



# 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
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- <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



<http://www.sherpa.ac.uk/romeo/>

Live demonstration of the up/ load  
process of a thesis

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

<http://wiki.lib.sun.ac.za/index.php/SUNScholar>

<http://library.sun.ac.za/etd/index.htm>





'Information cannot be  
knowledge  
unless it is shared'

Anon

