

UPLOADING PROCEDURE OF DOCUMENTS IN EPRINTS OSS WITH REFERENCE TO MANIPAL UNIVERSITY DIGITAL REPOSITORY

REKHA D.PAI¹ & SAGENDER SINGH PARMAR²

¹Assistant Professor and Senior Librarian, Department of Library & Information Science, Manipal University, Manipal and
Manipal Institute of Technology, Manipal University, Manipal, Karnataka, India

²Assistant Librarian, Manipal Centre for Natural Sciences, Manipal University, Manipal, Karnataka, India

ABSTRACT

The collection, Storage and dissemination of the intellectual output of an institution in digital form can be termed as institutional repository (IR). This repository may include journal articles, thesis, articles in conference proceedings, publication, posters, monographs, videos, learning objects, etc. Today all major universities /institutions are maintaining the institutional repositories using various open source or commercial softwares. Usually libraries are made responsible to maintain these repositories, where library staff uploads the intellectual output on behalf of authors of the institute. This article will elaborate the document uploading procedure in EPrints, a Open source software. The understanding of procedure will improve the self-archiving of documents, which in this age of information explosion is very much necessary.

KEYWORDS: E Prints, Manipal University Digital Repository, Self –Archiving, Institutional Repository