

GETTING TO THE REPOSITORY

We have set up our repository using a software package called DSpace. To access it, click on the 'Search Our Test Site' link on the navigation bar of our website, www.ucalgary.ca/library/dspace, or by typing in the address <https://dspace.ucalgary.ca>.

ORGANIZATION OF THE REPOSITORY

The repository content is organized around Communities, which will typically correspond to University of Calgary administrative entities such as faculties, departments, labs or research centres. Within each community there can be an unlimited number of collections. Within each collection there can be an unlimited number of items. This organization gives our repository the flexibility to accommodate differing needs of communities by allowing them to:

- Decide on policies such as:
 - who contributes content
 - whether there will be a review process
 - who will have access
- Determine workflow - reviewing, editing, metadata
- Manage policies at the community, collection, or item level

Each community has its own entry page displaying information, news and links reflecting the interests of that community, as well as a descriptive list of collections within the community.



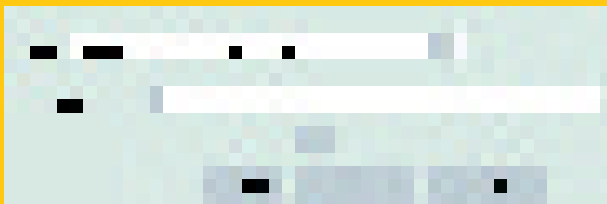
SEARCHING/BROWSING THE REPOSITORY

From the home page (<https://dspace.ucalgary.ca>) it is possible to search the entire repository by entering keywords in the search box in the centre of the page.

From any other point in the repository, it is always possible to search the entire contents by using the search box at the top of the navigation bar on the left:



If you prefer browsing, choose 'Communities & Collections' from the navigation bar on the left. This will give you a list of all the communities in the repository. From here, you can navigate to a Community home page. At this point, this is what you will see:



From here, you have the option to:

- restrict a keyword search to the community or one of its collections; or
- continue browsing by title, author, date

You can also browse the entire repository by title, author or date by choosing the appropriate link from the navigation bar on the left.



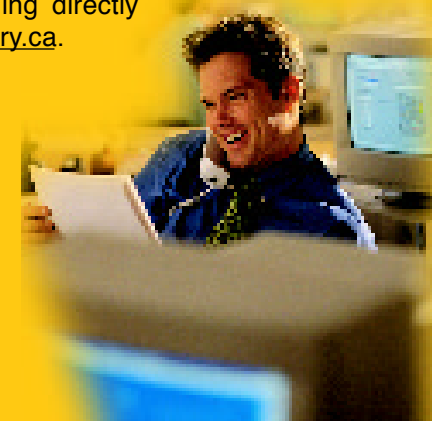
ABOUT YOUR SEARCH RESULTS

There are several points to keep in mind when searching the repository:

- While the purpose of this Institutional Repository is to provide the greatest possible access, the community maintains control over who views its collections. The description of each community should tell you whether or not you will be able to view its contents.
- Search results will contain all the hits the database could find, regardless of whether the searcher has permission to view the actual files
- The Project team cannot handle access questions. These policies are set by individual communities, and in keeping with the philosophy of our institutional repository, they reflect the widest access possible for the information

YOUR FEEDBACK

Our Institutional Repository is a pilot project, and as such we are eager to hear your opinions. If you have any comments or suggestions regarding content or policies, please let us know, either by using the 'contact us' button on our website, or e-mailing directly to dspace@ucalgary.ca.



WHAT ARE THE ADVANTAGES OF CONTRIBUTING RESEARCH TO THE INSTITUTIONAL REPOSITORY?

- Our repository will store, preserve and provide access to digital materials, providing a stable, secure, and long term environment
- Authors can retain copyright to their works, while granting a non-exclusive license for preservation and access
- Authors can form communities to store and share their research
- Access to a community's research can be managed by the community
- Submission to the repository is web-based, and the system supports a variety of file formats
- Users will have web-based access to repository collections through a single interface

WHO ARE OUR EARLY ADOPTERS?

- Alberta Gaming Research Institute
- Faculty of Graduate Studies (electronic thesis submission)
- Academic Data Centre
- University of Calgary Press

HOW CAN I ADD MY RESEARCH?

If you have a collection of documents you feel would be appropriate for the Institutional Repository, please contact Mary Westell at westell@ucalgary.ca.

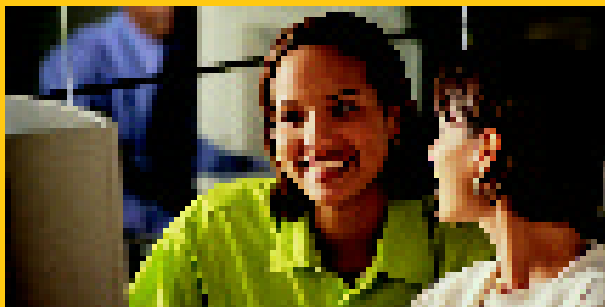


WHAT DO I NEED TO KNOW TO CREATE A COMMUNITY?

Within each 'community' (a Faculty, Department, Institute, etc.), there can be an unlimited number of collections. Each of these collections can be made accessible to different groups of users, and at different levels. Our team will be happy to work with you to define these policies for each of your collections, but the initial information you will need to provide is:

- Who will be responsible for managing your collection(s)
- Who will need access to submit to your collection(s)
- Who will need access to read your collection(s)
- Who will need access to edit abstracts and other metadata for your collection(s)

WHERE CAN I GET TRAINING?



The navigation information contained in this brochure should be enough to get you started. This information is also available on our website at www.ucalgary.ca/library/dspace. In-depth training on submitting documents and editing records will be provided to each community upon start-up.

WELCOME
TO THE



UNIVERSITY OF CALGARY'S
INSTITUTIONAL REPOSITORY

"An institutional repository (IR) is a digital collection of a university's intellectual output. Institutional repositories centralize, preserve, and make accessible the knowledge generated by academic institutions. They also form part of a larger global system of repositories, which are indexed in a standardized way and searchable using one interface, providing the foundation for a new model of scholarly publishing."
(Canadian Association of Research Libraries)

INFORMATION
TECHNOLOGIES

INFORMATION
Resources