

UT Southwestern Institutional Repository—FAQ

What is an institutional repository?

An institutional repository collects and distributes digital material pertaining to the clinical, educational, and research missions of the university. Repositories facilitate access to digital materials and scholarly communication.

What kind of files can be added?

The repository can take many kinds of files. Some of the most popular include Word documents, PDF files, mp3 files, and JPEG files.

What kind of content can be added?

Content must be tied to UT Southwestern in some form. Examples are student electronic theses and dissertations, journal articles published while affiliated with UT Southwestern, or departmental forums provided to other members of the campus.

Additional possibilities include material produced by the UT Southwestern community in cooperation with other organizations.

What kind of content cannot be added?

Journal articles will not be deposited if the journal publisher does not allow for institutional repository deposit. Library staff members can assist in determining whether a journal article can be deposited.

Are there space limitations?

There is a limitation for video and audio. A file between one and two GB in size requires additional steps to upload into the repository. Due to these steps, files larger than two GB are not being added to the repository currently.

Can audio or video be viewed directly in the web browser?

Some audio or video formats (MPEG-4, for example) can be viewed online or downloaded to a computer or other device. When downloading is possible, consider segmenting long videos into shorter, separate files.

What kind of access is available for files?

- Default file access is public.
- Files can be restricted to on-campus access only (requiring VPN for off-campus users).
- Files can be restricted to repository administrators or collection stakeholders.

What kind of access is available for metadata (descriptive information about files)?

Metadata is publicly accessible.

Who maintains the institutional repository?

The UT Southwestern Medical Library maintains the institutional repository, using a system (DSpace) that is hosted through the [Texas Digital Library \(TDL\)](#).

What are the benefits of adding material to the institutional repository?

- This provides a centralized location for many different campus communities. Student electronic theses and dissertations, peer-reviewed journal articles, conference and session posters, Grand Rounds sessions, campus founding documents, serial publications, and more are already available.
- Content is findable by search engines such as Google.
- Permanent links (URIs) are available for items, which helps ensure long-term access even if the URL changes.
- Library staff members provide input and assistance for additional metadata and description for repository items.
- Library staff can create custom citations to add to the items within a collection.
- Library staff members can assist in determining whether a particular journal allows deposit for an author's pre-print article version (i.e. pre-refereeing), post-print version (i.e. final draft post-refereeing), or the publisher's version of the article.

I would like a new collection to be created. Is this possible?

The library will work with you to determine the scope and goals for the collection and determine whether they fit with the scope and goals of the IR. Please contact us for more information.

Can I just have a collection up for a short period of time, such as a semester?

The institutional repository acts to collect, preserve, and distribute material. To fulfill the preservation component, collections and items are considered long-term additions. Access to collections and the items within them can be modified so that limited public access (or even no public access) is available for a specific amount of time.

Who do I contact for more information?

Contact library staff at LibWebmaster@utsouthwestern.edu.