## EIFL/CARLIGH webinar for IR Librarians







#### Topic INSTITUTIONAL REPOSITORY MANAGEMENT

## eif KNOWLEDGE WITHOUT BOUNDARIES

#### Description

EIFL/CARLIGH webinar for IR Librarians on August 5 at 10:30 AM

Target group - Librarians, Faculty members, Researchers, IT staff, University administrators and anyone who is interested in scholarly publishing

Description: Core competencies in this area of emphasis will encompass a subset of the following:

- Collect, store, and preserve faculty, staff, and student intellectual output: A thorough understanding of the university's research strengths and student learning outcomes is necessary.
- Knowledge of and ability to apply publisher policies on archiving: Critical to IR management is a thorough understanding of copyright, particularly publisher archiving policies.
- Knowledge of and ability to apply metadata schemata: the IR Librarian must understand and have the ability to apply appropriate metadata schemata.
- Ability to develop policies:
- Reporting statistics in support of outreach and education:
   Usage data from the the repository may be used in outreach, instruction, and promotional efforts.



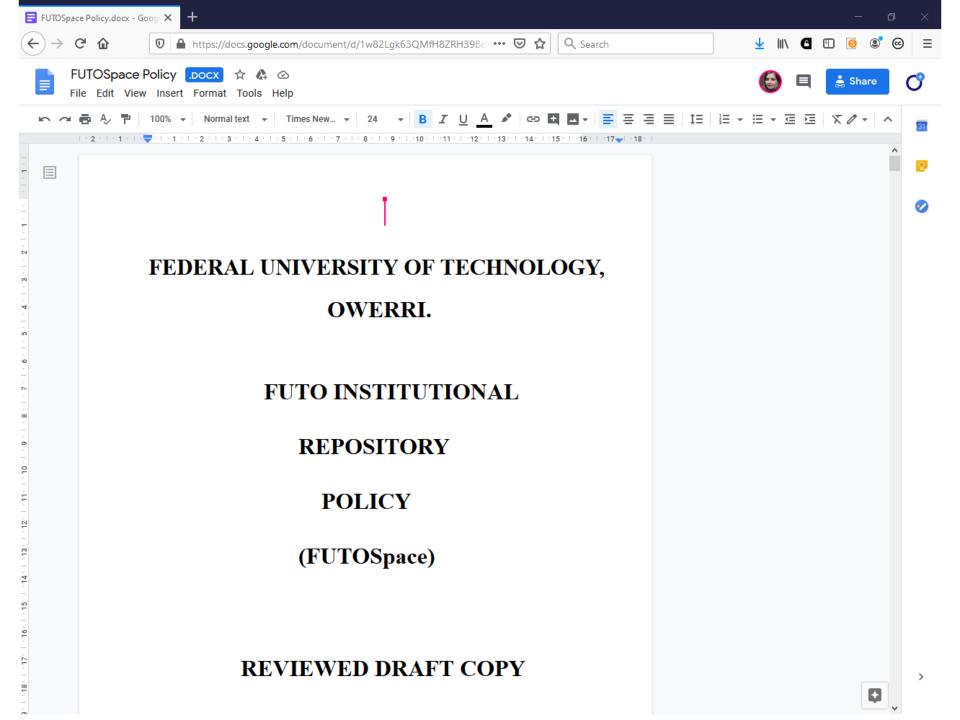
## Repository Manager

### **Ability to**

Manage the repository service by **identifying goals and future strategies for improvement** in the repository service

**Develop a repository content policy and workflows** to manage the capture, description and preservation etc. of repository outputs

Manage the day-to-day running of the repository including any mediated-deposit service (if required or possible) or self-archiving by authors





CHERRY - CHEmistry RepositoRY is the joint digital repository of the all departments of the University of Belgrade - Faculty of Chemistry.

The aim of the repository is to provide open access to publications and other research outputs resulting from the projects implemented by the Faculty of Chemistry and its departments

The repository uses a DSpace-based software platform developed and maintained by the Belgrade University Computer Centre (RCUB). The software platform is compliant with the OpenAIRE Guidelines for Literature Repositories v3.

The repository is supplied with the external application *Authors, Projects, Publications (APP)*, developed by the RCUB In APP, authors and funding information are presented as normalized entities. APP also enables metadata export and displays *Altmetric scores* and *Dimensions* citations.

User manual

#### Submission policy

#### Who may deposit?

In order to deposit content in the repository, you must be affiliated with the Faculty of Chemistry or the Innovation Centre of the Faculty of Chemistry and have valid credentials. The credentials will be assigned by the repository manager upon registration.

Please follow the submission guidelines.

All submissions must be approved by a repository manager.

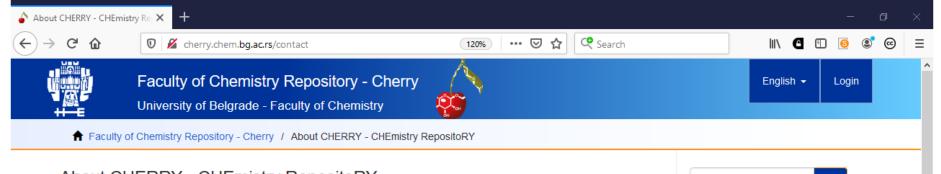
#### Registration

Registration is done by completing the registration form (please use an institutional email). Upon registration, the repository manager will assign the credentials, enabling you to deposit your work and access content that is not publicly available

#### Scope of Deposited Content

Deposited content can include but is not limited to the research outputs of the staff of the Faculty of Chemistry
and the Innovation Centre in any media and format, the publications of the Faculty of Chemistry, grey literature

All of DSpace
Institutions
Authors
Titles
Subjects



#### Supported Content Types

The following content types will be accepted:

- publications (including preprints);
- · dissertations;
- · masters and undergraduate theses;
- working papers and technical reports;
- · white papers and reports;
- · datasets:
- · conference presentations;
- · conference posters;
- course-based publications and training materials;
- images;
- · audio and video recordings.

This is not an exhaustive list. Contact us if you have any questions about materials.

#### Supported File Formats

The development team will seek to support as many file formats as possible. Although all formats can be deposited, it is recommended to use formats that are open and sustainable. The following formats are preferred for preservation reasons:

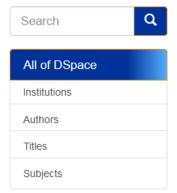
- Textual: PDF/A, TXT, HTML, XML, CSV
- Images: TIFF, JPEG 2000
- · Audio: WAVE, AIFF
- Video: MOV, Motion JPEG 2000
- Database/Spreadsheet: CSV, XML

#### Access

Each repository entry consists of a deposited document and the metadata describing it. Different access and reuse policies apply to metadata and deposited documents.

#### Metadata policy

On-line form: Feedback expected at Email: anadj@chem.bg.ac.rs





#### Metadata policy

The metadata are freely accessible to all, and freely reusable by all, under the terms of the CC0 license.

♠ Faculty of Chemistry Repository - Cherry / About CHERRY - CHEmistry RepositoRY

#### Access to Deposited Content

The deposited content (documents) will be made available to the public, except when forbidden by contracts, rights, or when embargoed for a limited time.

Each deposited item (document) is individually tagged with appropriate license.

#### Preservation policy

Metadata and files deposited in the repository are stored permanently. Content may be removed only in exceptional circumstances.

Records may be withdrawn from the repository in case of:

- · Proven copyright violation;
- · Plagiarism;
- · Falsified research;
- · Research containing major errors;
- Threat to national security.

Withdrawn items are not deleted per se, but are removed from public view. The metadata of withdrawn items will not be searchable. Withdrawn items' identifiers/URLs are retained indefinitely.

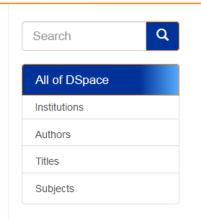
#### Version control

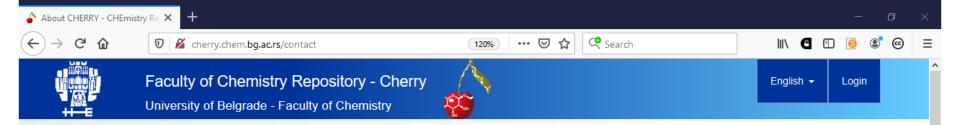
Changes to deposited items are not permitted. If necessary, an updated version may be deposited and the earlier version may be withdrawn from public view. If multiple versions of the same content are available in the repository, there will be links between earlier and later versions and the most recent version will be clearly identified.

#### Legal framework

By depositing their work, the contributors agree to give to the Faculty of Chemistry only the non-exclusive right to

On-line form: Feedback expected at Email: anadj@chem.bg.ac.rs





★ Faculty of Chemistry Repository - Cherry / About CHERRY - CHEmistry RepositoRY

#### Legal framework

By depositing their work, the contributors agree to give to the Faculty of Chemistry only the non-exclusive right to disseminate and preserve the content.

If the deposited content has already been published, copyright terms and other legal restrictions, such as publishers' embargo periods, must be respected. Any copyright violations are entirely the responsibility of the authors/contributors. To check publishers' self-archiving policies you may use SHERPA/ROMEO.

If the deposited content is unpublished, the author maintains copyright. The Faculty of Chemistry does not preclude publishing the documents in journals, monographs, or in other repositories. If you intend to publish the content, please check the publisher's policy on prior or parallel publication. To do this, you may use SHERPA/ROMEO.

#### Privacy

Whenever a user visits the repository, certain information is gathered and stored automatically. This information does not generally identify the user personally. Information that is automatically collected and stored when visiting the repository site includes:

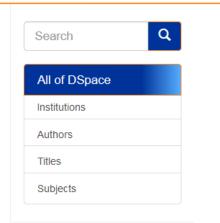
- the Internet domain and IP address from which the repository was accessed;
- the type of browser and operating system;
- date and time;
- pages visited.

This automatically collected information is only used internally for technical troubleshooting, to improve the usability of the repository, and to record aggregate statistics.

Google Analytics and Google Search Console are used to analyze the use of this repository. Google Analytics generates statistical and other information about the repository use by means of cookies, which are stored on users' computers. The information generated relating to the repository is used to create reports about its use. Google will store and use this information. Google's privacy policy is available at: http://www.google.com/privacypolicy.html.

#### Personal information submitted by users

The system collects personal information submitted during the deposit process. Submitted information will be used only for the purpose for which you submitted it, and will not be shared with third parties or used for commercial purposes.







#### PAGE TREE

- Home
- [Metadata]/Data Exchange Model Agreement [DRAFT]
- Institutional Open Access Policy[Draft]
- Metadata Guidelines [DRAFT]
- National Open Access Policy[DRAFT]
- POLITIQUE D'ACCÈS OUVERT DE [Nom de l'université/institut de recherche]
- POLITIQUE NATIONALE D'ACCÈS OUVERT [Pays]
- ToR for NREN-Library Collaboration [Template]

Dashboard

#### Institutional Open Access Policy[Draft]

Created by Omo Oaiya, last modified on Apr 28, 2019

#### INSTITUTIONAL OPEN ACCESS POLICY

#### 1. Aims and Scope of the Policy

The [Name of the University/Research Institute] commits to the advancement of science and the wide dissemination of knowledge to the benefit of society by adopting practices on open, reproducible and responsible research.

The [Name of the University/Research Institute] recognizes "openness" as one of its guiding principles and commits to promoting it by – among others – supporting and encouraging open access to publications and data and open science.

The [Name of the University/Research Institute] also recognizes that open access advances the principles of social justice through promoting a culture of open sharing, mentorship and skills development.

For this purpose, the [Name of the University/Research Institute] has defined the following policy that applies to all researchers active at [Name of the University/Research Institute]. In cases where research is funded by a third party, any agreement with that party concerning access rights, deposit and storage takes precedence over this Policy.

The Policy has been approved by [.....] and takes effect from [dd/mm/yyyy].

#### 2. Rights, Roles and Responsibilities

The [Name of the University/Research Institute] is responsible for:

- Supporting and empowering the transition to open access and open science through education, training and awareness-raising actions targeting researchers and other employees. Acquisition of open science skills should form an integral part of professional training and career development offered to researchers.
- Establishing (if one does not yet exist) an Institutional open access repository [Name of the Repository].
- Appointing a Research Data Officer responsible for all research data related matters, including but not limited to issues related to the development of Data Management Plans (DMPs) and compliance with national and donors policies.
- Developing and providing mechanisms and services for the storage, safekeeping, registration, deposition and distribution of research data and other records as well as their long-term preservation and providing appropriate guidance to researchers.
- Embedding open science practices in recruitment, research assessment and evaluation criteria, such as open access to publications and data, involvement in collaborative community science projects, the use of open educational resources etc.
- Monitoring policy compliance by comparing the content of the repository with information gathered from indexing services and through data on the use (access and downloads) per publication/ department/unit/ institute etc.
- 7. Having Intellectual Property Rights (IPR) and data protection policies and documentation as well as an open licensing policy mandating a coherent and comprehensive set of licences for releasing content and data.

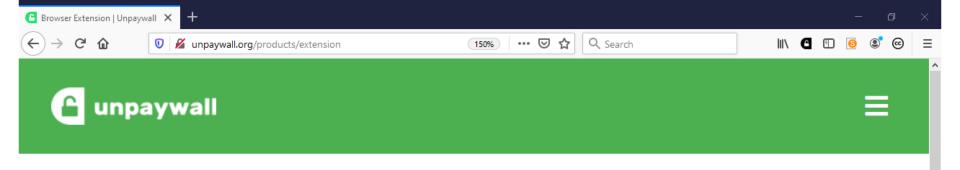
## Who needs help with repository policies?

### Ability to (2)

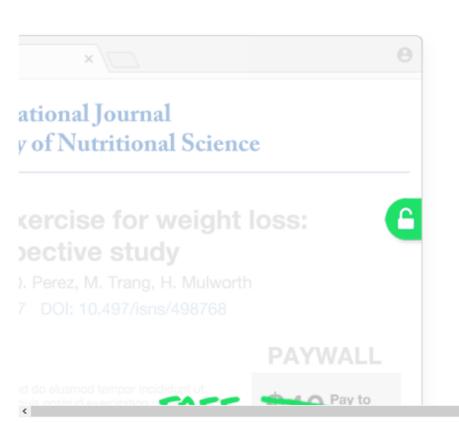
Coordinate and manage activities of repository personnel and coordinate repository development with associated departments

Increase the amount of items deposited in the repository by identifying suitable publications for deposit

Work with researchers on deposit of research outputs into the repository



https://unpaywall.org



# Read research papers for free.

Click the green tab and skip the paywall on millions of peer-reviewed journal articles. It's fast, free, and legal.

**ADD TO FIREFOX - IT'S FREE** 

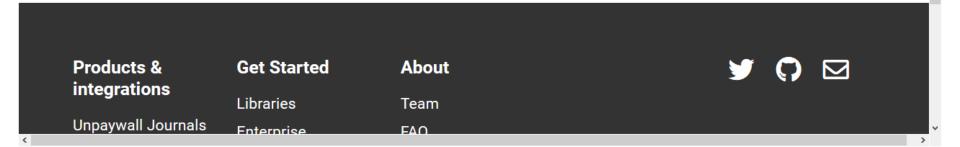


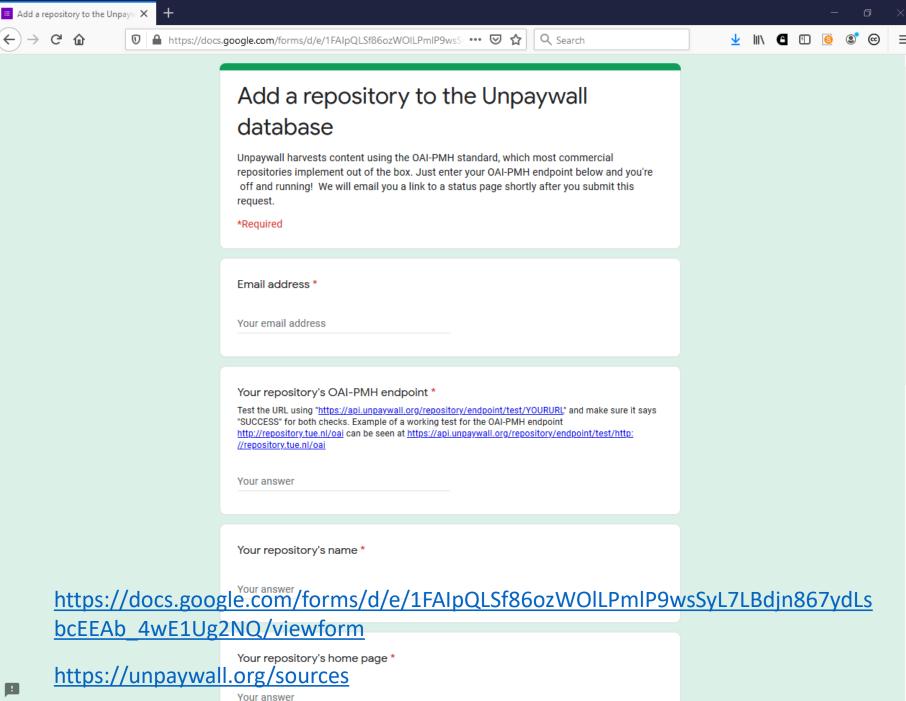
#### **Institutional Repository managers**

IR managers can use Unpaywall data to find OA resources that faculty have posted online, without depositing in their IR. These can be automatically ingested, significantly increasing IR coverage without needing to convince faculty to deposit. Repositories of all sizes have used Unpaywall data in this way. SwePub (national repository of Sweden) added 75,000 new OA records, increasing number of OA records by over 30%, while the smaller the Carleton University IR added 1000 OA records, doubling their fulltext coverage. There are a few good ways to access our data for this use case: download the whole dataset, check lists of records by DOI, or taking advantage of Unpaywall's integration into Dimensions, Web of Science, and Scopus.

Of course, this is just a very quick overview...if you have any questions, or want to use Unpaywall in a way that's not described here, please drop us a line and we'll be happy to help!

https://unpaywall.org/user-guides/libraries





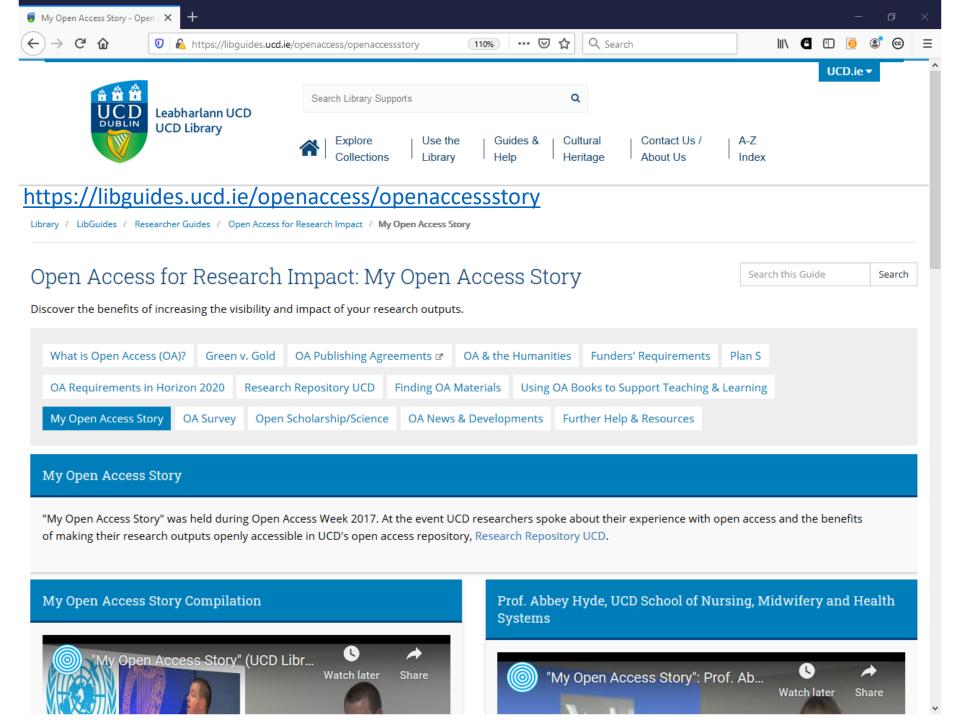
## How do you identify publications for deposit?

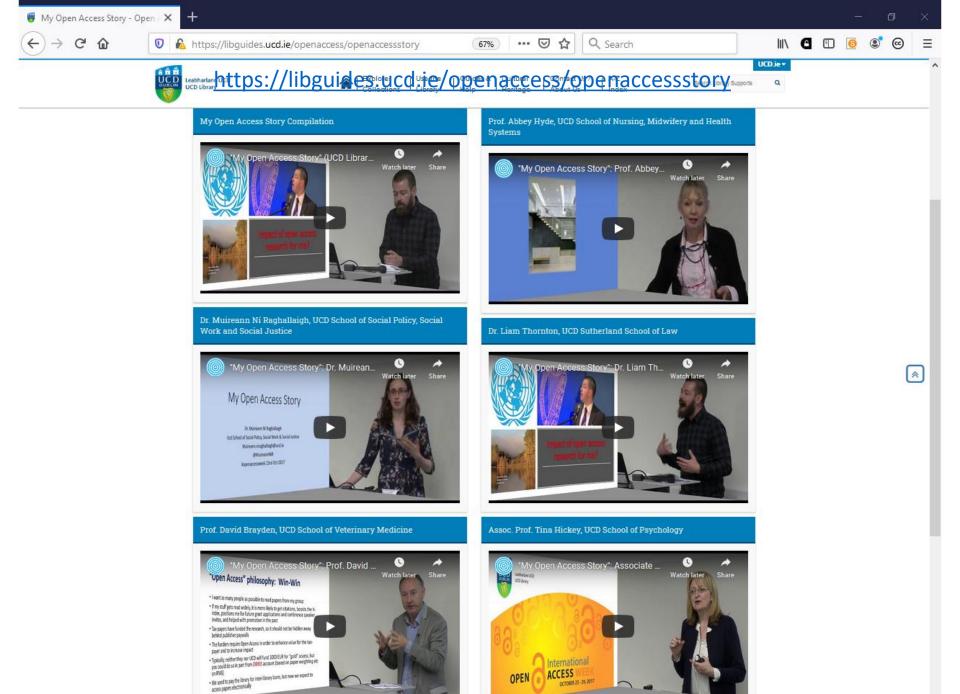
### Ability to (3)

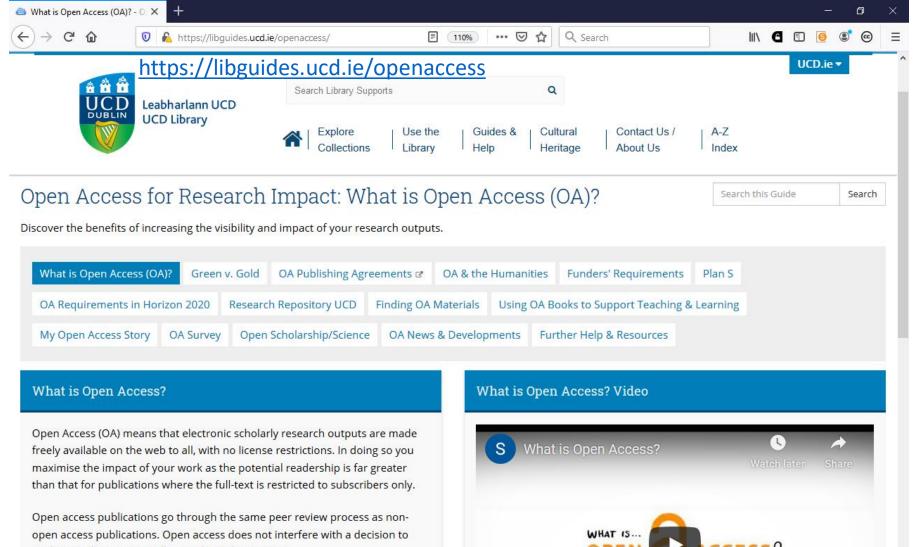
Liaise with publishers on issues relating to archiving policies including embargo periods

Monitor deposit, download and other usage indicators to identify the impact and success of the repository and areas for improvement in the service. Produce usage reports.

Manage user expectations to ensure that expected service delivery is achievable. **Handle comments, complaints, relationships**.







exploit results commercially, e.g. through patenting.

National Principles for Open Access Policy Statement, Ireland (2012)

The principles driving the Open Access Policy statement are that the outputs from publicly-funded research should be publicly available to researchers and to potential users in education, business, charitable and public sectors, and to the general public.



















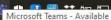










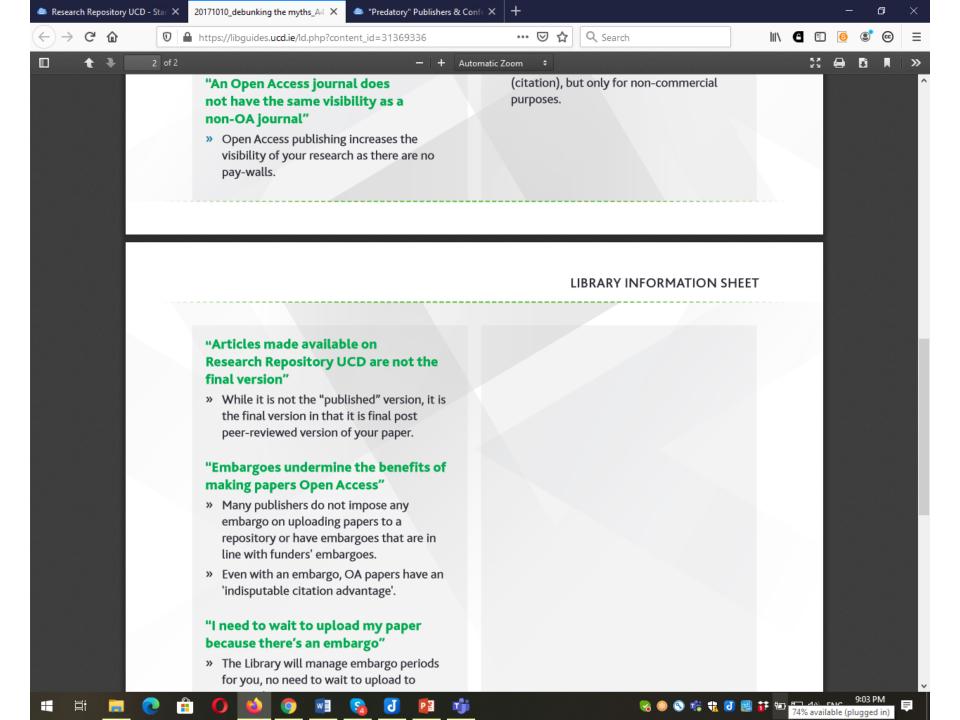














Collections

Use the Library Guides & Help

Cultural Heritage

Contact Us / A-Z About Us A-Z

Search Library Supports

UCD.ie ▼

- "Open access" is the practice of granting free web access to research articles, papers, book chapters, etc.
- "Green" open access means
   that uploading to an
   institutional repository is free
   for authors. It is sometimes
   referred to as "self-archiving".
   Research Repository UCD is
   UCD's "green" open access
   repository:
   http://researchrepository.ucd.ie,
   @ucd oa
- "Gold" open access is a channel provided by some publishers whereby authors pay a fee (known as an "article processing charge" or APC) to be published in their open access or hybrid access journal. The APC is typically in the range of €500 - €5,000.

#### Uploading to Research Repository UCD

 As part of the process of updating your author profile in the Research Management System (RMS) you can upload your article, paper, chapter etc. See the short video here:

#### Citation Advantage

#### RESEARCH IMPACT OF PAYWALLED VERSUS OPEN ACCESS PAPERS

This research presents data from the 1science oalndx on the average of relative citations (ARC) for 3.3 million papers published from 2007 to 2009 and indexed in the Web of Science (WoS). These data show a decidedly large citation advantage for open access (OA) papers, despite them suffering from a lag in availability compared to paywalled papers.

#### FINDINGS:

- Publishing in paywalled journals without green archiving is never an
  effective impact maximization strategy
- In total, and for all these fields, publishing in paywalled journals with no additional green archiving always yields below average citedness (the average being 1.0).
- Publishing in paywalled journals is the least impactful strategy overall, and the least impactful in 16 out of 22 fields.
- On average, open access papers produce a 50% higher research impact than strictly paywalled papers.
- In all these fields, fostering open access (without distinguishing between gold and green) is always a better research impact maximization strategy than relying on strictly paywalled papers.
- Having a green copy of a paper is the most impactful research communication strategy overall and the best strategy in 19 fields out of 22.
- Green is nearly always more effective than relying strictly on gold (20 out of 22 fields).
- Gold is the best strategy in biology and biomedical research and very close to green in clinical medicine (likely a reflection of the NIH and Wellcome Trust OA mandates).
- · Gold has the least impact in six fields.

The full article is available from the 1Science site (http://www.1science.com/oanumbr.html):

1Science

#### **Publishers**

Most publishers are very happy to co-exist with green access repositories and do not place embargoes in the way of immediate access. More information on this is available in our outline of the policies of the most common publishers of UCD publications:

 w Publishers' Copyright & Embargo Policies of the most common publishers of UCD publications



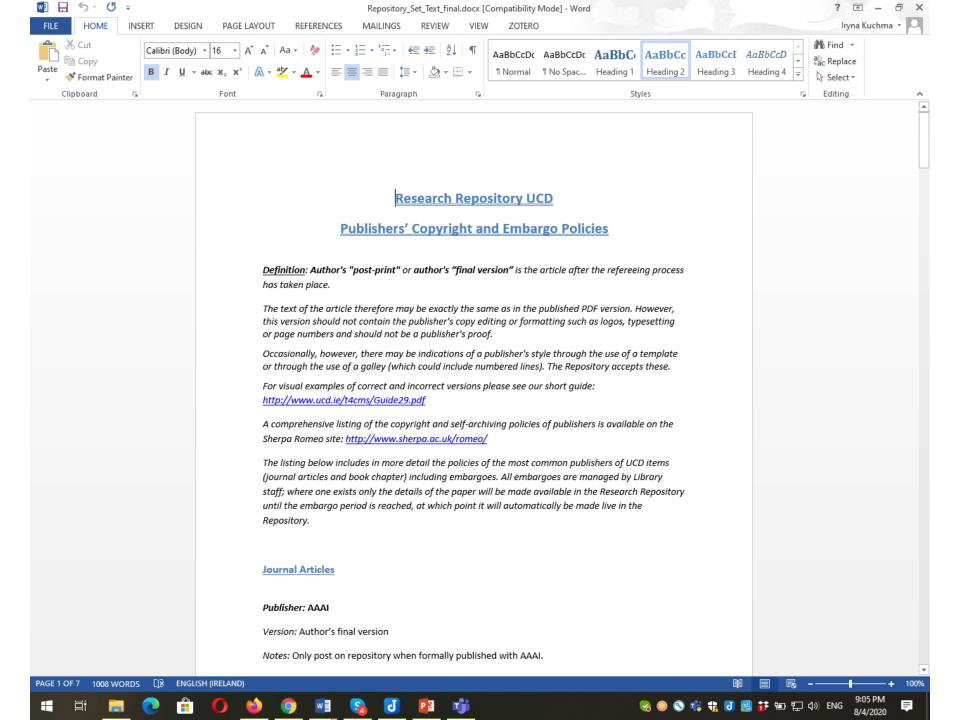
#### **More Information**

- For more information contact Joseph Greene, Repository Librarian: joseph.greene@ucd.ie
- Click on the link below for a PDF version of this Start Guide:
- Research Repository UCD Brief Outline

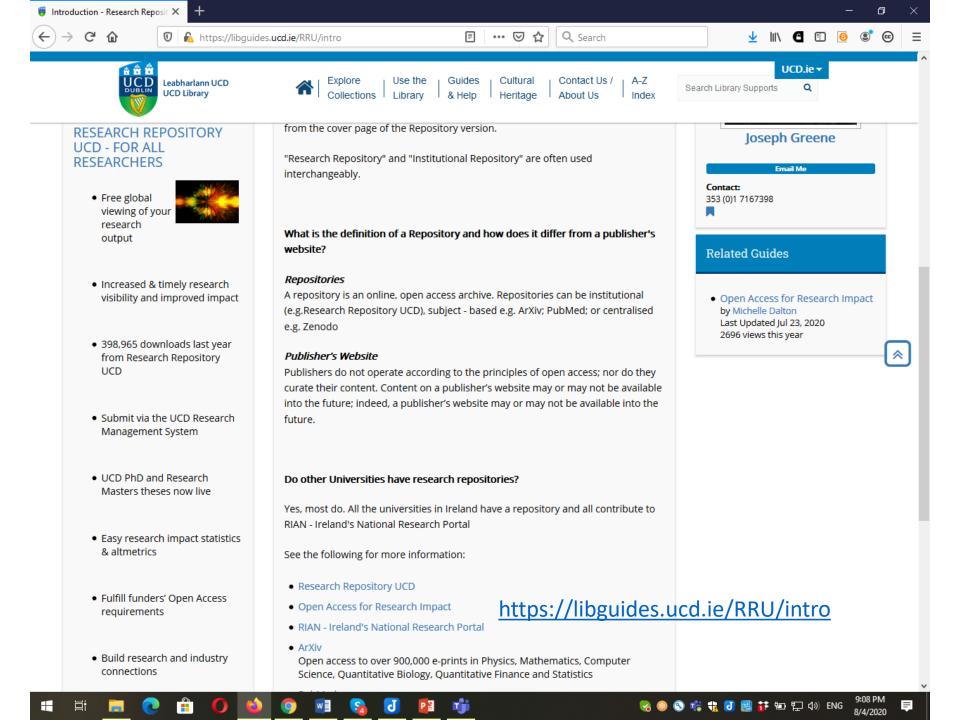
A short guide to the key benefits and mechanics of uploading to Research Repository UCD.

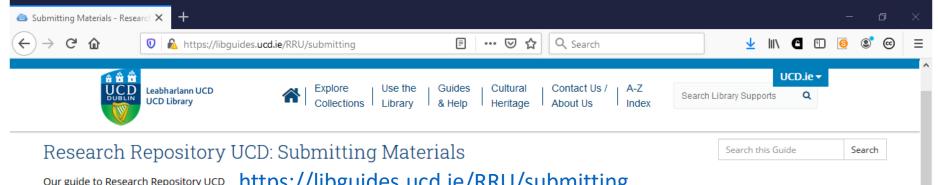
• Research Repository UCD (flyer)

Research Repository UCD Publicity Flyer

















http://researchrepository.ucd.ie

#### How Do I Submit Papers to Research Repository UCD?

Go to researchrepository.ucd.ie and click on the "Submit papers via the RMS" link in the top left hand corner. Log in using your UCD email address and the password you created, or if you have never signed in before, your staff ID.

If you have trouble logging into RMS Profiles contact rmssupport@ucd.ie

#### What Formats Are Accepted?

In order to facilitate UCD's commitment to open access and long-term preservation, we prefer PDF format with no password protection as this is a non-proprietary format, for which readers are freely available.

#### What If The Journal Title Isn't Included on the RMS?

You will need to contact rmssupport@ucd.ie in UCD Research to request the addition of your journal title.

How Do You Handle Items
That Are Linked to More than

#### How Do You Handle Multiple Authors?

If a UCD co-author uploads first then the item will appear in the Research Management System (RMS) as a "claimable" item, ready to upload to the Repository for all UCD co-authors. Only one author needs upload.

If the co-author is not in UCD then the general advice is for the first author to upload the paper to their repository.

#### Can I Submit a Large Number of Items?

It is possible to organise a "bulk upload" in some cases. The minimum requirement for this is 50 full-text PDF post-refereed author drafts of the papers.

Once you have collected the papers, you will need to list the items in a template spreadsheet:

• 🕱 Research Repository UCD - Bulk Upload Spreadsheet

This consists of simply listing the file name and the DOI for each paper. A free and easy-to-use tool for looking up DOIs en masse is available here:

#### Which Version of the Article Do you Require?

In order to comply with the copyright policies of the publishers, the version we require is the author's "post-print" or author's final version of the article after the refereeing process has taken place.

The text of the article therefore may be exactly the same as in the published PDF version. However, this version should not contain the publisher's copy editing or formatting such as logos, typesetting or page numbers and should not be a publisher's proof.

Occasionally, however, there may be indications of a publisher's style through the use of a template or through the use of a galley (which could include numbered lines). The Repository accepts these.

NB: Generally the publisher's PDF cannot be accepted. Authors should therefore seek to keep copies of suitable versions of all articles as part of their workflow.

To help end users find the published version we create a link to this in the record and also provide a suggested form of citation to the article/paper. In addition we add a cover sheet to each PDF where all the citation details are brought together, plus a link to the published version.

Going forward, you will need to ensure that you have the correct version saved for uploading to the Repository and that you factor this into your workflow.

For visual examples of the versions we can and cannot accept, please see our Versions Guide:

Research Repository UCD - Versions
 These examples illustrate visually the versions of items that we can and cannot accept into Research repository UCD.

What Version of the Book/Chapter Do You Require?

#### **Correct Version**

#### https://libguides.ucd.ie/RRU/correct-version

#### Residential Preferences of the 'Creative Class'?

Philip Lawton; Enda Murphy; Declan Redmond

School of Geography, Planning and Environmental Policy University College Dublin, Ireland

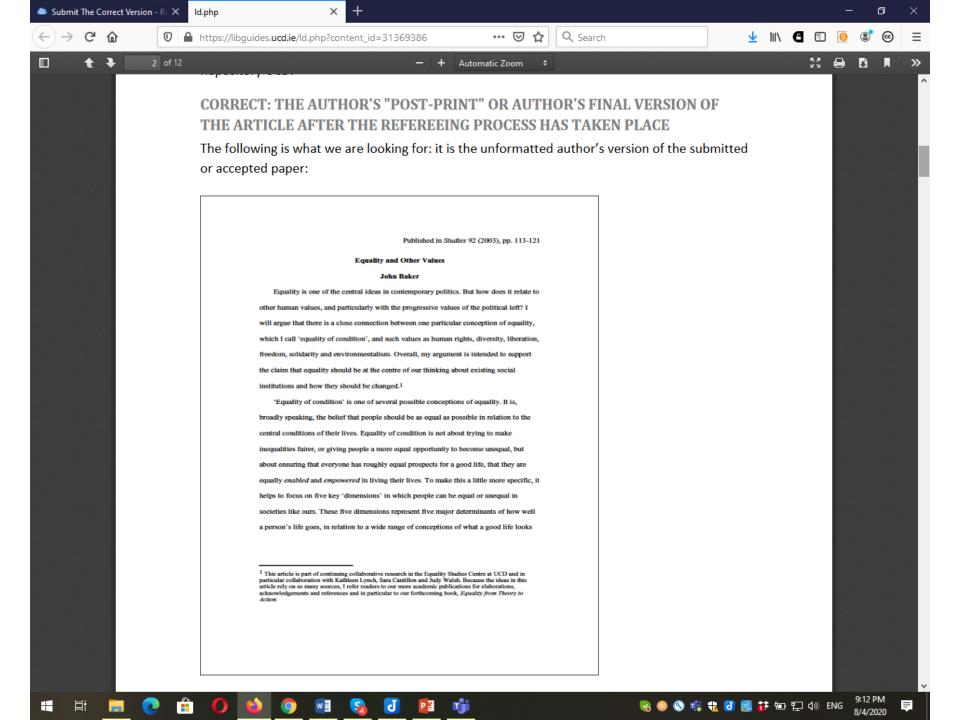
Abstract. The desire for 'vibrant', 'bohemian' neighbourhoods forms a focal point of the amenity preferences of Richard Florida's 'creative class' thesis. Here, a vibrant street culture, which includes cafes and restaurants spilling on to the pavement, is implied as being of key importance in the selection of a residential area for creative and knowledge workers. Drawing on quantitative and qualitative data, this paper examines the residential preferences of the 'creative class' in Dublin, Ireland. The results illustrate the continued importance of classic factors in residential decision-making, including housing cost, accessibility and travel-time to place of employment. Moreover, the results also illustrate how changes in the life-cycle, including the decision to have a family, have a direct influence on their residential location choice. While there is a tendency for younger workers to select the city centre, older workers predominantly opt to live in suburban areas with good transport connections to the city centre or their place of employment.

Key Words: 'Creative Class', Residential Preferences, life-cycle, classic location factors

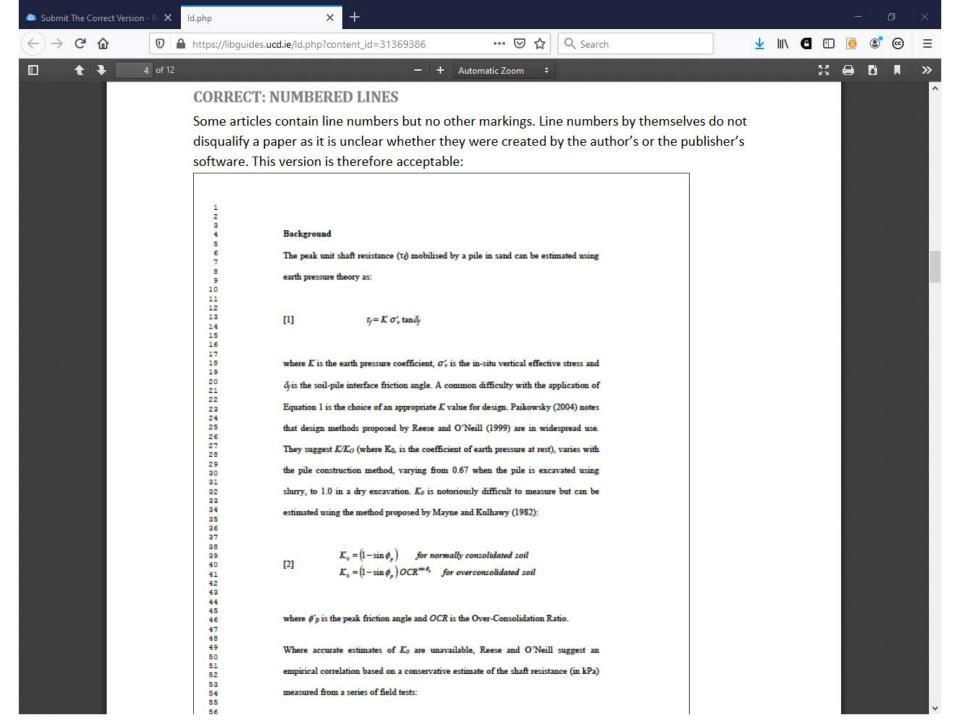
#### Introduction

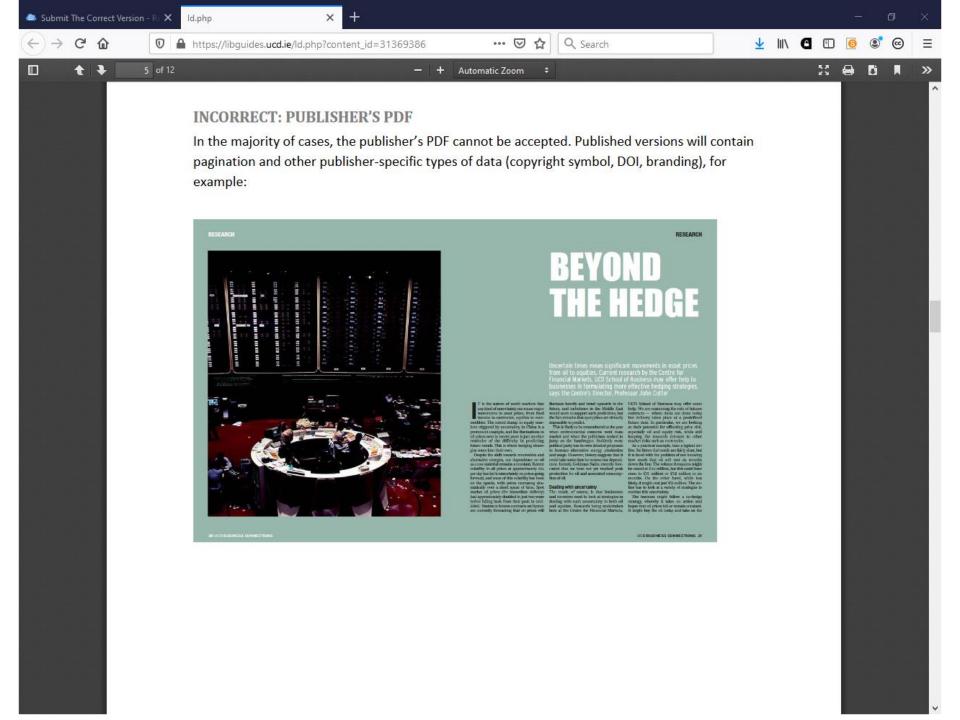
Over the past decade, Richard Florida's 'creative class' thesis (2002; 2005) has become a focal point of academic debate and urban policy formation (Scott, 2006; Evans, 2009). Florida (2002, 2005) sees the economic success of cities as being directly connected to their ability to attract and retain 'creative people'. Urban economic growth is therefore perceived as something relatively unrelated to 'classic' (or 'hard') conditions, such as the availability of job opportunities for

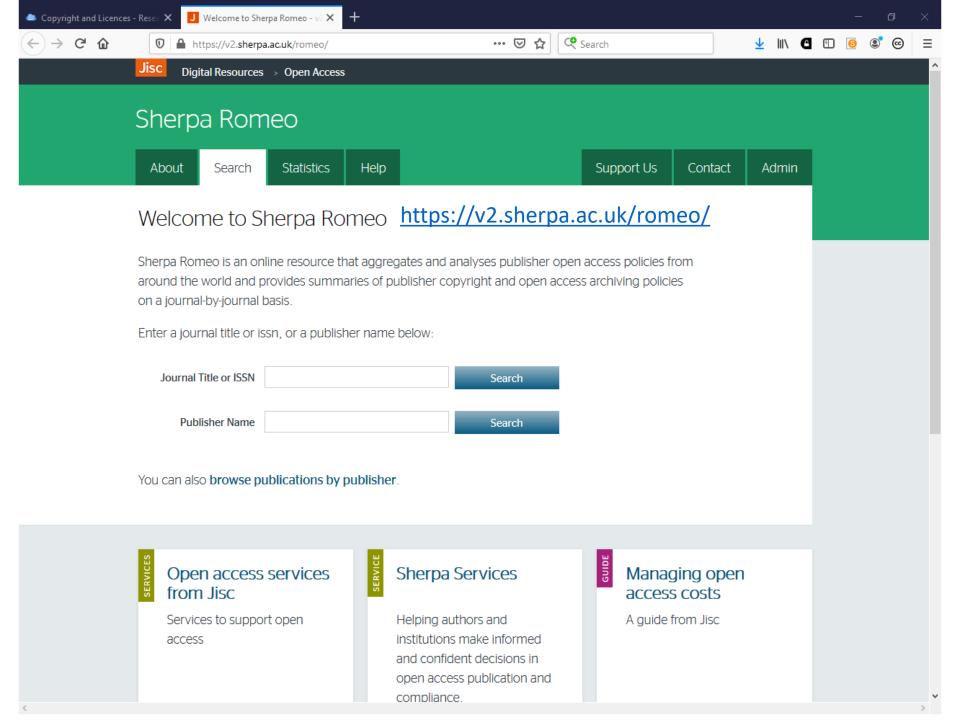


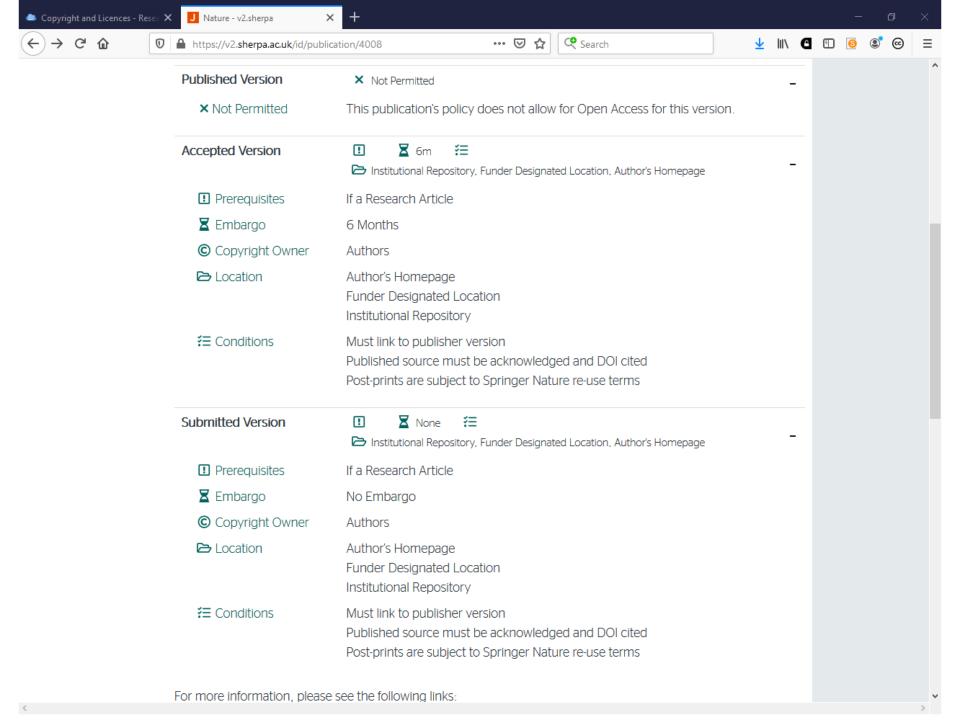


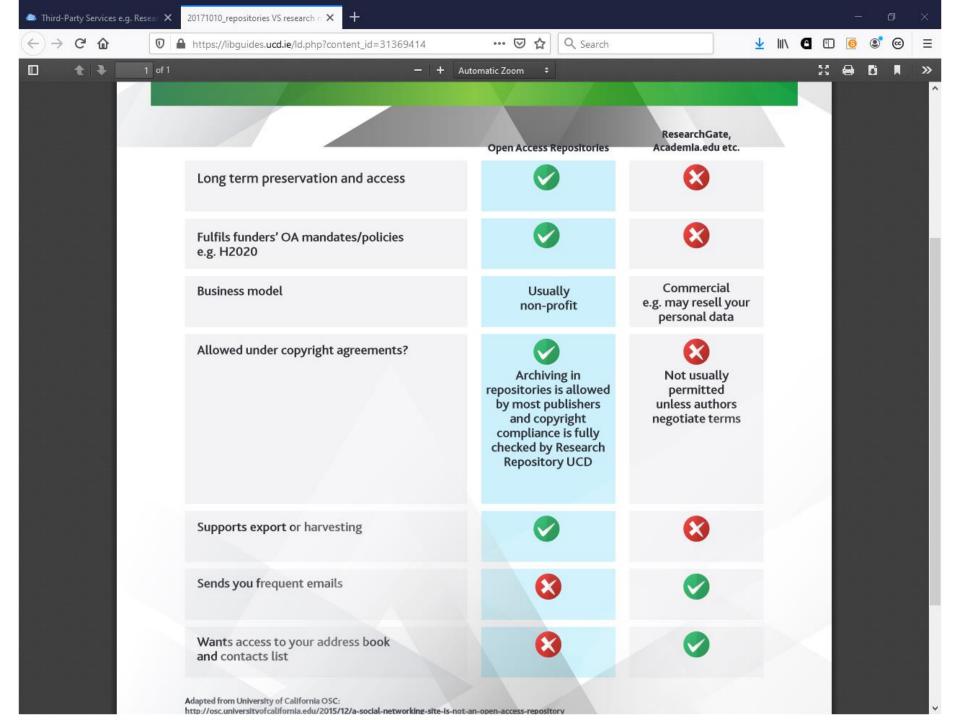


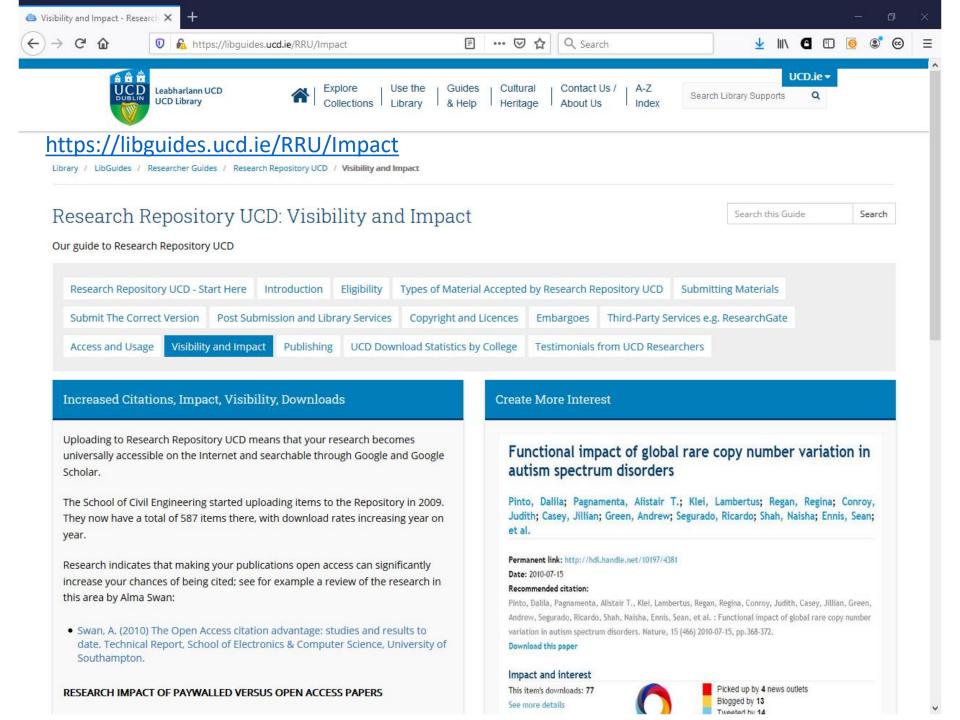


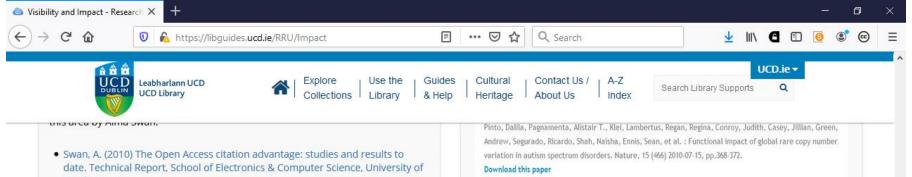












Southampton.

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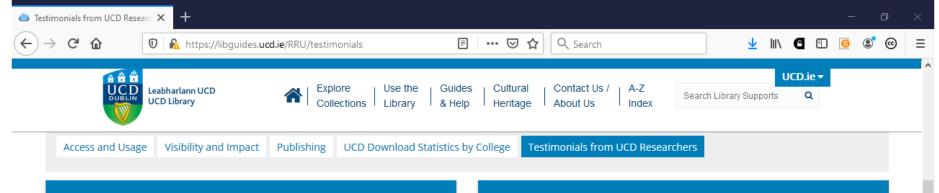
The full article: Research Impact of Paywalled versus Open Access Papers, is available at https://www.1science.com/1numbr/



#### Prof. Aidan Moran







#### Economics

"Given the time lag from creation to publication in academic journals, it is critical that my research is disseminated in a timely manner in order to have a real impact...placing my working papers in the UCD Repository ensures that it is freely available to both academics and non-academics, thus ensuring optimal impact and increasing the visibility of my research"

Dr. Orla Doyle UCD School of Economics

## Social Policy, Social Work and Social Justice

"Placing material in the repository is useful on a number of levels. In the first instance it demonstrates the volume of work we produce and highlights our areas of interest. Also, it provides access for anyone, anywhere to the material I generate. It provides academics like myself with a platform to share material that would generally be inaccessible otherwise for reasons of cost, copyright or general curtailment. Of particular interest for me is that it makes my material readily available to the public....."

Dr Valerie O'Brien School of Social Policy, Social Work and Social Justice

## **Physical Sciences**

"As most of my research is publicly funded, it is imperative that my results are publicly available. Open access removes barriers to access and encourages innovation and discovery, ultimately advancing knowledge. Open access has the added benefit of encouraging me to write papers with a wider audience in mind, hopefully improving the clarity and impact of our collaborative work. Research Repository UCD in particular provides increased visibility to my work and tools to track and manage these resources. Their team helps navigate all of the copyright issues, making it easy to add publications to the repository."

Dr. Brian Rodriguez Senior Lecturer, School of Physics

## Civil Engineering

"The repository has been central in boosting the impact of our research...it is a main driver in growing the citation statistics of our researchers"

Eugene O'Brien Professor of Civil Engineering

"... has made such an improvement in our dissemination efforts"

Professor Debra Laefer School of Civil Engineering

https://libguides.ucd.ie/RRU/testimonials



DSPACE EXPRESS

OPEN REPOSITORY

CUSTOM DSPACE

IOBS

CONTACT US

Atmire > Get in touch > Updates & articles > Wikipedia: assessing and maintaining links to your repository

## Wikipedia: assessing and maintaining links to your repository

03/08/2020

Find out which pages on Wikipedia are linking to your repository content.

Did you know that "No original research" is one of Wikipedia's core principles? In a nutshell, Wikipedia does not publish original thought. All material in Wikipedia must be attributable to a reliable, published source.

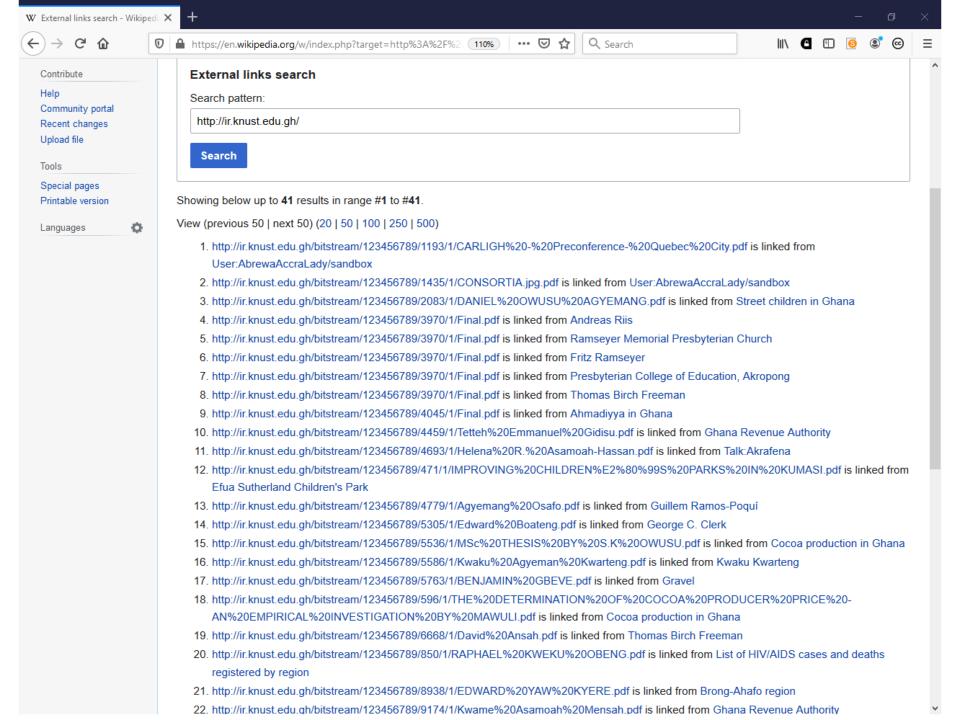
This is where your repository comes in and underlines why repositories are so valuable for Wikipedia. This is especially true for repositories that succeed in providing permanent urls for the content they host. The content, stored in repositories, acts as a knowledge and reference backbone for the world's most successful encyclopedia.

This article shows how you can identify links from wikipedia sites to your repository. Equipped with the knowledge of which pages on wikipedia, link to which pages in your repository, you can then actively assist in maintaining these links.

## Tutorial video



https://www.atmire.com/articles/detail/wikipe dia-assessing-and-maintaining-links-to-yourrepository?utm\_source=twitter&utm\_medium =social&utm\_campaign=wikipedia

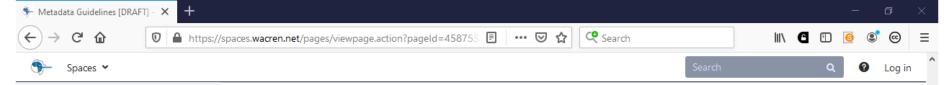


## Ability to (4)

**Ensure and monitor metadata quality** on the ongoing basis

Develop an advocacy programme to create a broad culture of engagement within the institution. Develop advocacy and publicity materials for use within the institution e.g. webpages, guides, FAQs and presentations

**Develop training programmes and materials** 





#### PAGE TREE

- Home
- [Metadata]/Data Exchange Model Agreement [DRAFT]
- Institutional Open Access Policy[Draft]
- Metadata Guidelines [DRAFT]
- National Open Access Policy[DRAFT]
- POLITIQUE D'ACCÈS OUVERT DE [Nom de l'université/institut de recherche]
- POLITIQUE NATIONALE D'ACCÈS OUVERT [Pays]
- ToR for NREN-Library Collaboration [Template]

## Optimal metadata

**Title (dc.title)** - the original wording, order and spelling of the resource title. Capitalize proper nouns only. [Punctuation need not reflect the usage of the original. Subtitles should be separated from the title by a colon. This instruction would result in Title:Subtitle (i.e. no space). https://guidelines.openaire.eu/en/latest/literature/field\_title.html]

Title in English, if different, in a separate field.

**Author(s)** (dc.contributor.author) - each author in a separate field. Use inverted name, so the syntax will be the following: "surname", "initials" ("first name") "prefix". For example Jan Hubert de Smit becomes <dc.creator>Smit, J.H. (John) de</dc.creator> . Use a standardised writing style for names, e.g. the writing style used by the publisher when this is available. If not, use the encoding of the APA bibliographic writing style as in a reference list when applicable. Generational suffixes (Jr., Sr., etc.) should follow the surname. When in doubt, give the name as it appears, and do not invert. Omit titles (like "Dr"). For example: "Dr. John H. de Smit Jr." becomes <dc.creator>Smit Jr., J.H. (John) de</dc.creator>

https://guidelines.openaire.eu/en/latest/literature/field\_creator.html

Advisor(s) (dc.contributor.advisor) - for example, thesis supervisor, which can be added when uploading bachelor thesis, doctoral thesis and master thesis.

Abstract (dc.description.abstract).

Abstract in English, if different, in a separate field.

**Date** (dc.date.issued) - recommended best practice for encoding the date value is defined in a profile of ISO 8601 [W3CDTF] and follows the YYYY-MM-DD format. In DSpace you could mention the year only for journal articles.

Digital Object Identifier (dc.identifier or dc.identifier.doi or dc.identifier.other), e.g. 10.1186/s13027-017-0170-5 or http://doi.org/10.1007/s12374-017-0088-x

Keywords (dc.subject) - each keyword in a separate field.

Language (dc.language.iso) in ISO 639 standard (2 or 3 letter code, e.g. en or eng for English).

Journal title / Conference title (dc.publisher) for journal articles / conference proceedings.

Journal volume and number (dc.relation.is part of series or dc.citation.issue, dc.citation.spage, dc.citation.epage).

Journal ISSN (dc.identifier.issn) / Book ISBN

**Type** (dc.type) - publication type. Indicate the type of publication based on a local repository vocabulary or use the info:eu-repo publication type vocabulary or COAR Resource type vocabulary to indicate the type of your resource (Appendix 1).

Access (dc.rights) - provide access information (e.g. Open Access). Use COAR Access Rights Vocabulary to indicate access rights to your resource

http://vocabularies.coar-repositories.org/documentation/access\_rights

-- open access

https://spaces.wacren.net/pages/viewpage.action?pageId=4587538

-- restricted access



## **Institutional Repository**

Upon completing this course, you will learn how an Institutional Repository increases the visibility of your paper by making it freely and globally available. It will also guide you through the process of uploading to the repository.

## Key generic messages to incorporate into local "How to Upload Instructions":

- Correct version Importance of working into researcher workflow (e.g. keeping the correct version of paper in separate folder).
- Library services Emphasise as time-saving for the researcher (plus it's library's area of expertise rather than the researchers) e.g. Copyright checking.

## **Outline:**

1 hour: How to upload to the Repository:

## **Programme**

- 11.00 Introduction (PowerPoint)
- 11.10 Questions & Answers
- 11.20 Uploading demo
- 11.30 Participants practice uploading own papers (will need to bring along the correct PDF version on a USB stick)
- 11.50 Feedback; questions and answers
- 12.00 Close

# Your advocacy and training programme

What works? What doesn't?

## Ability to (5)

Develop practical policies and procedures to ensure the repository becomes embedded in the research processes of the institution

Liaise with the Graduate School to encourage/ensure deposit of e-theses and to identify and address any potential copyright issues

## Ability to (6)

Promote the repository outside the institution as a showcase of the institution's work

Support the repository community through sharing experiences and contributing to community discussions as appropriate

## Repository Administrator

## **Ability to**

Customize, deploy, manage and update repository and associated software over time

Design and develop repository interface, structure and tools

Work with IT Services on the use of their storage and on backup requirements and procedures

## EIFL CHECKLIST: HOW TO MAKE YOUR DSPACE OPEN ACCESS REPOSITORY WORK REALLY WELL

This is an updated version of the checklist to help you get the best out of your DSpace open access repository

https://eifl.net/resources/eifl-checklist-how-make-your-dspace-open-access-repository-work-really-well

Home > Resources > EIFL checklist: How to make your DSpace open access repository work really well

NEXT RESOURCE →

#### ABOUT THE RESOURCE

TYPE: GUIDE

PUBLISHER: EIFL

AUTHOR: IRYNA KUCHMA, EIFL OPEN

ACCESS PROGRAMME MANAGER

DATE: JULY 2019

LICENCE: CREATIVE COMMONS

ATTRIBUTION 4.0 INTERNATIONAL

(CC BY 4.0)

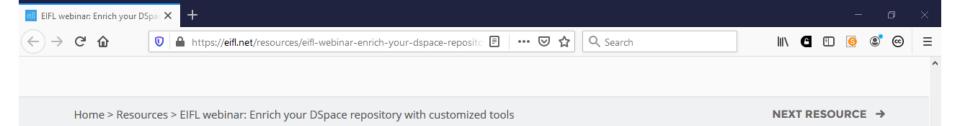
DOCUMENT LANGUAGE: ENGLISH

DOWNLOAD

EIFL developed this checklist to help repository managers and administrators, librarians and other support staff involved in managing scholarly output at research and educational institutions to enhance their DSpace open access repositories. DSpace is the most commonly used repository software in EIFL partner countries.

The checklist is a living document that we update periodically. It started with tips drawn from a series of webinars organized by EIFL with experts from the Institute of Development Studies (IDS, United Kingdom) and Stellenbosch University (South Africa), in 2016. The experts, Nason Bimbe (IDS) and Hilton Gibson (Stellenbosch University), shared suggestions and good practices in setting up and running OA repositories using DSpace free and open source software.

This is the fourth revision of the checklist. It includes new recommendations on how to improve discoverability of documents in repositories by search engines; how to ensure that a repository is discoverable, and how to write an OA repository policy. We also include new sections on standardized approaches to metadata and on how to license repositories.



#### **ABOUT THE RESOURCE**

TYPE: WEBINAR

PUBLISHER: EIFL

PRESENTER: BILJANA KOSANOVIC AND

VASILIJE RAJOVIĆ, UNIVERSITY OF BELGRADE COMPUTER CENTRE; OBRAD VUČKOVAC, VINCA INSTITUTE OF NUCLEAR SCIENCE, MILICA ŠEVKUŠIĆ, INSTITUTE OF TECHNICAL

SCIENCES OF SASA

DATE: FEBRUARY 2020

LICENCE: CREATIVE COMMONS

ATTRIBUTION 4.0 INTERNATIONAL

(CC BY 4.0)

DOCUMENT LANGUAGE: ENGLISH

**VIEW NOW** 

In this hour-long EIFL webinar Biljana Kosanovic from the University of Belgrade Computer Centre talks about repositories as a service for research communities and about open science policies in Serbia. Her colleague, Vasilije Rajović, presents an App he developed that introduces CRIS-like (Current Research Information Systems) capabilities in DSpace repositories, assigns ORCIDs, creates author profiles and monitors Altmetric scores and Dimensions citations. Obrad Vučkovac from Vinca Institute of Nuclear Science talks about massive metadata editing and metadata import from CrossRef or other repositories. And Milica Ševkušić from the Institute of Technical Sciences of the Serbian Academy of Sciences and Arts (SASA) presents text mining functionalities, repository policies, integration and interoperability, optimization for Google Scholar crawlers and integration of repositories in international infrastructures (OpenDOAR, BASE, OpenAIRE, CORE, Unpaywall and WorldCat).

Successes of the customized platform and organizational model discussed in the webinar include:

- Increased visibility of Serbian research outputs, especially in the humanities;
- 90-100% of deposits in humanities are open access;
- Fairly high percentage of full-text content in repositories (75% on average);
- Growing awareness in the local research community about the potential of repositories to enhancing scholarly

## Ability to (2)

Work with IT services to maintain repository hardware and software, to achieve buy-in by IT services into the repository; explain the needs of the repository and to ensure the repository is integrated and aligned with other university systems to deliver services

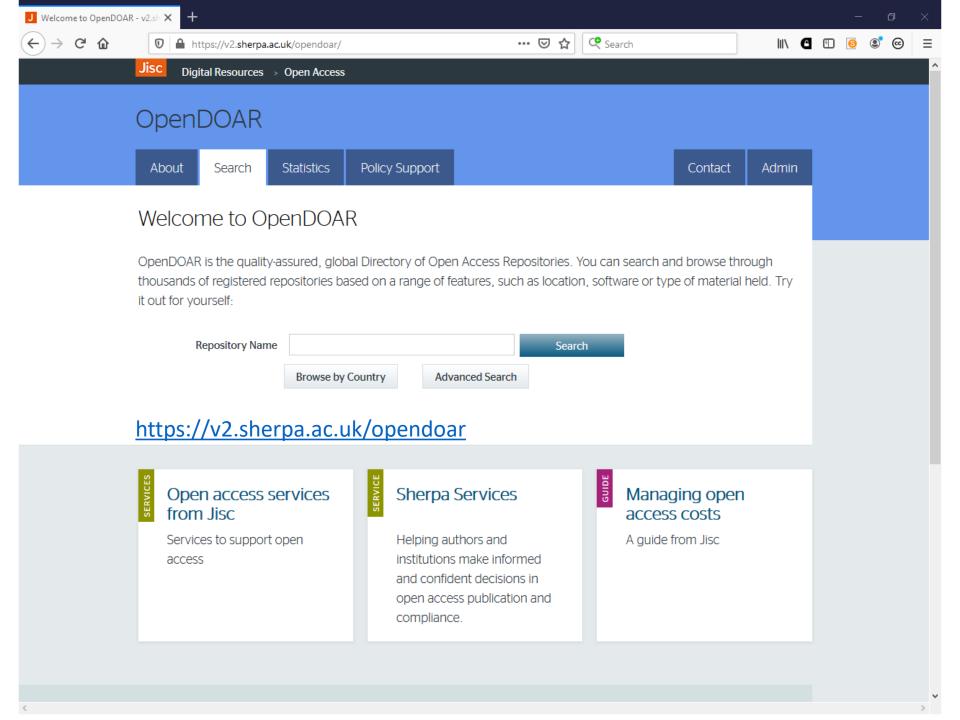
Support the repository community through sharing experiences and contributing to community discussions as appropriate

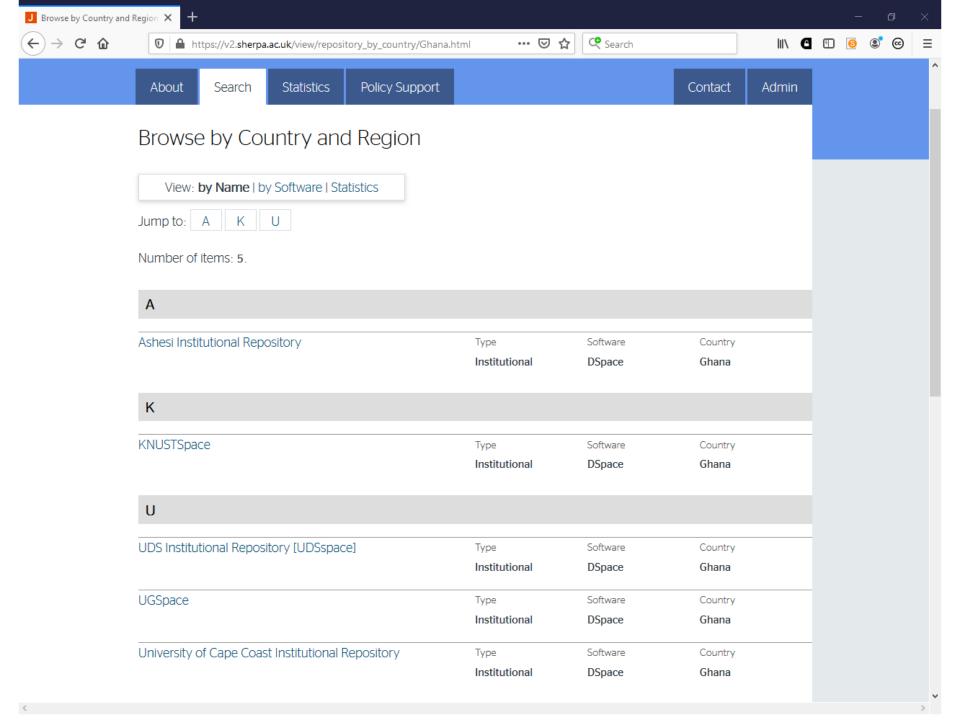
## **Knowledge of:**

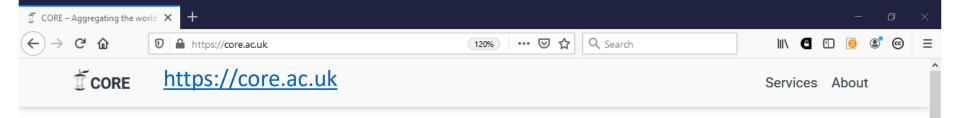
Repository software, metadata standards, and discovery tools

Data formats, data management, data manipulation tools

Open access policies and requirements









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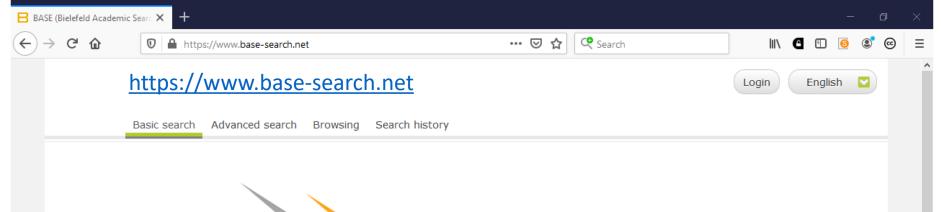
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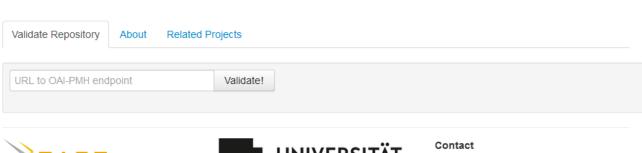
#### UNIVERSITÄT What is BASE? Suggest source Help Universitätsbibliothek Golden Rules FAQ Content sources Statistics Validate source (OVAL) Twitter Member Add ORCID iD **BASE Blog** Team Contact Interfaces: HTTP / OAI OAI Blog Logos / Downloads Legal notice Further tools





## http://oval.base-search.net

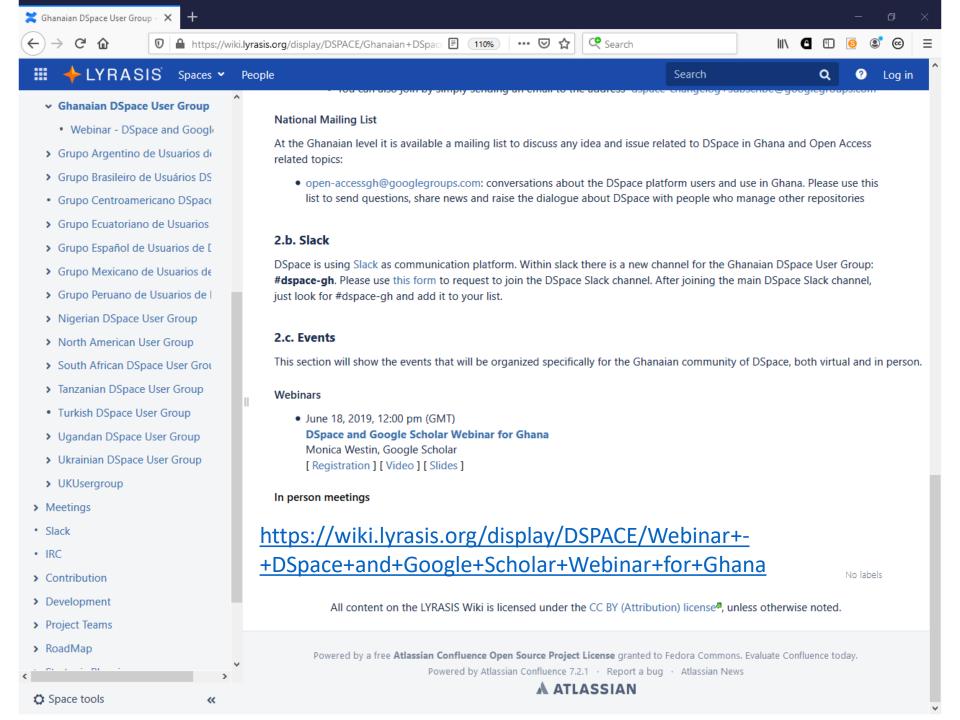
## **BASE OAI-PMH Validator**







Original author: Mathias Lösch Current maintainer: Christian Pietsch



## Who are the donors?

Do they have any open access policies/requirements?

## **Understanding of:**

Current trends and issues in open access and scholarly communication

Copyright and licensing issues pertaining to scholarly content

Data curation, storage and preservation practices

Based on SHERPA Document Institutional Repositories: Staff and Skills Set by Mary Robinson, University of Nottingham

# Thank you! Questions?

Contact: iryna.kuchma@eifl.net



www.eifl.net