UBIR Operational Procedures: How faculty can submit items directly into the IR

1. If the articles have been or will be published, get rights to submit material to the repository. Some publishers allow this, many do not. The Sherpa Romeo database has some journal policies (http://www.sherpa.ac.uk/romeo/). Elsevier journals do not allow posting without specific authorization. It is recommended that faculty retain rights to post in the repository when signing over future publications.

2. Sign up for UBIR user account online. http://ubir.buffalo.edu/xmlui/register

3. After your account is created, e-mail Mark Ludwig, uldmjl@buffalo.edu have your account modified to allow you to submit materials.

4. Log on to DSpace (http://ubir.buffalo.edu/xmlui/handle/10477/896) and upload articles into the faculty/staff collection. Be sure to complete all steps to make the article visible. This is a public collection and accessible to everyone, so be sure to comply with copyright.

5. When articles are submitted, they are assigned unique handles (web addresses). These links can be published in catalogs and on websites and tend to remain static to avoid broken links.