

DSPACE

An Insitutional Repository of DTU

User Manual



DTU INTRANET ACCESS LINK
DTU INTERNET ACCESS LINK



library@dtu.ac.in



www.library.dtu.ac.in.



dtucentrallibrary

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Preface

Welcome to the user manual for the **Repository of Intellectual Contributions of DTU**, an initiative by the Delhi Technological University (DTU) Library to advance our institution as a 21st-century knowledge center. This repository has been designed to curate, digitize, and provide seamless access to the intellectual contributions of DTU's faculty, students, and researchers. Since its inception in June 2006, DSpace@DTU has grown to house over 8,000 records, encompassing a diverse range of academic and research outputs. It serves as a bridge to connect DTU's knowledge base with the global academic community through internet and intranet access. This repository aligns with our vision of fostering a knowledge-based engineering society, enabling a smooth transition from traditional educational paradigms to a digitally empowered ecosystem.

This manual is intended to guide users—faculty, students, and researchers—in navigating and utilizing the repository effectively. It provides comprehensive instructions on:

- Accessing the repository through the intranet and internet.
- Searching for and retrieving academic resources.
- Uploading and managing intellectual contributions.
- Understanding the repository's policies and terms of use.

We invite all Heads of Departments, faculty members, and students to actively contribute to this repository to ensure it remains a rich and dynamic source of knowledge. Your engagement is vital in helping us achieve the mission of making DTU a leader in engineering education and research.

Together, let us strengthen DTU's role as a hub for innovation and excellence by preserving and sharing its intellectual wealth.

Librarian, DTU

DSPACE and Its Uses

D Space is an open source software package that provides the tools for management of digital assets, and is commonly used as the basis for an institutional repository. It supports a wide variety of data, including books, theses, 3D digital scans of objects, photographs, film, video, research data sets and other forms of content. The data is arranged as community collections of items, which bundle bit streams together.

D Space is also intended as a platform for digital preservation activities. Since its release in 2002, as a product of the HP-MIT Alliance, it has been installed and is in production at over 800 institutions around the globe, from large universities to small higher education colleges, cultural organizations, and research centers. It is shared under a BSD license, which enables users to A customize or extend the software as needed.

D Space is the software of choice for academic, non-profit, and commercial organizations building open digital repositories. It is free and easy to install "out of the box" and completely customizable to fit the needs of any organization.

D Space preserves and enables easy and open access to all types of digital content including text, images, moving images, mpegs and data sets

Top Reasons to Use DSpace

- "Largest community of users and developers worldwide"
- "Free open source software"
- "Completely customizable to fit your needs,"
- "Used by educational, government, private and commercial institutions"
- "Can be installed out of the box"
- "Can manage and preserve all types of digital content"

DSpace captures, distributes and preserves digital research products. Here you can find articles, wong papers, preprints, technical reports, conference papers and data sets in various digital formats. Content grows daily as new communities and collections are added to DSpace.

The DSpace content is organized around Communities which can correspond to administrative entities such as schools, departments, labs and research centers. Within each community there can be an unlimited number subcommunities and an unlimited number of collections. Each collection may contain an unlimited number of items.

Welcome to DSpace @DTU, DTU's institutional repository built to save, share, and search DTU's digital research materials including an increasing number of conference papers, images, peer-reviewed scholarly articles, preprints, technical reports, theses, working papers, etc.

A Simple Guide to Access Institutional Repository of Intellectual

Open the Home Page at

http://14.139.251.106:8080/jspui/



Institutional Repository of Intellectual Contributions



DSpace JSPUI

DSpace preserves and enables easy and open access to all types of digital content including text, images, moving images, mpegs and data sets

DELHI TECHNOLOGICAL UNIVERSITY

Welcome to DSpace@DTU

To make the Delhi technological university library a 21st century knowledge centre and to facilitate the transition of today's engineering society to a knowledge base society of tomorrow, it is necessary that the knowledge generated by the faculty and students of DTU is digitalized and made accessible through intranet and internet.

Electric vehicles are the mode of transportation of the future in India. To progressive introduce electric vehicles to the Indian market, the government is working to create. The goal of the government is to fully electrify India's transport system by 2000. The significant research project "Petroeption of Customers on Electric Vehicles in India' a

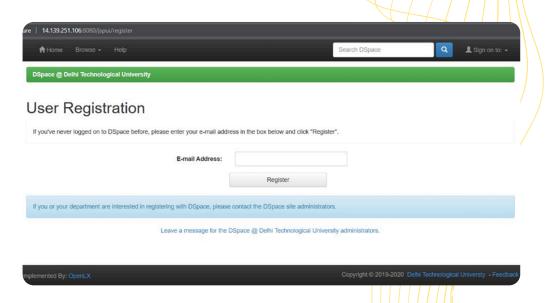
DSpace is Live!

All Heads of Departments, faculty members and students are requested to contribute to achieve the mission Webpage for lib

USER REGISTRATION

If you've never logged on to DSpace before, please enter your e-mail address in the box below and click "Register".

Click on New User Registration.



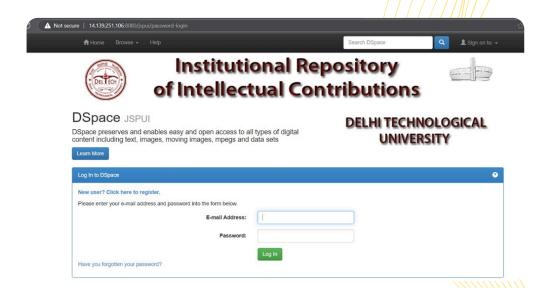
SIGN IN TO DSPACE

When you access an area of DSpace that requires authorization, the system will require you to log in. All users can register to become subscribers. Some restricted functions, such as content submission, require authorization from the community

Before you log in for the first time, you will need to click on "register with DSpace" and follow the instructions. After that, you will need to enter your e-mail address and password in the log-in form that appears. Your e-mail address should include your username and domain name. It is not case sensitive.

Example: amit@gmail.com

Type your password exactly as you entered it originally. It is case sensitive. Be sure to click on the "log in" button to continue.



Key Functionalities

1. Browsing Communities and Collections

The "Communities in DSpace" section allows users to browse collections organized by departments, such as:

Applied Chemistry Department

Applied Mathematics Department

Bio-Technology Department

Civil Engineering Department

Central Library, etc.

Each department or community contains a specific number of items or collections, as indicated by the numbers beside the names.

2. Search Functionality

The search bar at the top allows users to search for specific items or keywords within the repository.

3. Discover Options

The "Discover" section provides filters to help users find resources based on:

Author: Lists top contributors (e.g., DTU, Deo Naokant).

Subject: Topics covered in the repository (e.g., Education, Machine Learning, Deep Learning).

Date Issued: Grouping by publication years (e.g., 2020–2024, 2010–2019).

Has File(s): Filters items that include downloadable files.

4. Slideshow or Announcement Section

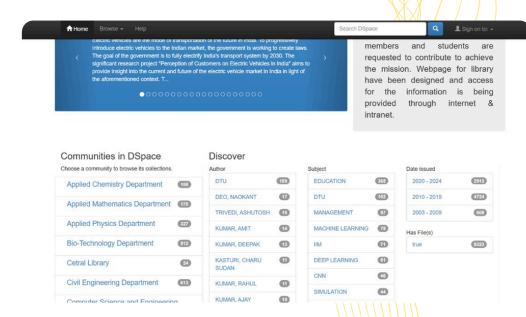
The slider near the top might display announcements, updates, or featured items, like the text about electric vehicles in India.

5. Login/Sign-in Option

Users have the option to sign in to access personalized features like viewing saved searches, bookmarked resources, or uploading documents.

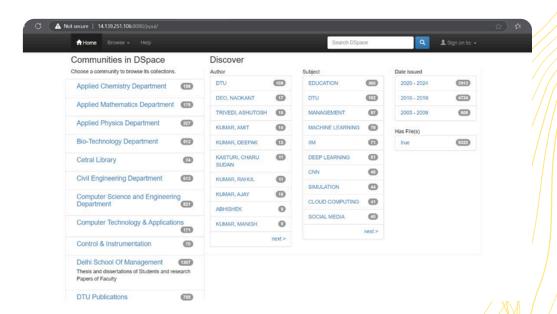
6. Navigation

The top navigation bar provides quick access to other sections like "Home," "Browse," and "Help."



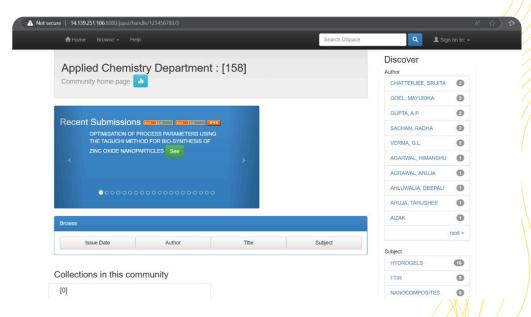
Communities in DSpace

Choose a community to borrow its collections



Functionalities We Provides

- Community Overview
- Recent Submissions
- Browsing Options
- Discover Section
- Collections in this Community
- RSS Feeds
- Navigation and Search



Browsing in DSpace Community

Browsing by issue Date:

1. Browsing and Sorting:

Allows users to browse academic works in the "Applie Chemistry Department" by issue date, which can be sorted in ascending or descending order.

2. Jump to Specific Time Period:

Users can choose a specific year and month or type a year directly to filter results accordingly.

3. Pagination:

Results are paginated, showing 20 entries per page by default, with navigation options like "next" or specific page selection.

4. Customizable Display Options:

Users can adjust the number of results per page.

Users can filter the results by the number of authors per record.

5. Document Information:

Each entry displays:

Issue Date: The publication date.

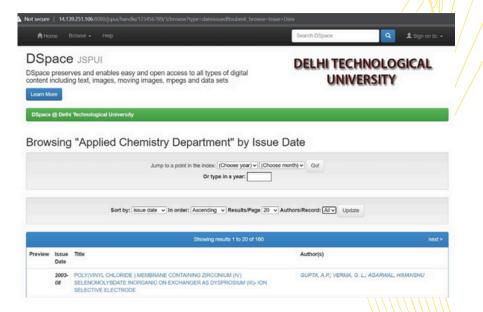
Title: The title of the academic work, often linking to more detailed

information or the full text.

Author(s): Names of contributors or researchers.

6. Search or Update Results:

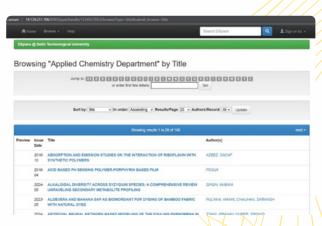
Users can search or filter results based on their inputs and update the view accordingly.

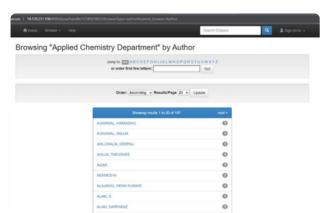


Browse

Browse By Title:

Browse by Title allows you to move through an alphabetical list of all titles of items in DSpace.



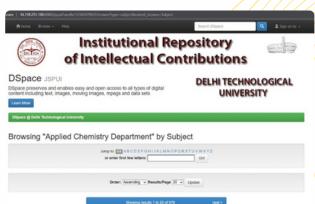


Browse by Author:

Browse by Author allows you to move through an alphabetical list of all authors of items in DSpace.

Browse by Subject:

Browse by Subject allows you to move through an alphabetical list of subjects assigned to items in DSpace.



SEARCHING

The functionalities of the provided search page are:

1. Search Across the Repository:

Users can search the entire DSpace repository or select specific sections (e.g., titles, authors, etc.) to refine their search.

A search term or query can be entered in the input field.

2. Filters for Search Results:

Current Filters: The current search is filtered by "Author" with the value "KUMAR, MANISH."

Additional filters can be applied to refine the results, such as: Field: Add filters based on metadata fields like Title, Author, etc. Condition: Specify filter conditions (e.g., "Equals").

3. Results Customization:

Users can:

Specify the number of results to display per page (e.g., 10, 20, etc.).

Sort the search results by:

Relevance

Title

Date Issued or other metadata fields

Choose the sort order as ascending or descending.

4. Faceted Navigation (Right Panel):

Quick navigation through subjects or topics related to the search results. Filter by the "Date Issued" to limit results to specific publication years.

5. Pagination:

Navigate between pages of search results using the pagination controls (e.g., "Previous." "Next").

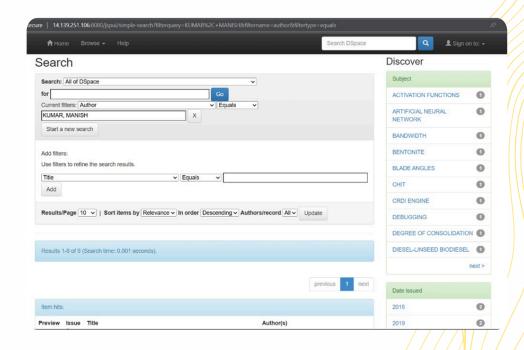
6. Search Metrics:

Displays the total number of results, along with the time taken to generate the search results.

7. Start a New Search:

Users can clear all current filters and perform a new search using the "Start a new search" button.

This page provides a comprehensive search interface for accessing and refining content within the DSpace repository efficiently.



DTU INTRANET ACCESS LINK
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DTU FACULTY AND OPEN ACCESS POLICY

1.0 INTRODUCTION

The faculty of Delhi Technological University (DTU)/is/committed to disseminating the fruits of its research and scholarship as widely as possible. In keeping with that commitment, the Faculty adopts the following policy: Each Faculty member grants to the Delhi Technological University nonexclusive permission to make available his or her scholarly articles and to exercise the copyright in those articles for the purpose of open dissemination. In legal terms, each Faculty member grants to DTU a nonexclusive, irrevocable, paidup, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly articles, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same. The policy will apply to all scholarly articles written while the person is a member of the Faculty except for any articles completed before the adoption of this policy. and any articles for which the Faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy. The Vice Chancellor on the recommendation of IPR SC will waive application of the policy for a particular article upon written notification by the author, who informs DTU of the reason. To assist the DTU in distributing the scholarly articles, as of the date of publication, each faculty member will make available an electronic copy of his or her final version of the article at no charge to a designated representative of DTU (Librarian) in appropriate formats (such as PDF) specified by the IPR SC. The IPR SC will make the scholarly article available to the public in an open access repository. The IPR SC in consultation with the Library Advisory Committee (LAC) will be responsible for interpreting this policy, resolving disputes concerning its interpretation and application, and recommending changes to the Faculty. The policy is to take effect immediately, it will be reviewed time to time by the competent authority. The faculty calls upon the LAC to develop and monitor a plan for a service or mechanism that would render compliance with the policy as convenient for the faculty as possible.

2.0 DEFINITIONS

- a. Nonexclusive permission- After granting nonexclusive permission, one still retain ownership and complete control of the copyright in his/her writings, subject only to this prior l9icense. One can exercise his/her copyrights in any way he/she sees fit, including transferring them to a publisher if he/she so desires.
- **b. Scholarly articles -** Faculty's scholary articles are articles that describe the fruits of their research and that they give to the world for the sake of inquiry and knowledge without expectation of payment. Such articles are typically presented in peer-reviewed scholarly journals and conference proceedings.
- c. Open dissemination / open access repository Journal articles stored and made available on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful, non-commercial purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.
- d. Irrevocable, paid-up, worldwide license the permission granted may not be taken back; there are no fees associated with the permission granted; and the permissions apply worldwide.

- e. Not sold for a profit DTU could not generate a profit from exercising the rights granted, but could recover costs for a service related to the articles, such as printed course packs. f. Authorize others to do the same The copyright holder has the sole right to authorize others to exercise any of the five rights under copyright, and the right to authorize others to exercise any of the five rights under copyright, and the right to authorize others to exercise rights. This language transfers the nonexclusive right to DTU to allow others to use the articles in specified ways and contexts, such as other DTU faculty members who want to use an article in teaching.
- f. Authorize others to do the same The copyright holder has the sole right to authorize others to exercise any of the five rights under copyright, and the right to authorize others to exercise any of the five rights under copyright, and the right to authorize others to exercise rights. This language transfers the nonexclusive right to DTU to allow others to use the articles in specified ways and contexts, such as other DTU faculty members who want to use an article in teaching.
- g. Final version of the article- The authors version with any changes made as a result of the peer-review process, but prior to publisher's copy editing or formatting.

h. Faculty A per 1.4 (m)

3.0 WORKING WITH THE DTU FACULTY OPEN ACCESS POLICY

The implementation of the Policy is being overseen by the IPR SC of the University. To submit a Paper under the policy, upload the author's final manuscript, post peer-review via Web form. If already submitted this version to a preprint server(eg. arXiv), facility may email the paper's identifying repository number, or url, instead of the paper.

- The policy applies only to scholarly articles completed after the policy was adopted.
- Faculty authors are encouraged to use the DTU addendum [MS Word doc] for publisher copyright agreements that reflects this policy.

4.0 SCOPE OF THE POLICY

4.1 Only scholarly articles typically presented in peer-reviewed scholarly journals and conference proceedings are covered under this policy. Many of the written produces of faculty effort such as books, popular articles, fiction and poetry, encyclopedia entries, ephemeral writings, lecture notes, lecture videos, or other copyrighted works are not encompassed under this notion of scholarly article.

- 4.2 The author's final version of the article i.e. the author's manuscript with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting are considered as scholarly article in this policy.
- 4.3 Each joint author of an article who holds copyright in the article and individually has the authority to grant DTU a non-exclusive license and the DTU open access policy applies to them also. Joint authors are those who participate in the preparation of the article
- 4.4 It doesn't apply to any articles that were completed before the policy was adopted nor to any articles for which a faculty entered into an incompatible publishing agreement before the policy was adopted.
- 4.5 The policy also does not apply to any articles a faculty writes after leaving DTU.

5.0 OPTING OUT (OBTAINING A WAIVER)

5.1 To opt out, faculty need to fill out a simple web form, or send an email or other written notice to Librarian informing DTU of the following:-

- Name of DTU author
- Title of articles (expected or working titled)
- Journal you expect to publish in
- Reason you are opting out

5.2 if a faculty do not opt out, but assign exclusive rights to a publisher anyway, mistakenly signing a publisher's agreement that conflicts with the policy, DTU's license would still have force, because it would have been granted (through this policy) prior to the signing of the publisher contract.

5.3 Each co-author in a jointly written article owns the copyright. Under Indian Copyright law, any co-author has the right to grant a nonexclusive permission to others. It would be up to the co-author to decide whether to opt out of the policy for a given article to accommodate a co-author.

5.4 In case a faculty wants to retract a paper later as required by publisher, it would be possible to remove a paper, particularly in cases involving a legal dispute. In this case the specifies would depend on what procedures are worked out by the IPR SC to implement the policy.

Approved vide agenda item no. 26.12 of 26th meeting of Board of Management held on 08.12.2017 and amended vide agenda item no. 34.6 of 34th meeting of Board of Management held on 21.10.2019



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DESIGNED BY: ANNU SHARMA (Library Trainee)