

## Policies and Guidelines

### GENERAL

It is an ‘Open Access Repository’ of contributions emanating presently from three premier academic and research institutes of the J&K( viz. S.K Institute of Medical Sciences, S.K University of Agricultural Science & Technology and University of Kashmir) to harvest voluntarily research papers, ETD and conference proceedings of their faculty, scientists and scholars and aggregate them in the Repository for making them visible to interested scholarly community at global level . This is particularly addressed to open access contributions at full text level and other licenced items at the abstract level .This will help to add to transparency, credibility besides archiving electronically the valuable contributions for the posterity. The repository is being developed, maintained and regulated by Department of Library & Information Science (University of Kashmir) on behalf of all the participating institutions in collaboration with Directorate of IT&SS (University of Kashmir).

#### A: INSTRUCTIONS FOR ACCESS

1. It is a user friendly repository accessible at subject, author ,title and date level either for whole Repository or at each community (Institution) or sub-community level ( each discipline) for three broad categories like I) *conference proceedings* , II) *Research Papers (both preprint and post print)* and III) *ETD (Ph.D/D.M;M,Phil;M.D/MS theses and dissertations )* .
2. Optimised Search Facility makes it easy for anybody to find any item within very short span of time. Users can also access at advance level using more than one indicator to have more precision at different levels such as subject or author level. By clicking Advance level on the left side of the Home page.
3. Users can browse through
  - Communities and Sub Communities.
  - Browsing at Author, Subject, and Titles is arranged in a hierarchical way from 0-9 and A\_Z.
  - Collection can also be browsed by latest date of submission.
3. Users can access at Language level like Hindi, Urdu, Persian, Arabic and Kashmiri. The other features like Non Roman Browsing etc are under development.
4. The Repository also provides links for **“Open Access Resources”** from J&K.Please visit Left side of the repository for details.

## **B: INSTRUCTIONS FOR SUBMISSION OF ITEMS**

- Every academician (faculty, scientist, research scholar of the participating institutions in the Repository Network) can submit his pre- print\* or peer reviewed post print\*\* research paper either directly by clicking on create or indirectly by mailing at ([digitalrepository@kashmiruniversity.ac.in](mailto:digitalrepository@kashmiruniversity.ac.in)) or [digitalrepositoryadmin@kashmiruniversity.ac.in](mailto:digitalrepositoryadmin@kashmiruniversity.ac.in) to the Repository at metadata level (Bibliographical details with abstract) or full text depending upon the nature of publication.
- All Documents to be submitted should preferably be in PDF format.
- Items should be submitted to the correct community and collection. In case of any problem please contact the repository administrator by mailing at ([digitalrepository@kashmiruniversity.ac.in](mailto:digitalrepository@kashmiruniversity.ac.in)) or [digitalrepositoryadmin@kashmiruniversity.ac.in](mailto:digitalrepositoryadmin@kashmiruniversity.ac.in)
- Should you wish to submit a new version of an article or other product, you should ask the administrator to change the existing one.
- Use a consistent spelling for author names. First check whether the author already is in the system.
- Electronic Thesis and Dissertations are being directly uploaded by the administrator in close association with the parent participating institution. For the time being, we have uploaded the ETD at abstract level only and are planning to upload full text in due course of time.
- We are planning to upload Conference proceedings of the institutions as a separate community in due cooperation and coordination with respective School/ Department of each institution.

## **C: WITHDRAWAL POLICY**

The Repository is intended to provide persistent access to deposited material. Under certain circumstances, however, it may be necessary to remove material from the repository.

A request for removal should be directed to the Administrator and include the reasons for withdrawal.

## **D: HELP & ASSISTANCE**

For any query, clarification, assistance or suggestion for ACCESS or UPLOADING, please feel free to contact following on email or cell numbers:

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