Depositing an item into Otago University Research Archive (OUR Archive)

To add a new item login into OUR Archive.

At any time you can save and exit and come back later.

Select deposits and then select start a new submission.

Select the resource type you are depositing.

Select Next

Select the boxes listed if:
The item has multiple titles and/or
If the item has been published or publicly distributed before.

Select Next

Enter appropriate details for the item you are depositing in OUR Archive.

Select Next

Upload the file(s). You can then add a brief description for the file you are adding.

If you have more than one file then select upload file and add another.

Select Next

Check the information you have added in case you need to make any changes.

If you choose to make changes this will take you back to the beginning of the deposit process. You can also at any time choose Previous to return to the preceding step.

All items added to OUR Archive will remain the property of the Copyright Owner. If you the depositor are the sole copyright owner at this point you may choose to reserve some of your rights.

This means you can decide to let the end user take a copy and share it with others as long as they do not make any changes and always attribute the work to you.

If you choose to have all rights reserved or you are not the sole copyright owner.

Select Next

Read the Distribution License.

Select Next

Select the box *I Grant the License*.

Select *Complete submission*.

The Library will process the record.

The library may contact you if they have any questions.

You will receive an email that contains the record link.

Your item will be available to the public in OUR Archive.

If you want to select some rights reserved select *Creative Commons (CC) licence*.

Select the CC options that you wish to apply to this item.

Select a CC Licence and then select *You may now proceed*.

December, 2009
Version 1.0

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