

# IR publishing:

## Create and maintain your institution's intellectual output

### Overview

An institutional repository (IR) is an online collection of the intellectual output of a research organization. The IR contains past, present, and ongoing publications in an effort to preserve and promote the scholarly work of institution members by freely and openly providing a full text searchable compilation of current research for all scholars regardless of the institutional affiliation.

The IR@UF was founded within the UF Libraries' Digital Collections in 2006. It includes open access journals and textbooks, serials published by all university colleges, current non-traditional thesis projects, retrospective theses and dissertations, conference proceedings and technical reports, presentation and instructional videos, and more, all created within the university.



### Getting the message out

The IR@UF self-submittal tool enables faculty to add their own publications to the institutional repository. Using their existing university usernames, interested faculty members may register to use the self-submittal tool, which also allows for creation and editing of related metadata.



A YouTube tutorial for using the self-submittal tool was created in conjunction with the April 2010 Faculty Senate meeting, displaying the speed and ease with which one may add items to the institutional repository.

This tutorial was presented by Judy Russell, dean of libraries, at the Faculty Senate meeting during guided discussion about the importance of Open Access within research institutions. An archive of this meeting is available at <http://www.senate.ufl.edu/senate/meetings.htm>.

### 5 easy IR tips

#### •Make it easy to log on

Users of IR@UF access their submissions by using their university username and password.

#### •Make it easy to submit

The submission process requires little time and input. Three simple screens (permission to publish, title of work, and file upload) complete the process and many consistent data fields and preferences may be saved to users' profiles.

#### •Offer metadata options

Initial submission is simple, but our library-savvy submitters appreciate the available enhancements to metadata. They may add multiple titles and/or authors, a host of note field options, spatial coverage, subject keywords, and more.

#### •Highlight subject collections

Generally, patrons in academia are invested in their field more so than their institution, so showcase items of particular interest or create a subcollection with a unique banner or wordmark.

#### •Show what you have

Using metadata to create links that include specific search strings makes it easy to identify smaller specialty areas within your collections. Users appreciate visible access points with comprehensive returns, so maintain consistent metadata and display inroads that make the most of your hard work.