

Who should use naming conventions in ContractSafe?

All ALA staff who upload files in ContractSafe should use the recommended naming conventions.

What date should I use?

Use the date the file is uploaded.

Why do I need to include the upload date in the file name?

Even though there are options in ContractSafe for Effective Date and Termination Date, not all contracts will use those fields. Having the upload date in the file name will ensure that all files can be easily sorted and that all files will include a date.

If I edit a contract and re-upload, do I need to change the file name?

If it's helpful to rename your file with the new upload date, please feel free to do so.

How do I determine what to include in the brief description following the upload date?

Use a description that is meaningful for your information seeking needs. If you have a group of related contracts, you may want to use similar naming structure.

Who are the contacts for ContractSafe?

Shakir Akbari, ALA IT Project Manager, sakbari@ala.org; Patrick Harrington, ALA IT Training Specialist, pharrington@ala.org