

UNIVERSITY OF HUDDERSFIELD REPOSITORY

Procedure for submission of material

1. The University Repository is available via the university intranet at (<http://eprints.hud.ac.uk>)
2. Except in the case of research degree theses, (see 4 below) material may be deposited by the CLS Repository Administrator (RA), an administrator designated by the school or by the author.
- 3 An author may pass bibliographical details including suggested **keywords** to the RA for deposit if preferred. E.Mailbox@hud.ac.uk
4. Research degree theses should be sent in electronic format to the University Research Office using the link research-office@hud.ac.uk. When all the necessary checks have been made, the University research officer will pass to the RA for deposit in the repository.
5. The instructions for making a deposit are available via the 'Making a deposit' link on the University Repository home page menu.
6. The forms to be filled in for the deposit procedure are in the 'User Area' on the University Repository home page menu. Registration by the user will be done automatically using the campus logon username and password. The depositor should fill in the appropriate boxes, including information on the status of the item, e.g. if it has been refereed.
7. The information will be held in a secure area for checking by the CLS Repository Administrator (RA).
8. The RA will proceed as follows:
 - a) the submission will be checked for:
 - accuracy of bibliographical detail and referred back to the author with any queries
 - appropriate subject headings and keywords using standard subject headings
 - compliance with copyright, either via the SHERPA link or directly with the publisher
 - any embargo on the material (if submission of the published version is subject to a time delay imposed by the publisher, then the author's version may be used until the embargo is lifted)
 - DOIs (digital object identifiers) will be provided where available
 - b) where copyright is granted, the submitted item will be moved into the public access area of the repository
 - c) material designated for the RAE will be moved to the RAE area of the University Repository and additional information included as suggested by the author
 - d) the item will be searched to ensure it is retrievable via the appropriate searches for material placed on public access
 - e) If the item has been placed on restricted access, it will be checked to ensure it is only retrievable by designated users.

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