How to deposit documents in RIUCV

Institutional Repository of the Universidad Católica de Valencia San Vicente Mártir

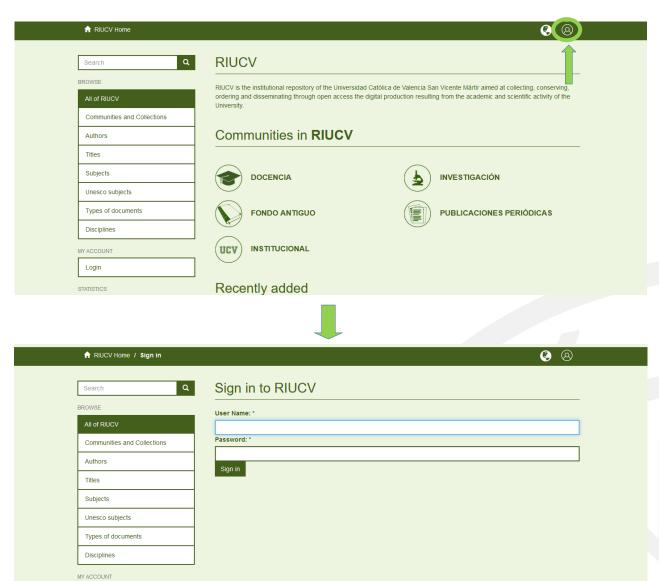


Auto-file

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.

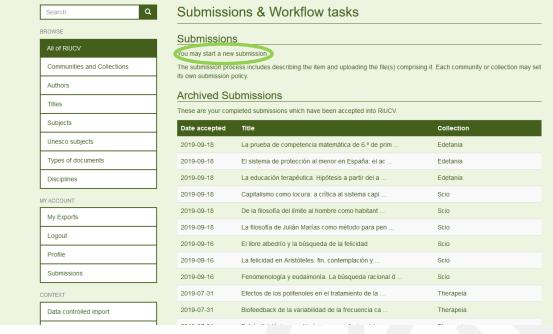


Login



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.





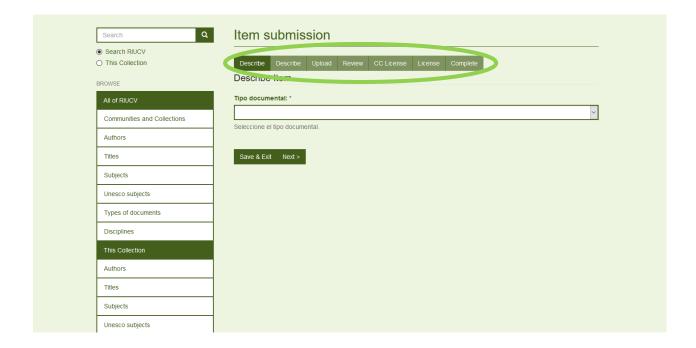


You can also upload documents from the same collection in which you want to incorporate the new work and select the option "Send an item to this collection".



The 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.



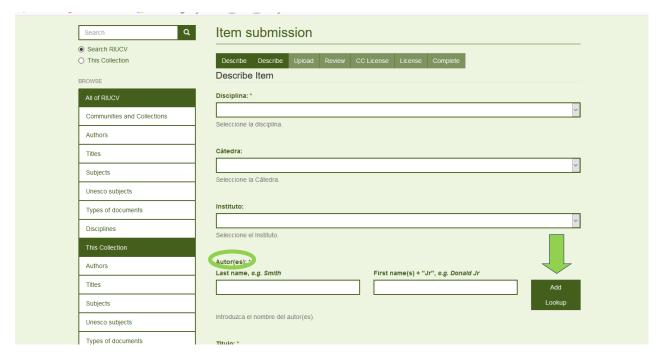


3. When you get to the description of the item, you must fill in the boxes of the document that is being deposited. It is mandatory to fill in the fields marked with an asterisk (*). In the "Describe" screens you enter the information that will constitute the metadata record and allow the search engines 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.

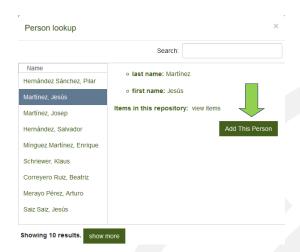
- Author (s):

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.





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.



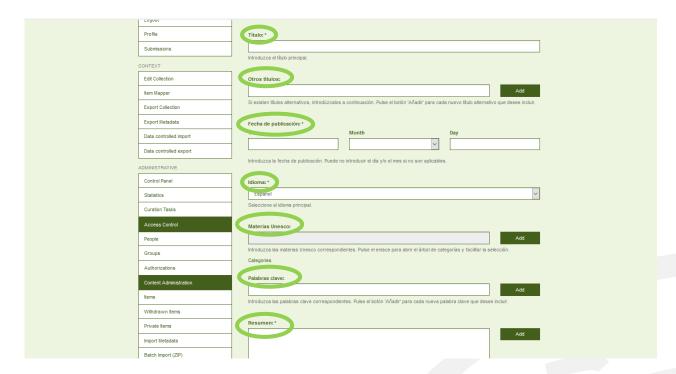
If the authority entered is an author of the repository not belonging to the authorities database, it is shown in normal font. By selecting it you can obtain additional information that allows you to decide if it is really the requested authority. Once found, just press the button associated with it 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:



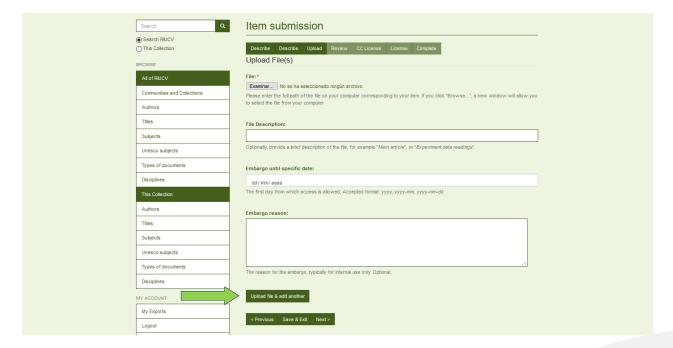
- Rights of access:





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*).

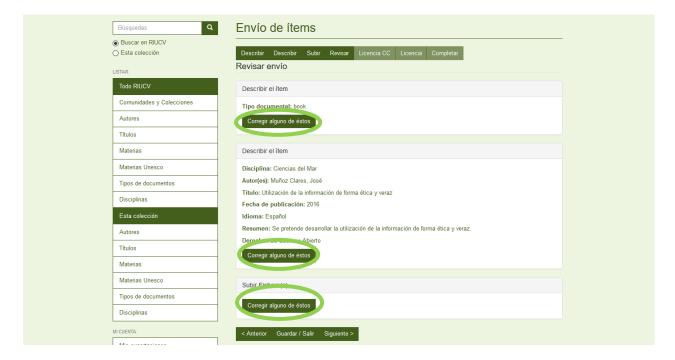
Upload File(s):



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.

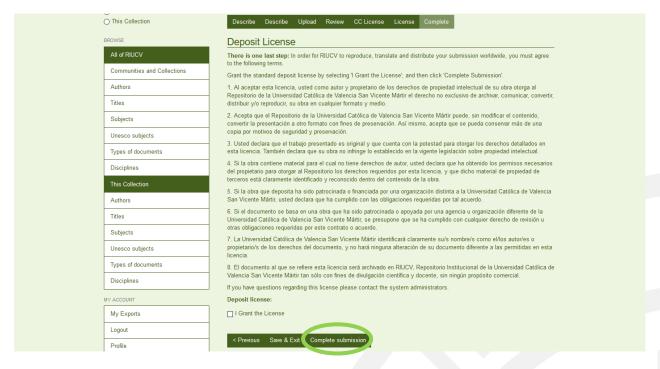
- License your work:





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).

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.



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.