Mount Royal University Institutional Repository
Full Depositor’s Guide

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Institutional Repositories

The Mount Royal University Institutional Repository (MRUIR) is a digital showcase of the scholarship, research, and intellectual contributions of the Mount Royal University community. Institutional repositories have become standard tools for the dissemination of the scholarly/research output of academic institutions. The Registry of Open Access Repositories lists over 3500 open access repositories worldwide.

There are a number of reasons for the growth of repositories in universities. They provide a means to collect and preserve the diverse research outputs of the institution; outputs that might otherwise be scattered and difficult to trace. They provide a means to showcase the scholarship of the institution, increasing the research profile of the institution and its members. In doing so, repositories broaden international access to research materials to the benefit of individuals and the research community. Articles deposited in institutional repositories or published in open access journals have been demonstrated to have a clear advantage when it comes to research impact. Simply put, articles are cited more frequently when they are freely available.

Communities and Collections

The Mount Royal University Institutional Repository is comprised of communities, sub-communities, and collections representing the Mount Royal community. Communities are used to organize repository content, primarily around University faculties, schools, departments, centres, or institutes, although there may be non-departmental divisions based on other shared characteristics. Communities may be divided into sub-communities, depending on the nature of the community. Sub-communities are frequently used to distinguish between faculty and student submissions.

Within communities and sub-communities are collections. Collections are the most granular division of repository content, and are usually designed to gather the submissions of one disciplinary division, or sometimes the collected work of an individual contributor (or class section for student works). If you are submitting materials to the repository for the first time and are unsure where your items belong, you should contact the community or repository administrator in order to set up a collection for your submissions.

MRUIR Policy

Academic Policy 588 is the governing policy for the MRUIR, while the MRU Library has administrative authority over the MRUIR. The MRUIR is an open access repository using the OAI-PMH standard for metadata interoperability. The metadata of items stored in the MRUIR may be harvested by other institutions and services for the purposes of discoverability.
Content
Institutional repositories contain a wide variety of materials, generally focusing on research-related objects. The Mount Royal University Institutional Repository includes any digital materials developed in the process or dissemination of faculty scholarship, instructional materials, as well as selected student works.

Typical repository items include:
- Articles, including pre-prints, post-prints, and final versions
- Datasets
- Maps
- Presentation materials
- Technical reports
- University publications
- Books and book chapters
- Images
- Musical Scores
- Sound Recordings
- Theses
- Videos
- Working Papers

Format
The Repository also accepts a wide variety of file formats for deposited materials. The following guidelines, however, should be followed as closely as possible in order to ensure that deposited materials can be accessed by the widest possible audience and can be preserved for the future:

1. When possible, deposited materials should be in open, non-proprietary formats.
2. When possible, deposited materials should be in formats that are widely used and likely to be preserved.

Best formats for deposit:
Text: PDF, TXT, RTF, or CSV
Images: JPEG, PNG, or TIF
Audio: WAV, AIF, or MP3
Video: AVI or MP4

These guidelines are not comprehensive and there may be instances where formats cannot be shifted prior to deposit. In those cases, depositors may submit materials in any format, although preservation of the material may not be possible.
Self-archiving Permissions and Copyright

Prior to submitting materials to the institutional repository, it is important that you obtain all appropriate copyright permissions. Many authors give up some or all of their copyright to the written expression of their ideas when they publish in a journal. Know your self-archiving permissions.

Depositors are strongly encouraged to contact all parties holding copyright or other rights to items prior to submission, and to obtain written permission to deposit materials. During the submission process, you will be required to sign a licensing agreement which, in part, confirms that copyright has been cleared for deposit. If you are not certain of the copyright status of an item, you can contact the University Copyright Advisor for assistance.

If one or more of these situations apply to your work, you may be required to obtain permission prior to deposit.

Co-authorship
The item being deposited has been co-authored or co-created with colleagues. You will have to obtain permission to deposit co-authored materials.

Previous Agreements
The item has been previously published or is subject to a previous licensing agreement. Previous publishing, licensing, or funding agreements may limit the rights of the creator(s) to disseminate materials through the repository. It is important that you consult previous agreements to determine if deposit is possible. In some cases, publishers allow deposit of pre-print or post-print versions of articles if the final version may not be deposited.

Third-Party Materials
Some items may incorporate third-party materials in the form of images, audio/video recordings, tables, graphs, charts, or other works. You must have rights to redistribute third-party materials.

Self-archiving Permissions Search: SHERPA RoMEO & JULIET

The SHERPA /RoMEO service contains a database of journal publishers’ policies regarding copyright and self-archiving permissions. You can search by publisher or journal to determine which types of repository deposit are permitted. http://www.sherpa.ac.uk/romeo/

SHERPA/JULIET is a database of funder agencies’ open access policies. Use it to review the open access dissemination requirements of your funding agency. http://www.sherpa.ac.uk/juliet/
Login and Navigation
The Mount Royal University Institutional Repository may be accessed at http://mruir.mtroyal.ca. You can login by selecting the Login link in the top right corner and then use your MRU credentials. Depositors without MRU credentials can create an account using an email/password combination.

Once you are logged in, you will see a list of repository communities, as well as boxes on the right side of the screen with a variety of options:

Search the MRUIR

These allow you to search for existing repository content. Search using a keyword, or use the advanced search option to limit your search by title, author, keyword, or other identifiers.

Browse

You can browse repository content by community and collection, author, issue date, title, or subject.
My Account

Profile: This allows you to view or edit your profile, setup subscriptions for email alerts when new items are deposited into a specified collection, and view groups to which you belong.

Submissions: For existing contributors this will provide a list of previous submissions to the repository, as well as an option to submit a new item. If you are submitting a new item, you can select the collection to which the item will be submitted. You will only be able to see the collections to which you have permission to submit items.

Why Am I a Member of an Authorization Group?

Groups are used to provide reading, submission, and editing permissions for repository content. If you are a member of a group, you may have been granted additional rights to read, submit to, or edit one or more repository collections.

All users belong to the Anonymous group by default.

Submitting Materials

Once you have confirmed self-archiving permissions for your item, you can initiate a new submission by navigating to the collection to which you wish to submit and selecting “Submit a new item to this collection”, or by selecting the submissions link in the My Account box (see Login and Navigation above). Direct login link for MRU members

During the submission process you will be prompted to provide information, or metadata, about your item, upload the appropriate file(s), and sign the licensing agreement. All in-progress submissions are automatically saved at the most recently completed page and may be accessed at a later time using the “Submissions” link. Be advised that the repository will end your session if you remain inactive for some time. This security precaution prevents others accessing the MRUIR under your credentials. You can always resume your submission at a later time.

Quick Tip: Submitting

To submit, navigate to the appropriate collection and select ‘Submit a new item to this collection.’

OR

Select the Submissions link in the My Account box.
**Note on metadata**
Put simply, *metadata* is a description of the item you are depositing. Try to make your metadata as accurate and descriptive as possible, as this aid the discoverability of your item, making it easier for others to find. Once you have selected a Community, Sub-community, and Collection for your item, you can begin to describe it.

**Describing the Item (two steps)**
Provide as much information as possible about the item. The Author, Title, Type, and Subject Keywords fields are mandatory, but it is a good idea to fill in all applicable fields in order to ensure that your work can be discovered by the widest possible audience. See the Notes and Guidelines section below for more information on describing your item, including Embargo.

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes and Guidelines</th>
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| **Author(s)** | • Enter the name of the author or creator  
• To add additional authors, select the ‘Add’ button to the right of the field. Enter multiple authors in the same order in which they appear on the item.  
• If the author has only one name or is an organization, enter the name in the ‘Last Name’ box only.  
• If the creator is an organization, use full names except in cases where an acronym is more commonly used:  
  o E.g. Use Mount Royal University, not MRU  
  o E.g. Use UNESCO, not United Nations Organization for Education, Science, and Culture |
| **Title**     | • Enter the primary title by which the work is known.  
• If the work has multiple titles (e.g., translated works), use the Other Titles Field to add additional titles.  
• If the deposited work has no formal title (e.g. dataset):  
  o Use the title of the larger project of which the file is a part and include the file type in parentheses.  
    E.g. The Information Needs of Academic Researchers (dataset)  
  o Provide a specific description of the item as a title.  
| **Date of Issue** | • Enter the original publication date of the item if it has been published, or else the most appropriate creation date for an unpublished item  
• The YYYY-MM-DD format is used, however, only the year field is mandatory. |
| **Publisher** | • Enter the full name of the original publisher of the work. This could be a journal title, or the original publishing house for a book. |
### Publisher’s Website
- Enter the URL of the previous publisher of the item.

### Citation
- Enter a full citation for the previously published version of the work.
- The preferred citation style used by the original publisher should be used if possible. If there is no preferred citation style, use any widely accepted citation style.

### Identifier
- If the item has been assigned a registered identifier, including an International Standard Book Number (ISBN), a Government Document Number, a Digital Object Identifier (DOI), or a similar identifier, indicate the number here.
- Use only if the identification number is provided by a publisher or other governing body.
- May be used for any version of previously published works.

### Type
- Choose the item types from the pulldown list.
- Student theses should always be categorized as ‘Thesis.’

### Language
- Enter the primary language of the item.
- For items in languages not listed, select “Other”.

### Subject Keywords
- Subject terms attempt to answer who, what, where and when. Use your knowledge of the content itself to guide you in your choice of subject terms.
- Enter only one term at a time. Select the ‘Add’ button to the right of the box to add more terms.
- Select up to 5 words or concepts that describe the content of the item or the item itself.
- Temporal and geographical terms may be used to describe an item.
  - E.g. gender; family relations; aging; Canada
  - E.g. French Revolution; 18th Century; Robespierre, Maximilien
- You can also use the “Subject Categories” link to choose from predefined subject areas

### Embargo Period
- If a publisher’s embargo has been placed on the item, please indicate the date at which the embargo expires. The item will not be publicly visible until the indicated date.

### Abstract
- Provide, in complete sentences, a brief summary of the item.
- Abstracts may be from 1-5 sentences in length.
- The abstract should describe the content of the item, not the item or file itself.
- Tables of contents may be used for longer works.
Sponsors
- If applicable, the names of bodies that have made significant financial contributions toward a project should be listed.
- Only the name or title of the funding body should be listed.
- See notes for the Author or Creator field for rules governing names.

Description
- Use this field to provide any contextual or background information about the item that is not provided elsewhere.

Access Settings (embargo)
If the original publisher has set an embargo period that applies to your item, you should apply a date for when the embargo should be lifted. If there is no embargo, you can skip this step. This information may be in your original author-publisher agreement or set by a specific journal policy.
  - Example: Your item was originally published on March 1st, 2014. The publisher indicates that you can self-archive after a 12-month embargo period. You should set “Embargo Access until...” date for March 1st, 2015, or later.

Upload the file(s)
Browse and upload your primary file. If only one file is included, a description is typically not necessary.
If you have supplementary materials, you may include additional files with your submission. Please provide a brief description of each file (e.g., main article, notes, dataset, slides) when submitting multiple files. Some examples of supplementary materials:
  - a dataset that accompanies a research manuscript
  - tables, charts, or figures not included in the manuscript itself
  - a lesson plan to accompany a set of instructional resources
  - notes outlining your conference session talking points
If you are uploading more than one file, browse for the file and select “Upload file & add another.” If you are uploading only one file, browse for the file and select “Next.”

Review
Review the information, and make any necessary changes. It is best to review and correct the information provided in the previous steps before you submit. It is possible to edit metadata after you submit your item, but you will need to contact a repository administrator to make changes.

Licensing the Work
The MRUIR will prompt you to apply a license. This allows you to set the copyright permissions that apply to the item you are depositing.
There are four options presented:
  - Public domain – This option should only be used when the work being deposited is already free of known copyright restrictions.
• CC0 – This Creative Commons “no rights reserved” license allows you to waive (forfeit) all of your copyright and related rights to the fullest extent allowed by law, effectively releasing your work into the public domain immediately. The license is legally operative worldwide.
• Creative Commons – The Library recommends the application of a Creative Commons license. Along with requiring attribution for any uses of your work, this allows you to determine whether
  o You will allow commercial uses of your work (yes or no)
  o You will allow modifications of your work (yes, no, or ShareAlike)
    ▪ Selecting the ShareAlike option permits modifications of your work, but the subsequent work must be distributed under the same license as the original.
• No Creative Commons License – Decline applying a Creative Commons license. Instead, permitted uses are determined by Canadian copyright legislation.

Read and Accept the Distribution License
The distribution license grants MRU the permission to distribute your work via the MRUIR. Read the non-exclusive licensing agreement. If you agree to the terms, select “I Grant the License.” This is required if you wish to deposit your work into the institutional repository.

Complete Submission
Select “Complete Submission” to finish submitting your work. Depending on the policies of the community and collection, your submission may be reviewed before it becomes publically visible. You will be notified by email when the item has been fully deposited.

Withdrawal
One of the primary purposes of the repository is to preserve the scholarly record of Mount Royal University. Withdrawal of items has a negative impact on the ability of the University to preserve this record, and breaks links that others have made to repository content. However, there may be circumstances when the withdrawal of an item is required. If withdrawal is requested due to a third-party copyright or licensing dispute, you are encouraged to negotiate with concerned parties to obtain permissions to maintain full deposit and to consult with the University Copyright Advisor to review your options.

You must contact the collection or repository administrator to request withdrawal.

Contact
First contact and general questions
mruir-help@mtroyal.ca
MRUIR Administrator
Richard Hayman
rhayman@mtroyal.ca
Copyright
copyright@mtroyal.ca