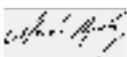


Regulamento da Biblioteca Digital do IPB - Repositório

Versão: 1 Data: Dez. 2014

RG RF	Elaborado: Administrador/Gestor da Biblioteca Digital do IPB – Clárisse Pais	Verificado: Administrador/Gestor da Biblioteca Digital do IPB – Clárisse Pais	Aprovado: 19.01.2015 	Pág. 1 de 21
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1. Introduction

This document aims to regulate the deposit of documents, the procedures and to establish the criteria for the entire process of acceptance, editing and validation of metadata in the Biblioteca Digital of IPB - repository, to be systematized and standardized

2. Mission

The Biblioteca Digital of the Instituto Politécnico de Bragança (IPB) provides the scientific production produced by the IPB in open access.

3. Scope

Publications of the [Biblioteca Digital of IPB](#), must be of scientifically or technical nature and produced by teachers/researchers of the IPB. Publications must be in digital support. All publications to be deposited shall be affiliated in accordance with the [Nota de serviço nº 2/IPB/2011 - Regras para Descrição da Afiliação em Publicações e Comunicações Técnicas e Científicas de Docentes e Colaboradores do Instituto Politécnico de Bragança](#). Service note no. 2/IPB/2011 – Rules for affiliation description in technical and scientifically publications and communications of teachers and collaborators of the IPB.

4. Biblioteca Digital aims of the IPB

The main objectives of the IPB Biblioteca Digital are:

- Disseminate and allow free access to scientific production developed in the IPB;
- Systematically organize the scientific production of the IPB;
- Promote integration of the scientific production into a single platform;

- Give greater visibility to scientific information developed in the IPB;
- Preserving a scientific production of the Instituto Politécnico de Bragança;
- Improve monitoring, evaluation and management of research activities in the IPB;
- Promote the value of intellectual and cultural memory of the IPB;
- Being a mainstay of System Performance Evaluation of Academic Staff of Instituto Politécnico de Bragança.

As the Biblioteca Digital is linked to the IPB Teachers' Performance Evaluation System, ([Sistema de Avaliação do Desempenho do Pessoal Docente do IPB](#)), the deposito of documents is properly assured.

In the contract established between IPB and FCCN, in article 5, item h) "To deposit in the institutional repository at least 50 documents per semester, or 50% of all articles, communications to conferences and doctoral thesis produced in the institution, if the total is less than 100 per semester", it was found that these targets were exceeded.

5. Technology Platform

The Biblioteca Digital is implemented with DSPACE software, which is a free software. The management of this software is in charge of FCCN/FCT. It is also a repository hosted by the Institutional Repositories Hosting Service (SARI) and it is integrated in the Scientific Repository of Open Access of Portugal (RCAAP). To all documents published in the Biblioteca Digital is assigned a handle (unique identifier and persistent). This service is provided by IPB.

6. Biblioteca Digital structure of the IPB: Communities, sub-communities, collections and documents

The organizational structure of the information presented in the repository is based on the organizational structure of the Instituto Politécnico de Bragança. It has five

communities representing the Schools and thirty-five sub-communities representing the departments. Each department has thirteen equal collections set for the universe of the IPB. The uniformity of the collections was approved by the Permanent Council of the IPB, on April 30, 2010 (Fig. 1)



Fig. 1: Representation of communities, sub-communities and collections of IPB's Biblioteca Digital

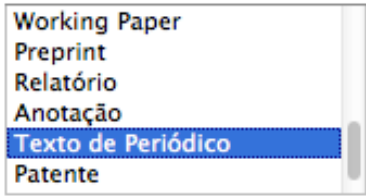
The collections aggregate all the scientific production of each sub-community, being able to have an endless number of documents. According to Fig. 1, they are organized by documentary typology.

6.1. Which documents can be deposited?

All documents established in the collections.

Table 1 shows some of the features that the documents should have and in which collections they must be deposited.

Tabela 1: Tipologia documental

Document Type	Comments	Collection
Articles published in Technical and Scientific Journals	Articles published in ISI/Scopus indexed journals;	Articles in Journals indexed to ISI/Scopus
	Articles published in non-indexed journals;	Articles in Non-indexed ISI/Scopus Journals
	<p>If in the Technical Journals, articles have not gone through a process of peer-review, when depositing you should choose the item “Periodical text”</p> <p>Tipo</p> 	
Articles in Proceedings, Workshops, Conferences	Articles or publications in proceedings, conferences indexed to ISI/Scopus	Publications in Proceedings indexed to ISI/Scopus
	Articles published in minutes books not indexed to ISI/Scopus	Articles in Proceedings not Indexed to ISI/Scopus
Part or Book Chapter	Published book chapters	Book Chapters
Book	Published books	Books
Abstract	Published in abstracts books of	Abstracts in Non-

	workshops, Conferences, Meetings, Proceedings	indexed ISI/Scopus Proceedings
Technical/Scientific Reports	Technical and scientific reports, previously validated and published	Technical/Scientific Reports
Working Papers	Published Working Papers	Working Papers
Patents	Patent information	No collection has been created
PhD Theses	Once approved by the Jury	PhD Thesis
Master Thesis	Once approved by the Jury	Master Thesis
Public proofs	Once approved by the Jury	Public proofs
Posters	Posters produced for Conferences, Workshops, Meetings, Proceedings	Posters in International Scientific Meetings
		Posters in National Scientific Meetings
Postprints	Versão final, após avaliação pelos pares, de artigos de revistas e em conferências.	Articles in Journals indexed to ISI/Scopus
		Articles in Journals non-indexed to ISI/Scopus
		Publications in Proceedings indexed to ISI/Scopus
		Articles in Proceedings Non- indexed to

		ISI/Scopus
		Book Chapters
		Books

6.2. Eligible formats for deposit

Depositors should choose a format that will ensure credibility, reliability, availability, integrity and compatibility with the used Technologies. Following formats should preferably be used:

- Pdf (with OCR)
- Mov (video)
- Wmv (video)
- Others that may be adopted.

6.3. Documents that CAN NOT be deposited

Following documents may not be deposited in the Biblioteca Digital:

- *Power point* of presentations;
- Participation certificates in conferences or oral communications;
- Acceptance emails of publications and/or presentations at conferences, journals;
- Notebooks;
- Scientific publications without affiliation to the IPB, except for PhD Theses. Exceptions: Teachers/researchers who have belonged to another institution and have their previous affiliation in their publications, and are now going to be submitted to the IPB's Teachers' Performance Evaluation System.

7. User Registration

The Biblioteca Digital of the IPB considers two types of users: the internal and external users.

- **Internal users** are all who can deposit documents;
- **External users** are all who cannot deposit documents (students, employees or anonymous users).

Any of these users can create alerts for the collections of their choice, thus receiving information on new deposits that occur in these collections

They may also search, download and use all available documents.

7.1. Login

Through an e-mail with ipb.pt domain you can access, via LDAP, to registration and later to the deposit of documents.

In Fig. 2, steps for authentication in the Biblioteca Digital are visually represented.

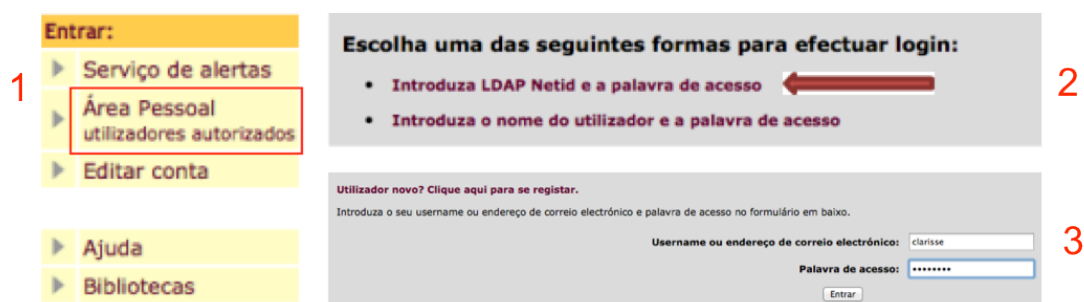


Fig. 2: Steps for authentication in the Biblioteca Digital of the IPB

7.2. Assignment of Competences

The Administrator of the Biblioteca Digital of the IPB receives an e-mail from the platform informing that there is a **New User Registration**. Enter your **Personal Area**, identifies the user. Depending on the user profile type, deposit permissions are assigned, associating you with a previously created Group (it is always a Department).

Then, the Administrator, send you an email explaining that from now on you can deposit in the collections attached to that Department, giving you indication of a basic guide on how to [Deposit na Biblioteca Digital do IPB - Deposit? How?](#).

7.3. Occurrences during the Deposit Process

Most of the published records in the Biblioteca Digital of the IPB are of shared authorship.

When the authorship is shared by IPB authors, or authors outside IPB, different situations may occur:

- a) authorship is shared with authors from institutions outsider the IPB. In this case, the depositor, after verification of the issues related to copyright should normally follow the deposit instructions;
- b) authorship is shared by authors belonging to the same Organic Unit of the IPB. Only one of the authors can make the deposit. If more than one deposit occurs for the same record, by a different author the Biblioteca Digital of the IPB reserves the right to remove it. The Administrator sends an email explaining the reason for the deletion.
- c) Authorship is shared by authors belonging to several Organic Units of the IPB. In this case each author, since belonging to a different school can deposit the document in the respective community/collection. However, the Biblioteca Digital of the IPB should NOT do mapping to another community/collection, thus avoiding duplication of documents and erroneous statistical analysis.

8. Auto-Archive Policy of Publications of the Biblioteca Digital

The deposit of documents in the Biblioteca Digital of IPB is contemplated in the [Open Access Policy of Scientific Publications in the Biblioteca Digital do IPB](#) and [Política de Acesso Aberto de Publicações Científicas na Biblioteca Digital do IPB](#), approved on February 20, 2020 in the Permanent Council of IPB.

Policy Highlights:

- Deposit of documents in the Biblioteca Digital of the IPB must be done through auto-archive.
- The Instituto Politécnico de Bragança adopts a mandatory policy of all publications produced by teachers/researchers.
- The Biblioteca Digital of the IPB is the official record of the IPB'S intellectual production.
- All publications must be fully deposited.
- Scientific or technical production of confidential or patentable nature must be deposited in restricted access so as to ensure the safeguarding of the conditions inherent in its nature.

Authors should preferably proceed to deposit their scientific production in open access. In the absence of this possibility, due to associated copyright issues, they may choose other access conditions, as shown in Table 2.

Tabela 2: Access conditions to documents

Access*	Conditions
openAccess	Free access
closedAccess	Closed access
restrictedAccess	Restricted access
embargoedAccess	Access embargoed for a period of time (6 month and 1 year)

*Required field

The deposit of Master Dissertations defended in IPB is made by the IPB's Documentation and Library Services, in accordance with the Rules of Masters, in its article 16, points 2 and 3, published in the Republic Diary, second series, 29, February 11, 2014.

[Normas regulamentares dos mestrados](#)

“2 — The Scientific Commission sends (s) minute (s) of the deliberations of the jury to the Academic Services of the IPB, a copy in paper and a copy in digital support to the Library of the School that confers the cycle of studies of Master and a copy in digital support to the person in charge of the Biblioteca Digital of the IPB, after receiving and verification of the approved version of the dissertation or project work or internship report.

3 —“The head of the Biblioteca Digital of the IPB proceeds to the deposit in full text and to the public availability of the dissertation, project work or internship report in the repository of the IPB, in accordance with the provisions of Article 50 of Decree-Law 115/2013 of August 07.”

8.1 Who can deposit in the Biblioteca Digital of the IPB?

Teachers, researchers, teaching staff specially contracted, metadata editors and the administrator/manager of the repository can deposit in the Biblioteca Digital of the IPB

9. Publication flow in the Biblioteca Digital of IPB

The IPB's Biblioteca Digital administrator, aggregates the depositors into Groups (Departments and metadata editors) that are going to compose the workflow process, customized in the DSPACE, including the metadata validation process, until publishing on the web (Fig. 3)

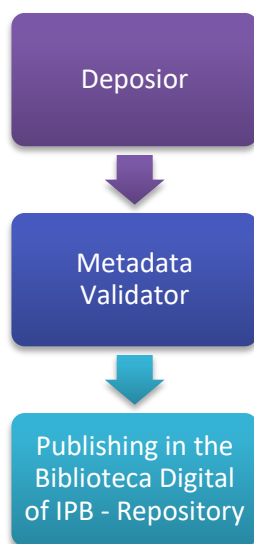


Fig. 3: Publishing stream

9.1. Participants' skills in the Workflow Process

Function	Elements	Educational Qualifications	Tasks
Depositor	Teachers, Researchers, Specially Hired Teaching Staff, Administrator/manager of the repository	Higher Education	Search scientific production by author's name; Select documents to be deposited; Check copyrights at Sherpa

			<p>Romeo;</p> <p>Deposit the documents in the appropriate collection;</p>
General Manager	Coordinator of Documentation and Library Services	Higher Education; Training in Information Sciences and Documentation and/or librarianship	<p>Responsible for the management, administration and repository maintenance;</p> <p>Creation of communities, sub-communities and collections;</p> <p>Creation of groups;</p> <p>Gives permission to deposit to users;</p> <p>Contacting helpdesk of RCAAP in case of malfunction;</p> <p>Is the link with RCAAP and the academic community of IPB.</p>
Metadata Validator	The heads of libraries (ESA, ESE, ESSa e ESTiG)	Higher Education; Training in Information Sciences and Documentation and/or librarianship	<ul style="list-style-type: none"> • Open all notifications; • Download the file; • Check if the file is in full text; • Check that the pdf file is the one corresponding to the record; • Check whether the file is readable; • If the PDF file is not readable, go through OCR; • Authority control; • Check the metadata associated with a record, edit all workflow pages confirming all fields; • Add missing information to fields considered important and

			<p>mandatory;</p> <ul style="list-style-type: none"> • Always have Web of Knowledge and Scopus Databases open for research and confirm that publication is in the Databases; • If yes fill a excel database with some fields; • After all the fields are filled, publish in the Biblioteca Digital of IPB; • If the record has been misplaced, you should click on change and move the record to the correct collection; • If an author deposits a restricted access publication, you must enter the registry, click on change and in the permissions of the registry, edit and place the file in restricted access.
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9.2. Auto-Archive

The deposit of documents is done through self-archiving, this is, the depositor has the autonomy to submit his own documents within the collections established for that Group.

When the depositor is inserted into the group, an e-mail from the administrator is received, indicating a tutorial o how to [Deposit? Como? Deposit? How?](#) and also the link to consult the [DSpace Help Ajuda DSpace](#). During the workflow the depositor is faced with the Non-Exclusive Distribution License, which the depositor

should read and accept. Non-acceptance of the license implies the non-continuation of the deposit.

"Non-Exclusive Distribution License

By signing and submitting this license, the author(s) or copyright holder:

1. Depositors should grant the Instituto Politécnico of Bragança (IPB) a non-exclusive license to keep and make available their documents in digital format;
2. The granting of the license does not interfere with the ownership of copyright, which continues to be held by the respective authors;
3. By signing this license, the author or copyright holder:
 - a) Claims to have knowledge of the copyright policy of their document editor;
 - b) Grants to the Biblioteca Digital of IPB the non-exclusive right to file, reproduce, convert (as defined below), communicate and/or distribute the delivered document (including the summary/abstract) digitally or otherwise;
 - c) Grants the Biblioteca Digital of IPB the file of more than one copy of this document, convert it to any file format, media or support, for security purposes, preservation and access, without changing its content;
 - d) Declares that the submission is their original work and they hold the rights to Grant the rights contained in this license. They also state that the delivery of the document does not break, to the best of their knowledge, the rights of any other person or entity;
 - e) If the submission contains material of which they do not hold the copyright, they declare that they had obtained permission from the copyright holder to grant the Biblioteca Digital of IPB the required rights by this license and that the material whose rights are third party is clearly identified and acknowledged within the text or content of the delivered document.
 - f) If the submission is based on work funded or supported by an institution other than the Instituto Politécnico of Bragança, declares that it has fulfilled any obligations required by the respective contract or agreement.
4. Whenever scientific publications are published in the Biblioteca Digital of the IPB, the depositor will receive an automatic notification for their e-mail.
5. The Biblioteca Digital of IPB will clearly identify the name(s) as the author(s) or holder(s) of the rights of the delivered documents and makes no changes, other than those allowed by this license."

10. Metadata Validation and Authority Control

Metadata validation is performed by the metadata editors and aims at the quality of the records, its fast location by search engines. To this, it is necessary to indicate what best describes a document.

Required fields:

Author's name:

Repeatable field. All authors included in the publication must be placed in the order of appearance, as shown in Fig. 4.

	Último nome ex. Silva	Primeiro Nome ex. Manuel	
Autores	<input type="text"/>	<input type="text"/>	Remover esta entrada
	<input type="text"/>	<input type="text"/>	Adicionar mais

Fig. 4: Insertion of authors' names

Title:

The titles must comply with the spelling agreement in force. Capitalize the first letter of the first word in Capital, except for proper names, acronyms and scientific names. If the publication has more than one title, for example in another language, it should be entered using the same rules.

Date:

In the date field should only be placed the year of publication. Do not place month and day.

Forneça a data da publicação ou distribuição pública. Pode deixar o mês e/ou o dia em branco se não se aplicar.

Data Mês: (Sem Mês) Dia: Ano: 2012

Fig. 5: Publication date

Citation

It should be done by metadata editors, according to [Guide to Best Practices for Metadata Editors](#).

Identifiers:

Whenever there are identifiers, they must be filled (DOI, ISBN, ISSN)

Document Type:

The document type must be chosen to match the chosen collection.

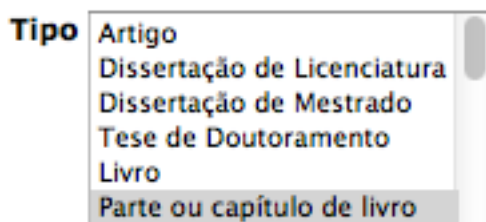


Fig. 6: Document type

Alert:

Choose **article** only for articles published in journals

Conference documents for all manifestations of documents arising from a conference (article, abstract, poster)

Periodical text for articles published in technical journals.

This alert is related to the existing interoperability with the DeGóis Curriculum.

Access Type:

The access type corresponds to how the document is going to appear in the Biblioteca Digital of IPB (open access, restricted access, embargoed access and closed access). Open access is selected by default

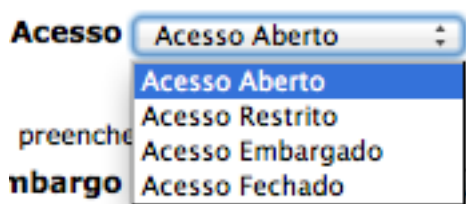


Fig. 7: Access Type

Date of Embargo

In case the depositor wants the document to stay in embargoed access, a higher date than the edit date should be placed. Here must be placed the day, month and

year, for the system to ensure that on the day, month and year, the document stays in open access, as shown in Fig. 7.

A dada a preencher será uma data posterior à data atual, para que ocorra o desembargo do documento.

Data de Embargo Mês: Janeiro Dia: 25 Ano: 2015

Fig. 8: Date of Embargo

Language:

The language of the document must be selected. By default Portuguese language is selected.



Fig. 9: Language

Journal Title, Periodical, Monograph or Event

This field must be filled by the depositor, because it is an interoperable field with the DeGóis Curriculum. If not, the metadata editor should check the pdf – always has the magazine's or proceedings' name. If not, do search by title.

Título da Revista, Periódico, Monografia ou Evento Computer Vision Technology in the Food and Beverage Industries

Local de Edição ou do Evento

Fig. 10: Journal Title, Periodical, Monograph or Event

The editing place applies only to proceedings

Key words:

Keyword is the natural language representation of document content. The field is repeatable.

The filling should follow the following parameters:

- They should be expressed in the document
- Up to 6(six) words are recommended, one in each field;
- The first letter must be capitalized and should not end with punctuation;
- The terms may be composed as long as they represent only one concept (eg Distance education).

Abstract:

Summary of publication. It should be expressed in the document. If there is an abstract in another language, all should be indicated.

Repeatable field

Project:

If there is any European project, this field must be filled (Fig. 6). Research by project name, then European projects will appear. You should select the corresponding one.

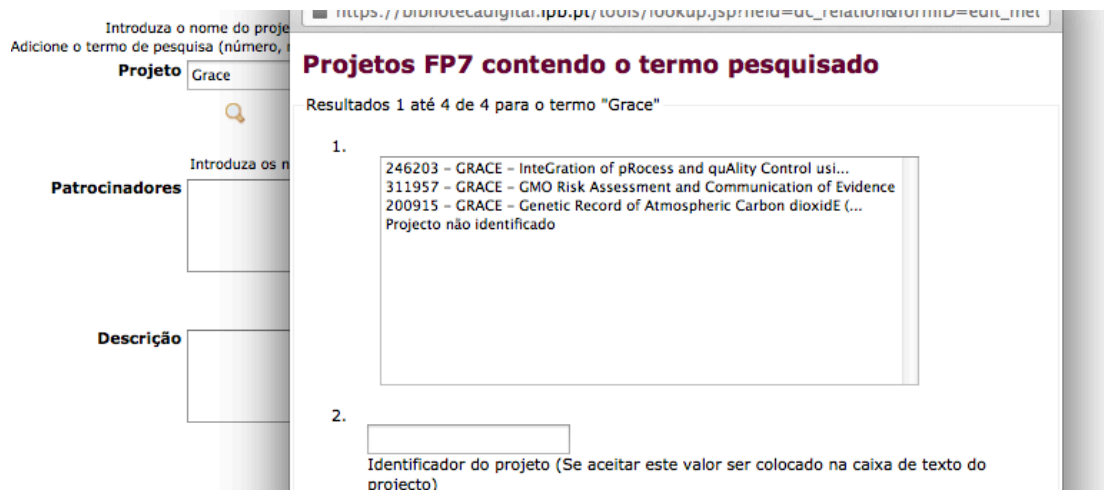


Fig. 11: European Projects Research

Sponsors

Sponsors and the projects associated with the document production should be put on.

Description

May contain considered relevant additional elements to the document.

10.1. Authority control

Depositors should always put the authors included in publication in a standard form. If they don't, the Metadata editors should check the authorities when verifying the metadata. To do so, they should search by surname and check all registered forms of that name. In case of authors of IPB, one should ask how the author wants their name to appear in the Biblioteca Digital of IPB.

In case of external authors, the name with the most occurrences should be chosen.

10.2. Copyright

For the Biblioteca Digital of the IPB, the copyright is always of the authors, unless the author has signed a statement granting in exclusive, the copyright to the publisher. There are editors allowing self-archiving of publications in repositories, personal pages, and others that only allow self-archiving according to certain characteristics. On copyright issues and self-archiving policy of publishers and journals, the depositor should consult the [Sherpa Romeo](#). Here you will find the given authorizations, usually as part of the copyright transfer agreement of each publisher (Fig. 7).

Revista:	Food Chemistry (ISSN: 0308-8146)
RoMEO:	This is a RoMEO green journal
Paid OA:	Uma taxa de acesso aberto está disponível para esta revista.
Versão preprint do autor:	✓ O autor pode arquivar a versão preprint (i.e. antes do peer-review)
Versão postprint do autor:	✓ O autor pode arquivar a versão postprint (i.e. o rascunho final após o peer-review)
versão/PDF do editor:	✗ O autor não pode arquivar a versão/PDF do editor

Fig. 12: Example of a journal's copyright

In similar cases as in this journal, depositors may/should self-archive, in open access, the post-print version (final draft after review).

10.3. Request for copies

When documents are in restricted access, the platform provides a form (Fig. 13) that users can fill out to request the files that are in this condition. The submitting author receives an email with the indication, to which he will answer and make or not the full text available.

It should be answered by the token received by the platform.

Pedido de cópia: Influence of the structural features of commercial mannoproteins in white wine protein stabilization and chemical and sensory properties

Nome:

E-mail:

Ficheiros: todos os ficheiros (deste registo) em acesso restrito
 o ficheiro(s) que pediu

Mensagem:

Fig. 13: Request for copies

11. Document Preservation

Digital preservation is defined as a set of processes responsible for ensuring continued access to digital information over long time periods. (In [Repositórios de Acesso Aberto e Preservação Digital](#) Open Access and Digital preservation Repositories)

Access to documents should be ensured in order to safeguard and keep digital information accessible, interpretable and authentic, regardless of the technological platform that makes its Reading (In [Repositórios de Acesso Aberto e Preservação Digital](#) Open Access and Digital preservation Repositories)

12. Training

The Senior Technicians connected to the Biblioteca Digital of the IPB must attend, at least, one annual training. This training can be internal and provided for in the IPB Training Plan, or may be external training, with the duly authorized entities.

13. Auditing

At least two auditing's take place every year, one internal and one external, based on ISSO 9001, recommended by the Quality Management Systems of IPB.

14. Human Resources

Regarding the human resources assigned to the Biblioteca Digital of IPB, in the function matrix of IPB (Quality management System), detailed tasks, academic training, vocational training and skills are defined.

15. Omissions

Missing cases shall be promptly resolved by the Administrator/Manager of the Biblioteca Digital of the IPB.

16. Implementation

This regulation shall enter into force immediately after its approval by the President of the Instituto Politécnico de Bragança.