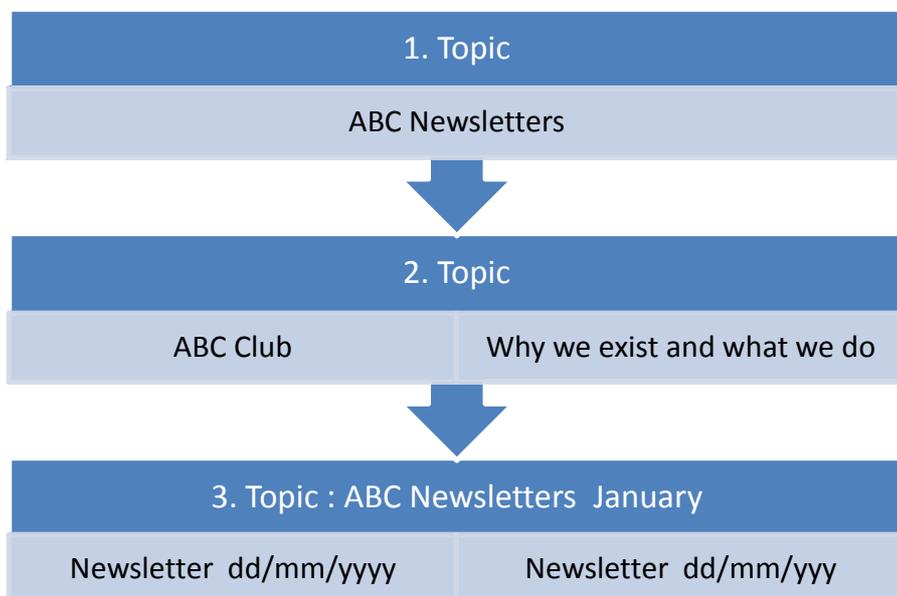


Club Newsletters in Kete

Clubs can use Kete to distribute and store newsletters

While you can do this in more than one way the following is recommended :

1. Create a Topic for the club newsletters.
2. Create a Related Topic for each newsletter
3. If you could link the newsletter topic to a Top for the Club and write about your clubs aims etc.



To attach a document follow these steps :

1. After you have created the Topic you will now be able to add a related item.
- 2.

The screenshot shows the Kete Rotorua website interface. At the top, there is a navigation bar with links for Home, Browse, About, Help, Add Item, and Add Basket. A search bar is located on the right. Below the navigation bar, there is a section for 'Music at the Rotunda' with a 'Topic' heading and a description. To the right of the topic description, there is a 'Related Items (0)' box with a 'Create' link highlighted by a blue arrow. The 'Create' link is part of a set of options: 'Create | Link Existing | Remove | Restore (0) | Import Set'.

To the right you will see a box entitled "Related Items", Click the Create link

Select: Document from the *Add a?* menu

The screenshot shows the Kete Rotorua Library website. At the top, there is a navigation bar with 'Home', 'Browse', 'About', 'Help', 'Add Item', and 'Add Basket'. A search bar is also present. Below the navigation bar, a green banner asks 'What would you like to add that relates to Music at the Rotunda? Where would you like to add it?'. The 'Add a?' dropdown menu is open, showing options: 'Document', 'choose item type', 'Topic', 'Image', 'Audio', 'Video', 'Web link', and 'Document' (highlighted). Below the menu, the 'New Document' form is visible, with a note about embedded metadata and a 'Privacy' section with 'Public' and 'Private' options.

In the *Title* field type the edition of the newsletter.

This screenshot shows the 'Description' and 'Tags' sections of the form. The 'Description' field has a rich text editor toolbar. Below it, there is a 'Path' field and a note about security. The 'Tags' section has a text input field and a 'Browse...' button. The 'Upload Document' section has a 'Browse...' button. The 'License' section is partially visible at the bottom.

In *Description* box you could give a brief introduction to the items in the newsletter or leave it blank.

In the *Tags* box you could just use title of the newsletter and club identity e.g. Newsletter mmm/yyyy, ABC Club
If you already have items in Kete the database will find your previous tags and they will pop up in a small yellow box or in a menu, just click the appropriate one.

In the Upload Document box, click **Browse** button, this will

allow you to find the saved document in your computer files.
Select the file a 'pdf' file is best.

This screenshot shows the 'License' section of the form. It features four Creative Commons license options with icons and links to view the license details. At the bottom, there is a 'Create' button.

Choose a Creative Commons Licence see extra pages

Click **Create**

Licences explained

Introduction

Creative Commons licences make it easy for you to share your copyright works. The six Creative Commons licences ensure that others can copy and distribute your work, provided they give you credit — and only on the conditions you specify.

Produced by the expert Creative Commons Aotearoa New Zealand legal team, the New Zealand Creative Commons licences are legally robust, free of charge and easy to understand. For other resources explaining the licences, including brochures and videos, [visit our Resources page](#).

There are hundreds of millions of items made available under a Creative Commons licence. Licence users include the White House and the New Zealand Government. For examples of other New Zealand licence users, you can read our [case studies of licence users](#). You can read case studies specific to your area of interest via [our projects pages](#).

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Each Creative Commons licence is expressed in three 'layers':

- Commons Deed. This is a 'human-readable' plain-language summary of the licence, with relevant icons. This means that others will be able to easily understand the range of permissions you are allowing.
- Legal Code: This is the 'lawyer-readable' licence, with full legal terms.
- Digital Code: This is a machine-readable translation of the licence that helps search engines and other applications identify the licensed work, ensuring that others will be able to find your work.

If you work at a government agency, please note that the New Zealand Government Open Access and Licensing framework adopts the 3.0 New Zealand Creative Commons licences.

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There are four Creative Commons licence elements.



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