



IASC Repository User Guide

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Contents

Introduction	2
Logging in	2
Searching all of IASC	3
Searching within a community or collection	3
Submitting an item for upload	5
Mandatory fields	7
Optional fields	8
Review process	11
Resuming an incomplete submission	11
Removing or amending an item	12

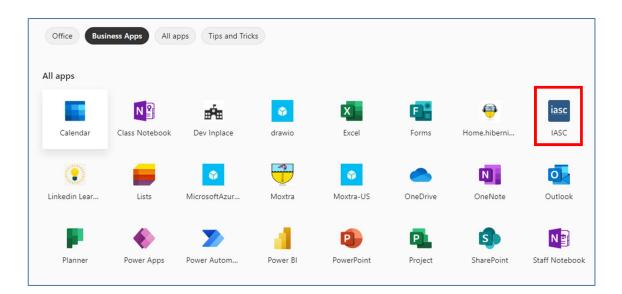
Introduction

IASC (Institutional Archive of Scholarly Content) is Hibernia College's open access research repository. If you are a Hibernia College employee, you can use IASC to share and disseminate academic papers, articles, book chapters and other research artefacts that you have authored or co-authored. Content uploaded to IASC is searchable and accessible to all.

More information about IASC is available on the <u>FAQs page</u>. If you need help, contact the administration team at <u>IASC@hiberniacollege.net</u>.

Logging in

You can access IASC by selecting the IASC app icon on your Office 365 home page. You can also use the URL https://iasc.hiberniacollege.com/



When you arrive at the IASC homepage, select the **Login** button in the top right corner. When you do this, your Single Sign-on (SSO) will log you in automatically.

Note: If you encounter an error when logging to IASC the first time, sign out of your Office 365 account entirely and then log back in. Then log into IASC as described above. If you encounter any further problems, contact the IASC team at <u>IASC@hiberniacollege.net</u>

HIBERNIA College	Institutional Archive of Scholarly Content	Login
✿ Home		
Browse All of IASC Communities	Search Institutional Archive of Scholarly Content Repository	Q

IASC accounts, which enable you to submit research items, are available to Hibernia College staff and faculty. Students and members of the public can search and view items in IASC freely without an account.

Searching all of IASC

The *Search* box at the top of the IASC home page enables you to search for specific items across all of IASC using author, title or keyword search terms. Alternatively, you can browse all repository content using the *Browse* options in the left-hand menu.

Br	owse
	All of IASC
	Communities
	Publication Date
	Authors
	Titles
	Subjects

Searching within a community or collection

Items in the IASC repository are organised into sub-communities under the home community, Hibernia College. Select *Hibernia College* to view these sub-communities, which are organised by Hibernia College department and school. The Institutional Archive of Scholarly Content (IASC) is an open access repository designed to store, archive and disseminate the work of Hibernia College faculty, staff and students.

To find out more visit the About and FAQ pages.

Communities in IASC

Select a community to browse its collections.

Hibernia College Research from Hibernia College staff and faculty

Hibernia	College	è				
BROWSE BY						
Publication Date	Authors	Titles	Subjects			
Search within this co	mmunity and	its coll	ections:			
				Go		
Sub-commu	nities w	ithir	n this cor	nmun	itv	
School of Education Hibernia College Sch						
School of Nursing Hibernia College Sch	ool of Nursing	ţ				
School of Data Analy Hibernia College Sch		alytics				
Digital Learning Dep Hibernia College Dig		epartm	ient			
Registrar, Quality As Hibernia College Reg				rotection		
Human Resources, C Hibernia College Hur					rtment	
Marketing and Busir Hibernia College Mar				Departme	nt	
Information Technol Hibernia College IT D		nt				

Select a sub-community to view its collections. For example, in the School of Education subcommunity there are collections for general education, primary, post-primary and early childhood publications.

School of	Educ	atio	n	
BROWSE BY				
Publication Date	Authors	Titles	Subjects	
Search within this co	ommunity a	nd its coll	ections:	
				Go
Collections General education p Publications by the S Primary education p Publications relating	ublications School of Ed ublications to primary	lucation		
Post-primary public Publications relating		mary edu	cation	
Early childhood pub Publications relating		ildhood		

You can use the smaller search box to find items within a sub-community or collection. Alternatively, use the buttons above the search box to browse sub-community or collection items by publication date, author, title or subject.

Browsing General education publications by Author	
0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
Or enter first few letters: Go	
Now showing items 1-20 of 66	•
Authors Name	
Allen, Keira [1]	
Allen, Niamh [1]	
Bailey, Jemimah [1]	
Balfe, Bernie [1]	

Submitting an item for upload

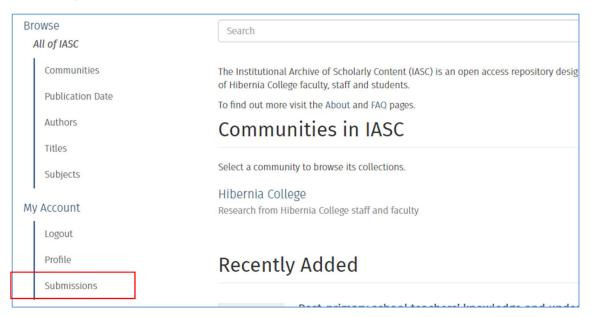
Staff and faculty of Hibernia College can submit their work to IASC. Each submission is reviewed by the IASC administration team before being uploaded and made available in the repository.

To submit an item to IASC, you will need the following:

- Full reference details of the research work (e.g. all author names, title information, publication information, if applicable, and any other relevant information to be attached to the record)
- An abstract and keywords
- A PDF copy of the work if text-based, or another accepted file format (see the FAQs for guidance)

To submit an item:

1. Select **My Account > Submissions** in the side menu.



2. Select start a new submission.



3. Select the most relevant collection for your item, and then select Next.

Select a collection	
Collection:	
Select a collection	~
Select a collection	
Hibernia College > Digital Learning Department > Digital Learning Department publications	
Hibernia College > Human Resources, Operations and Finance Department > Data Protection Department publications	
Hibernia College > Information Technology Department > IT Department publications	
Hibernia College > Marketing and Business Development Department > Marketing and Business Development Publications	
Hibernia College > Registrar, Quality Assurance and Data Protection > Quality Assurance Publications	
Hibernia College > School of Data Analytics > Data Analytics Publications	
Hibernia College > School of Education > Early childhood publications	
Hibernia College > School of Education > General education publications	
Hibernia College > School of Education > Post-primary publications	
Hibernia College > School of Education > Primary education publications	
Hibernia College > School of Nursing > School of Nursing publications	

4. If your source is included in CrossRef or PubMed, you can choose to import it from there using the *Choose import source* drop-down. In most cases, however, you will need to create the item record manually. To do this, select **Skip import**. This will bring you to the first of the *Describe Item* pages where you can start entering details for your item.

Import Source						
hoose an I	mport Sou	rce				
Choose import	source					~

5. Complete the *Describe Item* fields, selecting **Next** to proceed from one page to the next.

See below for guidance on specific fields.

Authors:		
Last name, e.g. Smith	First name(s) + "Jr", e.g. Donald Jr	Add
		Lookup
Enter the names of the authors for this item a	bove.	
Organisation as Author:		
Enter the organisation name if there is no ind		
Title: *	ividual person as author.	
	ividual person as author.	
Title: * Enter the main title of the item.	ividual person as author.	
Title: *	ividual person as author.	Add
Title: * Enter the main title of the item.	ividual person as author.	Add
Title: * Enter the main title of the item. Publication date:	ividual person as author.	Add

- *Authors*: To create an author name, enter the last and first name of the author and select Add. Add any other authors in the same way.
 - To remove an author you have added, select the checkbox next to the author and select **Remove**.
 - To see if an author's name already exists in the system, select **Lookup**. To add a name from *Lookup*, select it from the *Lookup* list.

- **Organisation as Author**: If the item being submitted is by an organisation (i.e. not an individual author or authors), enter the organisation name into the *Organisation as Author* field and leave the *Authors* fields blank.
- *Title*: Enter the title of the item here.
- *Publication Date*: Enter the publication date.
- *Type*: Select the type of item being submitted.

Optional fields

The following fields are optional; complete them as required by the type of item you are submitting. If they are not relevant to your submission, leave them blank and select **Next** to continue.

you are submitting a book chapter, or an extrac	t from a larger work, enter the title of the source i	tem here
ournal title:		
nter journal title for journal article submissions		
/olume:		
		Add
Enter volume		
ssue:		
		Add
Enter issue		
Start page:		
		Add
Enter first page number		
End page:		
		Add
Enter last page number		
Series/Report No.:		
Series Name	Report or paper No.	Add

- **Source title**: Title of the larger work, book chapter or other source from which your item is extracted
- Journal title: Title of journal in which your item is published
- Volume, Issue, Start page and End page fields: Journal article details
- Series/report no.: For series or report numbers

On the next page, the following fields are optional; complete them as required by the type of item you are submitting. If they are not relevant to your submission, leave them blank and select **Next** to continue.

Describe Item	
Identifiers:	
ISSN 🗸	Add
f the item has any identification numbers or codes associated	with it, please enter the types and the actual numbers or codes below.
001:	
	Add
	Add
Enter DOI for the item, if available	Aug
Enter DOI for the item, if available	
Enter DOI for the item, if available L anguage: N/A	~
Language: N/A Select the language of the main content of the item. If the langu	✓ Nage does not appear in the list below, please select 'Other'. If the
Anguage: N/A Select the language of the main content of the item. If the langu	✓ Nage does not appear in the list below, please select 'Other'. If the
Language:	✓ Nage does not appear in the list below, please select 'Other'. If the
N/A Select the language of the main content of the item. If the lang content does not really have a language (for example, if it is a d	✓ Nage does not appear in the list below, please select 'Other'. If the
N/A Select the language of the main content of the item. If the lang content does not really have a language (for example, if it is a d	✓ Jage does not appear in the list below, please select 'Other'. If the ataset or an image) please select 'N/A'.

- *Identifiers*: Enter URI, ISBN, ISSN or other code identifiers, as required.
- Language: Select the language of your submission.
- Subject Keywords: Enter a keyword and select Add.
 - You can also use the *Subject Categories* link to assign a pre-populated subject category or subcategory from the *Subject Categories* folder structure. However, this is not necessary.
- *Abstract, Sponsors, Description fields:* Complete these if they are relevant to your submission.
- Embedded video fields: Complete these if they are relevant to your submission.

6. On the *Upload File* page, upload the file(s) and, if necessary, add a description for the file(s). You may also select a date from which the item can be accessed, if required. If you need to upload multiple files for an item, select **Upload file & add another**.

Jpload File(s)	
ile:	
Choose File No file chosen	
lease enter the full path of the file on your computer corresponding to your item. If you click "Browse", a new window will all o select the file from your computer.	low you
ile Description:	
ptionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".	
mbargo until specific date:	
dd / mm / yyyy	
he first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd	
mbargo reason:	
	//
he reason for the embargo, typically for internal use only. Optional.	
Upload file & add another	

7. The *Review Submission* page allows you to recheck and correct your item descriptors, keywords, and/or file uploads before submitting.

eview Submiss	on
Describe Item	
Title: Bridging the onl	ne support gap: developing academic referencing competences
Title: Bridging the onl Type: Article	ne support gap: developing academic referencing competences

8. The *License Your Work* page allows you to apply a Creative Commons licence to your item if you wish.

ense Type:	
Select or modify your license	
Select or modify your license	
Public Domain	
CCO	
Creative Commons	
No Creative Commons License	

If you select **Creative Commons**, select options to specify whether you wish to allow commercial use and/or modification of your work. See <u>https://creativecommons.org/</u> for more information on Creative Commons licences.

License Type: Creative Commons	~
You must click Next to save your changes.	
Allow commercial uses of your work? 3	
⊖ Yes	
○ No	
Allow modifications of your work? 3	
⊖ Yes	
⊖ ShareAlike	
○ No	

9. Finally, select the I Grant the Licence checkbox at the end of the Distribution Licence declaration and select Complete submission to finish.

Review process

Once submitted, your item will go through the review process for this collection. This review, by the IASC administration team, is to ensure the suitability of the item format, check that metadata is correct, and confirm that items are assigned to the most suitable communities and/or collections.

You will receive an email notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your *Submissions* page.

Resuming an incomplete submission

If you leave a submission incomplete, it is saved in your tasks. To continue working on an incomplete submission, select the title to open it and select **Resume** to continue editing.

	Item submission				
	Untitled	🗎 Export 🗸			
	Cast your vote ♀ ★★★★				
[Show full item record Resume Cancel				

Removing or amending an item

If you wish to amend or remove an item from the repository, contact the IASC administration team. To learn about policies and procedures regarding amending or removing an item once it has been published on IASC, please refer to the <u>'Can I edit or delete my publication? Can I update my already-published document to a new version?' section</u> of the IASC *FAQs* page.