

Polo Fabio Ferrari, Povo - Room A207

**Friday, December 16th, 2016**

## PhD Theses Institutional Archive Unitn-eprints PhD

# Upload, mandatory deposit and copyright issues at Unitn

## PART 3 – The Archive

## PART THREE – The Archive

- a. Deposit new PhD thesis in archive
- b. Upload file: bibliographic data
- c. Describe the file: metadata
- d. Disclaimer

# Basic Contents of the third Part

- **NEWS ON THE DISCLAIMER !!!!**
- Login and possible problems of access
- The format of the document
- Embargo: why, when and how
- **VISIBLE TO**
- Mandatory Fields
- Contact email address
- Subjects, abstract, keywords

## 2015-16: NEWS Disclaimer

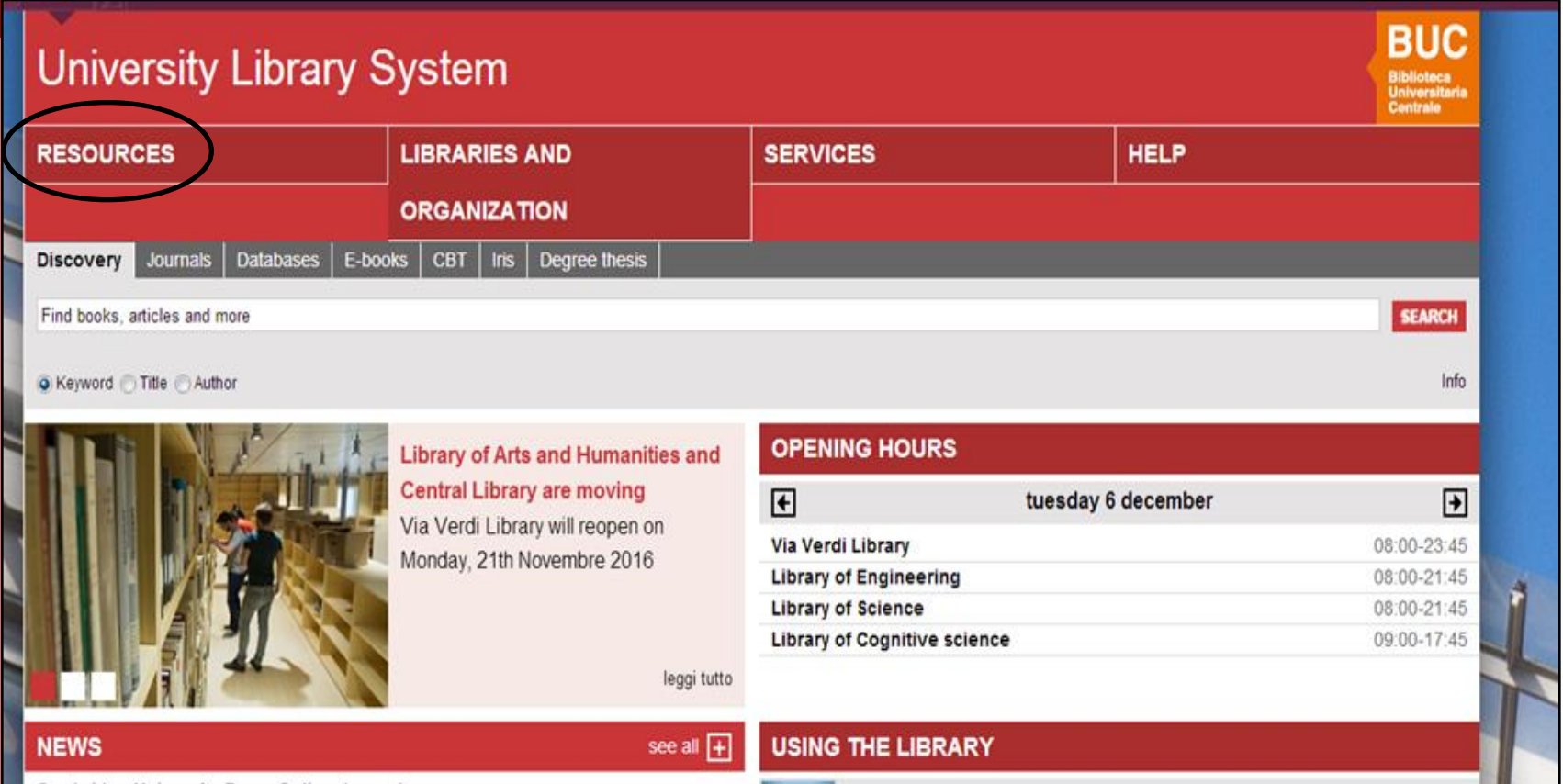
- The disclaimer is not to be delivered any longer to the Doctoral Office **BUT is to be uploaded directly in the archive Unitn-eprints PhD** with the thesis.
- In the disclaimer there are **two new paragraphs** (the fourth and fifth from above).

# Two new paragraphs in the disclaimer

under my responsibility according to the art. 47 D.P.R. 445/2000:

- to be aware that the University of Trento has to provide the legal deposit of the copy of my doctoral thesis in a on-line archive/catalogue providing its preservation and access;
- to be aware of the University procedure, requiring the University of Trento to send my doctoral thesis to the National Library in Rome and in Florence according to the D.M. 224/1999;
- to be aware that, on the basis of the given data, the University of Trento is in charge of the legal deposit procedures of my thesis in .pdf format; that it archives and preserves my doctoral thesis in an institutional archive, to allow the open access to, and the dissemination of, the bibliographic description of my thesis and its .pdf file, except when a temporary embargo is requested (see below);
- to be aware that the University of Trento only uses the data and the information in the Institutional Disclaimer for a correct cataloguing process of the PhD theses and archives them for mere documentary reasons;
- to be also aware that the Institutional Disclaimer is only accessible, for mere consultation reasons, to the administrative staff of the University of Trento involved in the management of PhD theses;
- that there is perfect correspondence between the content of the electronic copy of the thesis now submitted to the Doctorate Office in charge of my own Doctoral Area by this self-archiving procedure, and the one defended during the final examination;
- that the University does not answer for any eventual mistakes, inaccuracies or involuntary omissions in the content of the thesis;
- that the content and outline of my thesis are original and written by myself; furthermore the thesis violates neither third persons' rights nor the laws regulating protection of privacy and personal data;
- that the University does not accept any civil or criminal responsibilities in case of queries or claims by other people;

# Where do you find Unitn-eprints PhD? (1)



University Library System

**RESOURCES** LIBRARIES AND ORGANIZATION SERVICES HELP

Discovery Journals Databases E-books CBT Iris Degree thesis

Find books, articles and more **SEARCH**

Keyword  Title  Author Info

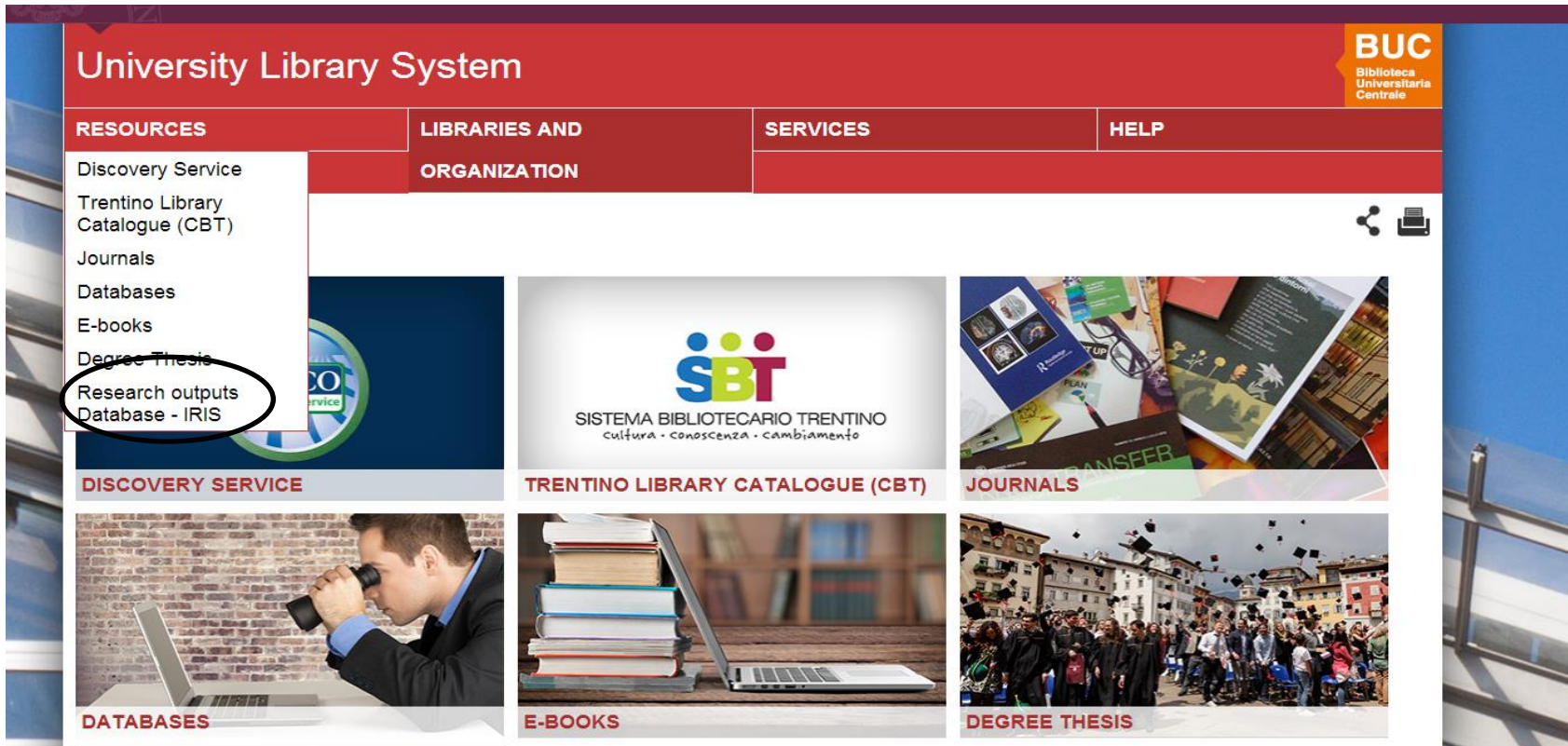
**Library of Arts and Humanities and Central Library are moving**  
Via Verdi Library will reopen on Monday, 21th Novembre 2016  
leggi tutto

**OPENING HOURS**  
tuesday 6 december

Via Verdi Library	08:00-23:45
Library of Engineering	08:00-21:45
Library of Science	08:00-21:45
Library of Cognitive science	09:00-17:45

**NEWS** see all **+** **USING THE LIBRARY**

# Where do you find Unitn-eprints PhD? (2)



The screenshot shows the 'University Library System' website. The navigation bar includes 'RESOURCES', 'LIBRARIES AND ORGANIZATION', 'SERVICES', and 'HELP'. The 'RESOURCES' dropdown menu is open, listing 'Discovery Service', 'Trentino Library Catalogue (CBT)', 'Journals', 'Databases', 'E-books', 'Degree Thesis', and 'Research outputs Database - IRIS', which is circled in red. Below the menu are six tiles: 'DISCOVERY SERVICE' (with a magnifying glass icon), 'TRENTINO LIBRARY CATALOGUE (CBT)' (with the SBT logo), 'JOURNALS' (with a stack of books), 'DATABASES' (with a person looking through binoculars), 'E-BOOKS' (with a stack of books and a laptop), and 'DEGREE THESIS' (with a graduation ceremony scene).

# Where do you find Unitn-eprints PhD? (3)

BUC
Biblioteca  
Universitaria  
Centrale

RESOURCES	LIBRARIES AND ORGANIZATION	SERVICES	HELP
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Home | Resources

## Research outputs Database - IRIS

**Discovery Service**

Trentino Library Catalogue (CBT)

Journals

Databases

E-books

Degree Thesis

Research outputs Database - IRIS

- Accessing IRIS (Unitn authors can manage their personal bibliographies and scientific production by clicking on the Login button in the upper right side of the page)
- Give us your feedback or report a problem

**How to enter IRIS**

**Professors, researchers, temporary research fellows and PhD students** are automatically allowed to enter bibliographic data in IRIS. In order to access they need Unitn University username and password.

**Other categories of authors** working for Trento University, who want (or are requested) to enter their publications in IRIS, can become IRIS users by submitting a request to their Department administrative offices. This request, authorized by the Head of the Department, will be sent by the administrative offices to IRIS Staff ([ProdottiRicerca@agora.unitn.it](mailto:ProdottiRicerca@agora.unitn.it)) and processed.

**USEFUL LINKS**

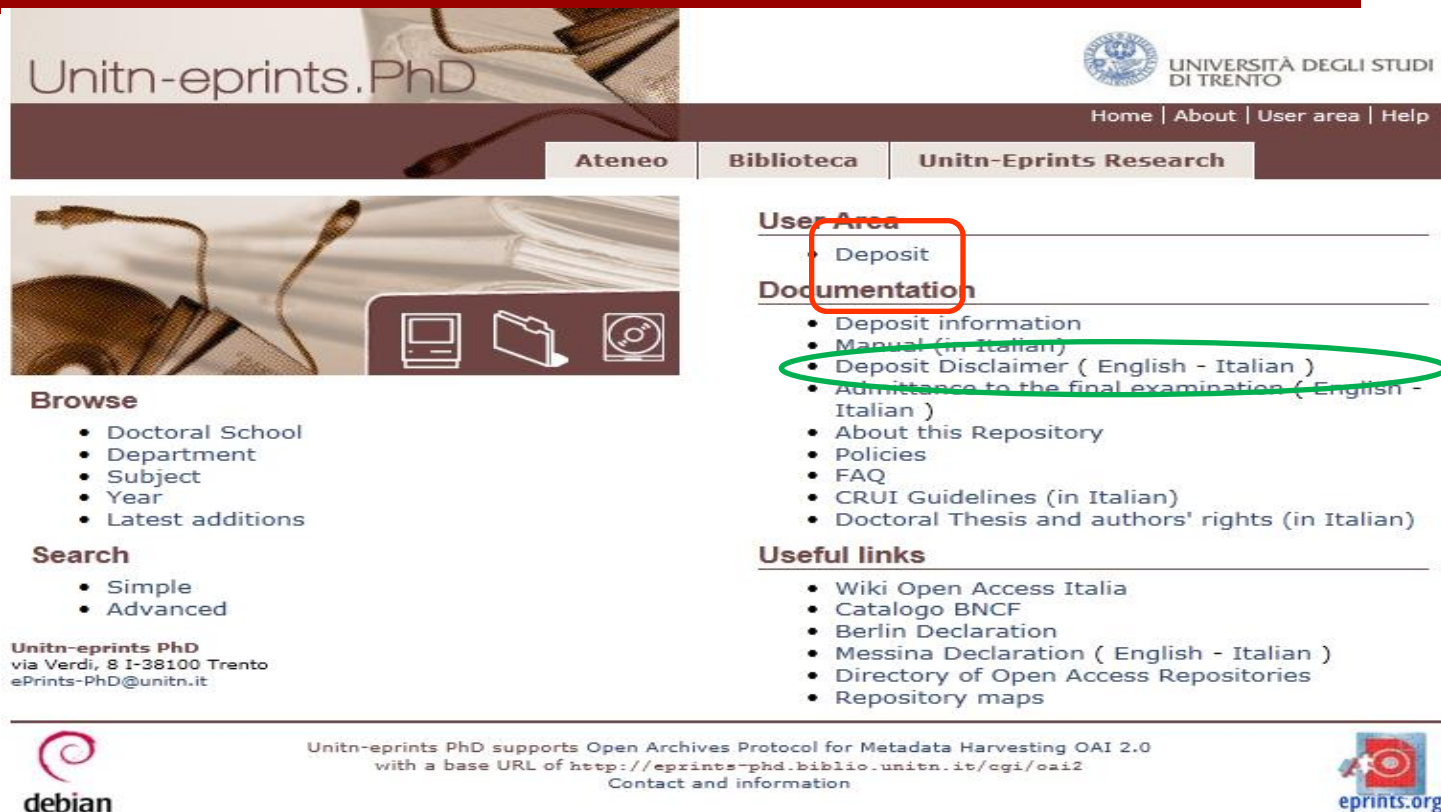
- Entering a new record in IRIS(in Italian)
- IRIS Public Interface (in Italian)
- Personal Workspace (for Departmental Superusers, in Italian)
- How to search records in IRIS public portal
- How to navigate IRIS Personal Workspace
- How to enter new records in IRIS
- Open Access UniTrento
- Unitn-eprints PhD
- ANVUR
- ORCID iD - FAQ (a cura di Cineca)
- VQR 2011-2014

↓ **DOWNLOAD**



# Unitn-eprints PhD homepage

(<http://eprints-phd.biblio.unitn.it/> updated December 14, 2016)



The screenshot shows the homepage of the Unitn-eprints PhD repository. At the top, there is a navigation bar with the University of Trento logo and the text 'UNIVERSITÀ DEGLI STUDI DI TRENTO'. Below this, there are three main navigation tabs: 'Ateneo', 'Biblioteca', and 'Unitn-Eprints Research'. The 'Unitn-Eprints Research' tab is currently selected. The main content area is divided into several sections:

- User Area:** Contains a link to 'Deposit', which is highlighted with a red box.
- Documentation:** Contains a list of links: 'Deposit information', 'Manual (in Italian)', 'Deposit Disclaimer (English - Italian)', 'Admittance to the final examination (English - Italian)', 'About this Repository', 'Policies', 'FAQ', 'CRUI Guidelines (in Italian)', and 'Doctoral Thesis and authors' rights (in Italian)'. The 'Deposit Disclaimer (English - Italian)' link is highlighted with a green oval.
- Useful links:** Contains a list of links: 'Wiki Open Access Italia', 'Catalogo BNCf', 'Berlin Declaration', 'Messina Declaration (English - Italian)', 'Directory of Open Access Repositories', and 'Repository maps'.
- Browse:** Contains a list of links: 'Doctoral School', 'Department', 'Subject', 'Year', and 'Latest additions'.
- Search:** Contains a list of links: 'Simple' and 'Advanced'.

At the bottom of the page, there is a footer with the Debian logo, the text 'Unitn-eprints PhD supports Open Archives Protocol for Metadata Harvesting OAI 2.0 with a base URL of <http://eprints-phd.biblio.unitn.it/cgi/oai2> Contact and information', and the eprints.org logo.

# Login



Unitn-eprints.PhD



UNIVERSITÀ DEGLI STUDI  
DI TRENTO

[Home](#) | [About](#) | [User area](#) | [Help](#)

[Ateneo](#) | [Biblioteca](#) | [Unitn-Eprints Research](#)

## Login

Please login with your University ID and password, for example john.doe@unitn.it

Username:

Password:



Note: you must have cookies enabled.



Unitn-eprints PhD supports Open Archives Protocol for Metadata Harvesting OAI 2.0  
with a base URL of <http://eprints-phd.biblio.unitn.it/cgi/oai2>  
[Contact and information](#)



# New Item

Ateneo | Biblioteca | Unitn-Eprints Research

Susanna Pedrotti | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Logout](#)

## Manage deposits

[? Help](#)

**New Item** | **Import Items**

User Workarea.  Under Review.  Live Archive.  Retired.

Last Modified	Title	Item Type	Item Status
No items			

Doctoral School  **Add Column**

# File upload

Susanna Pedrotti | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Logout](#)  
**Edit item: Doctoral Thesis #1877**

You are both a depositor and an editor of this item. This is a depositor screen.

**Upload** → **Details** → **Subjects** → **Deposit**

**Save for Later** **Next >**

To upload a document to this repository, click the **Browse/Sfoggia** button below to select the file and the **Upload** button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

**File**

**Zip File**

**.tar.gz File**


**From URL**

New document: **Scegli file** Nessun file selezionato



**Upload**








**Save for Later** **Next >**

# File upload

File	Zip File	.tar.gz File	From URL	
New document: <input type="button" value="Scegli file"/> Nessun file selezionato <input type="button" value="Upload"/>				
 PDF 23Kb	Hide options <input type="button" value="⌵"/>			
<b>Content:</b>	<input type="text" value="Doctoral Thesis"/>		<input type="button" value="?"/>	
<b>Format:</b>	<input type="text" value="PDF"/>		<input type="button" value="?"/>	
<b>Description:</b>	<input type="text"/>		<input type="button" value="?"/>	
<b>License:</b>	<input type="text" value="UNSPECIFIED"/>		<input type="button" value="?"/>	
<b>Embargo expiry date:</b>	Year: <input type="text" value="2018"/>	Month: <input type="text" value="December"/>	Day: <input type="text" value="16"/>	<input type="button" value="?"/>
<b>Visible to:</b>	<input type="text" value="Repository staff only"/>		<input type="button" value="?"/>	
<b>Language:</b>	<input type="text" value="English"/>		<input type="button" value="?"/>	
<input type="button" value="Update Document"/> <input type="button" value="Delete document"/>				
ISCRIZIONE_AISA_20_10_2015.pdf 23Kb <input type="button" value="✕"/>				
Need to add additional files to this document?				
<b>Convert Document Format:</b>	<input type="text"/>		<input type="button" value="Convert"/> <input type="button" value="?"/>	

# Disclaimer upload

 PDF - Doctoral Thesis  
609Kb Hide options 

<b>Content:</b>	<input type="text" value="Disclaimer"/>	
<b>Format:</b>	<input type="text" value="PDF"/>	
<b>Description:</b>	<input type="text"/>	
<b>License:</b>	<input type="text" value="UNSPECIFIED"/>	
<b>Embargo expiry date:</b>	Year: <input type="text" value="9999"/> Month: <input type="text" value="December"/> Day: <input type="text" value="31"/>	
<b>Visible to:</b>	<input type="text" value="Repository staff only"/>	
<b>Language:</b>	<input type="text" value="English"/>	

# Disclaimer

- **IMPORTANT** -> If you do not self-archive both your thesis and your signed scan of the disclaimer, Unitn will not deliver the Diploma concerning the awarding of your Doctoral title. **Without this last step, Unitn will not deliver the Diploma concerning the awarding of your Doctoral title.**

# PhD thesis bibliographic details (1)

Upload → **Details** → Subjects → Deposit

< Previous Save for Later Next >

★ **University deposit disclaimer** ?  
 Yes, I Agree.

**Publication Details**

★ **Title:**  ?

★ **Abstract:**  ?

★ **Defended on:** Year:  Month:  Day:  ?

**Number of Pages:**  ?

**User information**

★ **Department:**

- CIBIO - Centre for Integrative Biology
- CIMEC - Centre for Mind/Brain Sciences
- Civil, Environmental and Mechanical Engineering
- Faculty of Law
- Humanities**
- Industrial Engineering
- Information Engineering and Computer Science
- Mathematics
- Physics
- Psychology and Cognitive Science



# PhD thesis bibliographic details (2)

<b>★ Creators</b> <span style="float: right;">?</span>				
	<b>Family Name</b>	<b>Given Name / Initials</b>	<b>Email</b>	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
<b>More input rows</b>				
<b>★ Tutors</b> <span style="float: right;">?</span>				
	<b>Family Name</b>	<b>Given Name / Initials</b>	<b>Email</b>	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
<b>More input rows</b>				
<b>★ Bi-nationally Supervised Doctoral Theses</b> <span style="float: right;">?</span>				
			<input type="radio"/> Yes.	
			<input type="radio"/> No.	
<b>★ Institution</b> <span style="float: right;">?</span>				
	<b>Family Name</b>		<b>Given Name / Initials</b>	<b>Email</b>
1.	University of Trento		<input type="text"/>	▼
2.	<input type="text"/>		<input type="text"/>	▼ ▲
3.	<input type="text"/>		<input type="text"/>	▼ ▲
<b>More input rows</b>				
<b>+ Corporate Creators</b>				
<b>+ Related URLs</b>				
<b>+ Funders</b>				
<b>★ Contact Email Address</b> <span style="float: right;">?</span>			<input type="text"/>	
<b>+ References</b>				

# PhD thesis Subjects

Susanna Pedrotti | Manage deposits | Profile | Saved searches | Review | Admin | Logout  
Edit item: **Iscrizione AISA 2015**

You are both a depositor and an editor of this item. This is a depositor screen.

[Upload](#) → [Details](#) → **[Subjects](#)** → [Deposit](#)

[< Previous](#) [Save for Later](#) [Next >](#)

★ **Subjects** [?](#)

[Remove](#) L-ART/02 STORIA DELL'ARTE MODERNA

Search for subject:  [Search](#) [Clear](#)

- [+](#) [Add](#) Area 01 - Scienze matematiche e informatiche
- [+](#) [Add](#) Area 02 - Scienze fisiche
- [+](#) [Add](#) Area 03 - Scienze chimiche
- [+](#) [Add](#) Area 04 - Scienze della terra
- [+](#) [Add](#) Area 05 - Scienze biologiche
- [+](#) [Add](#) Area 06 - Scienze mediche
- [+](#) [Add](#) Area 07 - Scienze agrarie e veterinarie
- [+](#) [Add](#) Area 08 - Ingegneria civile e Architettura
- [+](#) [Add](#) Area 09 - Ingegneria industriale e dell'informazione
- [+](#) [Add](#) Area 10 - Scienze dell'antichità, filologico-letterarie e storico-artistiche
- [+](#) [Add](#) Area 11 - Scienze storiche, filosofiche, pedagogiche e psicologiche
- [+](#) [Add](#) Area 12 - Scienze giuridiche
- [+](#) [Add](#) Area 13 - Scienze economiche e statistiche
- [+](#) [Add](#) Area 14 - Scienze politiche e sociali

[< Previous](#) [Save for Later](#) [Next >](#)

# Deposit Confirmation



The screenshot shows the 'Deposit Confirmation' page on the Unitn-eprints.PhD website. At the top, there is a navigation bar with 'Unitn-eprints.PhD' on the left and 'Home | About | User area | Help' on the right. Below this is a secondary navigation bar with 'Ateneo', 'Biblioteca', and 'Unitn-Eprints Research'. The main content area displays the user's name 'Susanna Pedrotti' and a list of links: 'Manage deposits | Profile | Saved searches | Review | Admin | Logout'. The title of the deposit is 'Deposit item: Iscrizione AISA 2015', and it notes that the user is both a depositor and an editor. A breadcrumb trail shows 'Upload' -> 'Details' -> 'Subjects' -> 'Deposit', with 'Deposit' highlighted. Two paragraphs of terms and conditions are provided, one for authors and one for others. At the bottom, there are two buttons: 'Deposit Item Now' (circled in red) and 'Save for Later'. The footer includes the Debian logo, the Open Archives Protocol for Metadata Harvesting (OAI 2.0) information, and the eprints.org logo.

Unitn-eprints.PhD

Home | About | User area | Help

Ateneo | Biblioteca | Unitn-Eprints Research

Susanna Pedrotti | Manage deposits | Profile | Saved searches | Review | Admin | Logout

**Deposit item: Iscrizione AISA 2015**

You are both a depositor and an editor of this item.

Upload → Details → Subjects → Deposit

**For work being deposited by its own author:** In self-archiving this collection of files and associated bibliographic metadata, I grant Unitn-eprints.PhD - University of Trento the right to store them and to make them **permanently available publicly for free on-line**. If the collection of files are under an embargo, the University of Trento will store them and make them available publicly for free on-line **only after the embargo period is expired**. **I declare that this material is my own intellectual property**. (All authors are urged to prominently assert their copyright on the title page of their work.). Especially in case of embargoed files, **I otherwise declare that the intellectual property of this material was licensed/sold/waived by me to a third party** (i.e. a publisher) whose Open Access policy (i.e. compatibility rules with Open access dissemination) I declare to strictly follow while depositing these files in the archive. In both cases, I understand that Unitn-eprints.PhD - University of Trento does not assume any responsibility if there is any breach of copyright in distributing these files or metadata.

**For work being deposited by someone other than its author:** I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Unitn-eprints.PhD - University of Trento) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now | Save for Later

Unitn-eprints PhD supports Open Archives Protocol for Metadata Harvesting OAI 2.0 with a base URL of <http://eprints-phd.biblio.unitn.it/cgi/oa12>  
Contact and information

debian | eprints.org

# THANK YOU !

## Contacts:

Susanna Pedrotti

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Tel. + 39 0461 28 30 24

Fax + 39 0461 28 29 10

URL: <http://www.unitn.it/biblioteca/>

