

Faculty Deposit requirements

May 22, 2007

User Services and Applications Working Group

1. All pages/screens:

- Contact Us button returns an error in mss3. This has been reported to Bugzilla.
- Place the Contact Us button (toolbar) on the right side. Make the Contact Us button with a red background always, not just for the mouse-over.
- Omit the Version number on the toolbar.
- Add About Us button on the toolbar, on the left side. (Home—About Us—Site Search on left; Contact Us on right). Include version number in About Us information. See <http://lefty.scc-net.rutgers.edu/rucore/>.
- My Collection [on screens following login]: Add a column for the file name

2. Initial page/screen of Faculty Deposit Module

- Combine the first two screens. This first screen will be a registration screen.
- Suggested text:
Heading: Depositing My Work in RUcore
Subheading: [in gray allcaps] Login
Paragraph: Rutgers University faculty are invited to deposit the results of their research and professional activity to the [Rutgers University Community Repository \(RUcore\)](#). Your deposits will be preserved and made permanently available in **RUcore**.
Login with your Rutgers NetID and Password
NetID: _____
Password: _____
[Login button] [Reset button]
In smaller font, text box below the login area:

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log out and Exit your web browser when you are done accessing services that require this authentication.

NetID: Several applications are now using the Rutgers NetID for authentication. If you have a NetID and do not remember what it is you may look it up using the [NetID Lookup](#) application. If you do not yet have a NetID you may [create an account and NetID](#). If your NetID is not valid or you are not registered at this time, please contact your department or dean's office.

3. Intellectual Property Rights page/screen

- Add "Step 1" before the sentence, "Please select one of the following intellectual property rights that applies in your case:"
- Add "Step 2" after the co-author rights agreement. Step 2 should read: "Determine your right to deposit in RUcore. If this work is a preprint or postprint of a journal article,

a published book, or a chapter in a published book, you must obtain publisher permission to deposit it in RUcore. Your contract with the publisher may specify this, or you can check this site <http://www.sherpa.ac.uk/romeo.php> for a list of publishers that will allow deposit in RUcore. Contact RUcore

<mailto:rmarker@rci.rutgers.edu>;<mailto:ananthan@rci.rutgers.edu> if you need assistance.”

--Omit the paragraph that begins “RUcore staff will research the ...”

--The section that asks for “Title of journal or book,” “Publisher,” and “Volume and issue number, for journal” will appear on the secondary metadata page and can be deleted from this page.

--“You can learn more about copyright and your intellectual property rights [here](#).” The link should point to <http://rucore.libraries.rutgers.edu/policies/copyright.php>

--Following “This work constitutes a work made for hire, under the policies of Rutgers, the State University of New Jersey,” link “info” button to

<<http://senate.rutgers.edu/copyrightpolicy.pdf>>

--Send the name of the co-author’s “Name of institution where deposited” and “URL” to rmarker@rci.rutgers.edu and ananthan@rci.rutgers.edu

4. Metadata page/screen

--Omit the first metadata element, “I am depositing: <typeOfResource>. The <genre> element (label=”Category”) will map to both Object Architecture and <typeOfResource> according to the table, “Faculty Deposits <genre>”

--Provide a space in **Authors** box for “Business or Organization Author:”

5. Create a second Metadata page/screen. At the bottom of the first page/screen, give two options: “Continue to File Upload” and “More Information About My Deposit.” On this Additional Information page/screen, ask for the following optional information:

--Language [drop-down list, include “Other” at end] <mods:language>

--Subject keyword(s) <mods:subject><topical authority=”local”>

--Number of pages <mods:physicalDescription><extent unit=”pages”>

--Title of Journal <mods:relatedItem><title>

--Publisher <mods:publisher>

--Volume and Issue Number <mods:relatedItem><part><detail><number>

--Date of Journal <mods:relatedItem><part><date>

6. File upload page/screen

--Do not require PDF. (This is dependent on receiving new software to create PDF/A.)

--Allow deposit of PDF alone. When new PDF/A software is received, non-archival PDF deposit will trigger creation of PDF/A version.

7. Information supplied to WMS

--Add the name(s) of the Rights Holder(s) if it is the work of a sole author or co-authors to <mets:rightsHolderName>