

UT Southwestern Institutional Repository—Items

Procedures for Adding New Items

1. At this time, library staff members are adding new items to the institutional repository on behalf of collection owners. If you would like to add items directly to a collection you own, library staff training is available.
2. The following are minimum metadata and access requirements for new items:
 - a. A title for the item
 - b. An author for the item
 - c. A brief description for the item
 - d. A creation date for the item
 - e. Item type (article, book, video, etc.)
 - f. Language for the main item content
 - g. Permissions for access to files within that item (note: default access is public access)
 - h. A brief description and/or access level statement for each file within that item
 - i. Agreement to the license text for that item
3. Additional enhancements to an item include:
 - a. Alternative title
 - b. Contributors (additional authors, editors, illustrators, etc.)
 - c. Subject keywords
 - d. Abstract
 - e. Sponsors or sponsorship
 - f. Citation
 - g. Table of contents
 - h. ISSN number, ORCID profile, or other identification number
 - i. Rights information
 - j. Version information
 - k. Video duration

FILES

1. Any amount of files may be submitted per item.
2. Some video or audio formats, such as mp3, are able to be viewed within the web browser. For large files, consider depositing one file for the entire video or audio, with additional segmented files for quicker download of video sections.

3. Executable (.exe) files are not submitted.
4. Preference is given to file formats that are widely available and widely supported. Some examples: PDF, TXT, JPEG.
5. For images, video, or audio, consider depositing an archival-quality file along with an access version of that file. Archival-quality may be a high resolution or uncompressed file.
6. Additional files can be deposited that may not be as widely available or widely supported. Depending upon the file format, however, these may not be possible to migrate to another file format by the library at a later date.
7. Consider depositing a companion “common” file when depositing a file that has limited availability or support. An example is in converting a proprietary file format to a PDF file and depositing both files for an item.

VISIBILITY

The item description (or metadata) is always publicly-accessible. Files within an item are publicly-accessible by default, but may be limited to on-campus access or more restricted access, depending upon the collection policies. Institutional repository items are also indexed by many search engines, including Google.

Once an item is added, the item metadata is searchable within the institutional repository. Need to cite or link to the item? Use the URI—a permanent identifier—to link to the item. An example of an URI: <http://hdl.handle.net/2152.5/946>