ARCHIVOS DE EPRINTS: NUEVO CAMPO DE TRABAJO PARA BIBLIOTECAS UNIVERSITARIAS Y CIENTÍFICAS

El archivo de e-prints para Biblioteconomía
y Documentación E-LIS
http://eprints.rclis.org

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SUMARIO

Annex 1

Medeiros, Norm (2004) "A repository of our own: the E-LIS e-prints archive". *OCLC Systems & Services* 20 (2): pp.58-60.

1. Introducción

¿Qué es E-LIS?

E-LIS es el archivo abierto con más documentos en Biblioteconomía y Ciencias de la Información. Su propósito es poner a disposición de la comunidad científica el texto completo de documentos para que sean más visibles, accesibles, recuperables y útiles para cualquier usuario potencial con acceso a Internet. Además este servicio anima a los profesionales a que depositen sus documentos (publicados o no) en **E-LIS** para su acceso libre en Internet.

E-LIS es diferente de otras iniciativas similares en el sentido que está basado en el trabajo voluntario de profesionales en Biblioteconomía y Ciencias de la Información y Documentación y, a su vez, tiene una orientación no comercial. Se basa en el espíritu del *open source initiative* en informática en el que la gente trabaja conjuntamente en la construcción y desarrollo de un software que esta en el dominio público. En este sentido, **E-LIS** recoge esta filosofía y la aplica en la construcción de una biblioteca digital gratuita. **E-LIS** es administrado por un equipo internacional de voluntarios compuestos de profesionales de países como: España, Italia, Estados Unidos de América, Bosnia y Herzegovina, Cuba, Croacia, Sudáfrica, India, Indonesia, Peru, Alemania, Nigeria, Brasil, Grecia, el Reino Unido o Serbia y Montenegro.

¿Qué depositar en E-LIS?

E-LIS acepta cualquier documento científico, publicado o inédito, en Ciencias de la Documentación e Información y en cualquier idioma, sólo requiere que el resumen y las palabras clave se traduzcan al inglés. El criterio básico para su aceptación es que debe ser relevante y debe tener la forma de documento acabado, es decir apto para su lectura pero no es necesario que pase un proceso de edición. Es requerido el texto completo de un documento, aunque es posible poner todas las URLs que un autor considere necesarias como lugares alternativos donde acceder al documento. A su vez, un mismo documento puede ser depositado en varios formatos, no hay ninguna restricción aunque alguno de ellos deber ser PDF o HTML.

En la actualidad hay dos acuerdos para el depósito: cuando un autor decide depositar un e-print en **E-LIS** y cuando un trabajo es depositado por alguien que no es su autor. En cualquiera de los dos casos los documentos depositados en **E-LIS** mantienen los derechos de propiedad intelectual del autor. El hecho que un documento no tenga ninguna restricción en su difusión electrónica es responsabilidad de los mismos autores. El acuerdo de depósito se basa en el hecho que un autor que decide depositar un documento y su material bibliográfico asociado

concede a **E-LIS** el derecho de almacenarlos y de hacerlos permanentemente disponibles en Internet. El autor acepta que este material es de su propiedad y que **E-LIS** no asume ninguna responsabilidad en ello. Cuando un documento es depositado por otra persona, esta se debe asegurar que se encuentra en el dominio público, y si no es así debe aceptar cualquier responsabilidad si su distribución conlleva problemas de propiedad intelectual.

¿Cómo depositar documentos?

El depósito de un eprint en **E-LIS** es un proceso muy simple y tiene como objetivo facilitar al autor la introducción de los documentos:

1. En primer lugar el autor debe registrarse. Cuando han sido validados el correo electrónico y el nombre de usuario se deben completar los datos personales. A su vez puede subscribirse al servicio de alertas a través del que recibirá diariamente, semanalmente o mensualmente notificación de los e-prints que se han ido depositando en el archivo.
2. Cuando un autor decide introducir un eprint debe rellenar el formulario de información bibliográfica, donde el nombre de campos a completar dependerá de la tipología del e-print.
3. En el momento que el autor decide enviar a publicar un documento, este es transferido al buffer, donde uno de los editores procederá a la validación.
4. Cuando el editor ha aprobado el documento este es depositado en el archivo general donde ya es accesible para cualquier usuario a través de la interfície OAI. Cada eprint dispone de una página HTML con su URL de acceso al texto completo.

¿Cuál es el futuro de E-LIS?

En estos momentos el equipo de **E-LIS** está desarrollando una amplia difusión a nivel mundial. No sólo para que se incluyan documentos en la base de datos sino también con la intención de dar a conocer entre los profesionales de la documentación todo lo que envuelve a los archivos abiertos y aquello que se está debatiendo a nivel internacional acerca de posibles cambios en el sistema de comunicación científica: el acceso abierto a la información.

El futuro de este archivo abierto está en manos de los propios bibliotecarios, no sólo como una herramienta útil donde pueden acceder al texto completo de todo su contenido, sino también para conocer más de cerca uno de los cambios más importantes que se está llevando en nuestra profesión en este siglo.
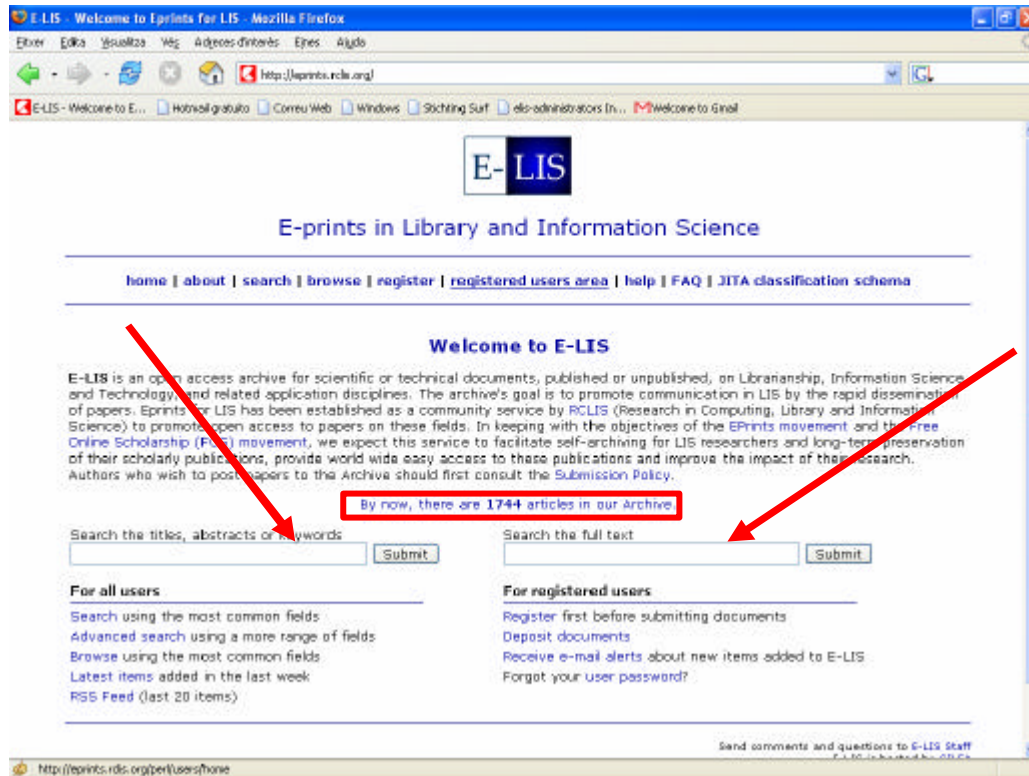
2. Características básicas: servicios
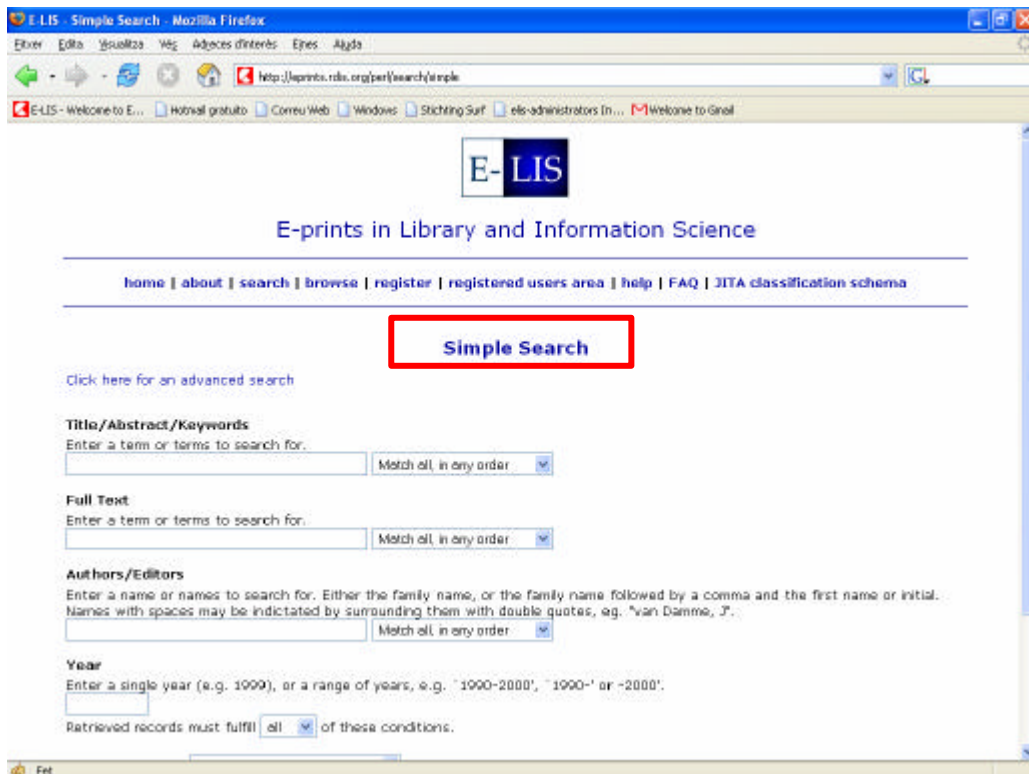
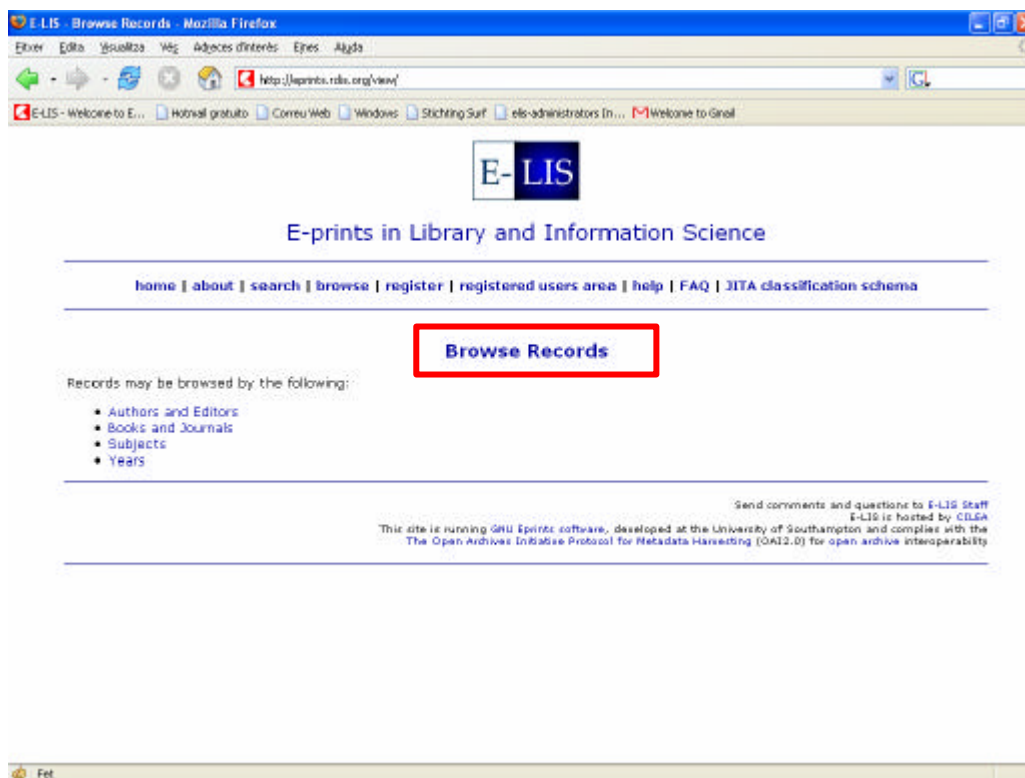**Figura 1. Página inicial de E-LIS**

Figura 2. Búsqueda simple

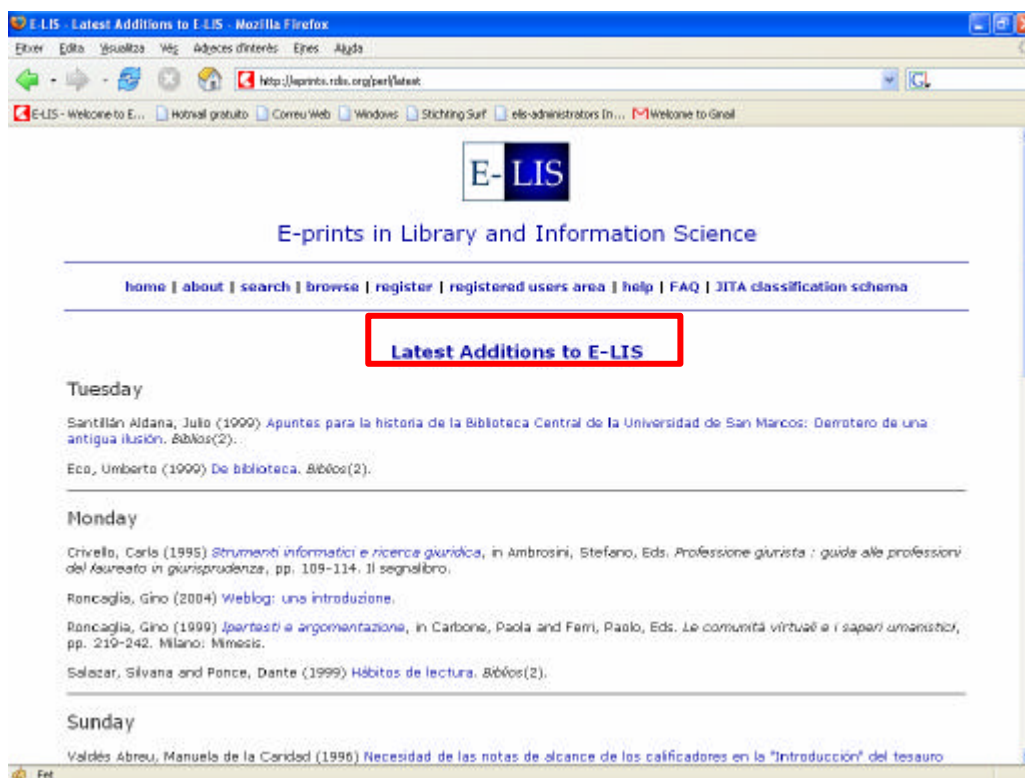**Figura 3. Browsing**

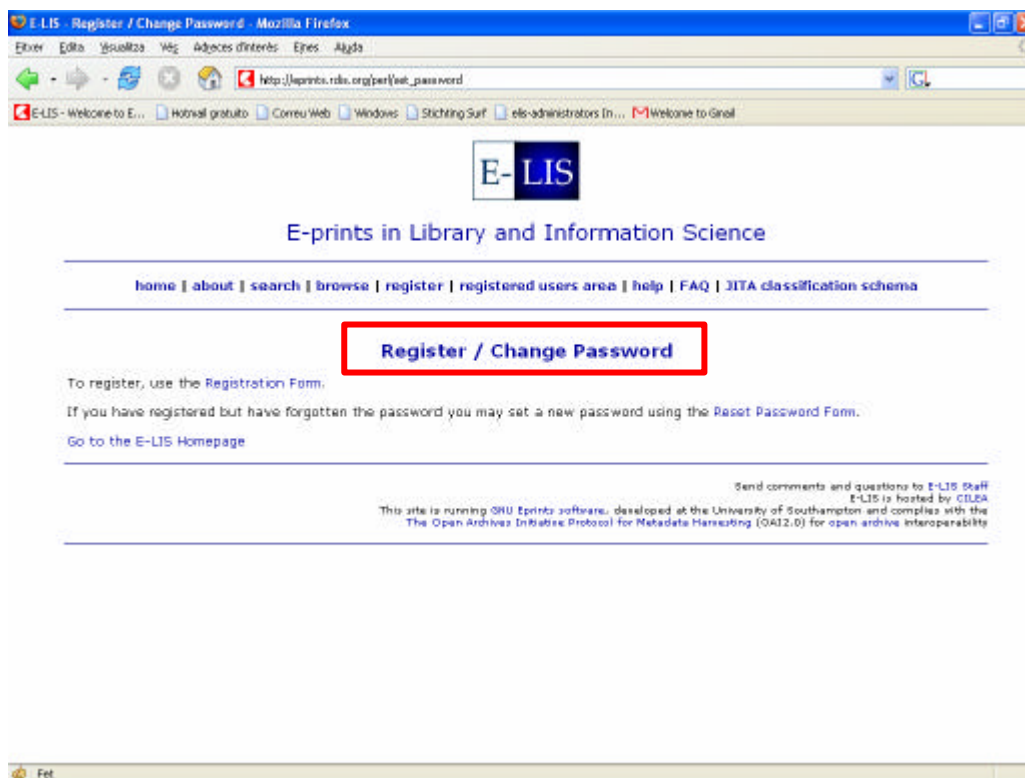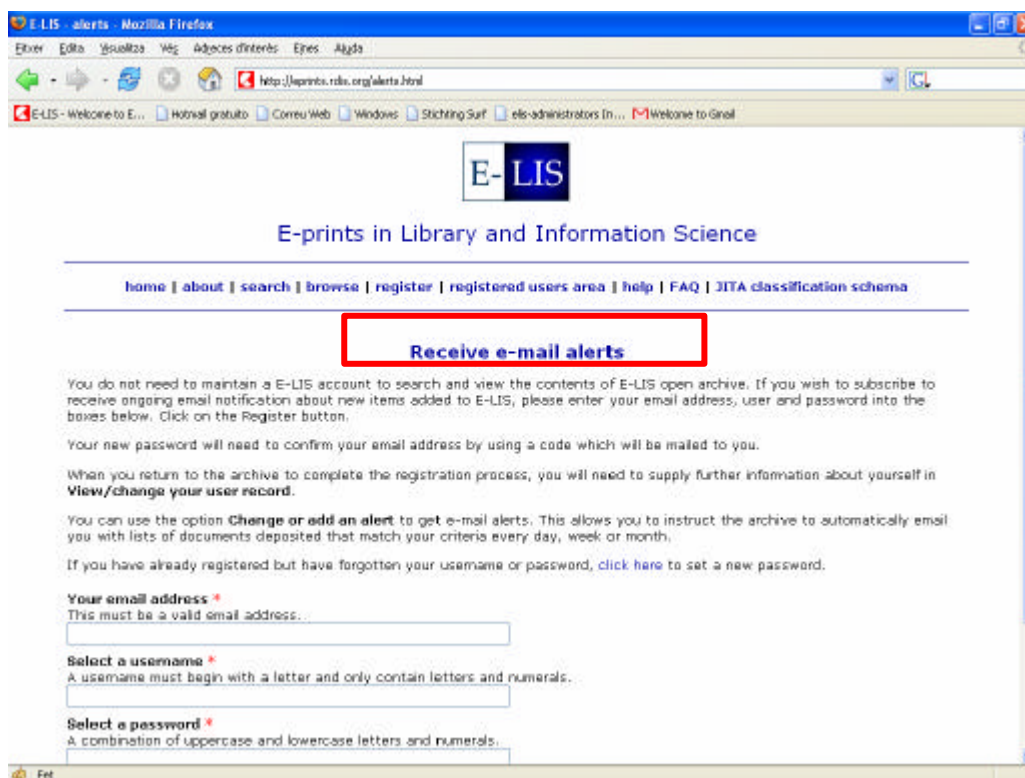**Figura 4. Últimos depósitos**

Figura 5. Registro

Figura 6. Alertes por correo electrónico

3. Características básicas: documentos esenciales

Help, user documentation

Below is the standard GNU Eprints Software user documentation on how to use the archive. Many general questions in relation to depositing ones papers in E-LIS are answered in the Frequently Asked Questions (FAQ). Information about the E-LIS archive, copyright issues and its policy can be found in About. If you can not find the information you require or if you have any comments or suggestions, please send e-mail to the E-LIS Staff (see email address at the bottom of the page).

How to search in E-LIS

E-LIS is accessible in two complementary ways. Firstly browsable views is available by year and by subject. Secondly a search engine will be provided in order to seek the bibliographic descriptions. Browsing and searching are anonymous.

Browsing

Browsing is a good way to access documents if you don't have a specific idea of what you're looking for. There are two ways to browse the archive: by subject and by year. To browse the archive either select "Browse" from the front page or from the navigation bar at the top of the screen. Then choose which property you wish to browse by eg. "subject". You will be presented with a list of possible values, select one of these, and you will be given a list of references to documents in the archive (if any) which match this value. To access a paper, simply click on its reference in the display. On the abstract page, you should be able to see what subjects are pertinent to the current document. Clicking on one of those subjects will take you back to the relevant browse by subject view.

Searching

The archive offers three levels of searching: quick, simple and advanced. The archive offers a quick search, using the search box at the front page. The advanced form lets you perform a finer-grained search using more fields. Access the simple search using the Search the Archive link on the front page, or using the navigation bar at the top of the screen. To perform an advanced search, use the advanced search link at the top of the simple search page.

1. **Quick search**: when using the the search box at the frontpage you are searching in the title, abstract and keywords fields.
2. **More search options**: in the Simple search and Advanced search you can choose to search in different fields and limit your search with filters. Useful when you get to many hits in "Quick search" or want to use the possibilities to filter a search.

Constructing a search

Searching consists of a mixture of free text entry and drop-down options. Enter the required text in the given box, e.g. author, or abstract, then use the drop-down box to the right of the box to select the method of searching, such as **Match all** (which constructs a Boolean **AND** search for you) or **Match any**, which constructs a Boolean **OR** search.)

Limiting searches

Some search fields, such as Subject or ePrint type, allow you to select a value from given lists as limiting options. For example, you might wish to limit searches to Conference Papers only, or to papers on a specific subject. If you choose not to specify a value from lists such as these, the system will default to ANY, that is it will retrieve records with any value of this field.

Should you wish to limit a search by more than one value from a list, you can. For example, you can select more than one subject term to search on. You can make the search an OR or AND search, depending on whether you choose the **Any of these** or **All of these** option from the drop- down box to the right ofthe list. If you choose **Any of these**, any record that contains any of the values you select will be retrieved. If you choose **All of these**, only those records that contain *all* the values you choose will be retrieved.

Date limiting searches

If you wish to limit searches by date, you can specify a single year or a range of years

1. **1999**: retrieves records from 1999 only
2. **1987-1990**: retrieves records with years between 1987 and 1990 inclusive
3. **1995-**: retrieves records from 1995 onwards
4. **-1998**: retrieves records from the years up to and including 1998

Limiting to refereed papers

You can limit searches to refereed papers if you wish.Selecting **Yes** will return only refereed papers. If you select **No**, returns will only be non-refereed papers. You can opt for **No preference** in which case the field is not included as a limit option in the search, and your search returns will include both refereed and non-refereed papers.

Clearing the form

Search values will remain in the form after your search in case you want to use your chosen limit options again. If you want to start afresh, clear the form using the given button on the page before entering new data into the form.

How to register in E-LIS

If you wish to deposit papers in the archive, you will first need to register as an archive user. No charge is made for registering with the archive or for use of any of the services it offers.

Registration is a two-stage process. Firstly, you need to complete an initial registration form. This means choosing a username and password to use when you want to deposit or manage your papers. Submit that initial form. Archive staff will then email you with a code to use to confirm your details. When you return to the archive to complete the registration process, you will need to supply further information about yourself.

Your user record holds this contact information about you. Some of this information will be associated with ePrints you deposit. General information like your name, Web address, address and e-mail address are public. Information about your operating system is sought to enable the archive administrators to help you if you encounter problems.

Enter the relevant information in the form. Boxes marked with an asterisk (*) are required fields.

When you have entered the relevant information, use the **Update Record** button at the bottom of the form to submit your details. If the form is filled out correctly, you will be taken to your new

user area page. If there is a problem with the form, the form will be presented to you again with a description of the problem. Correct the error and try **Update Record** again.

That should complete the registration process, so that you can begin depositing papers.

The user details form can be used at any stage to change your personal details, for example, if you wish to reset a forgotten password. You can also use the initial registration form to reset your password.

How to deposit records in E-LIS

The first thing you'll need to do, after registering, is fill out your user record. When you click on **Deposit Papers** you'll see an option saying **View/change your user record**: Select this option. The user record form is described below.

User Record

Your user record is used to hold contact information about you. Some of this information will be associated with eprints you upload; some of it is purely for internal archive use. General information like your name, URL, address and e-mail address are public, so it's inadvisable to put down a home address. (Usually a postal address isn't required.) Information about your operating system is purely to help the archive administrators help you if you encouter problems. Enter the relevant information in the form. Those boxes where the field name (on the left of the box) has an asterisk are required fields that you must fill out before you can deposit papers in to the archive.

Note that you cannot change your e-mail address here. This is deliberate; if you inadvertently enter an incorrect e-mail address, the site will have no way of contacting you. Instructions for changing your e-mail address can be found on the "Registered Users Area".Rather than clicking in each box before you enter something into it, you may find that your browser will let you use the tab key to move the cursor between the boxes. In this way you can enter the information much more quickly.

When you've entered the relevant information, click on the "Update Record" button at the bottom of the form. If the form is filled out correctly, you'll be taken back to the "Deposit Papers" page. If there's a problem with the form, the form will be presented to you again with a description of what's wrong. Correct the error and click on "Update Record" again.

User Workspace

All deposits of papers must begin in your user area of the archive, since that area comprises your personal workspace within the archive. If your workspace is empty, which will be the case when you first visit the page, you will see a button **Click here to start uploading a document**. Click this button to open a fresh, empty record to your workspace for you to complete. If you are unable to finish depositing a paper in one go, you will not lose any of the data associated with it. The document will simple remain whtin your workspace until you complete and submit it.

In addition to the ability to deposit papers, your area contains a number of other options. These options will vary once you start adding material. Papers you are in the process of depositing will be listed in your workspace. If you have papers pending entry into the main archive, these will be listed also. (All deposits are vetted before acceptance by archive editors to ensure records are complete.)

If there are papers in your workspace, you will see a list of those papers with option buttons. The title of each paper you are uploading will be shown in the list, or its ePrint archive ID if you have not yet given it a title. The option buttons are described below:

1. **Delete**: if you select a paper and select **Delete**, the paper will be removed from your workspace and discarded completely. You will be asked to confirm this step before deletion occurs.
2. **Edit**: if you select a paper in your workspace and select **Edit**, the deposit form will open at the beginning to enable you to complete your deposit. Any data you have previously filled in will still be present.
3. **Deposit**: if you are satisfied that you have completed the deposit form as you intended, select the paper and select **Deposit** to lodge the paper in the archive.If there are problems with the paper (for instance, if a document file upload has not worked, or the associated bibliographic information is invalid), you will not be able to deposit the paper until those problems are fixed. The depositing process is described more fully below.
4. **New**: selecting this option creates a fresh record and is the start of any new deposit process.
5. **Clone**: yhis button makes a clone of the paper you have selected from the list. Clones are useful if you are depositing a number of papers with similar information. You can fill out the common information once, clone that paper, and then edit the clones to avoid entering the same information twice.

The Depositing Process

The deposit process is divided into a number of stages. You can move between these stages by using the **Back** and **Next** buttons at the bottom of each page. The deposit form runs over several pages; it does not appear as one long page.

Even if you move back and forward during the deposit process, you will not lose any information you have entered. The data is securely held within your workspace. However, you should not use your browser's **Back** button ; use the **Back** and **Next** buttons within the ePrint software only.

Deposit Type

On this page, select the option from the list that best describes your deposit, for example **conference paper**, **journal paper (paginated)**, or **book chapter**. The option you choose here will affect what fields subsequently appear and thus what information the system will collect about your deposited paper.

After choosing the deposit type, move on to the next screen by clicking the **Next** button.

Versions and commentary

Only use this option if the paper you are depositing is an earlier or later version of a paper already in the archive, or a commentary on another paper in the archive or elsewhere. Otherwise, leave this section blank and click on **Next** to move to the next page.

The archive can link together different versions of the same paper, as well as commentaries and responses to commentaries. These links enable a reader to move easily around those versions, commentaries and responses.

If the paper you are depositing is a later version of a paper you previously deposited in the archive, enter the ID code of the previous paper in the **Later Version Of** text box. If you used the **Clone** option to create the current form, the **Later Version Of** box will already contain an ID number, but this can simply be deleted if the new deposit is not actually a later version of the cloned paper.

To find the ID of a document, use the archive's **Search** feature.

If you are depositing a commentary on a paper in the archive, enter the document's ID code in the **Commentary On** box. If the paper you are depositing in a response to a commentary, enter the ID code of the existing commentary in this box.

You can ensure you have entered the correct ID codes by clicking the **Verify IDs** button at the bottom of the page. The system will then show you what papers the ID codes pertain to. The system will not let you proceed with the deposit if either ID code you have entered is invalid.

Leave both boxes empty if your paper is not a later version of another, a commentary or a response to a commentary. Click on the **Next** button to proceed.

Bibliographic information

On this page, enter bibliographic information about your paper, such as authors, titles, publication details, subject terms and keywords. The details required will vary depending on the deposit type you selected on Page One.

Each field will have a field name and a short explanation of what should be entered into it. Fields marked with an asterisk (*) are mandatory. Other fields are optional.

The following are the types of input field you may see:

1. **Text boxes**: enter the relevant information, or copy and paste text from your paper.
2. **Drop-down boxes**: select the most appropriate option from the drop-down box.
3. **Checkboxes**: use these to record a **Yes** or **No** value.
4. **Lists**: select one or more appropriate options from the list.
5. **Page ranges**: type the first page in the range into the box on the left, and the last page in the box on the right. If the range consists of a single page, enter that page number into the left-hand box, and leave the right-hand box empty.
6. **Names**: you can enter title, given name, family name and lineage. Title and lineage can be left blank if not required. If there is more than one author name to enter, just keep clicking **More Spaces** until you have enough boxes to fill in. Any boxes left blank, even in the middle, will be ignored.

Subject Categories

The archive is using the **JITA Classification**. In the subject categories stage, select the subject or subjects from the list that best represent the content of your paper. Please try to be as accurate and as specific as possible.

Once you have entered all relevant information for your paper, including keywords or keyword phrases separated by semi-colons, click on the **Next** button. If there are any omissions from the data, the system will explain what is wrong and re-present the form so you can fix the problems.

Document Storage Formats

Use this page to begin the process of adding your document to the archive. The page will tell you which formats are acceptable to the archive. Currently these are **HTML**, **PDF**, **Postscript**, **ASCII text**, **Tex**, **LaTeX (DVI)**, **XML**, **PowerPoint**, **MS Word DOC** and **RTF**. But **HTML** a**nd PDF** formats are strongly recommended. Do not submit publisher produced PDF or other format versions. Do submit the final version of the pre-refereed or post-refereed version. Click the **Add Document** button to start the upload process.

This will bring up the page on which you choose your document's format, and also the level of access required for it, for example, open to anyone, open to registered users only, and so on.

The use of some items can be restricted to registered users only, but choose this option only if copyright restrictions demand it. Use the **Next** button to move to the next page.

The Document File Upload allows you to choose from one of these options:

- File Upload
- Capture from URL
- .ZIP archive Upload
- .tar.gz Upload

If you are uploading a document in one of the acceptable formats from your own computer, choose **File Upload**. Use the **Browse** facility to find the file on your computer. When you have entered the full pathname to the document, click **Upload**.

If you are importing a document from a Web site, choose **Capture from URL**. You will be prompted to **Please enter the URL of the document you wish to upload to the archive in the box below.** Enter the URL and click **Upload**.

If you are uploading a document in a compressed format, choose either the .ZIP or .tar.gz option. Use the **Browse** facility to find the compressed file on your computer. When you have entered the full pathname to the file, click **Upload**.

When you have uploaded all files associated with the document, click **Finished**. You will now be taken to the **Deposit Verification** page

Deposit verification

This page will display the abstract page for your document as it will appear in the archive. You should carefully check that all information has been uploaded correctly.

You should also check that the document files have been uploaded correctly, including any associated figures and links. If you spot a mistake, you can use the **Back** buttons without the forms to cycle back through the depositing process to fix any errors.

If you are satisfied that everything is correct and has been uploaded correctly, and have read, understood and complied with the agreement at the bottom of the page, click on the **Deposit** button to deposit your paper in the archive. It will then be moved to the submission buffer for the archive, where it will be double-checked for completeness and errors by the archive's editors. After that process has been satisfactorily completed, the paper will be moved to the main archive.

▪ **Frequently asked questions**

What is E-LIS and why an open archive for LIS?

E-prints for Library and Information Science (E-LIS) is an international open access archive for e-prints related to Librarianship, Information Science and Technology, and related application disciplines, in keeping with the objectives of the EPrints movement and the Free Online Scholarship (FOS) movement.The purpose of E-LIS archive is to make the full text of the LIS documents visible, accessible, harvestable, searchable and useable by any potential user with access to the Internet. Furthermore this service aims to support individuals who wish to publish or otherwise make their papers available worldwide. Open access to LIS papers and their dissemination can also support the building of international LIS networks.

Nowadays the library and information world is strongly integrated with the area of computing science and technology. Moreover, institutional metadata creation proves costly, while a more effective way out is provided the growing trend towards authors' self archiving in the framework of the Open Archives Initiative (OAI). A flexible architecture of data and service providers based on metadata harvesting allows authors to store a copy of their documents in some personal or institutional archive, and so the documents become quickly available worldwide.

Who are the partners?

E-LIS has been established as a community service by RCLIS (Research in Computing, Library and Information Science) and DoIS (Documents in Information Science) to promote open access to papers on these fields. RCLIS is a project to build a database about current and past documents in computing, librarianship, information science and technology and related application activities. It is aimed to extend and update DoIS, a service for finding and downloading articles and conference proceedings published in electronic format in the area of librarianship, information science and technology and related application activities. See partners page.

Who maintains E-LIS?

An international team of librarians maintains it. E-LIS is different of similar initiatives in the sense that it is based in the voluntary work. For more information about our staff see E-LIS Staff

What is the Open Archives Initiative (OAI)?

The Open Archives Initiative (OAI) has designed a shared code for metadata tags (e.g., "date," "author," "title," "journal" etc.). See more information on OAI FAQ. The full-text documents may be in different formats and locations, but if they use the same metadata tags they become "interoperable." Their metadata can be "harvested " and all the documents can then be jointly searched and retrieved as if they were all in one global collection, accessible to everyone.

What is an open archive?

An Open Archive is a collection of digital documents. OAI-compliant Eprint Archives share the same metadata, making their contents interoperable with one another. Their metadata can then be harvested into global "virtual" archives that are seamlessly navigable by any user (just as a commercial index or abstract database is navigable, but with full-text access). See more information on Open Access Overview by Peter Suber.

What are e-prints?

E-prints are the digital texts of peer-reviewed research articles, before and after the referee process. E-prints include pre-prints and postprints. A pre-print is a draft copy preceding refereeing and publication. A postprint is the refereed and published final document.

Is E-LIS an OAI-compliant Eprint archive?

Yes, E-LIS is compliant with the Open Archive Initiative (OAI), which enables your preprint to be found by any search engine using this protocol to index distributed preprint archives. OAI-compliance means using the OAI metadata tags. A document can be OAI-compliant and an Eprint archive can be OAI-compliant. All OAI-compliant documents in OAI-compliant archives are interoperable. This means distributed documents can be treated as if they were all in one place and one format.

What is self-archiving?

To self-archive is to deposit a digital document in a public accessible website, preferably an OAI-compliant Eprint Archive. Depositing involves a simple web interface where the depositer copy/pastes in the "metadata" (date, author-name, title, journal-name, etc.) and then attaches the full-text document. Software is also being developed to allow documents to be self-archived in bulk, rather than just one by one.

How are E-LIS contents accessibile?

The service is accessible in two complementary ways. Firstly a search engine will be provided in order to seek the bibliographic descriptions. Secondly browsable views is available by year and by subject. Browsing and searching are anonymous. But if you wish to submit a work, you must first register. Before you can use the subscription service, or deposit papers to the archive, you'll need to register with us. No charge is made for registering or for the use of any service on this archive.

Why would I want to deposit my work in the E-print Archive?

The archive is built around the standards of The Open Archives Initiative, ensuring that research submitted is shared with and contributes to a growing global network of distributed, interoperable, institutional archives.

Authors who contribute to an e-print archive are participating in a global effort by universities, researchers, libraries, publishers, editors, and readers to redefine the mechanisms of scholarly research. This eprint archive will make LIS research more visible, available, and relevant, which in turn increases the visibility, status, and public value. See the Copyright issues for more information.

Must I register on E-LIS to view or download materials there?

No, you need to register only if you want to deposit materials or if you want to receive regularly scheduled e-mail notification of new submissions to the archive. More information on how to register in E-LIS.

What about the software for E-LIS?

E-LIS site is running on open source software. The archive is based on GNU EPrints archive-creating software. Eprints was established by Stephen Harnad at the Department of Electronics and Computer Science at the University of Southampton, England. The current version, GNU EPrints 2, was designed and coded by Christopher Gutteridge with the collaboration of Mike Jewell and Al Riddoch and is available for free.GNU EPrints is Free Software, that is freely usable, modifiable and redistributable software, together with the source code, following the GNU General Public License. The software systems deployed by GNU EPrints, such as Apache and MySQL, are Free Software as well.

Who is hosting the server?

The server is hosted at the CILEA at Segrate (Milano, Italy). CILEA, Consorzio Interuniversitario Lombardo per L'Elaborazione Automatica, is a non-profit organization pooling nine Universities in the Lombardia Region in Italy. It provides Information Technology services on behalf of Universities and related organizations, public organizations and enterprises. It provides also professional advice for both the planning and dissemination of advanced technologies in the fields of high performance computing, networking services and informatics.

How often is Back-up run?

A full back-up every week (usually Tuesday night) and every day an incremental back-up.

Who can submit e-prints to E-LIS?

E-LIS is an international repository, so anyone in LIS can submit materials to it. There are no formal restrictions. However, all persons submitting materials must register.

Can I submit an e-print of another author to E-LIS?

Depositor should be the author/one of the authors of the e-print. E-LIS Staff, in certain cases can be available for the deposit of documents of others who don't have time to do it or who agree to permit the deposit by the E-LIS Staff (obvioulsly if there's an agreement with the possible publisher of the work). For work being deposited by someone other than its author see submission policy in E-LIS.

What types of submission are accepted?

E-LIS archive accept any scientific or technical document, published or unpublished, in Librarianship, Information Science and Technology, and related application disciplines. The criteria for acceptance are that the eprints are relevant to research in LIS fields and that they have the form of a finished document that is ready to enter into a process of communication. Publications may include: preprints, postprints, conference papers, conference posters, presentations, books, book chapters, technical reports/departmental working papers, thesis and news paper and magazine articles.

Can I submit my preprint to the server?

E-LIS accepts preprints, and other non-refereed materials, which often are in a preliminary stages. The purpose of this archive service is basically to facilitate communication between librarians and researchers in LIS and correlate fields. The work will be widely read and highly visible. Depositing a preprint in E-LIS can contribute to the revision of that paper for later publication by way of attracting critical comments. Comments can be made directly to the depositing author, whose contact details is in the archive.

Will the E-LIS staff revise or edit submitted materials?

Submitted documents will be placed into to our "submission buffer", where they can be either approved by the E-LIS Staff, rejected outright or returned to the author for modifications in the metadata or problems with the electronic file. Documents in the "submission buffer" are manually checked in order to validate if they fit our policy before adding them to the E-LIS. E-LIS staff control the metadata quality of the document and are allowed to change them if the metadata are wrong.

What about copyright issue?

The author holds the copyright for the pre-refereeing preprint, so that can be self-archived without seeking anyone else's permission. For the refereed postprint, the author can try to modify the copyright transfer agreement to allow self-archiving, or, failing that, can append or link a corrigenda file to the already self-archived preprint. See " Is self-archiving legal? ," "What if the publisher forbids self-archiving the preprint? " and the Rights Metadata for Open archiving Project and Directory of Journals' Policies on Author Self-Archiving . See more information on copyright policy in E-LIS.

If I post a preprint or preliminary item on E-LIS and then publish it or a revised edition in a journal or volume, can the item remain on E-LIS?

Individual journal policies vary on this question. Whatever the policy, the authoritative document is the copyright agreement you sign with the publisher. If that agreement requires you to remove the posted preprint, you should. However, many publishers are adapting to the changing environment of electronic publishing. For example, Elsevier, the publisher of such journals as International Information and Library Review or Library and Information Science Research, says that contributors to its journals have

"...the right to retain a preprint version of the article on a public electronic server such as the World Wide Web. Elsevier Science does not require that authors remove from publicly accessible servers versions of their paper that differ from the version as published by Elsevier Science."

See more information on Publisher copyright policies and self-archiving of Romeo Project where you can find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement

Which languages are supported in E-LIS?

All languages are supported. But if the document is in another language than English, English abstract and keywords must be included.

After an e-print is deposited on E-LIS, how soon will it become available to the public?

As soon as it is approved by the E-LIS Staff it will become available. When a document is deposited, it immediately gets sent to our "submission buffer" where a staff member decides whether the document meets E-LIS quality standards. The paper is then publicly accessible via a search, though it may not appear immediately in the "browse tree".

Which file formats can I use for submitting an e-print?

Following document formats are allowed: PDF, PostScript, Tex, LaTeX (DVI), HTML, XML, ASCII (text), PowerPoint, MS Word DOC and RTF. But HTML and PDF formats are strongly recommended. Do not submit publisher produced PDF or other published format versions.

Can I remove my e-print from the archive?

Yes, although the intent of the Archive is to preserve and globally share peer-reviewed research material created by LIS researchers. Removal of material disrupts this intent. The software does not allow authors to remove papers automatically. However, a request for removal will be considered. .

Can I modify the metadata of my e-prints?

No, the software does not allow authors to modify the metadata automatically. The repository guarantees a validation about registered data of the e-prints. If you need to change any information in the metadata you need to contact with the E-LIS Staff.

Which classification schema is used?

The Subject Tree adopted is named JITA Classification Schema. It has been built for E-LIS on the basis of NewsAgentTopic Classification Scheme and RIS Classification Schema.

4.Características básicas: pautas de deposito

- ▪ **Submission policy**

The purpose of E-LIS archive is to make the full text of the LIS documents visible, accessible, harvestable, searchable and useable by any potential user with access to the Internet. Searching and archiving in E-LIS are totally free for any user. The only requirement is that authors wishing to submit a document need to register in order to obtain a user id in the system. Librarians, libraries, research institutes, organisations and individual researchers involved in LIS and related fields are encouraged to make use and contribute to the archive.

E-LIS archive accept any scientific or technical document, published or unpublished, in Librarianship, Information Science and Technology, and related application activities. The criteria for acceptance are that the eprints are relevant to research in LIS fields and that they have the form of a finished document that is ready to enter into a process of communication. Publications may include: preprints (pre-refereed journal paper), postprints (refereed journal paper), conference papers, conference posters, presentations, books, book chapters, technical reports/departmental working papers, thesis and news paper and magazine articles.

Submitted documents will be placed into to submission buffer, where they can be either approved by the E-LIS Staff, rejected outright or returned to the author for modifications in the metadata or problems with the electronic file. Documents in the submission buffer are manually check in order to validate if they fits our policy before adding them to the E-LIS. E-LIS staff control the metadata quality of the document and are allowed to change them if the metadata are uncorrect. Up to two business days should be allowed between the time a paper is deposited to E-LIS and the time it becomes accessible to other users.

All languages are supported, E-LIS is an international open archive. But if the document is in another language than English, it must be included English abstract and keywords.

Submitting authors will be responsible of being sure the documents they archive haven't any restriction in their electronic distribution. The copyright issues will be matter of the authors and E-LIS hasn't any responsibility in the contents submitted by the authors.

Deposit Agreement

For work being deposited by its own author:

In self-archiving this collection of files and associated bibliographic metadata, I grant E-LIS the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that E-LIS does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

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 E-LIS 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.

Disclaimer

To the extent permissible under applicable laws, no responsibility is assumed and is hereby disclaimed by EPrints for LIS and for any injury and/or damage to persons or property as a result of any actual or alleged libellous statements, infringement of intellectual property or privacy rights, or products liability, whether resulting from negligence or otherwise, including without limitation from any use or operation of any ideas, instructions, procedures, products or methods contained in the material therein. Access to this site is provided on an "as is" basis, and neither E-LIS warrant that the information or software contained herein is complete or accurate or free from error. Information or software downloaded by the user should be checked for defects or viruses before being used.

▪ **Submission procedure**

Activate your account

1. Go to the Register and select "Registration Form."
2. Enter your username, password and e-mail, and click the "Register" button.

Request authorization to submit items

1. E-LIS requires specific authorization for your account before you can submit materials. This registration will not be activated until you visit the confirmation URL which will be emailed to you.
2. See more information about User Record at E-LIS help.

Gather paperwork

1. Verify that the document you wish to add to E-LIS is copyright-cleared. See Copyright issues.
2. Make a list of metadata that describe the document you wish to submit.

Prepare your material

1. Review your material and make any corrections. Once your document has been submitted to E-LIS, any corrections must be done by the E-LIS Staff.
2. In order to support long-term access to documents in E-LIS, it is strongly suggested that documents be submitted in .pdf or .html format. Check with E-LIS Staff for more information on other acceptable file formats.

Submit your material

1. After your account has been authorized for submitting documents, go to the E-LIS homepage. Click on "Registered users area." Login with your E-LIS username and password.
2. Click on "Begin a new item." You will be led through a three-step process: these include some basic questions about the document type, versions or commentaries and bibliographic description where you can describe your documents, then file uploads, a verification screen. Follow the directions on each screen. For an illustrated description of these screens, see the E-LIS help.
   o Be sure to review the entries very carefully for accuracy and completeness. What is entered will be what others use to find the document record in the future.

- o Save your work, review previous steps, and/or cancel the process at any point until the final submission command is given. All information entered is automatically saved.
- o If any changes need to be made, contact the E-LIS Staff.
3. Submit another document or close the window, it isn't necessary to logout.
4. Once the submission process is completed, an editor will check the submission to ensure its suitability for inclusion in the open archive. Additional metadata may be supplied as well. In other words, your documents may need futher approval before being publicly available.
5. If the document is not approved, the E-LIS Staff will state the reason by email. Once you have corrected the problem, the document will be re-entered into the workflow process and posted into the E-LIS.

▪ Copyright Issues

Eprints for LIS does not want to infringe copyrights. We encourage giving open access where possible, but we do offer the possibility for the authors to restrict access. Access can be restricted to the group of registered users at E-LIS archive, which is a limited and known group of people. Furthermore, access can, in special cases, be restricted to the depositor herself and archive staff (the archive administrator and any selected editors, evaluators etc. in particular countries and organizations).

Authors's Copyright

All work on E-LIS server remains the property of the author. When you submit a preprint to an e-prints server you retain copyright. Texts that an author has himself written are his own intellectual property. Unless noted otherwise, the creators or authors retain copyright and other proprietary rights. Submitting authors will be responsible of being sure the documents they archive haven't any restriction in their electronic distribution. The author holds the copyright for the pre-refereeing preprint, so that can be self-archived without seeking anyone else's permission. For the refereed postprint, the author can try to modify the copyright transfer agreement to allow self-archiving, or, failing that, can append or link a corrigenda file to the already self-archived preprint.

See more information on:
Know your rights! of Project Romeo (Rights MEtadata for Open archiving), one page handout encouraging authors to retain their rights and self-archive.
Publisher copyright policies and self-archiving, use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.
Draft Research Self-Archiving Policy of University of Southampton.

The right to self-archive

The right to self-archive the refereed postprint is a legal matter, because the copyright transfer agreement pertains to that text. But the pre-refereeing preprint is self-archived at a time when no copyright transfer agreement exists and the author holds exclusive and full copyright. In general, when you publish in a journal you transfer copyright to the publisher. Most journals permit self-archiving, but it depends on the publisher's copyright policy. Author can also deposit the postprint inside the archive with restricted access. And you may request the publisher that you get back the rights to e.g. deposit the postprint in an open access archive and put it on your own homepage. Some publishers have stated that they grant these rights as a standard procedure. In alternative you can replace the full text of your preprint with a link to the published version, if it is free access. Copyright law gives the creator of copyrighted work exclusive rights, which may be both segmented and transferred to others. Managing copyright wisely can significantly enhance the values of the educational system.

See more information on:
How can I self-archive AND get my paper published? of Project Romeo (Rights MEtadata for Open archiving), a table that helps you to see how you may both self-archive and get your paper published, without breaking publishers' Copyright Transfer Agreements.
Managing Your Copyright by Scott Bennett, University Librarian, Yale University, for a useful description of the value and options for managing copyright ownership.

What is Metadata Policy?

Third parties may collect metadata from the archive via mechanicss that create end-user services to support the discovery and presentation of the archive's content. The general policy is to allow harvesting of metadata. Harvesting full content is not permitted.

Readers and reproduction right

The documents posted on E-LIS archive are protected by copyright, retained by the authors or by other ownerships. Authors or Publishers control translation and reproduction rights to these works. However, reader are granted permission for individual, educational research and non-commercial reproduction granted under national, foreign and international laws on Copyright. The works included in E-LIS are the property of their authors and are used by permission. Since the rules for use of published electronic documents are still somewhat undefined, we insist that readers apply the same principles of fair use to the works in this electronic archive that they would to a published, printed archive. These works may be read online, downloaded for personal use, or the URL of a document (from this server) included in another electronic document. The text itself may not be published commercially (in print or electronic form), edited, or otherwise altered without the permission of the author. As with printed materials, care should be taken when excerpting or referencing text to ensure that the views, opinions, and arguments of the author accurately reflect those contained in the original work.

Discussions

There is a vivid international discussion on copyright issues in connection with the open access movement, se e.g. Eprints FAQ, Managing Your Copyrights, Intellectual property rights, and the CNI-COPYRIGHT discussion list.

5.Características básicas: servicio técnico

- **Software and server**

GNU EPrints archive-creating software

The archive is based on GNU EPrints archive-creating software, revision: EPrints 2.2.1 (pepper) [Born on 2002-11-14]. GNU Eprints generates archives that are compliant with the Open Archives Protocol for Metadata Harvesting (OAI 2.0). Eprints is developed at the Department of Electronics and Computer Science at the University of Southampton, England. The software is available for free from software.eprints.org. For more information on Eprints see eprints.org. Eprints.org also maintains a technical discussion list that supports the use and development of the software. Other institutions are invited (and encouraged) to set up their own open archives for author self-archiving, using the freely-distributable eprints.org software used at this site.

Credits:
Christopher Gutteridge - Designer and coder of *EPrints version 2*.
Robert Tansley - Creator of *EPrints 1* on which *EPrints 2* is based.
Mike Jewell - Pre-release testing (the initial versions of scripts for creating and installing an EPrints v2 package, some coding assistance).
Al Riddoch - Assistance in writing the "configure" script for the installer.
Gui Power - Adapting the online help for EPrints 2.

CILEA, Consorzio Interuniversitario Lombardo per L'Elaborazione Automatica

The server is hosted at the **CILEA** at Segrate (Milano, Italy). CILEA, Consorzio Interuniversitario Lombardo per L'Elaborazione Automatica, is a non-profit organization pooling nine Universities in the Lombardia Region in Italy. It provides Information Technology services on behalf of Universities and related organizations, public organizations and enterprises. It provides also professional advice for both the planning and dissemination of advanced technologies in the fields of high performance computing, networking services and informatics. A full back-up every week (usually Tuesday night) and every day an incremental back-up.

6.Características básicas: equipo de trabajo

E-LIS is based in the voluntary work of an international team of librarians. We invite other librarians, institutes and organizations to join us in managing and developing this service. The archive can be managed through the internet so that each country can have its own editor/s. If you want to collaborate with E-LIS see possibilities of collaboration and don't hesitate to contact us for more information.

At the moment, we are...

Archive administrators and editors for other countries

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Archive editors are ordinary users that are given additional rights within the archive. Each editor checks the quality of the metadata (bibliographic data, abstract, etc.) before entering the documents into the archive, and communicate with the depositors in case of problems. So, each editor in the archive is responsible for the quality control of deposits within his/her country and for support and communication to the depositors.

- **Editors' distribution list**

The distribution list is used as a virtual forum where the E-LIS Editors can discuss and share issues relationated with the open archive. It is only available to the E-LIS members.

- **Editors' FAQs**
- **Submission guidelines v.1.0.**

▪ **Editors Frequently asked questions**

Last modification: 28th November 2004

Can an editor submit an e-print of another author to E-LIS?

The editors may help authors with depositing the documents.

What types of submission are accepted?

E-LIS accepts any scientific or technical document, published or unpublished, in Librarianship, Information Science and Technology, and related application disciplines. The criteria for acceptance are that the eprints are relevant to research in LIS fields and that they have the form of a finished document that is ready to be entered into a process of communication. Publications may include: preprints, postprints, conference papers, conference posters, presentations, books, book chapters, technical reports/departmental working papers, thesis and news paper and magazine articles.

Will an editor revise or edit submitted materials?

Submitted e-prints will be placed into the 'submission buffer', where they can be either approved by editors, rejected outright or returned to the author for modifications in the metadata or problems with the e-print. E-prints in the 'submission buffer' are manually checked to validate if they fit our policy before adding them to E-LIS. The editors control the metadata quality of the document. They are allowed to correct them.

If an author posts a preprint and then publishes it in a journal or book, can the pre-print remain on E-LIS?

Individual journal policies vary on this question. It depends on the copyright agreement with the publisher. If that agreement requires the author to remove the posted preprint, the author should remove it. However, many publishers are adapting to the changing environment of electronic publishing. For example, Elsevier, the publisher of such journals as International Information and Library Review or Library and Information Science Research, states that contributors to its journals have

"...the right to retain a preprint version of the article on a public electronic server such as the World Wide Web. Elsevier Science does not require that authors remove from publicly accessible servers versions of their paper that differ from the version as published by Elsevier Science."

See more information on [Publisher copyright policies and self-archiving](#) of the RoMEO project with a summary of permissions that are normally given as part of each publisher's copyright transfer agreement

Which languages are supported in E-LIS?

All languages are supported. But if the document is in a language other than English, an English abstract and keywords in English must be included.

After an e-print is deposited on E-LIS, how soon will it become available to the public?

As soon as it is approved by the editors it will become available. When a document is deposited, it immediately gets sent to the 'submission buffer' where the editors decide whether the document meets E-LIS quality standards. The paper is then publicly accessible via a search, though it may not appear immediately in the 'browse tree'.

The editors should approve the e-prints in no more than 48 hours.

Which file formats can authors use for submitting an e-print?

The following document formats are allowed: PDF, PostScript, Tex, LaTeX (DVI), HTML, XML, ASCII (text), PowerPoint, MS Word DOC and RTF. HTML and PDF formats are strongly recommended.

Get more information on Preservation.

Can an author remove an e-print from the archive?

The intent of the E-LIS is to preserve and globally share peer-reviewed research material created by LIS authors. Removal of e-prints disrupts this intent. The software does not allow authors to remove e-prints automatically. However, an authors' request for removal will be considered by the editors.

Can an author modify the metadata of his/her e-prints?

The software doesn't allow authors to modify the metadata automatically. The repository guarantees a validation about registered data of the e-prints. The author needs to contact the editors.

Can an editor delete an e-print in the live archive?

An editor can under author's request. But the e-print could have another version in E-LIS, so the editor should delete the relation between them too. The editor has to find the other e-print and delete the ID code in 'Later Version of'.

What's the buffer?

This is a region in the archive where the newly-created records may be held for editors inspection to implement the institutional quality assurance policy. The aim of this is to improve the quality of the metadata (for example, ensuring names have been entered correctly, that no important data is missing, etc.) at the cost of some delay before the eprint record can be seen.

What are buffer e-mail alerts?

The editors will receive email notification that a new eprint is ready to be deposited. Who is responsible for making the final decision, the acceptable delay for checking, and the reasons for which records will be returned for correction is down to the policy of the E-LIS: every editor is allowed to approve the e-prints deposited by authors from their country. After review, the editors can deposit the eprint into the live archive, or return it to the authors' work area.

E-prints software doesn't enable creation of an e-mail alert by country, so the editors will receive an e-mail with all the e-prints in the buffer: An editor should only approve the e-prints deposited by authors' from his/her country.

How can an editor know which e-prints to approve?

An editor is allowed to approve the e-prints deposited by authors from his/her country. Where the author is from is in the author's record. Although the system doesn't restrict the editors' workflow by country, E-LIS believes in the collaboration of all the editors: please respect this rule.

How to approve an e-print?

The editor has to go to the buffer to check the metadata and full text. The editor can then use 'Move e-print in to Main Archive' to approve the e-print.

How to modify the e-print metadata?

Editing an eprint follows the exact same process as adding a new e-print.

The editor should go to 'Staff EPrint Search' and 'Staff Search of EPrints in the Live Archive'. Then search for the e-print, for example, by ID. Change what needs to be changed.

An editor changing the type of e-print could lead to problems. For example, an author has introduced a conference paper as a journal article. Accordingly, the field Publication (journal article's field) is filled. If the editor doesn't delete the content of this field when changing to the correct type of document (a conference paper in this case), the field Publication will remain filled.

How to modify the e-print metadata without changing the date of deposit?

- First, the editor should identify the e-print with the mistake (for example, by using the ID)
- Next, go to 'Staff EPrint Search' in his/her workspace and choose 'Staff Search of EPrints in the Live Archive'
- Search for the e-print
- The editor will see the metadata of the e-print as when it was approved. Go to 'edit e-print'
- First screen 'Deposit type', modify the metadata (if necessary). Click 'Next'
- Second screen 'Succession/Commentary', modify the metadata (if necessary). Click 'Next'
- Third screen 'Bibliographic Information', modify the metadata (if necessary). Click 'Next'
- Fourth screen 'Documents Attached to Item', modify the metadata (if necessary). After that just click 'Save for later'
- The e-print should come back to the screen with all the metadata ready to be approved. Then the editor should click 'Go to the E-LIS User Area Homepage'
- If the editor searches the e-print in the home page or by simple search, he/she will see the modifications with the date of deposit, not the date of when changes were made.

How to know the authors' country?

By using the 'User search', the editor can search by country using the 'Address/Country' option. Be careful because many authors introduce the name of their country in their own language, so a country should be searched in English and in the language of the country (if it isn't English).

An editor detects a mistake in an e-print metadata in the live archive from another country

The editor should contact the [Coordinator](#) of editors.

An editor isn't sure if a pre-print should be included in E-LIS

The editor should contact the Coordinator of editors or can send an e-mail to the editors' list to be discussed.

An editor has deleted an e-print by mistake

When an e-print is deleted it doesn't disappear totally (except if it is deleted in the buffer space). The editor should go to 'Staff EPrint Search', and then 'Staff Search of Deleted EPrints'. The e-print will be there.

An editor has to delete an e-print

The same process 'to modify the e-print metadata' should be used. But in this case, use the option 'Move e-print to Deleted buffer'.

An editor views an e-print in live archive that isn't displayed correctly

The editor should wait 24 hours to view the e-print in its correct form (for example, if the abstract is there but it isn't displayed correctly: every night a script transforms the sign 'end of line' in < br >).

The resource is in more than one language

There are 4 different situations:
The same work available in multiple files (each in a different language, with the title in a different language) published in the same journal/book/etc.: the Parallel title will be used, preceding punctuation: Space, equal sign, space (=) in Title field.

A unique file that has the text in more than one language (e.g. a paragraph in English and another different one in French) published in the same journal/book/etc.: at the moment E-LIS doesn't allow a multiple language selection. In these situations, there will be the title in only one language (the title given on the document).

A unique file to be uploaded that contains the same text in more than one language (e.g. a first part in English and then the same text in French): again E-LIS doesn't allow a multiple language selection for one file. In these situations, the Parallel title will be used, preceding punctuation: Space, equal sign, space (=) in Title field.

The same work available in multiple files (each in a different language, with the title in a different language) published in different journals/books/etc.: different records will be created for each file. The IDs should be linked using 'Later version of'.

... it is necessary to include the translator

E-LIS doesn't have a specific field for translators. It can be included using 'Abstract' to insert the translator's name (e.g. *Translation by Carlo Bianchini*).

The author has deposited a book review

E-LIS doesn't have a specific type of document for book review. It can be included using 'Title' and 'Abstract' to insert the information that the document is a book review (e.g. *Recensione a...*).

An editor has a doubt

The editor should contact the Coordinator of editors.

How to Convert a file into PDF

It may be necessary to convert a document to Adobe PDF. For most electronic documents this is a simple process, although some specialized software may be needed:

- Documents created in MS Word or other PC/Mac word processor programs can be converted to PDF using Adobe Acrobat (the commercial product, not the free Acrobat Reader).
    - Copies of Acrobat and other commercial conversion software are available
- Users running MacOS X or higher can print to a PDF file from any application without purchasing Acrobat.
- Several low-priced or free PDF converters perform the same function as Adobe Acrobat.
    - One widely used product is Click2PDF, from Blue Squirrel software.
    - Adobe offers an online PDF conversion service. A free trial subscription allows up to 5 conversions or one can subscribe for a nominal fee.
    - Cutepdf is freely available to download for PCs.

Special formatting issues: when the editors create a PDF file, they should pay special attention to the following:

- Unusual fonts should be 'embedded' as TrueType or Postscript fonts to ensure proper viewing and printing.
- When including color images in a PDF file, make sure they are readable when printed in black and white on letter-size paper.

For more information about PDF, see:

- Adobe.com
- PDFzone.com

Special characters

E-LIS can have problems with some characters. At the moment, '<' and '>' can't be used in the description of metadata.

Full metadata

The full metadata page, with all the metadata given for the document deposited, is available to normal users the day after the e-print record is sent to the live archive, by clicking on 'All fields' in the record (if it's clicked before, the result is a 404-File not found page).

How Paratools works

Seek is an image that you can click. Then the data of the reference are sent to a parser which shows the document.

In the references without url, the system first searches in E-LIS. If the system doesn't find anything in E-LIS, it then sends the reference to http://paracite.eprints.org/cgi-bin/paracite.cgi . If the system finds the document in E-LIS, it shows the metadata of the reference in E-LIS.

In the references with url, the system first checks the url. If the url is correct, the system transfers to the web page. If the url isn't correct, the system searches in E-LIS and if the system doesn't find anything, it sends the reference to http://paracite.eprints.org/cgi-bin/paracite.cgi.

The search in E-LIS is done by year and author. http://paracite.eprints.org/cgi-bin/paracite.cgi is a free service that finds on the Internet documents using the references.

▪ Submission guidelines v.1.0

Last modification: 28th November 2004

The purpose of these guidelines are to ensure that E-LIS adopts recognised established practices for the creation of records. You will find more information at E-LIS help about the process.

Contents accepted

E-LIS archive accepts any scientific or technical document, published or unpublished, in Librarianship, Information Science and Technology, and related application activities in any language. The criteria for acceptance are that the documents are relevant to research in LIS fields and that they have the form of a finished document that is ready to be entered into a process of communication.

Types of documents accepted

Some examples of documents that E-LIS accommodates are:

- **Books**: Select for books or other monographs.
- **Books chapters**: Select for a part of book or other monographs.
- **Preprints**: Select if your title has not been published.
- **Journal articles**: Select this for all journal articles.
    - Online/unpaginated
    - Print/paginated
- **Conference proceedings**: Select only if you are depositing entire conference proceedings.
- **Conference papers**: Select only if you are depositing a single conference paper.
- **Conference posters**: Select only if you are depositing a single conference poster.
- **Presentations**: Select only if you are depositing a single conference presentation without conference paper.
- **Theses**: Select for any type of thesis, such as PhD, LLD, Masters.
- **Working papers**: Select only if you are depositing items such as
    - Technical reports
    - Departmental technical reports
    - Projects/business plans
- **Newspaper/magazine articles**: Select this for all newspaper/magazine articles.
- **Guides/manuals**: Select for books or other monographs which clearly fit into guide/manual category.
- **Tutorials**: Select this for all online or printed tutorials. E.g.: a printed or online instructional tool designed to teach novices how to use a computer system or electronic resource, usually in a self-paced step-by-step manner, often with questions at the end for testing proficiency.
- **Bibliographies**: Select for monographs which clearly fit into the bibliography category.

- **Library instructional material**: Select for documents that teach librarians' issues.
- **Datasets**: Select only if you are depositing a logically meaningful collection or grouping of similar or related data, usually assembled as a matter of record or for research.
- **Syllabus**: Select only if you are depositing an outline of the topics to be covered in a formal course of study, given in the order in which they are to be discussed in class, with any assignments and related readings also indicated; it can be online.
- **In collection**: Select only if you are depositing a group of documents that have been collected in the same series.

This list is not closed. If you have any other type of document not present on this list, you can use the type **Other**.

Submitting material

See the E-LIS submission procedure for information on preparing material for submission.

Once your account has been activated, click on the "Begin a new item" button and login to begin the submission process. Each screen in the process is described below.

At any point in the submission process you can stop and save your record for a later date by clicking on the "save for later" button at the bottom of the page. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your "Items in your Workspace" page that you have a submission in process. If you accidentally exit from the submission process, you can always resume from your "Items in your Workspace" page. You can also cancel your submission at any point.

The description of documents is based on the type of document. A *book* does not have the same fields as a *conference paper*. The software itself chooses which fields to show depending on type of document.

See The Depositing Process for more information.

Metadata

The purpose of accurate metadata is to make searches accurate, so that you can be confident that the document you provided will be the document retrieved, and not just one that sounds like it. E-LIS tries to minimise the information you are required to enter but the following information is necessary. Depending on the type of document, additional information may be required. We will use * for the obligatory fields:

- Books, Guides/manuals, Bibliographies, Library instructional material, Syllabus, tutorials
  - Publication status*
  - Author names *
  - Editors names (not in Syllabus)
  - Title*
  - Subjects*
  - Volume (present only in Books and Guides/Manuals)
  - Series (present only in Books and Guides/Manuals)
  - Year*
  - Abstract*
  - Publisher (not in Syllabus)
  - Alternative locations

- o [Keywords](#)*

- Book chapters
    - o [Publication status](#)*
    - o [Refereed](#)*
    - o [Public domain](#)*
    - o [Author names](#)*
    - o [Title](#)*
    - o [Subjects](#)*
    - o [Year](#)*
    - o [Abstract](#)*
    - o [Publication: book](#)
    - o [Chapter](#)
    - o [Pages](#)
    - o [Editors names](#)
    - o [Publisher](#)
    - o [Commentary on](#)
    - o [Alternative locations](#)
    - o [Keywords](#)*
    - o [References](#)

- Preprints
    - o [Refereed](#)*
    - o [Public domain](#)*
    - o [Author names](#)*
    - o [Title](#)*
    - o [Subjects](#)*
    - o [Year](#)*
    - o [Abstract](#)*
    - o [Commentary on](#)
    - o [Alternative locations](#)
    - o [Keywords](#)*
    - o [References](#)

- Journal articles and Newspaper/magazine articles
    - o [Publication status](#)*
    - o [Refereed](#)*
    - o [Public domain](#)*
    - o [Author names](#)*
    - o [Title](#)*
    - o [Subjects](#)*
    - o [Year](#)*
    - o [Abstract](#)*
    - o [Publication (journal)](#)*
    - o [Volume](#)
    - o [Number](#)*
    - o [Pages (printed)](#)
    - o [Commentary on](#)
    - o [Alternative locations](#)
    - o [Keywords](#)*
    - o [References](#)

- Conference proceedings
    - o [Publication status](#)*
    - o [Public domain](#)*
    - o [Editors names](#)
    - o [Title](#)*
    - o [Subjects](#)*

- o [Year](#)*
- o [Abstract](#)*
- o [Conference](#)*
- o [Series](#)
- o [Conference location](#)*
- o [Conference date](#)*
- o [Volume](#)
- o [Number](#)
- o [Publisher](#)
- o [Alternative locations](#)
- o [Keywords](#)*
- o [References](#)

- Conference papers, conference posters and presentations
  - o [Publication status](#)*
  - o [Refereed](#)*
  - o [Public domain](#)*
  - o [Author names](#)*
  - o [Title](#)*
  - o [Subjects](#)*
  - o [Year](#)*
  - o [Abstract](#)*
  - o [Conference](#)*
  - o [Pages (not for presentations)](#)
  - o [Conference date](#)*
  - o [Conference location](#)*
  - o [Volume](#) (not for presentations)
  - o [Number](#) (not for presentations)
  - o [Editors names](#) (not for presentations)
  - o [Publisher](#) (not for presentations)
  - o [Alternative locations](#)
  - o [Keywords](#)*
  - o [References](#)

- Theses, thesis projects and dissertations
  - o [Publication status](#)*
  - o [Refereed](#)*
  - o [Public domain](#)*
  - o [Author names](#)*
  - o [Title](#)*
  - o [Subjects](#)*
  - o [Year](#)*
  - o [Abstract](#)*
  - o [Thesis Type](#)
  - o [Department](#)*
  - o [Institution](#)*
  - o [Alternative locations](#)
  - o [Keywords](#)*
  - o [References](#)

- Working papers : Technical reports, Departmental technical reports, reports and Projects/business plans
  - o [Publication status](#)*
  - o [Refereed](#)*
  - o [Public domain](#)*
  - o [Author names](#)*
  - o [Title](#)*
  - o [Subjects](#)*

- o [Year](*)*
  - o [Abstract](*)*
  - o [Department](*)*
  - o [Institution](*)*
  - o [Report n.](*) (not for Project/business plans)
  - o [Commentary on](*) (not for Projects/business plans)
  - o [Alternative locations](*)
  - o [Keywords](*)*
  - o [References](*)

- Datasets and Other
  - o [Publication status](*)*
  - o [Refereed](*)*
  - o [Public domain](*)*
  - o [Author names](*)*
  - o [Title](*)*
  - o [Subjects](*)*
  - o [Year](*)*
  - o [Abstract](*)*
  - o [Commentary on](*) (not for Datasets)
  - o [Alternative locations](*)
  - o [Additional information](*)
  - o [Keywords](*)*
  - o [References](*)

- In collection
  - o [Publication status](*)*
  - o [Refereed](*)*
  - o [Public domain](*)*
  - o [Author names](*)*
  - o [Title](*)*
  - o [Subjects](*)*
  - o [Year](*)*
  - o [Abstract](*)*
  - o [Pages](*)
  - o [Volume](*)
  - o [Number](*)
  - o [Editors names](*)
  - o [Publisher](*)
  - o [Alternative locations](*)
  - o [Keywords](*)*
  - o [References](*)

Abstract

An account of the content of the document. If possible, cut and paste the abstract of the document directly from its contents (Be careful with PDF! You should check that the lines are in the correct position). If the document is in a language other than English, it must include an English abstract. The correct way is to use ["the language" abstract]. E.g.:

[Catalan abstract]

Internet ha canviat fonamentalment les realitats materials i econòmiques de la difusió del coneixement científic i del patrimoni cultural. Per primera vegada a la història Internet ens ofereix ara la possibilitat de constituir una representació global i interactiva del coneixement humà, tot incloent el patrimoni cultural i la garantia d'accés mundial.

[English abstract]

The Internet has fundamentally changed the practical and economic realities of distributing scientific knowledge and cultural heritage. For the first time ever, the Internet now offers the chance to constitute a global and interactive representation of human knowledge, including cultural heritage and the guarantee of worldwide access.

Additional information

This field contains any descriptive information that has not been given in other areas of the description but that is considered important to users of bibliographic records. E.g.:

Work done in the III Workshop of Digital Libraries 2003

Alternative locations

If your document is available from other sites, please enter the URLs of your deposit on those sites here, including the initial http://. Please give the full URL of the document itself, and not just the hosting website. Alternative locations is not a required field.

Author names

Author names are perhaps the most important piece of metadata about a document because the surname of the first author is one of the most significant distinguishing pieces of information about a document. As a self-archiver, it is likely that the name is either *yours* or that of one of your colleagues. Although it sounds patronising to emphasise it, please make sure you know how to spell this name. In particular, please be consistent with

- initials — how many names do you have? Which initials do you record on your papers?
- prefixes — are you known as "de Souza" or "deSouza"

It is important to think about these things, especially if you have delegated the responsibility of entering your documents to a secretary or student. The consequences of carelessness are that searches against your name (against what people *think is your name*) will not return all your papers. In other words, you will look less successful than you are.

Chapter

Include the number of the chapter, and only the number!

E.g.: *21* and not *chapter 21*

Commentary on

If your document is a commentary on a item that is not in this archive, enter the full reference of the item. You can use the [ISBD, International Sta ndard Bibliographic Description.](#) if you like

Conference

Be careful to enter the full and correct name of the conference.

E.g. *Libraries in Digital Age (LIDA)*.

Conference date

When the conference took place.

E.g. *2003-01-14*.

Conference location

Where the conference took place. You always have to specify the country in English using ( ).

E.g. *Dubrovnik (Croatia)*.

Department

E.g.: *Department of Information Science*.

Editor names

The names of the people who prepare for publication of the document(s) of one or more authors.

Institution

Translate the institution to English.

E.g.: *University of Barcelona (Spain).*

Keywords

Be careful to enter specific keywords relevant to the document, and don't be too general. If the document is not in English, you have to include keywords in both languages, e.g.:

Evaluación sensorial, bibliometría, infometría, sensory evaluation, bibliometrics, informetrics.

Publication: book

The full title of the publication your document appeared in. If possible, cut and paste the title of the book directly from its contents. There may be some problematic issues regarding the formatting.

Transcribe the name preserving the original wording, order and spelling. Either only capitalize proper nouns or: Capitalize titles. The latter is to ensure conformance of existing records. Punctuation need not reflect the usage of the original. Subtitles should be separated from the title by (space) colon (space), e.g.:

Libraries and information studies in retrospect and prospect : essays in honour of Prof. D.R. Kalia

And not

Libraries and information studies in retrospect and prospect: essays in honour of Prof. D.R. Kalia

Publication: name of the journal

The full title of the publication your document appeared in. If possible, cut and paste the name of the journal directly from its contents. There may be some problematic issues regarding the formatting.

Transcribe the name preserving the original wording, order and spelling. Either only capitalize proper nouns or: Capitalize titles. The latter is to ensure conformance of existing records. Punctuation need not reflect the usage of the original. Subtitles should be separated from the title by (space) colon (space), e.g.:

Program : electronic library and information systems

And not

Program: electronic library and information systems

Pages

The drawback with them is that they are not known until well after the document has been accepted for publication and hence a long time after the document has been deposited. Please make sure that you return to the record and add this information when it becomes available.

Please insert only the numbers of pages and not 'p.' or 'pp.'

Public domain

If the document you are depositing is not your own but rather an old document that is now in the public domain. This will prevent your own name and address appearing with the document as the address for correspondence.

Publication status

This one piece of information marks the difference between a document that has successfully been through the peer-review process and those that have not (or not yet).

Publisher

An entity responsible for making the document available. In places and times when the functions of publishing, etc., and physical manufacture are combined, the names of the persons or bodies responsible for those functions are given as one statement. e.g.:

Ed. Est-Ouest internationales

Círculo de Lectores

Refereed

Indicates whether this version of the document has been refereed or has not been refereed.

References

If possible, cut and paste the reference list of the document directly from its contents (Be careful with PDF! You should check that the lines are in the correct position).It will be used to link your document to those it cites, and to those that cite it. Please give URLs in your citations, if possible. E.g.:

Nicholson, D. (2003), "Subject-based interoperability: issues from the High-Level Thesaurus (HILT) Project", International Cataloguing and Bibliographic Control, Vol. 32 No. 1, pp. 14-16.

Nicholson, D. (2003), Scottish Distributed Information Infrastructure Research: Scottish Cultural Portal Pilot and Public Libraries Integration Initiatives, Centre for Digital Library Research, Glasgow, available at: http://speir.cdlr.strath.ac.uk/documents/CPandPLinfraRes.pdf

And not

Lei A. (1996)Writing Sample Analyzer

Vidyarthi A (2003)LibSoft Release 3.08

Vedi nota 1.

[5] Direttore della Biblioteca del CERN di Ginevra.

Series

The series or sub-series statement contains the main elements identifying a series or sub-series.

Subjects

The archive is using the JITA Classification. In the subject categories stage, select the subject or subjects from the list that best represent the content of your document. Please try to be as accurate and as specific as possible.

Thesis Type

A PhD thesis or BA thesis.

Title

If possible, cut and paste the title of the document directly from its contents. There may be some problematic issues regarding the formatting. It is important to realise that the metadata is a database record - its purpose is searching, not printing.

Transcribe the title preserving the original wording, order and spelling. Either only capitalize proper nouns or: Capitalize titles. The latter is to ensure conformance of existing records. Punctuation need not reflect the usage of the original. Subtitles should be separated from the title by (space) colon (space), e.g.:

Bibliographics for the 983 eprints in the live archives of E-LIS : trends and status report up to 7th July 2004, based on author-self-archiving metadata.

The resource is in more than one language

We have 4 different situations for this:

- The same document available in multiple files (each in a different language, with the title in a different language) published in the same journal/book/etc.: we will use the Parallel title, preceding punctuation: Space, equal sign, space (=) in Title field.
- A unique file that has the text in more than one language (e.g. a paragraph in English and another different one in French) published in the same journal/book/etc.: at the moment E-LIS doesn't allow a multiple language selection. In these situations, there will be the title in only one language (the title given on the document).
- A unique file to be uploaded that contains the same text in more than one language (e.g. a first part in English and then the same text in French) : again E-LIS doesn't allow a multiple language selection for one file. In these situations, we will use the concept of Parallel title, preceding punctuation: Space, equal sign, space (=) in Title field.
- The same document available in multiple files (each in a different language, with the title in a different language) published in different journals/books/etc.:different records will be created for each file. The IDs should be linked using 'Later version of'.

Volume and number (conference)

Usually the conferences proceedings don't have volume and number, but these two numbers could be significant in distinguishing citations of similar sounding documents. The drawback with them is that they are not known until well after the conference paper (or entire proceedings) has been accepted for publication and hence a long time after the document has been deposited. Please make sure that you return to the record and add this information when it becomes available.

Volume and number (journal)

These two numbers are significant in distinguishing citations of similar sounding documents. The drawback with them is that they are not known until well after the document has been accepted for publication in a journal and hence a long time after the document has been deposited. Please make sure that you return to the record and add this information when it becomes available.

Year

Year is one of the most important fields, and is significant in distinguishing citations of similar sounding papers.

Preservation of documents

The E-LIS policy for preservation of documents is:

- All materials posted in the E-LIS will be retrievable but E-LIS strongly recommends authors to use PDF and HTML.
- *Supported* means that the E-LIS will make usable in the future, using whatever combination of techniques (such as migration, emulation, etc.) is appropriate given the context of need. Not all proprietary formats can be supported. These files will still be

preserved. It is likely that for extremely popular but proprietary formats (such as Microsoft .doc, .xls and .ppt), E-LIS will be able to help make files in those formats more useful in the future.

In the table below, MIME type is the Multipurpose Internet Mail Extensions (MIME) type identifier. Description is what most people use as the name for the format. Extensions are typical file name extensions (the part after the dot, e.g. the extension for "index.html" is "html"). These are not case-sensitive in E-LIS, so either "sample.XML" or "sample.xml" will be recognized as XML.

E-LIS will fully support and preserve the following formats using either format migration or emulation techniques:

(supported: we fully support the format; known: we can recognize the format, but cannot guarantee full support)

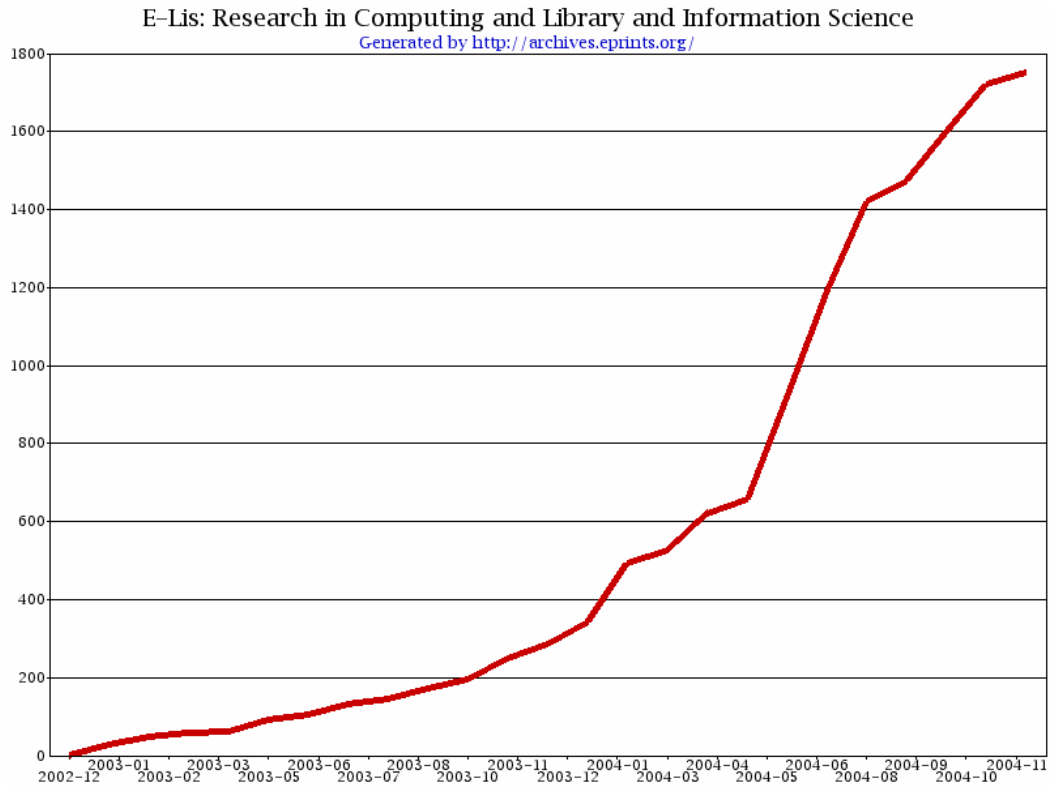| MIME type	Description	Extensions	Level
application/pdf	Adobe PDF	pdf	Supported
application/postscript	Postscript	ps, eps, ai	Supported
application/x-latex	LateX	latex	known
application/x-tex	TeX	tex	known
application/msword	Microsoft Word	doc	known
application/vnd.ms-powerpoint	Microsoft Powerpoint	ppt	known
application/vnd.ms-excel	Microsoft Excel	xls	known
text/plain	Text	txt	Supported
text/html	HTML	html, htm	Supported
text/xml	XML	xml	Supported
text/rdf	RDF	rdf	Supported
Other	Unknown	(anything not listed)	No, at the moment

7. Estadísticas

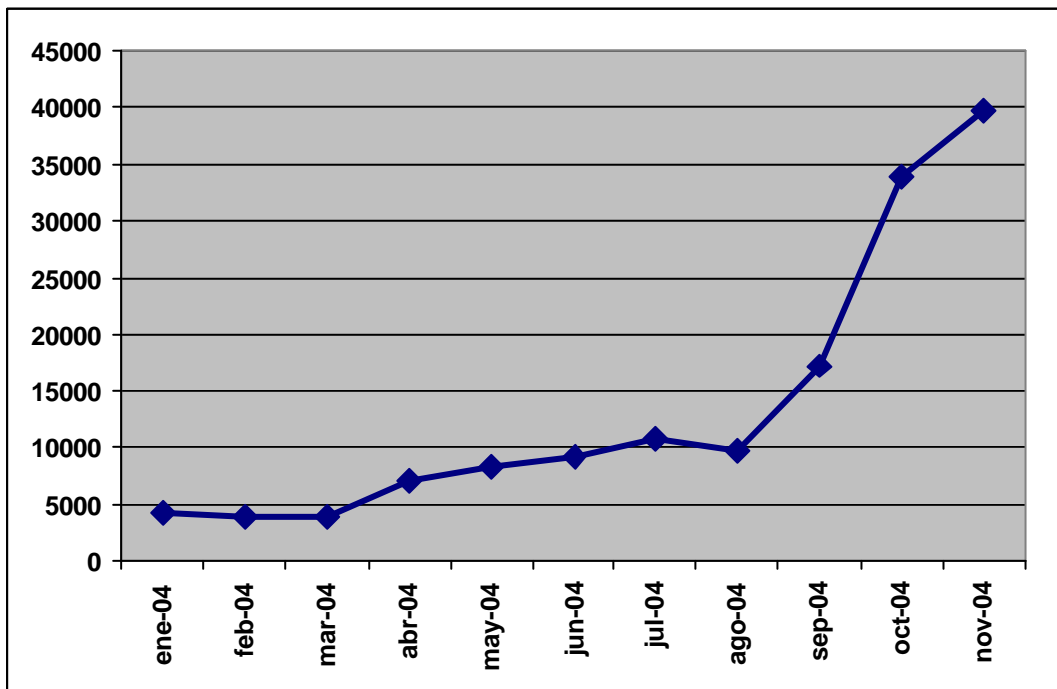**Figura 7. Crecimiento de E-LIS**

Figura 8. Número de visitas

ON THE DUBLIN CORE FRONT

by Norm Medeiros
Coordinator for Bibliographic and Digital Services
Haverford College
Haverford, PA

A repository of our own: the E-LIS e-prints archive
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{A published version of this article appears in the 20:2 (2004) issue of *OCLC Systems & Services.*}

"*The whole world is about three drinks behind.*" -- Humphrey Bogart

ABSTRACT
This article reviews the E-Prints in Library and Information Science (E-LIS) open access archive. E-LIS is part of the Research in Computing, Library and Information Science (RCLIS) project, an international effort to organize and disseminate scholarly papers in librarianship and related fields. E-LIS uses open source applications, and joins a growing number of OAI-compliant services dedicated to providing free access to scholarly information.

KEYWORDS
E-Prints in Library and Information Science; E-LIS; e-prints; library science; information science; open access

*B*y now, "On the Dublin Core Front" readers are familiar with the open access movement. Previous columns have described e-print repositories such as *arXiv.org*, open access journals such as *PLoS Biology*, and Project Romeo's copyright policies database. The impetus for many of these ventures is skyrocketing scholarly journal prices that severely limit the number of journals libraries can supply to their users, particularly journals within the fields of science, technology, and medicine (STM). Although I haven't yet seen an article devoted to freeing library and information science scholarship from the binds of expensive journal publishers, why should publication in our field operate any differently, especially now that a new e-print repository for our discipline has recently emerged?

E-Prints in Library and Information Science (E-LIS) <http://eprints.rclis.org/> is a service of Research in Computing, Library and Information Science (RCLIS), a project to build an international author-driven repository of scholarly papers in librarianship and related fields. Created in 2003, E-LIS uses the University of Southampton's GNU EPrints <http://www.eprints.org/> application to store and provide access to archived papers.   The system is OAI-compliant. I first heard about E-LIS at the ALA/CLA joint conference held in Toronto in June 2003, and since then have been eager to see this database in action. What I found was impressive. Let's look at some numbers (as of 17 December 2003):

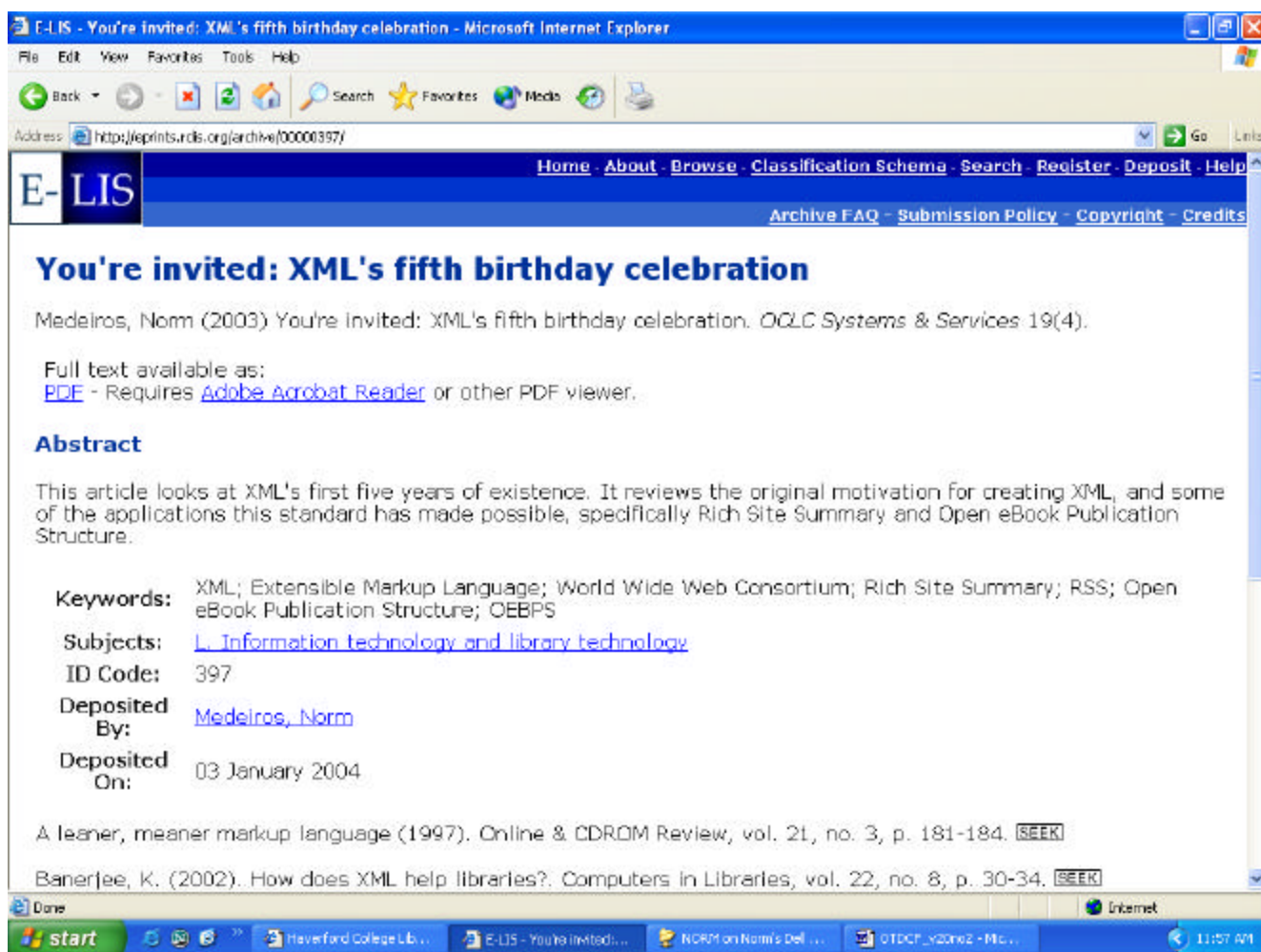| 364	Papers in repository
215	Papers in repository that have been previously published
104	Journal articles in E-LIS
92	Peer-reviewed papers in E-LIS
6	Book chapters in E-LIS

I jumped into E-LIS with the same enthusiasm undergraduates reserve for night-before-paper-is-due use of Google. The search interface was familiar to me, since my library uses the GNU EPrints application as a repository for electronic theses. I searched "metadata" in the default search interface, which indexes titles, abstracts, and keywords. Performing this search yielded an impressive 43 papers, from an international array of authors such as Juha Hakala, José Borbinha, and Thomas Krichel. Selecting one of the results yielded a bibliographic record for the item, and links to the document. The record for Borbinha's paper, "Authority Control in the World of Metadata," provided keywords, abstracts in both English and Italian, and full-text PDF documents, also both in English and Italian. The paper's 44 references are noted, with an experimental linking feature that attempts to search the Web for the full-text of these citations. The system is remarkably simple, free, and does not require registering to use.

AUTHOR-GENERATED METADATA

A challenge for this youthful project will be enticing authors to contribute to the archive. Submission requirements are lenient. Unpublished works may appear in the archive, as may published works, so long as the author holds the copyright. Submissions need not be refereed. Emerald, publisher of *OCLC Systems and Services*, allows authors to place their papers in non-profit e-print repositories, such as E-LIS, provided a note informs readers that the paper has been previously published by Emerald. In order to make a couple of my columns available to the scholarly community at large, I uploaded two "On the Dublin Core Front" columns to E-LIS.

An example of a bibliographic display in E-LIS

The process was straightforward, as one would expect, given the modest aspirations of author-generated metadata. Users must register in order to contribute to the archive. Submissions are placed into a buffer, where they are reviewed by an editorial board before being released into the public archive. Articles not within E-LIS' scope are rejected. Registered users may also receive email alerts based on criteria of their choice. For instance, I have instructed E-LIS to send me weekly alerts about papers in the areas of technical services and information technology. Each week I receive an email with citations to works satisfying these criteria. An example of such an alert follows:

An example of an email alert to a registered user

WHY BOTHER?

Authors write to be read.   They wish to make an impact on their audience, and therefore want that
audience to be as large as possible. Maximizing the visibility of one's work via the Open Archives
Initiative's Protocol for Metadata Harvesting is a robust way to accomplish this goal. Given the
permissive copyright arrangements of many publishers, it seems logical to place a pre- or post-print
in E-LIS, whether in lieu of, or as a complement to, a traditional journal outlet.

CONCLUSION

E-LIS is a timely supplement to traditional library and information science research tools such as
Library Literature and *Library and Information Science Abstracts.* Its international scope is especially
valuable, particularly in areas of library and information science where some the most innovative
work is happening outside of the States.

POSTSCRIPT

In the eight weeks since searching E-LIS for this piece, the repository has grown to include 452
papers, nearly a 25% increase. E-LIS is now indexed by OAI metadata harvesting services, such as the
University of Michigan's OAIster and the Consiglio Nazionale delle Ricerche's SAIL-eprints archive.