Populating an Institutional Repository

Requirements for populating an IR

Time, Dedication, Enthusiasm and lots of co-operation
TIME: Setting up communities

DEDICATION: Showcase your IR – benefits

ENThusiasm: Populating your IR eg. CD’s, old retrospective M/D

CO-OPERATION: Work closely with colleagues
Setting up communities

- Top Level community
- Sub/ communities
- Collections

https://scholar.sun.ac.za/
Managing the workflow of your Institutional Repository

For each item loaded there has to be a workflow

Parallel process

1. Workflow
2. Preparing your item for submission
   - Theses and dissertations + embargoes
   - Retrospective items, meaning old theses/dissertations
1. **Workflow**

- Each collection have predetermined fields
  - Set/ up/decide before hand the dc fields
  - Assign a submitter
  - Assign a cataloguer for each field/subject

**dc. Fields = Dublin Core**
2. Preparing the item

- PDF – Portable Document File
- Watermark:
  - Crest of University on title page
  - Name of university and IR
Workflow: Thesis/Dissertation

- Submit
- Review-Copyright
- Metadata Editors
- Made available

http://www.sherpa.ac.uk/romeo/
Live demonstration of the up/ load process of a thesis

http://scholar.sun.ac.za/


http://library.sun.ac.za/etd/index.htm
‘Information cannot be knowledge unless it is shared’

Anon