**ORCID Instructions for NOIRLab Staff**

ORCID is a non-profit organization supported by a global community of member organizations, including research institutions, publishers, funders, professional associations, service providers, and other stakeholders in the research ecosystem.

**ORCID IDs** are unique researcher digital identifiers designed to provide a transparent method for linking researchers and contributors to their activities and outputs. They are required for certain publications, and they provide a way for you to maintain a listing of your publications. You own and control this identifier, which distinguishes you from every other researcher. You can connect your iD with your professional information: grants, affiliations, publications, peer review, etc.

The iD is an https URI that is compatible with the ISO Standard (also known as International Standard Name Identifier [ISNI]).

The ORCID website is at https://orcid.org.

NOIRLab Library Services encourages you to update your affiliation under NOIRLab with ORCID. If you do not already have an ORCID account, we urge you to sign up: both to take advantage of its benefits when compiling your bibliography and to make the tracking of your publications accurate and straightforward.

A listing of known NOIRLab Staff ORCIDs is available [here](https://orcid.org). The listing contains links to ORCID records.

![ORCID instructions](https://orcid.org)

**orcid.org home page**
Sign in / Register in System

Use Sign In/Register link on top right of home page (https://orcid.org).

Direct sign-in page: https://orcid.org/signin
Direct Register page: https://orcid.org/register

NOIRLab Affiliations

NOIRLab staff should have NSF’s NOIRLab (and their Program’s name where applicable) in their affiliation statement, using the form shown below:

AUTHOR_Name, Program_name, NSF’s NOIRLab, Site_address

The available options for Program_name and site_address are listed below.

Site Address Options (use the one that is relevant):

- Casilla 603, La Serena, Chile
- 670 N. A’ohoku Place, Hilo, Hawai’i 96720, USA
- 950 N. Cherry Ave., Tucson, AZ 85719, USA

Program Affiliation Options (not mandatory for inclusion):

- Community Science and Data Center
- Gemini Observatory
- Mid-Scale Observatories
- Vera C. Rubin Observatory
- SOAR Telescope
- US-ELTP

So, for example, a staff member at Gemini resident in Hilo, would write the following:

AUTHOR_Name, Gemini Observatory, NSF’s NOIRLab, 670 N. A’ohoku Place, Hilo, Hawai’i 96720, USA
Sample ORCID Record

Locating Individuals in the Registry

Simple Search: Use the Search box at the top right of the home page, https://orcid.org/

You can also perform an Advanced Search from the Search results page.
Adding Citations to Your ORCID Profile

You can add citations manually or import citations from elsewhere. See the information sheet, “Add Works to your ORCID record,” at https://support.orcid.org/hc/en-us/articles/360006973133-Add-works-to-your-ORCID-record.

ORCID and ADS

You can “claim” papers in ADS Bumblebee, and these papers will be imported into your ORCID profile and indexed in ADS, where they are then searchable by ORCID iD.

Searching by ORCID iD in ADS:

Claiming Papers in ADS

1. Log into your ORCID account.
2. Log into ADS account (https://ui.adsabs.harvard.edu/).
3. Click on “Account” (top right) and then “Settings” (dropdown menu) and then “ORCID” (navigation bar on left) to authenticate with ORCID to view ADS ORCID settings.
4. Search your name in ADS to identify your publications.

5. Click button “Claim in ORCID” underneath a search result to claim the paper.

6. You can also click the box to the left of each citation and then click on “Bulk Actions: Claim” in right column of screen.

7. More directions on the ADS/ORCID connection can be found at https://ui.adsabs.harvard.edu/orcid-instructions.