

Author:

- UP Staff members
- Research member of the UP Community (Including UP 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, and copyright/permission notes uploaded onto UPSpace
- File names (bitstreams) as specified by UPSpace guide
- Formats: jpeg, pdf
- 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 - "Withdrawn" item
 - "Reinstate" 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

- Redistribute or amend metadata for items
- Dublin Core metadata standards
- Add description metadata for preservation purposes
- Metadata editors add LCSH subject headings

License granted by submitter

System generates automatically:

- Checksums for each archived item to verify the integrity of a full text file over time
- Date archived
- Bitstreams: extracted text

Workflow as specified:

- Submitter
- Reviewer
- Metadata editor
- Collection Administrator



UPSpace Policy :

Quick guide

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Contact:

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