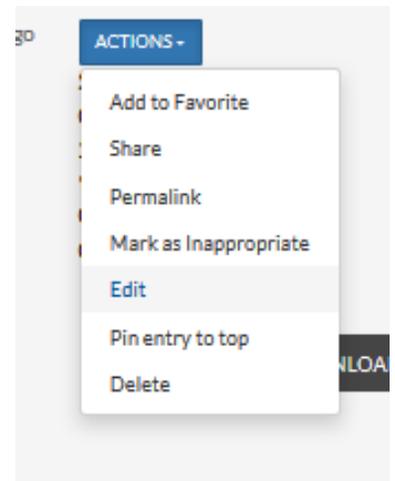
Step 5: Choose the files you want to include in the upload. There are several options on the left side of the page or you can click the *Choose* button in the center of the page to navigate to the files you need to upload.
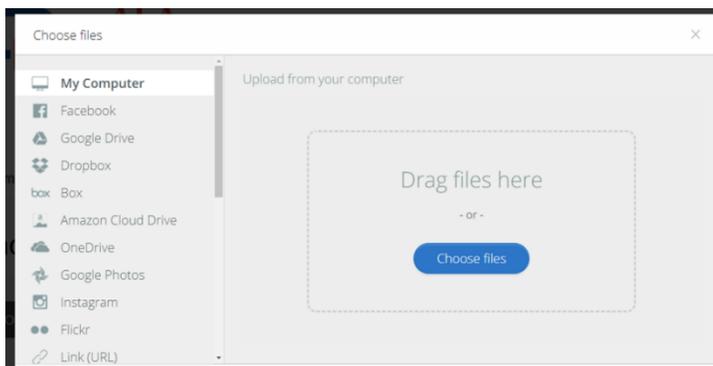
Step 6: In the resulting window, select the files. Select the *Upload* button.

Step 7: In the resulting window, confirm that the files were included. Select the *Next* button to rearrange the files using drag and drop or select the Finish button to finish.

Get Help

Email connect@ala.org for help, documentation, training and questions.