

Which versions?

Most major academic publishers permit authors to deposit some form of their publications in institutional repositories. *The version permitted is not the final published version but is usually the author's accepted version*, i.e. after peer review and author revisions have been made.

Consult the *Versioning* guide for more detail.

How do I manage my rights?

OUR Archive will protect your existing rights when you deposit your research.

Keep a signed copy of the agreement or licence you sign with your publisher and let OUR Archive staff know of any special terms you have secured.

Use the OAKList websites to check which versions you may make open access and to check the standard policies of journals in which you hope to publish in future.

OAKList: www.oaklist.qut.edu.au/

Guides in this series:

- Glossary
- Institutional Research Repositories
- Open Access
- OUR Archive: Introduction
- Research Networks
- Rights Management
- Versioning

All Guides available from:

<http://unitube.otago.ac.nz/album?a=il5S1drFBEd>



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Scholarly Communication @ Otago
University of Otago Library

Version 1.0 October 2010



Otago University Research Archive

Introduction

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ourarchive.otago.ac.nz



What is OUR Archive?

Otago University Research (OUR) Archive is an institutional repository which provides public access to the University of Otago's quality research outputs, published and unpublished.

OUR Archive aims to **collect, preserve** and provide **future digital access** to these research outputs, irrespective of format. The policy for OUR Archive was endorsed by University of Otago Senate in 2009.

Where is OUR Archive?

The location is <http://ourarchive.otago.ac.nz>



Are there other repositories?

At the University of Otago there are currently three repositories: OUR Archive, School of Business and Te Tumu (the School of Māori, Pacific & Indigenous Studies). All three can be searched simultaneously via OUR Archive.

Why use it?

OUR Archive research records are deeply indexed so they can be discovered by:

- Google
- Google Scholar
- Kiwi Research Information Service (KRIS)
- DigitalNZ, and
- Other search engines

Why contribute?

Indexing and storage exposes your research to the wider research community, leading to:

- Increased citation impact
- Greater peer esteem
- Raised awareness of Otago's research
- Enhanced Otago research profile
- Sharing of post-print versions
- Shared collaborative research
- Enhanced public good

Who can contribute?

Current University of Otago staff can deposit material into OUR Archive.

Postgraduate students will deposit their thesis into OUR Archive. This is done online at:

<http://ourarchive.otago.ac.nz/thesisdeposit>

Depositing diagram is available:

<http://ourarchive.otago.ac.nz/static/depositing.pdf>

How do I use it?

First, register for an account with OUR Archive, then enter the details of your research and attach the file(s).

Registering diagram is available:

<http://ourarchive.otago.ac.nz/static/registering.pdf>

What to contribute?

Digital versions accepted for deposit are based on these Research Types, as recognised by the Tertiary Education Commission (TEC) in the Performance Based Research Fund Guidelines 2006:

- Journal article
- Conference paper
- Conference poster
- Working Paper
- Book
- Book chapter
- Thesis – Otago Masters
- Thesis – Otago PhD
- Interactive resource
- Multimedia
- Website

Materials **not suitable for deposit** include those:

- Intended for commercialisation, especially patentable information
- Containing confidential information
- Which would infringe copyright of another person or a legal commitment, if disseminated