



Guide for working with the SDU Repository

Title: Working with the SDU Repository

What is an Institutional Repository?

Institutional Repository is an electronic archive for long-term storage, accumulation and provision of long-term and reliable open access to the results of scientific research carried out at the scientific institution.

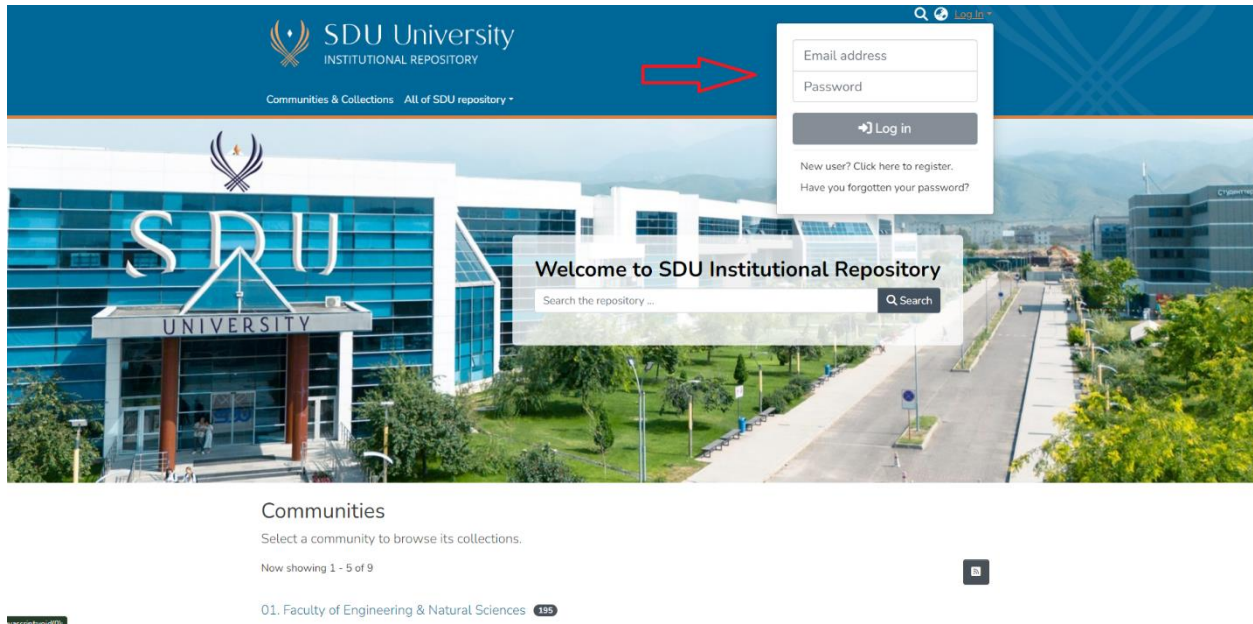
The Repository can store the following materials:

- Scientific articles;
- Abstracts and dissertations;
- Educational materials;
- Books and book sections;
- Student papers;
- Conference materials;
- Patents;
- Images, audio and video files;
- Web pages;
- Computer programs;
- Statistical materials;
- Learning Objects;
- Scientific Reports.



Uploading guide

The SDU Repository is located at <https://repository.sdu.edu.kz>.
To log in to the SDU Repository, enter the login and password you use to access *SDU_WIFI*. (see Image 1)



When you log in to the Repository for the first time, the *End User Agreement page* will appear in front of you. (see Image 2)



End User Agreement

Last updated May 4, 2023

Agreement to terms

These Terms of Use constitute a legally binding agreement made between you, whether personally or on behalf of an entity ("you") and SDU Repository ("Company", "we", "us", or "our"), concerning your access to and use of this website as well as any other media form, media channel, mobile website or mobile application related, linked, or otherwise connected thereto (collectively, the "Site"). You agree that by accessing the Site, you have read, understood, and agreed to be bound by all of these Terms of Use and any future amendments thereof.

Supplemental terms and conditions or documents that may be posted on the Site from time to time are hereby expressly incorporated herein by reference. We reserve the right, in our sole discretion, to make changes or modifications to these Terms of Use at any time and for any reason. We will alert you about any changes by updating the "Last updated" date of these Terms of Use, and you waive any right to receive specific notice of each such change. Please ensure that you check the applicable Terms every time you use our Site so that you understand which Terms apply. You will be subject to, and will be deemed to have been made aware of and to have accepted, the changes in any revised Terms of Use by your continued use of the Site after the date such revised Terms of Use are posted.

The information provided on the Site is not intended for distribution to or use by any person or entity in any jurisdiction or country where such distribution or use would be contrary to law or regulation or which would subject us to any registration requirement within such jurisdiction or country. Accordingly, those persons who choose to access the Site from other locations do so on their own initiative and are solely responsible for compliance with local laws, if and to the extent local laws are applicable.

Intellectual property rights

Unless otherwise indicated, the Site is our proprietary property and all source code, databases, functionality, software, website designs, audio, video, text, photographs, and graphics on the Site (collectively, the "Content") and the trademarks, service marks, and logos contained therein (the "Marks") are owned or controlled by us or licensed to us, and are protected by copyright and trademark laws and various other intellectual property rights and unfair competition laws of the United States, international copyright laws, and international conventions. The Content and the Marks are provided on the Site "AS IS" for your information and personal use only. Except as expressly provided in these Terms of Use, no part of the Site and no Content^(H) or Marks may be

Image 1. End User Agreement

After reading the agreement, you must sign the document by clicking on the checkbox below (see Image 3).

have undertaken using the Site. You agree that we shall have no liability to you for any loss or corruption of any such data, and you hereby waive any right of action against us arising from any such loss or corruption of such data.

Miscellaneous

These Terms of Use and any policies or operating rules posted by us on the Site or in respect to the Site constitute the entire agreement and understanding between you and us. Our failure to exercise or enforce any right or provision of these Terms of Use shall not operate as a waiver of such right or provision. These Terms of Use operate to the fullest extent permissible by law. We may assign any or all of our rights and obligations to others at any time. We shall not be responsible or liable for any loss, damage, delay, or failure to act caused by any cause beyond our reasonable control. If any provision or part of a provision of these Terms of Use is determined to be unlawful, void, or unenforceable, that provision or part of the provision is deemed severable from these Terms of Use and does not affect the validity and enforceability of any remaining provisions. There is no joint venture, partnership, employment or agency relationship created between you and us as a result of these Terms of Use or use of the Site. You agree that these Terms of Use will not be construed against us by virtue of having drafted them. You hereby waive any and all defenses you may have based on the electronic form of these Terms of Use and the lack of signing by the parties hereto to execute these Terms of Use.

[a] The DSpace software used to run this site is open source. Options for reuse and reproduction of the DSpace software is governed by its open source license: <https://github.com/DSpace/DSpace/blob/main/LICENSE>



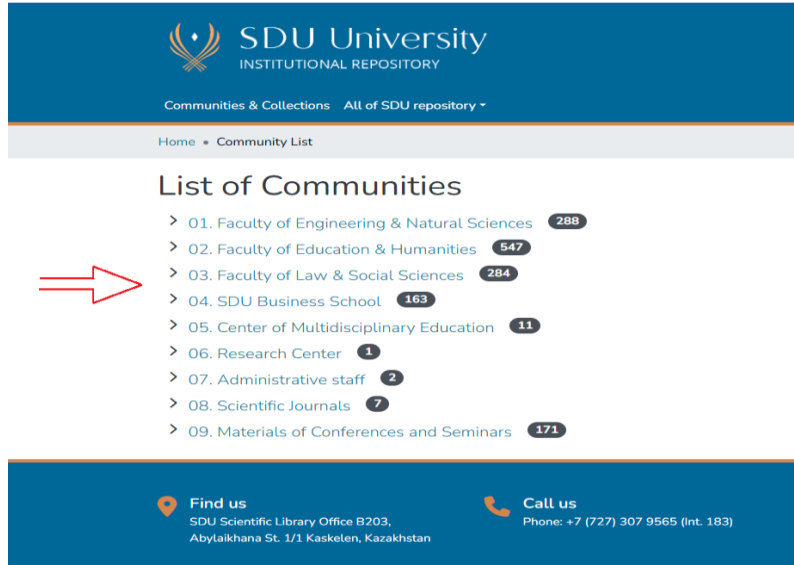
I have read and I agree to the End User Agreement

Cancel

Save

Image 3. Introduction to the agreement

Upon entering the main repository page, you will see a list of communities (see Image 4):



SDU University
INSTITUTIONAL REPOSITORY

Communities & Collections All of SDU repository ▾

Home • Community List

List of Communities

- > 01. Faculty of Engineering & Natural Sciences **288**
- > 02. Faculty of Education & Humanities **547**
- > 03. Faculty of Law & Social Sciences **284**
- > 04. SDU Business School **163**
- > 05. Center of Multidisciplinary Education **11**
- > 06. Research Center **1**
- > 07. Administrative staff **2**
- > 08. Scientific Journals **7**
- > 09. Materials of Conferences and Seminars **171**

Find us
SDU Scientific Library Office B203,
Abytaikhana St. 1/1 Kaskelen, Kazakhstan

Call us
Phone: +7 (727) 307 9565 (Int. 183)

Image 4. List of communities

You can add your content to those communities in which you are an Administrator, as well as edit or delete previously uploaded items.

In order to be added as a Community Depositor, you need to contact the Institutional Repository and Digital Technology by e-mail: repository@sdu.edu.kz.

How to add materials to the SDU Repository?

Once you have administrator rights for one of the Repository communities, you can add and/or modify your current research papers to the collections of that community. You will not be able to add or edit material in the collections of other communities. To get started, you need to log in to the SDU Repository located at <https://repository.sdu.edu.kz>.

1. Enter your login and password from *pms.sdu.edu.kz* in the specified field and click *Log in* (see images 5).



List of Communities

- > 01. Faculty of Engineering & Natural Sciences **288**
- > 02. Faculty of Education & Humanities **547**
- > 03. Faculty of Law & Social Sciences **284**
- > 04. SDU Business School **163**
- > 05. Center of Multidisciplinary Education **11**
- > 06. Research Center **1**
- > 07. Administrative staff **2**
- > 08. Scientific Journals **7**
- > 09. Materials of Conferences and Seminars **171**

Image 5. Log in

2. The sidebar - the depositor tool will appear on the left side (see Image 6).

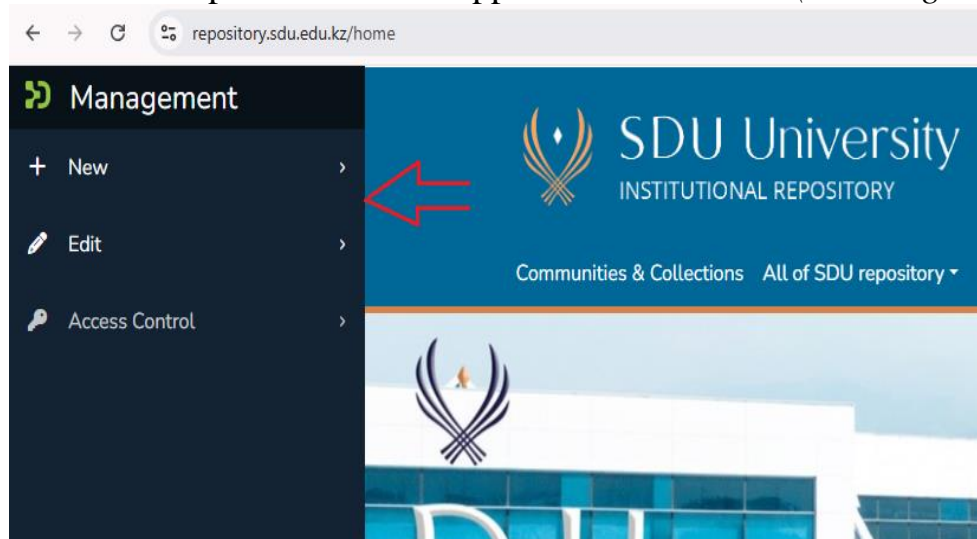


Image 6. Sidebar sections

The sidebar contains three sections.

- New
- Edit



- Access Control

3. In the *New* section, select *Item* (see *Image 7*).

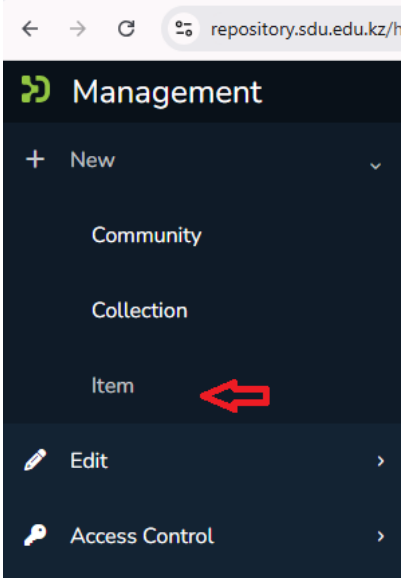


Image 7. Item section

4. Select a collection from the drop-down list (see *Image 8*).

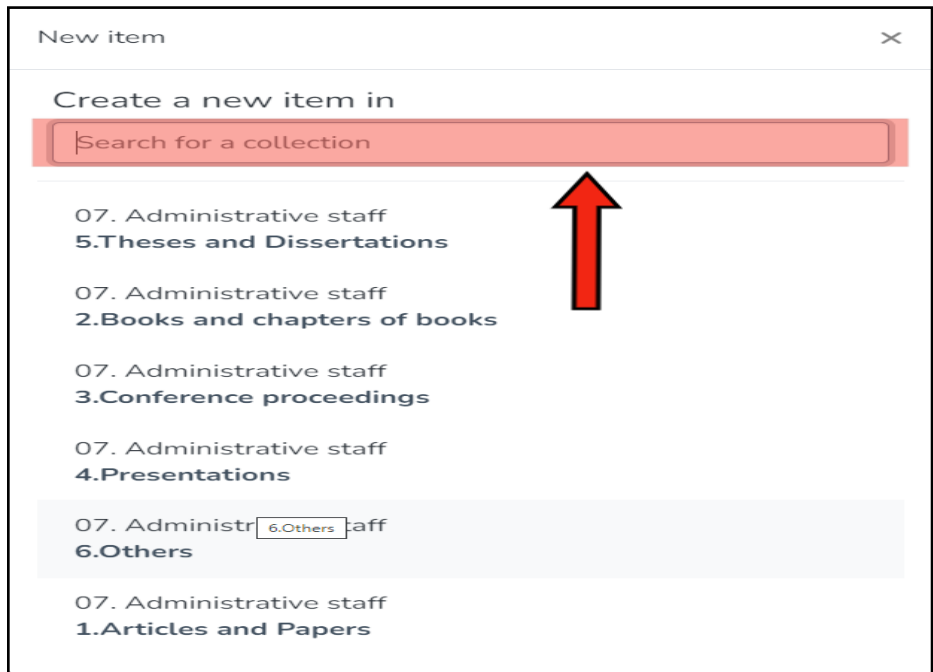


Image 8. Search tool to add Item to the collection



5. There are fifteen fields where you need to provide specific information about the uploaded material (see Image 9):

- The dotted lines indicate the area where a new file or item is added.
- In the *Author* field, enter the name of the uploaded material's author. You can add more than one author by clicking *+Add more*.
Note that you cannot change the order of the authors once they are added.
- In the *Title* field, enter the name of the uploaded material.
Important! If this field is left blank, the uploaded material is not saved in the repository.
- Use the *Other Titles* field if the material is known by another title (e.g., a foreign language title or abbreviation).

Image 9. Fields to fill out

- In the *Date of Issue* field, enter the publication date of the uploaded material.
Important! The date of publication must be specified, otherwise, the work will not be saved in the repository.
- In the *Publisher* field, enter the name of the publisher of the uploaded material, if any.
- In the *Citation* (Publication Information) field, you must specify the output of the material you plan to place in the repository.
- In the *Series/Report No.* field, enter the series and report number, if any.



5 Date of Issue *
 year month day
 Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

6 Publisher
 Publisher
 Enter the name of the publisher of the previously issued instance of this item.

7 Citation
 Citation
 Enter the standard citation for the previously issued instance of this item.

8 Series/Report No.
 Series Report No.
 Enter the series and number assigned to this item by your community.
 + Add more

9 Identifiers
 ISSN Identifiers
 If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.
 + Add more

Discard Saved Save Save for later Deposit

Image 10. Fields to fill out

- In the *Identifiers* field, enter an identifier, if any. There are several types of identifiers (see Image 10).

ISSN is an international standard serial number. It is intended to identify all periodicals regardless of their carrier (printed or digital).

ISMN is an international standard number for musical composition.

URI is a unified resource identifier. It is a character string that identifies a resource: document, image, file, service, e-mail box, etc. Primarily, this refers to resources of the Internet and the World Wide Web.

ISBN is an international standard book number.

GOV't Doc# (*government document*), is indicated if the document refers to government agencies. If the material does not belong to the above types, select *Others*.

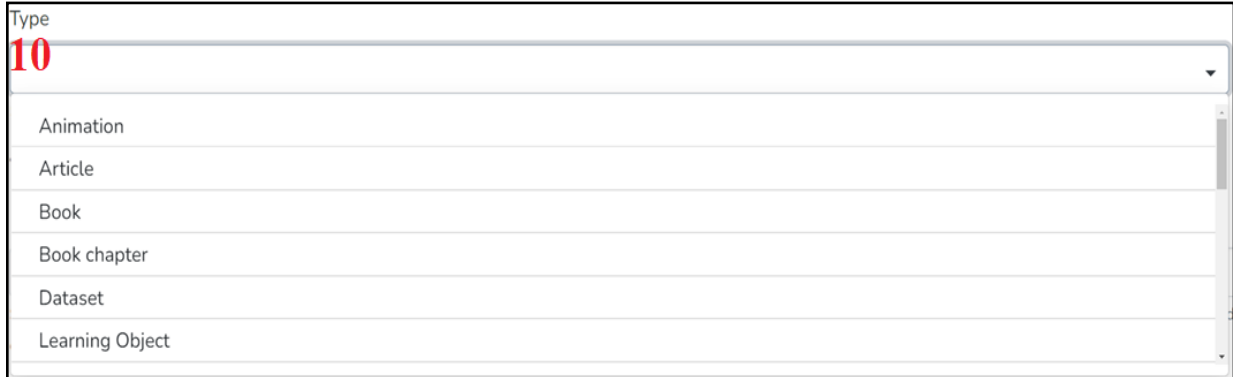
Identifiers
 ISSN
ISSN
 Other
 ISMN
 Gov't Doc #
 URI
 ISBN

Image 11. Identifiers field drop-down list



- In the *Type* field, select the file type.

Image 12. Type field drop-down list



Type

10

- Animation
- Article
- Book
- Book chapter
- Dataset
- Learning Object

- In the *Language* field, select the language of the uploaded material. If the correct language does not appear in the field, select *Others*, and if the content does not have a language, select *N/A*.



Language

11

- N/A
- English (United States)
- English
- Spanish
- German
- French

Image 13. Language field drop-down list
Image 14. Fields to fill out

12 Describe ✓ ^

Subject Keywords

Subject Keywords

13 Abstract

Abstract

Saved

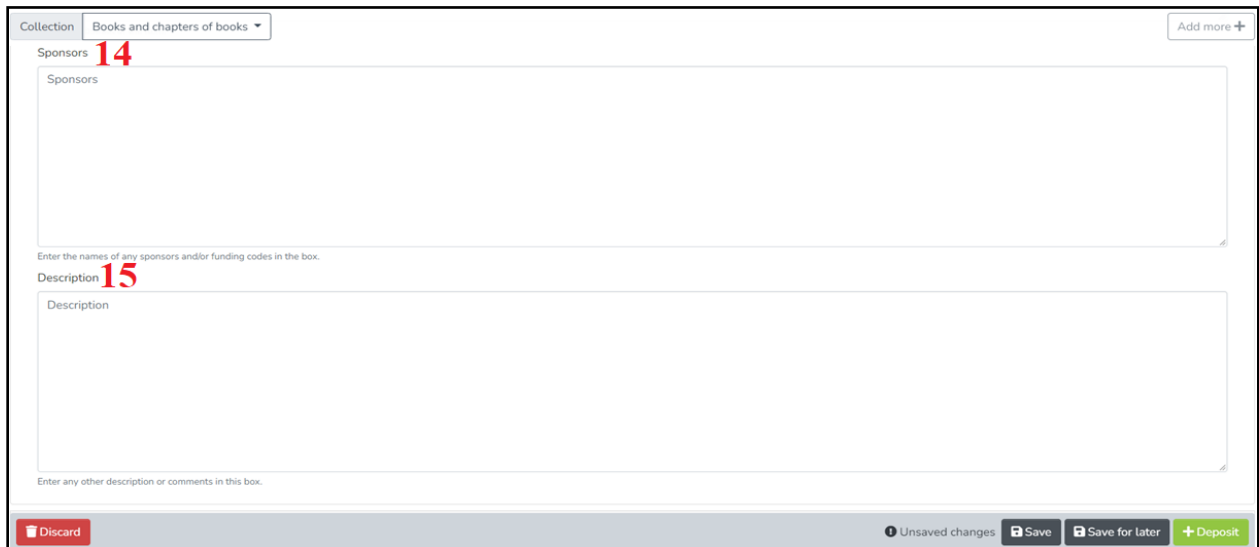


Image 15. Fields to fill out

- List keywords that will help index the uploaded material. You must list at least 5 and no more than 10 keywords.

In the *Abstract* field, provide an abstract of your work.

- In the *Sponsors* field, enter sponsor information, if any.
- In the *Description* field, provide a description or commentary of the uploaded work.

On the *Deposit license* tab, click the checkbox if you are agreeing to open access to your material.

Then after filling in all the fields, click the *Save* button and the green *+Deposit* button, and then the uploaded material will be saved and displayed in the Repository.



How to edit previously uploaded materials in the SDU Repository?

1. If you want to edit previously uploaded material, under the *Edit* section, select *Item* (see Image 16).

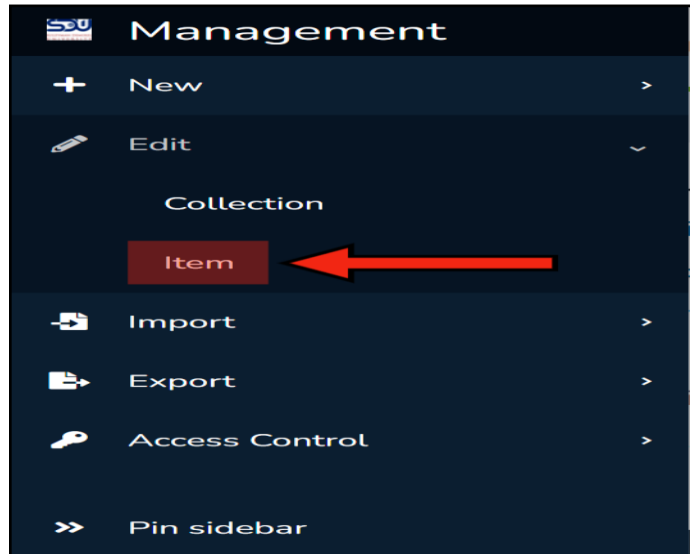


Image 16. Edit section

2. You will only see the materials that you have uploaded previously. In Image 17, we added the *Test* material to the *Administrative staff* community as an example.

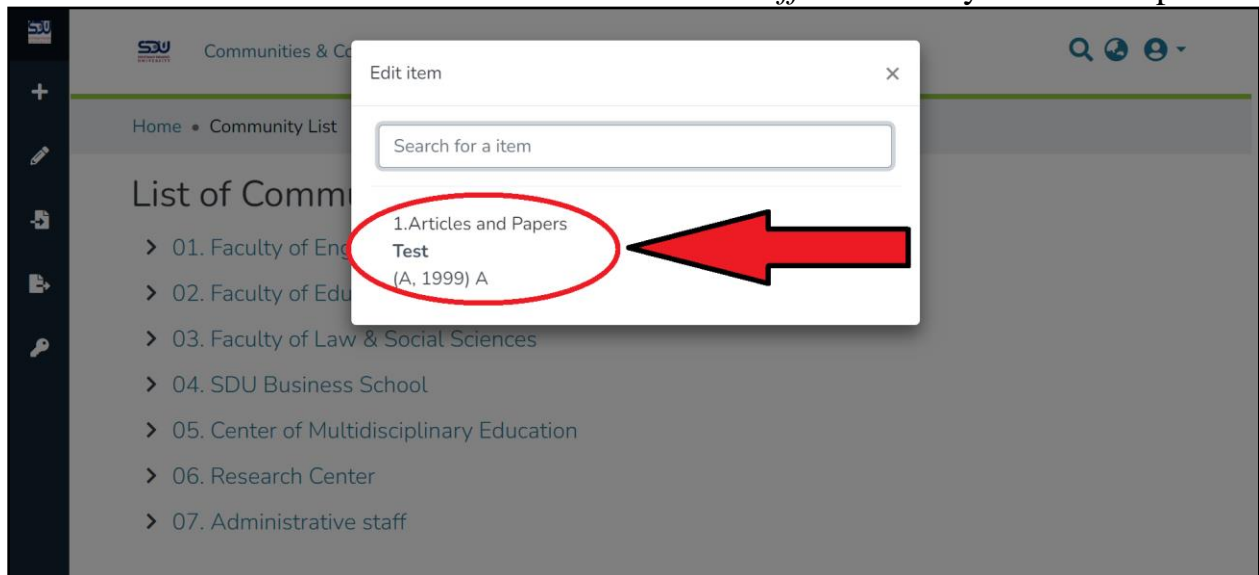


Image 17. Search tool for Edit

3. You will be taken to the *Edit Item* page, which has 6 tabs for editing (see Image 18):



1. Status.
2. Bitstreams
3. Metadata
4. Relationships
5. Version History
6. Collection Mapper

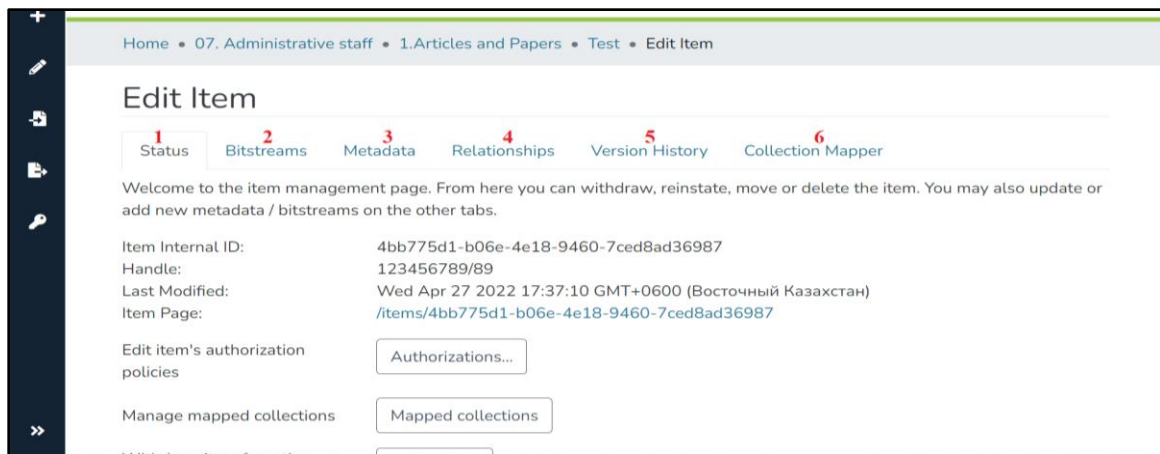


Image 18. Editing tabs

3. It is necessary to edit only the first 3 tabs (*Status, Bitstream, Metadata*).
4. On the *Status* tab, the first four fields hold specific information about the uploaded material, the remaining fields are for editing (*see Image 19*):
 1. The *Item internal ID* field, stores information about the internal identifier of the material with which it is associated in the repository. The ID consists of numbers and letters.
 2. The *Handle* field stores information about the descriptor, i.e. the number with which you can identify the material. The descriptor consists of an integer number only.
 3. The *Last modified* field, displays the date the material was last modified.
 4. *Item Page* fields display a link that indicates where the material is located in the repository.
 5. In the *Edit item's authorization policies* field, the *Authorizations* button (5.5) allows you to change the material policy, i. e. you can change restricted access to individuals in the repository.
 6. In the *Manage mapped collections* field, the *Mapped Collections* button (6.6) gives the ability to map the material to other collections.



7. In the *Withdraw item From The Repository* field, by clicking the *Withdraw* button (7.7), the material can be completely removed from the repository.
8. In the *Make item Private* field, the *Make It Private* button (8.8) places the material in the personal archive of the community administrator and restricts access to all unauthorized people.
9. In the *Completely expunge item* field, the material can be completely removed from the repository archive using the *Permanently Delete* button (9.9).
10. In the *Move item to another collection*, the loaded material can be moved to another collection with the *Move* button (10.10).

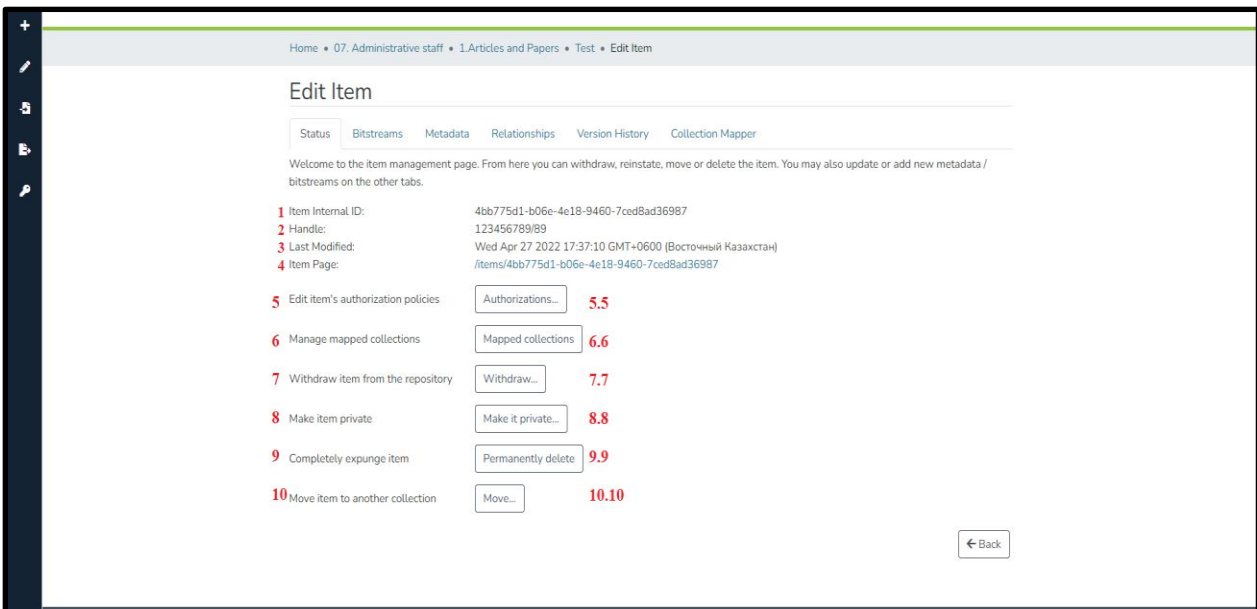


Image 19. Status tab

5. In the *Bitstream* tab, you can edit the following data (see Image 20). With the *Upload* button (1), you can add a new license or new material. You can also add a short description and assign a file format. Depending on your selection the uploaded material will be added to *Bundle:License* (2) if it is a license or to *Bundle:Original* (3). You can add it in the *Bundle:License* and *Bundle:Original* sections using buttons 2.1 and 3.1 respectively.

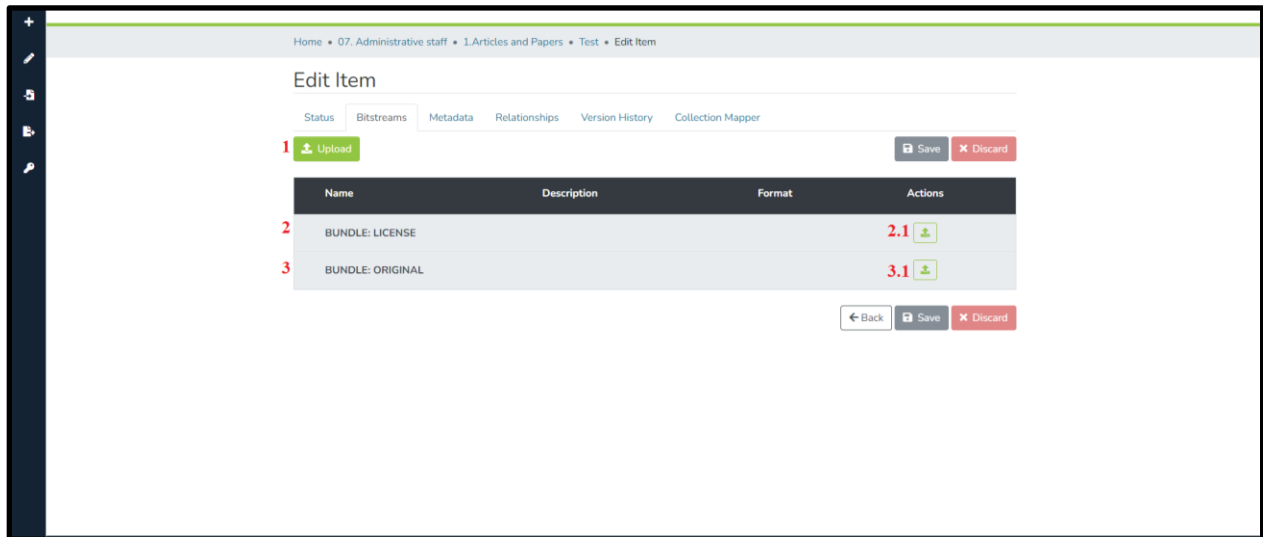


Image 20. Status Bitstream

6. In order for the material to be indexed by the search system, it is necessary to fill out all the fields correctly when uploading it to the repository. If you forget or want to edit some data, you can do it in the *Metadata* tab in the *Edit* field (see Image 21) by clicking on button 1. To delete the data, click the 2 button. If you want to go back to the original state, press 3 (it becomes active when you make changes).



Image 21. Edit tool

The following data can be edited (see Image 22):

1. *Dc.contributor.author* - field for editing the author.
2. *Dc.date.accessioned* - field for editing the date of adding material to the repository.
3. *Dc.date.available* - field for editing the availability date.
4. *Dc.date.issued* - field for editing the release date.



5. *Dc.description* - field for editing the description.
6. *Dc.description.abstract* - field for editing the annotation.
7. *Dc.description.sponsorship* - field for editing the sponsor.
8. *Dc.identifier.citation* - field for editing information about the publication.
9. *Dc.identifier.issn* - field for editing the material identifier. Note that the identifier type may be different, depending on what you select when uploading the material to the repository. As an example, we chose the ISSN type.
10. *Dc.identifier.uri* - the field for editing the address of the material.
11. *Dc.language.iso* - field for editing the language.
12. *Dc.publisher* - field for editing the publisher.
13. *Dc.relation.ispartofseries* - the field for editing the series and the number of the report material
14. *Dc.title* - field for editing the title
15. *Dc.title.alternative* - field for editing the alternative title.
16. *Dc.type* - field for editing the format of the material

















































| | Field | Value | Lang | Edit |
|----|----------------------------|---|------|---|
| 1 | dc.contributor.author | A | |    |
| 2 | dc.date.accessioned | 2022-04-27T11:17:29Z | |    |
| 3 | dc.date.available | 2022-04-27T11:17:29Z | |    |
| 4 | dc.date.issued | 1999 | |    |
| 5 | dc.description | a | |    |
| 6 | dc.description.abstract | a | |    |
| 7 | dc.description.sponsorship | a | |    |
| 8 | dc.identifier.citation | A | |    |
| 9 | dc.identifier.issn | 459459459459 | |    |
| 10 | dc.identifier.uri | http://10.100.1.41:4000/handle/123456789/89 | |    |
| 11 | dc.language.iso | en | |    |
| 12 | dc.publisher | A | |    |
| 13 | dc.relation.ispartofseries | A | |    |
| 14 | dc.title | Test | |    |
| 15 | dc.title.alternative | A | |    |
| 16 | dc.type | Presentation | |    |

Image 22. Metadata tab