



Universidad  
Católica de  
Valencia  
San Vicente Mártir

Auto-file

Institutional Repository UCV · Library Service

# How to deposit documents in RIUCV

Institutional Repository  
of the Universidad Católica  
de Valencia San Vicente Mártir



## Auto-file

If you are interested in auto-file option, you should:

1. Access the RIUCV repository, enter your personal information (email and password). In the case that it is the first time you access, you must register as a new user.

In the case of the staff of the Universidad Católica de Valencia San Vicente Mártir (PAS and PDI) they will access RIUCV through LDAP authentication, that is, by entering the username and the password of their computers.

RIUCV Home

Search

BROWSE

- All of RIUCV
- Communities and Collections
- Authors
- Titles
- Subjects
- Unesco subjects
- Types of documents
- Disciplines

MY ACCOUNT

Login

STATISTICS

## RIUCV

RIUCV is the institutional repository of the Universidad Católica de Valencia San Vicente Mártir aimed at collecting, conserving, ordering and disseminating through open access the digital production resulting from the academic and scientific activity of the University.

### Communities in RIUCV

- DOCENCIA
- INVESTIGACIÓN
- FONDO ANTIGUO
- PUBLICACIONES PERIÓDICAS
- INSTITUCIONAL

### Recently added

RIUCV Home / Sign in

Search

BROWSE

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- Types of documents
- Disciplines

MY ACCOUNT

Login

## Sign in to RIUCV

User Name: \*

Password: \*

Sign in



2. Within "My RIUCV" you can access the process of sending the document. To do this, you must go to the option "shipments" and select the option "Start a new shipment". It must be taken into account that, during this phase, you can stop and save the shipment of the documentation and do it later, choosing the option "Exit - Save to continue later". You can also eliminate partial shipments of items that have not been completed and start a new shipment.

Search

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Communities in RIUCV

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Recently added

**La prueba de competencia matemática de 6.º de primaria como prueba de diagnóstico en futuros maestros**  
Nortes Martínez-Artero, Rosa. Nortes Checa, Andrés (2019-07)

Search

Submissions & Workflow tasks

Submissions

You may start a new submission

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into RIUCV.

Date accepted	Title	Collection
2019-09-18	La prueba de competencia matemática de 6.º de prim ...	Edetania
2019-09-18	El sistema de protección al menor en España: el ac ...	Edetania
2019-09-18	La educación terapéutica. Hipótesis a partir del a ...	Edetania
2019-09-18	Capitalismo como locura: a crítica al sistema capi ...	Scio
2019-09-18	De la filosofía del límite al hombre como habitant ...	Scio
2019-09-18	La filosofía de Julián Marías como método para pen ...	Scio
2019-09-16	El libre albedrío y la búsqueda de la felicidad	Scio
2019-09-16	La felicidad en Aristóteles: fin, contemplación y ...	Scio
2019-09-16	Fenomenología y eudaimonía. La búsqueda racional d ...	Scio
2019-07-31	Efectos de los polifenoles en el tratamiento de la ...	Therapeia
2019-07-31	Biofeedback de la variabilidad de la frecuencia ca ...	Therapeia



You can also upload documents from the same collection in which you want to incorporate the new work and select the option "Send an item to this collection".

The screenshot shows the 'Trabajos Fin de Master' collection page. At the top left, there is a search bar with a green arrow pointing to the collection title. Below the search bar, there are two radio buttons: 'Search RIUCV' (selected) and 'This Collection'. To the right, there is a 'BROWSE BY' menu with options: Authors, Titles, Subjects, Unesco subjects, Types of documents, and Disciplines. Below the menu, there is a search box with the text 'Search within this collection:' and a 'Go' button. At the bottom, there is a button labeled 'Submit a new item to this collection' which is circled in green. On the left side, there is a 'BROWSE' section with a list of categories: All of RIUCV, Communities and Collections, Authors, Titles, Subjects, Unesco subjects, Types of documents, Disciplines, This Collection, Authors, Titles, Subjects, Unesco subjects, and Types of documents.

The upper part of the sending page has seven boxes that indicate which step of the auto-file process you are in and from which you can navigate through it, modifying or revising the entered data without losing them at any time.



The screenshot shows the 'Item submission' interface. At the top, there is a search bar and a 'BROWSE' menu. The 'Describe Item' step is highlighted with a green oval. Below the 'Describe Item' step, there is a 'Tipo documental:' dropdown menu. The interface also includes a 'Save & Exit' button and a 'Next >' button.

3. When you get to the description of the item, you must fill in the boxes of the document that is being deposited. It is mandatory to fill in the fields marked with an asterisk (\*). In the "Describe" screens you enter the information that will constitute the metadata record and allow the search engines to retrieve the document. The shipping forms are customized according to the type of content selected in the first shipping screen. That is, when a user is going to send to any of the Collections, a drop down is shown with the typological options, and depending on their selection, the corresponding form is shown.

- **Author (s):**

When making a shipment, the controlled fields have a search button that allows, once the data is entered in the associated box, find matches in the authorities database to enter the data in a standardized manner.



Search [input] [magnifying glass]

Search RIUCV  
 This Collection

BROWSE

- All of RIUCV
- Communities and Collections
- Authors
- Titles
- Subjects
- Unesco subjects
- Types of documents
- Disciplines
- This Collection**
- Authors
- Titles
- Subjects
- Unesco subjects
- Types of documents

### Item submission

Describe Describe Upload Review CC License License Complete

#### Describe Item

**Disciplina: \***  
[dropdown]  
Seleccione la disciplina.

**Cátedra:**  
[dropdown]  
Seleccione la Cátedra.

**Instituto:**  
[dropdown]  
Seleccione el Instituto.

**Autor(es): \***  
**Last name, e.g. Smith** [input] **First name(s) + "Jr", e.g. Donald Jr** [input]  
Introduzca el nombre del autor(es).

**Titulo: \*** [input]

**Add Lookup** [button]

Once the search is launched, a new window opens with the results of the search. If the authority entered belongs to the authorities database, it is shown in bold. By selecting it, you can obtain additional information that allows you to decide if it is really the requested authority. Once found, just press the button associated with it to enter it in a standardized way.

Person lookup [close]

Search: [input]

Name
Hernández Sánchez, Pilar
<b>Martínez, Jesús</b>
Martínez, Josep
Hernández, Salvador
Mínguez Martínez, Enrique
Schriewer, Klaus
Correyero Ruiz, Beatriz
Merayo Pérez, Arturo
Saiz Saiz, Jesús

**last name:** Martínez  
**first name:** Jesús

Items in this repository: view items

**Add This Person** [button]

Showing 10 results. [show more](#)

If the authority entered is an author of the repository not belonging to the authorities database, it is shown in normal font. By selecting it you can obtain additional information that allows you to decide if it is really the requested authority. Once found, just press the button associated with it to enter it in the same way as previously entered and avoid generating a duplicate entry in the author index.



If the authority entered is not an author belonging to the authorities database or has not been previously entered, it can also be added by closing the pop-up window and clicking the "Add" button associated with the authority field.

To add several authorities, you have to press the "Add" button, and proceed as described above. To delete any of the authorities entered, it is necessary to check the check associated with it, and press the "Remove" button.

- **Title, date of publication, language, key words** (free language and controlled by the UNESCO Thesaurus) and **summary**:

The screenshot shows the 'Auto-file' form with several fields highlighted by green circles. On the left is a navigation menu with categories: Logon, Profile, Submissions, CONTEXT (Edit Collection, Item Mapper, Export Collection, Export Metadata, Data controlled import, Data controlled export), ADMINISTRATIVE (Control Panel, Statistics, Curation Tasks, Access Control, People, Groups, Authorizations, Content Administration, Items, Withdrawn Items, Private Items, Import Metadata, Batch Import (ZIP)). The main form fields are: 'Título: \*' (Title), 'Otros títulos:' (Other titles) with an 'Add' button, 'Fecha de publicación: \*' (Date of publication) with 'Month' and 'Day' dropdowns, 'Idioma: \*' (Language) dropdown, 'Materias Unesco:' (UNESCO subjects) with an 'Add' button, 'Palabras clave:' (Keywords) with an 'Add' button, and 'Resumen: \*' (Summary) with an 'Add' button. Each field has a small instruction below it.

- **Rights of access:**

The screenshot shows the 'Rights of access' form. On the left is a navigation menu under 'OF INTEREST' with items: Help, FAQ, Copyright, Políticas, Self Archive guide. The main form has a 'Derechos de acceso: \*' (Rights of access) dropdown menu. Below it is a text box with instructions: 'Introduzca los derechos de acceso del ítem. Tenga en cuenta que este valor no cambia los permisos del ítem. Si desea establecer un embargo, debe introducir la fecha de expiración del mismo en la pantalla "Subir".' At the bottom are navigation buttons: '< Previous', 'Save & Exit', 'Next >'.



In the Access Rights of the item you can choose Open or Embarked Access in the drop-down. If you wish to establish an embargo, you must enter the expiration date on the "Upload" screen. (It is recommended to consult [Sherpa/Romeo](#) and/or [Dulcinea](#)).

## - Upload File(s):

RIUCV accepts documents in the most commonly used formats, but for reasons of accessibility and digital preservation, an easily readable format is recommended in the web (such as PDF). Once the file has been uploaded, it is already accessible in RIUCV (it is assumed that the author has checked the editorial policy of the magazine, or has sent the permission of the publisher to introduce the book chapter or the book). (See the "Copyright" document of RIUCV).





- Check the shipment:

In this last stage it will be necessary to verify that all the fields introduced previously are correct. A summary of the information included is shown to verify that there is no fault. If this is not the case, you can click on the "Correct one of these" button, and you will return to the process of entering the document.

- License your work:



In this step, you must assign the Creative Commons license that allows authors to deposit their work freely on the Internet, limiting the uses that end users can make of it (See RIUCV's "Copyright" document).

RIUCV uses a Creative Commons 4.0 License as its legal regulation, which by default will be the [Attribution-NonCommercial-NoDerivatives](#), that is, it recognizes authorship by allowing others to download works and share them with others, but they cannot be changed in any way or used commercially.

After having chosen the license, in order to complete the shipment, you must read and accept the "Non-exclusive distribution license". If you do not accept it, the document will be saved in "My RIUCV" and will not be publicly visible. At any time, you can accept the license or delete the item permanently. In the case of choosing the option "Without a Creative Commons license" the document will be in the public domain.

The screenshot shows the 'Deposit License' form in the RIUCV system. The form is titled 'Deposit License' and contains the following text:

There is one last step: In order for RIUCV to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard deposit license by selecting "I Grant the License", and then click "Complete Submission".

1. Al aceptar esta licencia, usted como autor y propietario de los derechos de propiedad intelectual de su obra otorga al Repositorio de la Universidad Católica de Valencia San Vicente Mártir el derecho no exclusivo de archivar, comunicar, convertir, distribuir y/o reproducir, su obra en cualquier formato y medio.
2. Acepta que el Repositorio de la Universidad Católica de Valencia San Vicente Mártir puede, sin modificar el contenido, convertir la presentación a otro formato con fines de preservación. Así mismo, acepta que se pueda conservar más de una copia por motivos de seguridad y preservación.
3. Usted declara que el trabajo presentado es original y que cuenta con la potestad para otorgar los derechos detallados en esta licencia. También declara que su obra no infringe lo establecido en la vigente legislación sobre propiedad intelectual.
4. Si la obra contiene material para el cual no tiene derechos de autor, usted declara que ha obtenido los permisos necesarios del propietario para otorgar al Repositorio los derechos requeridos por esta licencia, y que dicho material de propiedad de terceros está claramente identificado y reconocido dentro del contenido de la obra.
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6. Si el documento se basa en una obra que ha sido patrocinada o apoyada por una agencia u organización diferente de la Universidad Católica de Valencia San Vicente Mártir, se presupone que se ha cumplido con cualquier derecho de revisión u otras obligaciones requeridas por este contrato o acuerdo.
7. La Universidad Católica de Valencia San Vicente Mártir identificará claramente su/s nombre/s como el/los autor/es o propietario/s de los derechos del documento, y no hará ninguna alteración de su documento diferente a las permitidas en esta licencia.
8. El documento al que se refiere esta licencia será archivado en RIUCV, Repositorio Institucional de la Universidad Católica de Valencia San Vicente Mártir tan sólo con fines de divulgación científica y docente, sin ningún propósito comercial.

If you have questions regarding this license please contact the system administrators.

Deposit license:

I Grant the License

< Previous Save & Exit **Complete submission**

Once the shipment is finished it will be reviewed by RIUCV. The data will be checked and modified (if required) and published in the repository. When your shipment is part of the collection you will receive an email notification informing you about it, which will contain the persistent URL of the document (URI). If the staff of RIUCV detect any incident, the shipment will be rejected and they will contact you by email. You can check the status of your shipment from the "My RIUCV" page.