HIBERNIA COLLEGE

# IASC Repository User Guide

Contents

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 _FAQs_ page. If you need help, contact the administration team at IASC@hiberniacollege.net.

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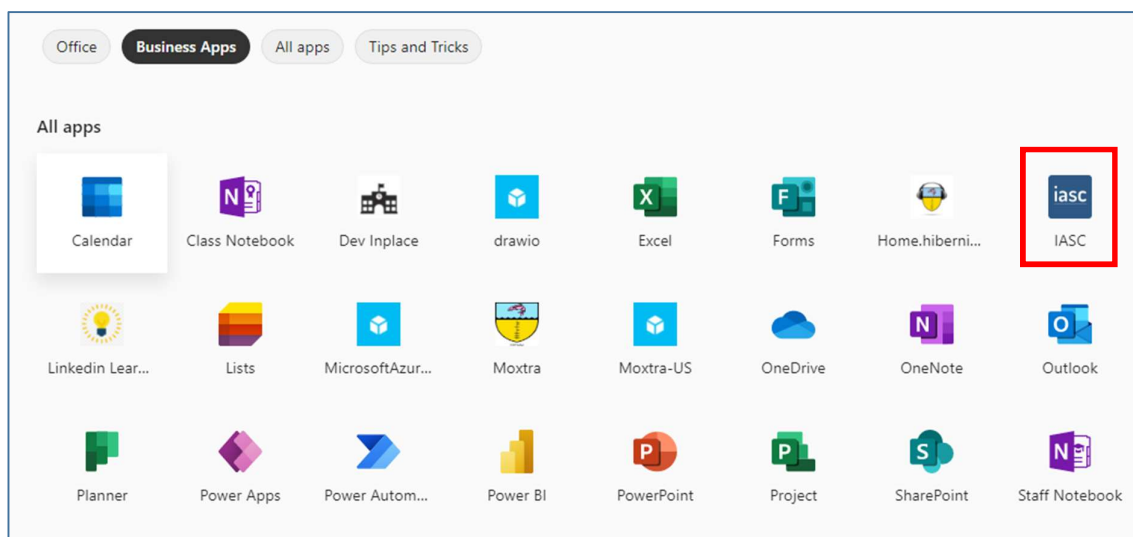
When you arrive at the IASC homepage, select the **Login** button in the top right corner. When you do this, your Single Sign-on (SSO) will log you in automatically.

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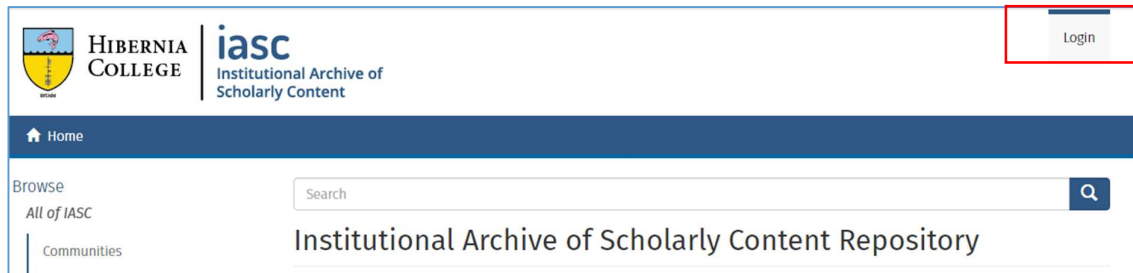
IASC accounts, which enable you to submit research items, are available to Hibernia College staff and faculty. Students and members of the public can search and view items in IASC freely without an account.

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.
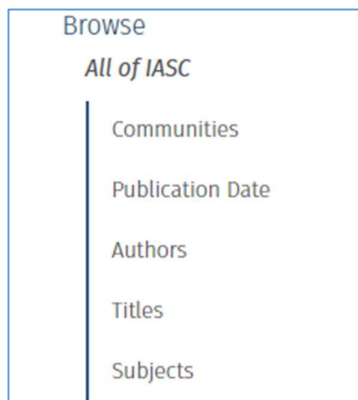
Searching within a community or collection

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

BROWSE BY

Publication Date	Authors	Titles	Subjects

Search within this community and its collections:

	Go

Sub-communities within this community

School of Education
Hibernia College School of Education

School of Nursing
Hibernia College School of Nursing

School of Data Analytics
Hibernia College School of Data Analytics

Digital Learning Department
Hibernia College Digital Learning Department

Registrar, Quality Assurance and Data Protection
Hibernia College Registrar, Quality Assurance and Data Protection

Human Resources, Operations and Finance Department
Hibernia College Human Resources, Operations and Finance Department

Marketing and Business Development Department
Hibernia College Marketing and Business Development Department

Information Technology Department
Hibernia College IT Department

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

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.



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)
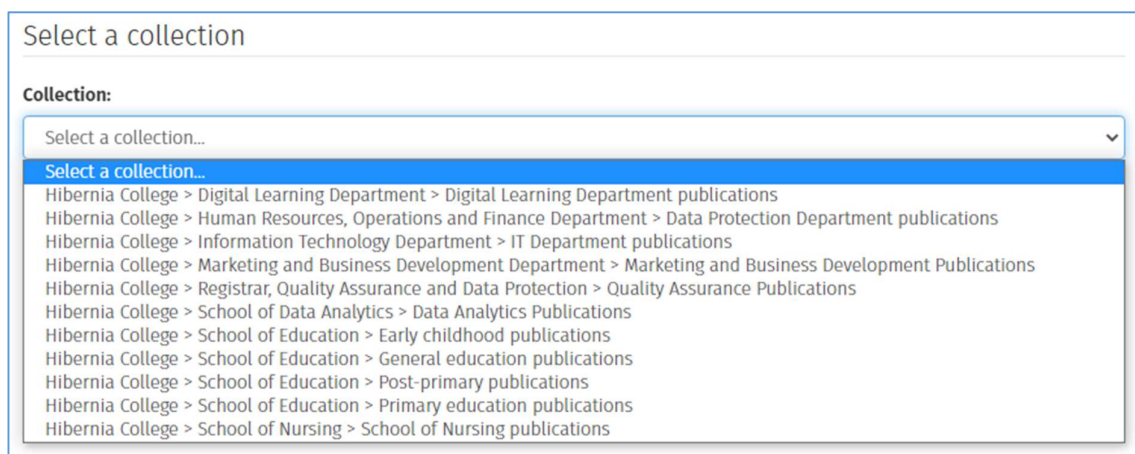
To submit an item:

1. Select **My Account** > **Submissions** in the side menu.
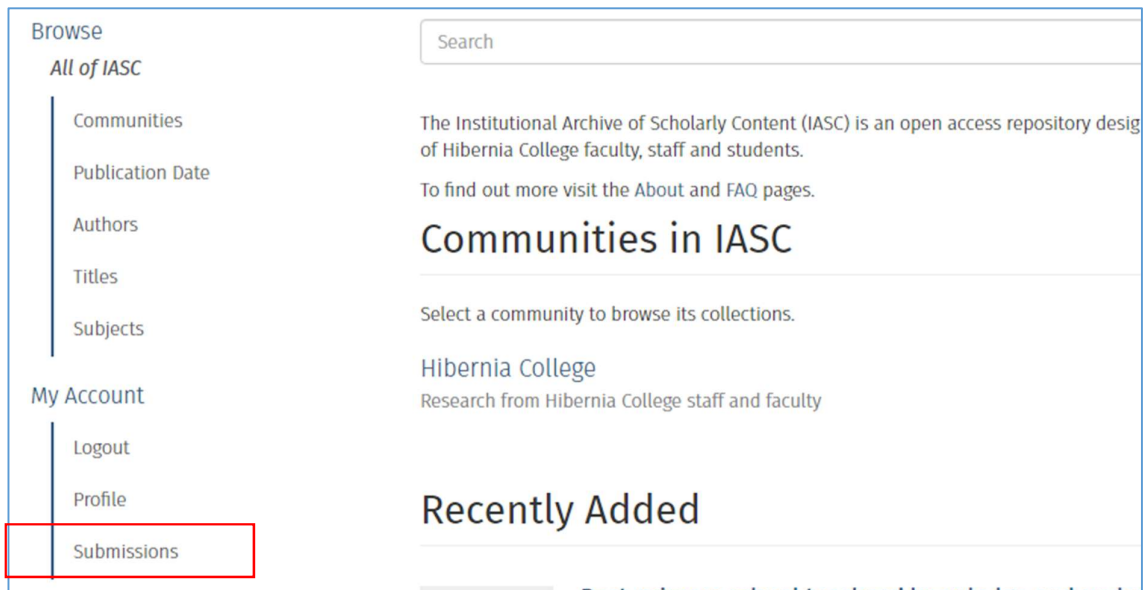
2. Select **start a new submission**.
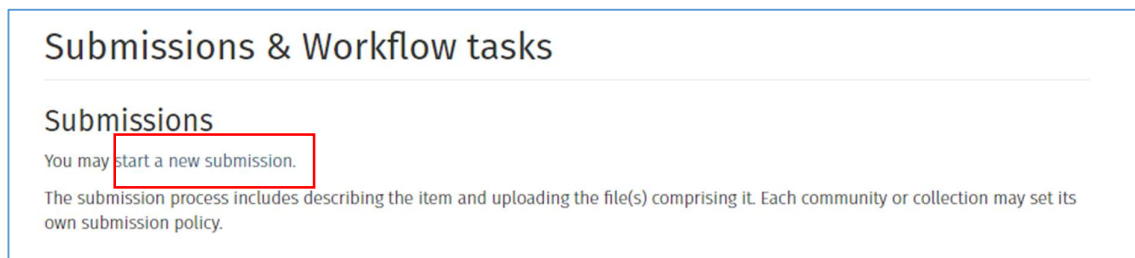
3. Select the most relevant collection for your item, and then select **Next**.

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.

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

See below for guidance on specific fields.

Mandatory fields

- *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.

Source title:

If you are submitting a book chapter, or an extract from a larger work, enter the title of the source item here

Journal title:

Enter journal title for journal article submissions

Volume:

[Add]

Enter volume

Issue:

[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] |

Enter the series and report numbers.

- *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 |

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

DOI:

| | Add |

Enter DOI for the item, if available

Language:

| N/A ⌄ |

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Subject Keywords:

| | Add |

Enter appropriate subject keywords or phrases below.

Subject Categories

- *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**.
    o 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**.

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

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

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

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.

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 ['Can I edit or delete my publication? Can I update my already-published document to a new version?' section](#) of the IASC *FAQs* page.