UPSpace Policy

26 October 2010

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UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIARIA
YUNIBESITHI YA PRETORIARIA

Authors

- UP Staff member

- Research member of the UP Community (including students)

- Author of research material owned by UP Community

Content

- Produced, submitted and sponsored by UP Community
- Scholarly or research orientated
  - Not ephemeral
  - Digital format
- Complete and ready for publication
- Author/owner grant permission to University of Pretoria to:
  - preserve
  - distribute via UPSpace
- Part of series: other works in series also published
- Motivation: long term preservation
- No temporary value work
- Donations to University of Pretoria

Prerequisites

- Copyright cleared in advance

- Copyright/permission notes uploaded onto UPSpace

- File names (bitstreams) as specified (UPSpace guide)

- Formats: jpeg, pdf, MS Word, PPT

- Digitized material according to standards

Content not to be submitted

- Material of:
  - controversial nature
  - discriminatory nature

- Administrative

- Commercial

- No relevant full text attached

- Temporary learning objects (Use ClickUP)

- Full text digital articles and images of temporary nature, e.g. Reserved material (Millenium)

- Discussion material on web (Wiki or Blog)

Submission of revised versions

- The repository will treat any revised versions and the first draft as separate records

- Every update that is to be archived will need to be submitted separately

- For documents that need to be revised, and freely available on the web, rather use a Wiki or Blog

Documenting history

Reflected by adding note in 'description provenance field' of:

- "Withdrawn" item

- "Reinstated" item

- Embargoes: temporarily restricted

- Embargoes lifted

Harvesting

- Google harvest records, unique url per item, reference for author

- When cited and record is replaced, the integrity of author is at stake

Rights

Department of Library Services's has rights to :

- Redistribute or amend metadata for items in UPSpace

- Adhere to Dublin Core metadata standards

- Add description metadata for preservation purposes

- Metadata editors add LCSH subject headings

e Distribution License - Windows Internet Explorer

pace/submit ▾ ✧ ✕ 🔎 Bing

Web Slice Gallery ▾ Department of Library Ser... Getting Started UPSpace at the University ...

e Di... 🏠 ▾ 🔊 ▾ 🖂 ▾ 🖶 ▾ Page ▾ Safety ▾ Tools ▾ ❓ ▾

UPSpace

Research Repository of the University of Pretoria, South Africa
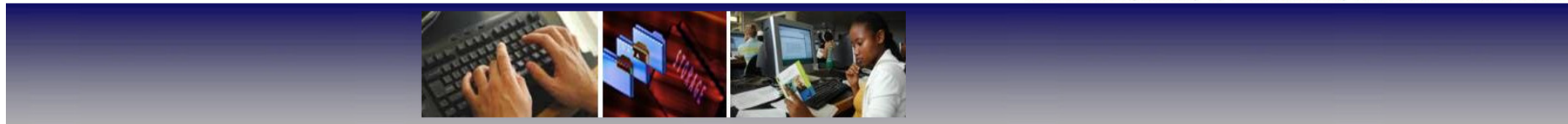
Describe — Describe — Describe — Upload — Verify — **License** — Complete

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The University of Pretoria will clearly identify your name(s) as the submitter of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

All items in the UPSpace collection are subject to copyright. For more information on the SA Copyright, visit the SA Copyright Act No. 98 of 1978 (as amended) available at http://www.buys.co.za/publications/cyberlaw/CopyrightAct.htm
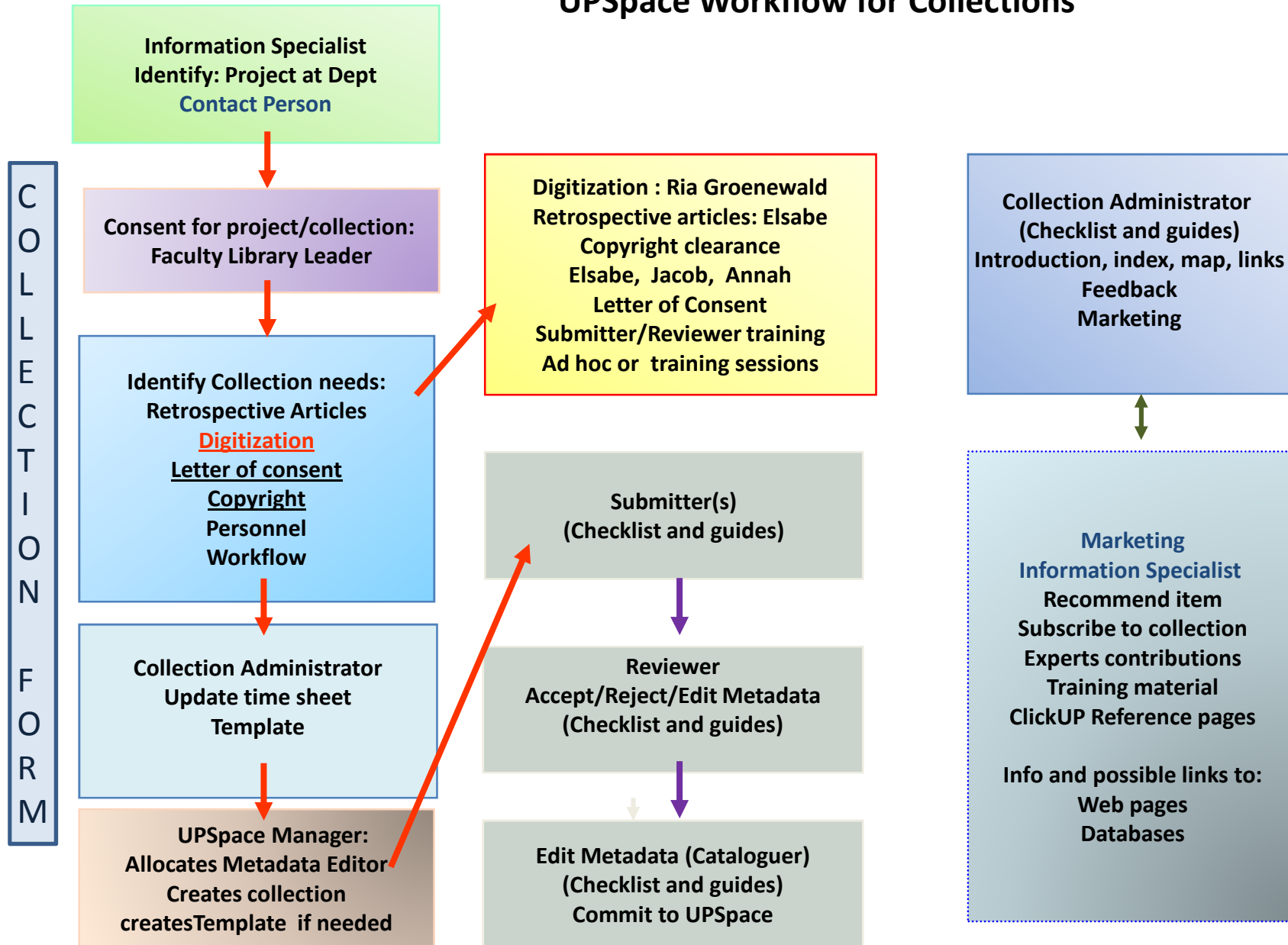
I Grant the License

I Do Not Grant the License

System generates automatically

- Checksums for each item submitted to verify the integrity of a full text file over time

- Date archived

- Bitstreams: extracted text

UPSpace Workflow for Collections

Information Specialist
Identify: Project at Dept
Contact Person

↓

Consent for project/collection:
Faculty Library Leader

↓

Identify Collection needs:
Retrospective Articles
Digitization
Letter of consent
Copyright
Personnel
Workflow

↓

Collection Administrator
Update time sheet
Template

↓

UPSpace Manager:
Allocates Metadata Editor
Creates collection
createsTemplate if needed

Digitization : Ria Groenewald
Retrospective articles: Elsabe
Copyright clearance
Elsabe, Jacob, Annah
Letter of Consent
Submitter/Reviewer training
Ad hoc or training sessions

Submitter(s)
(Checklist and guides)

↓

Reviewer
Accept/Reject/Edit Metadata
(Checklist and guides)

↓

Edit Metadata (Cataloguer)
(Checklist and guides)
Commit to UPSpace

Collection Administrator
(Checklist and guides)
Introduction, index, map, links
Feedback
Marketing

↕

Marketing
Information Specialist
Recommend item
Subscribe to collection
Experts contributions
Training material
ClickUP Reference pages

Info and possible links to:
Web pages
Databases

C O L L E C T I O N   F O R M

THANK YOU !