

Frequently Asked Questions

Q: *Can anybody access the CMHI Digital Library?*

A: Yes. The CMHI Digital Library is housed on an open-access Web site (www.cmhi-library.org).

Q: *Where did the materials on the library come from?*

A: Some materials came from the National Evaluation Team's archives and some materials were submitted by system of care communities and program partners. Materials have also come from conferences and/or trainings.

Q: *Who can submit materials to the CMHI Digital Library?*

A: Representatives from system of care communities previously or currently funded by the Comprehensive Community Mental Health Services for Children and Their Families Program may submit materials. Program partners may submit materials as well.

Q: *Where do I submit my materials?*

A: E-mail submissions to info@cmhi-library.org. If you have hard-copy materials and do not have scanning capabilities, please send an e-mail to info@cmhi-library.org for assistance.

Q: *What types of materials may I submit?*

A: Materials can include reports, presentations, articles, newsletters, etc. Materials should be high-level, finished products that you would feel comfortable sharing through an open-access Web site. Materials should be related to evaluation and/or social marketing.

Q: *Is there a limit to the total number of materials that may be sent from one grant community or program partner?*

A: Currently there is no limit to the number of materials that we will accept.

Q: *In what format do I need to submit the materials?*

A: Materials may be submitted in any format. However, please remember that materials will be converted to PDF files before they are uploaded to the library.

Q: *What if I submit something and then decide I want to take it down? May I retract something once it is submitted?*

A: To remove a document from the digital library, send a request to info@cmhi-library.org.

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Q: *Many of these materials are already posted on our system of care Web site. Should I send you these materials even though they are already accessible to the general public?*

A: This is at your discretion. For example, if you produce a monthly newsletter, you may want to submit one issue as an example of what your system of care community produces. Although links to grant community and program partner Web sites are posted to the CMHI Digital Library, users might not know to access materials there and may benefit from seeing an example of your social marketing products. An added benefit of posting materials on the CMHI Digital Library is knowing that the materials will be accessible beyond grant funding.

Q: *What about copyrighted materials? Are these publications available on the CMHI Digital Library?*

A: Since abstracts are not being used in a commercial enterprise, it is permissible for us to use abstracts without permission due to the research/scholarly nature of their use. An abstract and link to the article will be posted in this case.

Q: *I am looking for materials related to the program. Are such materials included in the digital library?*

A: Currently, the digital library includes four collections: Evaluation Findings, Evaluation Technical Assistance, Social Marketing, and Related Web Sites. At this time, we are only including materials that fall within these categories. Many of our program partners, however, may have archives of materials accessible from their Web Sites. Please refer to the Related Web Sites collection for a complete list of program partners.

Q: *May I adapt presentations from the CMHI Digital Library that I download?*

A: You may request a document in its original format by sending an e-mail to info@cmhi-library.org. If you choose to use portions of the presentation, you must cite the authors.

Q: *Are materials available in other languages? Can I submit materials in languages other than English?*

A: Some materials are available in Spanish and can be accessed by clicking the link to the Spanish Collection from our homepage. We can also accept materials in languages other than English.

Q: *Who do I contact if I have additional questions?*

A: Please e-mail info@cmhi-library.org.