IR@UF: An Introduction to the Institutional Repository

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What will I learn today?

IR@UF
- What is an Institutional Repository
- What goes in the IR
- What doesn’t go in the IR

How do I use IR@UF
- How to log-in
- How to request permissions
- How to upload items into the IR
What is the IR@UF?

The Institutional Repository at the University of Florida (IR@UF) is the digital archive for the intellectual output of the University of Florida community, and includes research, news, outreach, and educational materials.

A place for an institution and its members to put their stuff for access and preservation.

A place (IR@UF) for an institution (University of Florida) and its members (faculty, staff, students) to put their stuff (research, news, outreach, educational materials, other intellectual output) for access and preservation.
How do I find the IR@UF?

Nursing: News, Organizations & Other Resources

- [http://guides.uflib.ufl.edu/nursing/other](http://guides.uflib.ufl.edu/nursing/other)

Direct Links to the IR@UF

- [http://library.ufl.edu/ufir](http://library.ufl.edu/ufir)
- [http://ufdc.ufl.edu/ir](http://ufdc.ufl.edu/ir)
What can you put in this IR Thingeey?

- Journal Articles
- Conference Papers and Proceedings
- Monographs and Monograph Series
- Technical Reports
- Theses and Dissertations
- White Papers
- Data and data sets (standalone or with publications)
- Journals and Other Publications of UF Colleges
- Grant Proposals

AND MORE!
## Basic Guidelines

Four criteria to determine if something belongs in the IR@UF

<table>
<thead>
<tr>
<th>Is the item <strong>complete</strong>?</th>
<th>Is it <strong>scholarly content</strong>?</th>
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<tr>
<td>Was it created by <strong>member(s) of the UF community</strong>?</td>
<td>Do you retain the <strong>rights</strong> to post the material?</td>
</tr>
</tbody>
</table>

If you can’t answer “yes” to all of the above, additional research may be required.
What if my item is...

- Incomplete or “in process”?
- Institutionally related, but a non-educational item?
- Important to the institution, but is not created by members of the UF Community?
- Something I wrote, but I’m not sure I still have the rights to post it?

Contact Us, we’ll help you figure out your options:

- Liaison Librarian
- The IR Manager
- The Scholarly Communications Librarian
Why Should I Use the IR@UF?

Permanence
Safe Storage
Usage Statistics
Findability
Visibility
Credibility
My item is ready to be included in IR@UF... Now What?

To upload materials into the IR@UF, you need the following:

Log-in to myUFDC (Gatorlink)

File(s) you are going to upload

Description of item (Metadata)
  ◦ Creator
  ◦ Title
  ◦ Material Type
  ◦ Date
  ◦ Etc.
How do log in to the IR@UF?

Direct Link to the IR@UF log in page
◦ http://ufdc.ufl.edu/my/logon

From the IR@UF Main Page
◦ http://ufdc.ufl.edu/ir
  ◦ Click the “Publish” button
  ◦ Click the “Submit your research” link

From any page in UFDC collection (including IR@UF)
◦ Click on “myUFDC”
How do I make changes to my item?

Log in to myUFDC

Open item
- “View all my submitted items”
- Use unique identifier after the base: http://ufdc.ufl.edu/

Three areas to make changes
- Edit Metadata
- Edit Behaviors
- Manage Files

Navigate to these selections using the gray bar at top, or drop down from “Manage” tab.
Resources

IRManager@uflib.ufl.edu

http://guides.uflib.ufl.edu/ufir

http://ufdc.ufl.edu/ir

QUESTIONS?

For more information, contact:

Your library liaison/ subject specialist
- [http://apps.uflib.ufl.edu/staffdir/SubjectSpecialist.aspx](http://apps.uflib.ufl.edu/staffdir/SubjectSpecialist.aspx)
- [http://library.health.ufl.edu/services/library-liaisons/](http://library.health.ufl.edu/services/library-liaisons/)

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