



USAID

GLOBAL BOOK ALLIANCE

SIL LEAD
Language, Education, and Development

GLOBAL BOOK ALLIANCE

Contributing Materials to the Global Digital Library – A Step by Step Guide for Bloom Software Users

GLOBAL DIGITAL LIBRARY – digitallibrary.io

The [Global Digital Library](http://digitallibrary.io) (GDL) is a web platform where high-quality books can be accessed, printed, translated, and used in and out of classrooms worldwide. It is free to use and open source, meaning that the content and illustrations of the books are free for use by anyone, anywhere on any device, can be printed for home or commercial use, translated into any language, or adapted to fit different purposes. This also means that all content submitted to the GDL must be openly licensed under Creative Commons (CC-BY or similar). The GDL uses the ePUB format since it is the most widely used and supported eBook format. Therefore, books submitted to the GDL must be in the ePUB format. The remainder of this document tells you how to prepare your Bloom books, export them in the ePUB format, and submit them to the GDL.

The following steps detail how to contribute reading materials that have been developed in Bloom to the Global Digital Library. The process consists of the following steps:

1. Checking accessibility (for books designed to be accessible)
2. Providing Metadata
3. Saving the books as ePUB
4. Submitting to the GDL



STEP 1: CHECKING ACCESSIBILITY

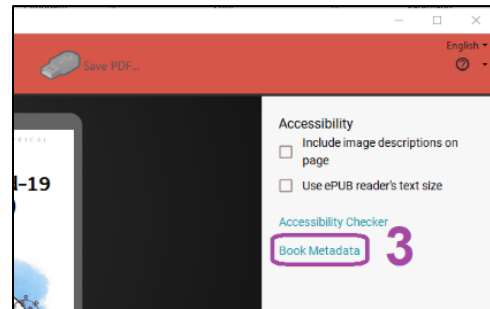
The GDL asks all projects that develop content for the platform to comply with common accessibility guidelines, for example the [Web Content Accessibility Guidelines](http://www.w3.org/WAI/standards-guidelines/webcontent/). Checking your books for accessibility will help ensure that all, including those with disabilities, are able to access your books. Read *Creating Accessible Books with Bloom* for more on creating accessible books.

STEP 2: PROVIDING METADATA

Metadata, or information about the book (e.g. author, title), is needed to describe the content of your submissions. Books must be submitted together with their metadata. With Bloom, you can add the metadata to the book itself (see Step 2a), or you can add it to a metadata spreadsheet (see step 2b) that you will submit with your books. It is best to add the metadata to the book itself (step 2a), but it is acceptable to provide all of it in the spreadsheet (step 2b).

Step 2a) Adding Metadata using Bloom's Book Metadata Tool

Metadata, or information about the book, is needed to describe the content of your accessible books. With Bloom, you can add the metadata to the book itself. To access Bloom's "Book Metadata" Tool, select your book, click on the "Publish" tab, then click on ePUB as your publishing option, as described above. Bloom will create a preview of the ePUB. After Bloom has created the preview, you will be able to click on the "Book Metadata" button and a dialogue box will open.



Bloom will provide some of the book's metadata automatically, and you will fill in the remaining fields. The metadata fields in Bloom include: Author, Summary, Typical age range, Reading level, Subjects (dropdown menu), Accessibility level, and Level certified by. You can also indicate whether your book has any Flashing Hazard or Motion Simulation Hazard and whether your book has any Accessibility features (image descriptions and/or sign language).

For Accessibility level, please select either Level A, Level AA, Level AAA Conformance, or None. (The ACE by Daisy checking tool will tell you which level the book meets. Click OK. Bloom will generate a new book preview.

2b) Prepare a Metadata Spreadsheet

Please create a spreadsheet using our metadata template. If you added metadata to the book using Bloom's Book Metadata Tool, you will only need to provide the English title, whether it is a classroom or library book, the file name for the image of the book's cover, and the filename for the ePUB file. You can optionally provide the year published and the publisher. If you did not do step 2a and add the metadata using Bloom's software, you will need to **input the following required information for each book in the columns provided:**

- **Title (English)**
- **Title (In the language of the book)**
- **Author**
 - If not an individual, this can simply be the project name

A screenshot of the 'Book Metadata' dialog box. It contains the following fields and options: 'Picture' with a globe icon; 'Name' set to 'Avoid Covid-19 (Africa)'; 'Number of pages' set to '7'; 'Language' set to 'en'; 'License' set to 'http://creativecommons.org/licenses/by-nc/4.0/'; 'Author' with an empty text box; 'Summary' with a text box containing 'Basic information on how to avoid Coronavirus (Covid-19) (version 2)'; 'Typical age range' with an empty text box; 'Reading level' with an empty text box; 'Subjects' with a dropdown arrow; 'Accessibility level' set to 'None' with a 'What's this?' link; 'Level certified by' with an empty text box; 'Hazards' section with 'Flashing Hazard' and 'Motion Simulation Hazard' checkboxes; 'Accessibility features' section with 'Has Image Descriptions' and 'Sign Language' checkboxes. At the bottom are 'HELP', 'OK', and 'CANCEL' buttons.

- e.g. Pakistan Reading Project
- **Description**
 - This should be in the language of the book (e.g. if the book is in Urdu, the description also should be in Urdu).
 - Example for an English book: The three mice brothers can't wait to visit the carnival. They ride toy cars, go on the Ferris wheel, and visit the balloon shop. After some time, they realize their youngest brother is missing! Where can he be?
 - For classroom materials, the description may be simpler. For example: Decodable Set 1, Book 3
- **Classroom vs Library Book**
 - If the materials you are submitting are used as instructional content in classrooms, or if they are approved for use in schools, for example, decodable texts for children learning to read, then they are classified as "Classroom" books.
 - If the books are storybooks, or other supplementary reading material and are not specifically designed for use in classrooms, then please choose "Library Books" for this column.
- **Language Code**
 - Consult [this list](#) to find your language code
 - E.g. if your book is in Urdu, you will enter "ur" in this column
- **Creator**
 - Provide the donor, funder, or other commissioning agency. It may be necessary to discuss with the ministry of education and other stakeholders as to how to complete this field.
 - E.g. USAID
 - E.g. Ministère de l'Éducation, République du Sénégal
- **Cover of Book – File Name**
 - Please provide the actual file name of the cover of the book that is uploaded to the shared drive.
 - E.g. PRP_lamKiran_cover.png
- **Interior of Book – File Name**
 - Please provide the actual file name of the cover of the book that is uploaded to the shared drive.
 - E.g. PRP_lamKiran.epub
- **License**
 - Most of the files on the GDL use an "[attribution](#)" (or [CC-BY](#)) license. This means that the material can be shared, altered, translated and reused, but must be attributed to the original creator(s). Other accepted licenses include: [CC BY-SA](#), [CC BY-NC](#), [CC BY-NC-SA](#). The GDL cannot accept copyrighted materials or licenses that do not allow for derivative work.

- E.g. CC BY 4.0
- 4.0 refers to the version of CC BY. Creative Commons updates its language and terms periodically and this number increases over time.

When possible, it is recommended to use the GBA Metadata Template. Sample:

Project Name	Pakistan Reading Project								
Organization	IRC								
Country	Pakistan								
Required Fields									
Title in English Title in the lang If no listed a Description of the story, i f the books i Language Ct Donor, fur Image file for the cover of the bc file name of the eBook, ends with Creative Con									
Title:en	Title	Author	Description	Classroom or Library Book?	Language Code	Creator	Cover of Book - File name	Interior of Book - File name	License
Dewal aeen kuja bandee 2	ديوال ء كجا بندين	Pakistan Reading Project	موکل ء روچ ء سرچمیں ميگ ء مردم يکجاہ آت آنت۔ کيشہ ايش آت کہ ديوال ء روڈرانک ء بہ بندين يا روپرکت ء۔ مزئين چيزيے چست بوت، ہرکس ء لوٹ اٹ کہ مني گب زورگ بہ بيت۔ گڈسر ء درستان تپاک گرت۔ ديوال گجام نيمگ ء بندگ بوت؟	Classroom	bcc	USAID	PRP_Dewal_A_Kuja_Bandin_Level_2_Cover.png	PRP_Dewal_A_Kuja_Bandin_Level_2_interior.epub	CC BY 4.0
Dewal aeen kuja bandee 3	ديوال ء كجا بندين	Pakistan Reading Project	موکل ء روچ ء سرچمیں ميگ ء مردم يکجاہ آت آنت۔ کيشہ ايش آت کہ ديوال ء روڈرانک ء بہ بندين يا روپرکت ء۔ مزئين چيزيے چست بوت، ہرکس ء لوٹ اٹ کہ مني گب زورگ بہ بيت۔ گڈسر ء درستان تپاک گرت۔ ديوال گجام نيمگ ء بندگ بوت؟	Classroom	bcc	USAID	PRP_Dewal_A_Kuja_Bandin_Level_3_Cover.png	PRP_Dewal_A_Kuja_Bandin_Level_3_interior.epub	CC BY 4.0

If the information is available, the following fields are appreciated, using English numerals (e.g. 1, 2, 3):

- Year published – e.g. 2019
- Publisher – e.g. Pratham Books
- Level – 1 is for beginning readers, 2, 3, and 4 increase in difficulty. These levels roughly correspond to grade levels in many school systems.
- Story themes - e.g. gender, race, inclusion

METADATA & LICENSING Q&A

Q: What is the difference between the Creative Commons CC licenses?

A: All of the accepted licenses allow for download, use, and remixing of the content. This allows for translation and adaptation of content. Page 11 of this guide has more information:

- CC-BY – “Attribution” - If content is adapted or remixed, it must be attributed to the original creator.
- CC-BY-SA – “Attribution Share Alike” – If content is adapted, it must be attributed to the original creator and must be released under the same license.
- CC-BY-NC – “Attribution NonCommercial” – If content is adapted, it must be attributed to the original creator and must not be used for profit or financial gain.

- CC-BY-NC-SA – “Attribution NonCommercial Share Alike” – If content is adapted, it must be attributed to the original creator, must not be used for profit, and must be released under the same license.

Q: My books are licensed with CC BY 4.0 but I’m seeing others listed as CC BY 3.0. What is the difference?

A: The 4.0 refers to the version of CC license. Creative Commons updates its language and terms periodically and this number reflects the version of the license. All new materials should be licensed under the most up-to-date version of the CC license.

Q: Who chooses which license to use?

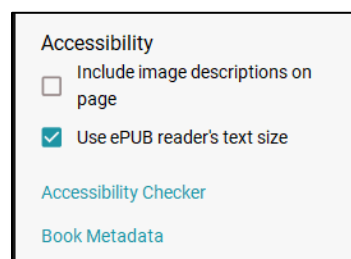
A: For donor-funded reading materials, licensing is generally an agreement between the donor who commissioned the work and the implementing partner who created the work, in coordination with the Ministries of Education or other government bodies who may have been involved in creating or approving the work. Many contracts awarded by USAID and other donors require materials produced to be openly licensed. The GDL recommends the least restrictive CC license (CC-BY) since it allows for maximal remixing, including updating content, translating, and adapting for context. This allows materials to be more flexible, and improved relevance and reach. Most USAID-created materials are licensed under CC-BY.

Q: Do I need to apply for a CC license? What is the process?

A: You do not need to apply for a CC license. Placing the words for the appropriate license (CC-BY, CC-BY-SA etc.) in the metadata spreadsheet is sufficient. There is no fee, and no administrative process beyond agreeing with the creator of the materials that they should be openly licensed, and declaring them so. The GDL will take care of the rest.

STEP 3: SAVING THE BOOKS IN EPUB FORMAT

Once you done accessibility checks and taken care of the metadata, you are almost ready to save your ePUB file. The final step is to make sure that “Use ePUB reader’s text size” has been checked. That will allow people viewing the ePUB later to change the size of the text. When you check that box, Bloom will create a new ePUB of your book.



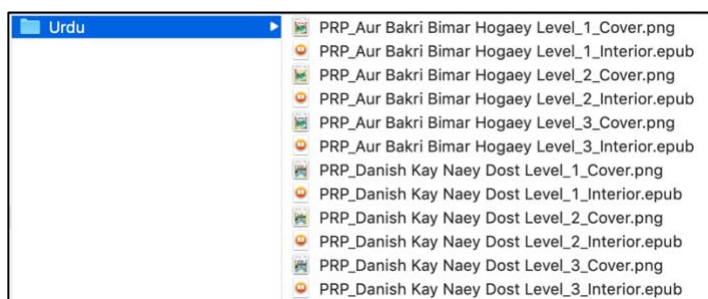
Now you can save the ePUB file. As before, click on the Publish tab (1), click on ePUB (2), and after the preview has been generated, click on Save (3). You will browse to the folder of your choice and save the file.

You also need to **provide an image of the book cover** separately to allow the books to show up correctly in the GDL “book shelf” display. You can create that by making a “screenshot” of one of the book’s cover images. You may find it helpful to create a PDF of the book and take the screenshot from the book’s cover. (Note: it is preferred that cover images do not contain text in them. The reason for this is that books are often translated on the GDL, so if the cover image contains images of text from a given language, then upon translation the cover image will not match the new language.) The book cover must be in .PNG format.



Once you have the file names for the books’ cover images and ePUB files, add that information to the metadata spreadsheet.

Please place all files in a single folder. This includes cover images, ePUB files, and the metadata spreadsheet. This makes the uploading process much simpler. An example is shown below:



Once all of the files have been added to a single folder, please place them in an online storage location such as Google Drive or Dropbox. The Global Book Alliance can provide online storage if needed.

STEP 4: SUBMITTING TO THE GDL

Before submitting your books to the GDL, please double-check that your submission is complete. Here are questions you should answer:

Are your books in the correct format?

- Cover of book has been converted to an image file (.png)
- Interior of book is in eBook format (.epub)
- Files for covers and interiors are in one folder

Did you provide the following information (or metadata) for each book?

- Title in English

- Title in the language of the book
- Author (or project)
- Description (1-3 sentences in the language of the book)
- Classroom vs Library Book designation
- Language Code
- Creator
- Book Cover – File name
- Book Interior – File name
- License designation (e.g. CC BY)

For the submission as a whole, did you provide the following information (note these are on the metadata spreadsheet)?

- Project name
- Submitting Organization
- Country for which the materials were developed

Are your files organized?

- Files for book interiors and covers for all books are in a single folder
- The metadata spreadsheet is in the same folder as all of the files.
- The folder is in online storage, accessible to GBA staff (see below for contact details)

Once you have double-checked your submission, email the link to the folder where the files are located to comms@globalbookalliance.org. The Global Book Alliance in Action (GBAIA) project and can answer any questions and provide further guidance if needed. If you would like help transferring your materials, the GBA can also provide online storage.

We thank you for submitting your materials to the Global Digital Library. Your materials will become publicly accessible on the GDL, both for digital access and for print. We will coordinate with you during the process and alert you when the upload is complete.