

Institutional Repository Glossary

Abstract - A statement summarizing the important points of a text.

Access Conditions - Depositors are generally asked to select the group to which access should be provided once the deposit has been approved. The main options are Open Access, Restricted Access - University of Melbourne Staff and Students, and Restricted Access - Citation and abstract only. Open Access records are available globally to anyone.

Approver - An authorised staff member from the Digital Repositories Team. All deposits submitted by depositors arrive in the approver's inbox for review. Using the approver interface, approvers can edit, approve, or reject depositor submissions. For deposits submitted by registered depositors the approver may also return records to depositors for additional editing.

Archiving – Preserves the scholarly record over time.

ARROW Discovery Service – Provided by the National Library of Australia. Australian universities that have public research repositories can be simultaneously searched through this site. <http://search.arrow.edu.au/>

Australasian Digital Theses Program (ADT) - A database of digital versions of theses produced by the postgraduate research students at Australian universities. The theses will be available worldwide via the web. The program provides access to, and promotes Australian research to the international community. <http://adt.caul.edu.au/>

Born-Digital – An item is born-digital if it has been generated entirely electronically. It does not, or cannot, have a print version. Items not born digital will be accepted into the repository, please contact umer-enquiries@unimelb.edu.au.

Copyright in progress - The Copyright Office of the University of Melbourne is requesting permission from the publisher, to make available the full text of a work deposited in the repository.

Copyright Statement - Depositors are all required to agree to the copyright statement <http://www.unimelb.edu.au/copyright/depositinfo.html> before submitting any material.

Deposit - A deposit represents a bundle of submitted information. Typically, a deposit consists of descriptive metadata, access conditions and copyright information, and any relevant uploaded files. This entire set of saved information is the deposit record.

Depositor - A depositor is the creator of a deposit record, who submits digital items and associated data for review, approval and upload to the repository.

Digital Preservation - The process of ensuring that a digital object is accessible over the long term.

Digital Repository - An online, searchable, web-accessible database containing works of research deposited by scholars, professional staff, Ph.D's and students. Purpose is both increased access to scholarship and long-term preservation. Digital repositories are often built to serve a specific institution's community of users, in which cases they are called institutional repositories, such as UMER (University of Melbourne Eprints Repositories). There are also discipline-specific digital repositories, like arXiv <http://arxiv.org/>. Most digital repositories may be searched together via [OAster](#).

DOAJ – (<http://www.doaj.org/>) The Directory of Open Access Journals, an online database listing "free, full text, quality controlled scientific and scholarly journals."

Draft – A deposit that has been saved but not yet submitted.

Eprint – Any version of a work available online which has been either submitted for formal publication or has been accepted after formal review. The term encompasses both preprint and postprint.

E-thesis (ETD) – An electronic thesis or dissertation. Although it can be used to mean any thesis represented electronically, it is especially intended for born-digital theses. A thesis not born digital may be accepted into the repository, please contact umer-enquiries@unimelb.edu.au for further information.

FAQ – Frequently asked questions.

Handle - A persistent URL that points to an item.

HTML – Hypertext markup language. This is a typical user interface language used on the web. It is used to mark-up plain text for display in a user's browser. Items in HTML can be deposited into the repository.

Institutional Repository - A type of digital repository that is designed to collect the work of a particular institution (usually a university), as opposed to a disciplinary repository like [arXiv.org](http://arxiv.org). UMER is the institutional repository of the University of Melbourne.

A public on-line server where an institution or community stores its intellectual output in digital format, especially its research production.

"...a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution." Clifford Lynch, "[Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age](#)."

Keywords – Search terms or phrases relating to the item/body of work.

Mandatory Digital Theses at the University of Melbourne – Commences 1st June, 2009. University Statute 12.5 mandates that a digital copy of a completed higher degree thesis must be submitted to the University of Melbourne Institutional Repository (UMER) for candidates commencing from 2007. The thesis must be deposited prior to award of the degree. See: UMER - Mandatory Thesis Deposit Process <http://www.lib.unimelb.edu.au/eprints/thesis/> and Melbourne School of Graduate Research - Digital Thesis Submission <http://www.msgr.unimelb.edu.au/digitalthesis> for further information.

Metadata - Data that describes other data. For items in open access repositories, this usually consists of a full bibliographic reference, abstract, keywords, and similar information.

OAI (Open Archives Initiative) - The OAI develops and promotes interoperability standards that aim to facilitate the efficient dissemination of content. Its major contribution is the OAI Protocol for Metadata Harvesting (OAI-PMH), a set of guidelines that enable repositories to expose the metadata describing their content to service providers who harvest the metadata into large aggregations (see OAIster, below). Intended to expose the work deposited in repositories to the widest possible audience and ensure the interoperability of repositories. Note: do not confuse OAI with OA (open access)!

OAIster - The goal of OAIster (<http://www.oaister.org/>) is to create a collection of freely available, previously difficult-to-access, academically-oriented digital resources (digital repositories) that are easily searchable by anyone. It is a searchable aggregation of the descriptive content (metadata) from hundreds of digital repositories that uses the OAI protocol to aggregate the metadata.

OAK Law Project (Open Access to Knowledge) – (<http://www.oaklaw.qut.edu.au/>) Funded by the Australian government, and affiliated with the Queensland University of Technology; this project aims to make sharing knowledge across domains, and the world, both legal and efficient. The project will develop legal protocols for managing copyright issues in an open access environment. The project will integrate with existing open access repositories at both legal and technical levels.

OAK List – (<http://www.oaklist.qut.edu.au/>) A web-enabled database containing information about publishing agreements and publishers' open access policies. This information is vital to anyone trying to deposit into, create or manage an open access repository in compliance with the law. This database is accessible to authors, copyright administrators and repository managers, both in Australia and overseas. It has been developed to be interoperable with the [RoMEO/SHERPA](#) database.

Open Access - The scholarly communication reform movement that aims to make scholarly literature freely available on the public web. An umbrella term, open access includes both open access journal publishing and author self-archiving in digital repositories or on personal websites. The Open Access movement aims at improving the dissemination of scientific information. "Open-access (OA) literature is digital, online, free of charge, and free of most copyright and licensing restrictions." [Suber's Open Access Overview](#)

"By 'open access' to this literature, we mean it's free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited." [Budapest Open Access Initiative](#)

Peer reviewed - Subjecting an author's work, research or ideas to the scrutiny of others who are experts in the same field.

Persistent ID - A unique identifier for an object.

Persistent URL – A persistent URL or link is a web address that will consistently point to a specific information source.

Postprints - A scholarly article in its final form, after it has gone through the peer review/refereeing process. Publishers often distinguish between pre- and post-prints in their policies on self-archiving articles. Postprints are not the pdfs produced by the publishers, but may be a Word document or pdf produced by the author. Since additional changes may occur during the proofing process, postprints are not considered "the version of record" and thus are of lesser value than the published version of an article. See also the [Sherpa definition](#).

Versions of papers after peer review, with revisions having been made. These include the publisher's version as it appears in the journal and any other version of the article as accepted for publication (non publisher version). Although the content of these versions are identical, the appearances are different.

Preprints – Documents in pre-publication status, such as a draft or version of an article, that have not yet been published, but may have been reviewed and accepted; submitted but with no publication decision; or intended for publication and being circulated for comment.

Published version – The form of the postprint that is copy-edited and formatted as it appears in the journal.

ROMEIO Project (www.sherpa.ac.uk/romeo.php)

A project that defined the archiving policies of publishers. Now part of SHERPA (see below). You will see publishers defined as having a Romeo color of white, yellow, blue, and green, which means:

ROMEIO Color	Archiving policy
white	archiving not formally supported
yellow	can archive preprint (i.e., pre-refereeing)
blue	can archive post-print (i.e., final draft post-refereeing)
green	can archive preprint and postprint

Self-archiving - Placing a copy of your work in a digital repository.

SHERPA/RoMEO - Database of the copyright transfer policies of academic publishers and their journals. www.sherpa.ac.uk/romeo.php

Use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement. Searchable by publisher name or journal title.

Technical Report – A technical report is typically longer than a journal article; resources for such works include other journal articles, sources other than published articles (research, studies, interviews, correspondence). Technical reports may include the following: technical background reports; instructions; feasibility, recommendation and evaluation reports; primary research reports; technical specifications; and business prospectus.

UMER - University of Melbourne Eprints Repositories, the University of Melbourne's institutional repository.

URL – Universal resource locator.

Working Paper – A working paper is often a record of a project's research activities or interim findings.

Bibliography:

Crossref <http://www.crossref.org/02publishers/glossary.html>

Scholarly communication glossary <http://www.library.uiuc.edu/scholcomm/glossary.html>