

*PICTO-CIN 2010-0149 . Investigación y desarrollo en repositorios institucionales:  
aplicaciones y experiencias en universidades de la región bonaerense*



# Gestión de depósitos

## **Curso de Capacitación**

*Repositorios digitales institucionales: Diseño,  
implementación y optimización de un recurso  
estratégico para las Universidades*

Módulo 3. Bloque 5: Software para la gestión de  
repositorios digitales



**eprints**

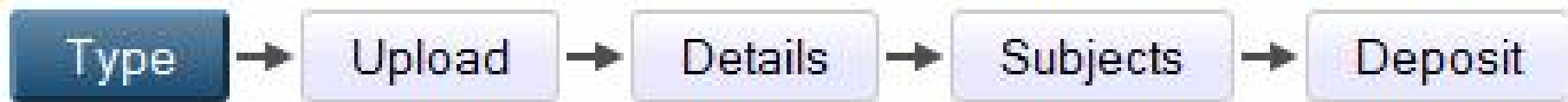
**Cristian Merlino S.**

Universidad Nacional del Sur  
Bahía Blanca, Argentina  
Noviembre 2012



## Flujo de trabajo

EPrints gestiona el proceso de depósito a través de etapas (flujo de trabajo), cuyo orden está predefinido.



El orden de las etapas está especificado en el archivo de configuración:  
**`archives/archive_id/cfg/workflows/eprint/default.xml`**



Nota: la secuencia predefinida puede modificarse y el proceso de depósito no debe ser necesariamente secuencial.

## Manage deposits

New Item

Import from Atom XML

Import

Pulsar **Nuevo Item**

**Inicio del proceso de depósito  
Ingreso de un ítem al repositorio**

1. Selección del  
Tipo de ítem

# Gestión de depósitos

## Edit item: Article #1

Type

Upload

Details

Subjects

Deposit

Save and Return

Cancel

Next >

### Item Type

Article

An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.

Book Section

A chapter or section in a book.

Monograph

A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.

Conference or Workshop Item

A lecture or presentation given at a conference, workshop or other event. If the item is published in a journal or book then please use "Book Section" or "Article" instead.

Thesis

A thesis or dissertation.

Patent

A published patent. Do not include as yet unpublished patent applications.

Artefact

An artist's artefact or work product.

Show/Exhibition

An artist's exhibition or site specific performance-based deposit.

Composition

En este caso, se  
seleccionó **Artículo**

Tipos de ítems  
disponibles

A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

- Book**  
A book or a conference volume.
- Thesis**  
A thesis or dissertation.
- Patent**  
A published patent. Do *not* include as yet unpublished patent applications.
- Artefact**  
An artist's artefact or work product.
- Show/Exhibition**  
An artist's exhibition or site specific performance-based deposit.
- Composition**  
A musical composition.
- Performance**  
Performance of a musical event.
- Image**  
A digital photograph or visual image.
- Video**  
A digital video.
- Audio**  
A sound recording.
- Dataset**  
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).
- Experiment**  
Experimental data with intermediate analyses and summary results.
- Teaching Resource**  
Lecture notes, exercises, exam papers or course syllabuses.
- Other**  
Something within the scope of the repository, but not covered by the other categories.

Hay muchos tipos de  
ítems predefinidos

Save and Return

Cancel

Next >



## Aclaración terminológica

Para EPrints

un **eprint** es un registro en el sistema que tiene uno o más **documentos** (presencia no obligatoria) y algunos metadatos.

un **documento** es un formato de un ítem documental, p. ej. html, ps, pdf, etc. Este, a su vez, puede contener más de un archivo, por ejemplo un html puede contener más de una página html y poseer archivos de imágenes.

## 2. Carga de documento/s



**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File  From URL  **b**

**a**

Previous Save and Return Cancel Next >

Los documentos pueden ser subidos **a)** desde una unidad de almacenamiento o **b)** desde la Web

Nota: cada registro puede tener muchos documentos y cada documento puede estar compuesto por muchos archivos

## Edit item: Article #1

Type → **Upload** → Details → Subjects → Deposit

< Previous Save and Return Cancel Next >

### Add a new document

To upload a document to this repository, click the Browse button below to select the file and upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

Use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File

From URL

Examinar...

Text  
ICC-GBA.pdf  
1426Kb



Hide options

Content: UNSPECIFIED

Type: Text

Description:

Visible to: Anyone

License: UNSPECIFIED

Se incorporó un documento

Otras herramientas complementarias



type Upload Details Subjects Deposit

< Previous Save and Return Cancel Next >

### Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

Use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Examinar...

Text  
ICC-GBA.pdf  
1426Kb

Content: UNSPECIFIED

Type: Text

Description:

Visible to: Anyone

License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified Day: ?

Update Metadata

< Previous Save and Return Cancel Next >

Versión del contenido (draft, aceptada, publicada)

Formato de almacenamiento

Metadatos del documento

Nivel de seguridad del acceso

Licencia de uso

Fecha de vencimiento del embargo

Search

3. Ingreso de la descripción bibliográfica

## Edit item: Article #1

type Upload **Details** Subjects Deposit

< Previous Save and Return Cancel Next >

Title

Abstract

Creators

|    | Family Name          | Given Name / Initials | Email                |
|----|----------------------|-----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/>  | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/>  | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/>  | <input type="text"/> |
| 4. | <input type="text"/> | <input type="text"/>  | <input type="text"/> |

More input rows

Sigue



### Corporate Creators

1.

2.

3.

[More input rows](#)

### Divisions

Faculty of Engineering, Science and Mathematics: School of Chemistry

Faculty of Engineering, Science and Mathematics: School of Civil Engineering and the Environment

Faculty of Engineering, Science and Mathematics: School of Electronics and Computer Science

Faculty of Engineering, Science and Mathematics: School of Engineering Sciences

Faculty of Engineering, Science and Mathematics: School of Geography

Faculty of Engineering, Science and Mathematics: School of Mathematics

Faculty of Engineering, Science and Mathematics: School of Physics

Faculty of Law, Arts and Social Sciences: School of Art

Faculty of Law, Arts and Social Sciences: School of Education

Faculty of Law, Arts and Social Sciences: School of Humanities

Filiación del autor



### ★ Publication Details

★ **Refereed:**  Yes, this version has been refereed.  
 No, this version has not been refereed.

★ **Status:**  Published  
 In Press  
 Submitted  
 Unpublished

Journal or Publication Title:

ISSN:

Publisher:

Official URL:

Volume:

La estrella indica campo obligatorio



Sigue



| <b>Number:</b>                | <input type="text"/>  | ?   |          |                      |  |   |
|-------------------------------|---|-----|----------|----------------------|--|---|
| <b>Page Range:</b>            | <input type="text"/> to <input type="text"/>  | ?   |          |                      |  |   |
| <b>Date:</b>                  | Year: <input type="text"/> Month: <input type="text" value="Unspecified"/> Day: <input type="text" value="?"/>  | ?   |          |                      |  |   |
| <b>Date Type:</b>             | <input type="radio"/> UNSPECIFIED<br><input type="radio"/> Publication<br><input type="radio"/> Submission<br><input type="radio"/> Completion  | ?   |          |                      |  |   |
| <b>Identification Number:</b> | <input type="text"/>  | ?   |          |                      |  |   |
| <b>Related URLs:</b>          | <table border="1"><thead><tr><th>URL</th><th>URL Type</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text" value="UNSPECIFIED"/></td></tr></tbody></table><br><input type="button" value="More input rows"/> | URL | URL Type | <input type="text"/> | <input type="text" value="UNSPECIFIED"/> | ? |
| URL                           | URL Type  |     |          |                      |  |   |
| <input type="text"/>          | <input type="text" value="UNSPECIFIED"/>  |     |          |                      |  |   |

|                         |  |
|-------------------------|--|
| <b>Funders</b>          | ?  |
| 1. <input type="text"/> | <input type="button" value="More input rows"/> |

|                         |  |
|-------------------------|--|
| <b>Projects</b>         | ?  |
| 1. <input type="text"/> | <input type="button" value="More input rows"/> |

Nota: el sistema permite activar y desactivar campos para ajustar la carga de datos a necesidades específicas

Search

4. Asignación temática

Item: **Cómo escribir un artículo científico**

Type

Upload

Details

Subjects

Deposit

< Previous

Save and Return

Cancel

Next >

**Subjects**

Search for subject:

- + A General Works
- + B Philosophy. Psychology. Religion
- + C Auxiliary Sciences of History
- + D History General and Old World
- + E History America
- + F History United States, Canada, Latin America
- + G Geography. Anthropology. Recreation
- + H Social Sciences
- + J Political Science
- + K Law
- + L Education
- + M Music and Books on Music
- + N Fine Arts
- + P Language and Literature
- + Q Science
- + R Medicine
- + S Agriculture
- + T Technology
- + U Military Science
- + V Naval Science
- + Z Bibliography. Library Science. Information Resources

Clasificación temática  
incorporada en  
EPrints

< Previous

Save and Return

Cancel

Next >



Se asignó al ítem activo  
una materia

# Clasificación temática

The screenshot shows the 'eprints repository software' interface. At the top, there are navigation links: Home, About, Browse. Below that, a user is logged in as 'Unnamed user with email admin@picto.edu.ar'. The main content area is titled 'Edit item: Cómo describir un artículo científico'. There are four tabs: Type, Upload, Details, and Subjects. The 'Subjects' tab is active. Below the tabs are buttons for '< Previous', 'Save and Return', 'Cancel', and 'Next >'. A red dashed box highlights the 'Remove' button next to 'Q Science (General)'. A black arrow points from the text 'Se asignó al ítem activo una materia' to this 'Remove' button. Below the 'Remove' button is a search field for subjects with 'Search' and 'Clear' buttons. A list of subject categories is shown, including A General Works, B Philosophy, Psychology, Religion, C Auxiliary Sciences of History, D History General and Old World, E History America, F History United States, Canada, Latin America, G Geography, Anthropology, Recreation, H Social Sciences, J Political Science, K Law, L Education, M Music and Books on Music, N Fine Arts, P Language and Literature, Q Science, and R Agriculture, Animal Husbandry, Veterinary Science. The 'Q Science' category is expanded, showing sub-categories: Q Science (General), QA Mathematics, QB Astronomy, QC Physics, QD Chemistry, QE Geology, QH Natural history, QK Botany, and QI Zoology. A red dashed box highlights the 'Q Science (General)' sub-category. A black dashed box contains the text 'Un ítem puede tener múltiples materias'.

## 5. Opción de depósito

**For work being deposited by its own author:** In self-archiving this collection of files and associated bibliographic metadata, I grant Repositorio PICTO Bonaerense 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 Repositorio PICTO Bonaerense 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 Repositorio PICTO Bonaerense) 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.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now

Save for Later

Terminado el proceso de ingreso de datos, el sistema pregunta si se desea depositar el ítem en el repositorio o guardar los datos en el área del usuario.

Nota: el proceso de ingreso puede ser suspendido en cualquier etapa y retomado posteriormente.

Search

El mensaje confirma el depósito

### View Item: Cómo escribir un artículo científico



Item has been deposited.



Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Move to Repository

Remove item (with notification)

Return item (with notification)

Preview

Details

Actions

History

Pérez, Roberto *Cómo escribir un artículo científico*. Revista de Documentación Científica



Text

ICC-GBA.pdf

[Download \(1426Kb\)](#)

#### Abstract

Se analiza el ...

**Item Type:** Article

**Subjects:** [Q Science](#) > [Q Science \(General\)](#)

**Depositing User:** Unnamed user with email [admin@picto.edu.ar](mailto:admin@picto.edu.ar)

**Last Modified:** 02 Nov 2012 17:10

**URI:** <http://127.0.0.1/id/eprint/1>

Se alerta que el depósito no estará a disposición pública hasta que sea revisado por el editor





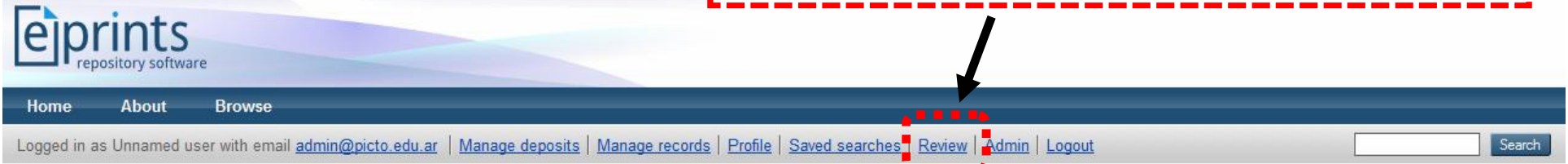
## De la carga a la revisión del depósito

Una vez finalizada la carga de un ítem documental por parte de un usuario, el depósito ingresado queda almacenado en el área de revisión para que un editor supervise el asiento bibliográfico y otras cuestiones vinculadas con la pertinencia del depósito. Posteriormente, el editor determinará si el depósito puede incorporarse a la colección activa del repositorio.



# Rol del editor

Una vez iniciada la sesión como editor, se ingresa al área de **Revisión** para ver ítems pendientes de aprobación



Review

[? Help](#)

[? Filter](#)

| Item ID | Item Type | Last Status Change | Depositing User                            |  |
|---------|-----------|--------------------|--|--|
| 202     | Article   | 18 Nov 2012 18:44  | Unnamed user with email admin@picto.edu.ar |  |

Abstract

Iconos de acciones editoriales rápidas

Items en espera de revisión

Pulsar **Ver ítem** para ir al panel de actividades editoriales



# Vista del editor. Ver ítem -> Acciones

The screenshot shows the eprints repository software interface. At the top left is the 'eprints repository software' logo. Below it is a navigation menu with 'Home', 'About', and 'Browse'. A search bar is on the right. The main content area is titled 'View Item: [Cómo escribir un artículo científico](#)'. Below the title, a message states: 'This item is in review. It will not appear in the repository until it has been checked by an editor.' There are three buttons: 'Move to Repository', 'Return item (with notification)', and 'Remove item (with notification)'. Below these are tabs for 'Preview', 'Details', 'Actions', 'History', and 'Issues'. The 'Actions' tab is selected and highlighted with a red dashed box. It contains several buttons with descriptions: 'New version', 'Use as template', 'Return to Work Area', and 'Edit item'. Below this is a section titled 'Editorial Actions' with buttons for 'Return item (with notification)', 'Remove item (with notification)', 'Move to Repository', 'Reindex Item', and 'Change Owner'. At the bottom, there is an 'Export' section with a dropdown menu set to 'ASCII Citation' and an 'Export' button. A green dashed box on the left contains the text 'Ir a la pestaña Acciones' with an arrow pointing to the 'Actions' tab. Another green dashed box on the right contains the text 'Acciones disponibles' with an arrow pointing to the 'Editorial Actions' section.

Ir a la pestaña **Acciones**

View Item: [Cómo escribir un artículo científico](#)

This item is in review. It will not appear in the repository until it has been checked by an editor.

Move to Repository | Return item (with notification) | Remove item (with notification)

Preview | Details | **Actions** | History | Issues

**New version** - Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked.

**Use as template** - Create a new item using this item as a template. There will be no connection between the two items.

**Return to Work Area** - Return to user work area, allowing the user to make changes to it and re-deposit it.

**Edit item** - Edit item

**Editorial Actions**

**Return item (with notification)** - Return this item from to the user work area and send an email to the user who deposited it to explain why it cannot yet be accepted.

**Remove item (with notification)** - Remove this item from the system forever, but send an email to the user who deposited it to inform them why.

**Move to Repository** - Move item to repository.

**Reindex Item** - Queue this item for re-indexing.

**Change Owner** - Change the owner of this eprint

Export

ASCII Citation | Export

Acciones disponibles



# Vista del editor. Ver ítem -> Aprobación

**eprints**  
repository software

Home About Browse

Logged in as Unnamed user with email [admin@picto.edu.ar](mailto:admin@picto.edu.ar) | [Manage deposits](#) | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Logout](#)

**View Item: [Cómo escribir un artículo científico](#)**

This item is in review. It will not appear in the repository until it has been checked by an editor.

[Move to Repository](#) [Return item \(with notification\)](#) [Remove item \(with notification\)](#)

Preview Details Actions History Issues

[New version](#) - Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked.

[Use as template](#) - Create a new item using this item as a template. There will be no connection between the two items.

[Return to Work Area](#) - Return to user work area, allowing the user to make changes to it and re-deposit it.

[Edit item](#) - Edit item

**Editorial Actions**

[Return item \(with notification\)](#) - Return this item from to the user work area and send an email to the user who deposited it to explain why it cannot yet be accepted.

[Remove item \(with notification\)](#) - Remove this item from the system forever, but send an email to the user who deposited it to inform them why.

[Move to Repository](#) - Move item to repository.

[Reindex Item](#) - Queue this item for re-indexing.

[Change Owner](#) - Change the owner of this eprint

**Export**

ASCII Citation

**Aprobación del ítem**

**Botones de acciones editoriales rápidas**



# Vista del editor. Ver ítem -> Aprobación

eprints  
repository software

Home About Browse

Logged in as Unnamed user with email [admin@picto.edu.ar](mailto:admin@picto.edu.ar) | [Manage deposits](#) | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Logout](#)

Search

## View Item: Cómo escribir un artículo científico

✓ Status of item changed to "Live Archive".

This item is in the repository with the URL  
<http://demoprints.eprints.org/202/>

Retire Item

Move to Review

Preview

Details

Actions

History

Issues

Pérez, Roberto *Cómo escribir un artículo científico*. Revista de Documentación Científica.

Text  
ICC-GBA.pdf  
[Download \(1229b\)](#)

Item Type: Article

Subjects: [Q Science](#) > [Q Science \(General\)](#)

Depositing User: [Unnamed user with email admin@picto.edu.ar](#)

Date Deposited: 18 Nov 2012 19:22

Last Modified: 18 Nov 2012 19:22

URI: <http://demoprints.eprints.org/id/eprint/202>

URL  
asignado  
al ítem

El mensaje confirma que el  
ítem ha sido dado de alta en  
el repositorio activo



## Decisiones del editor

El editor puede retornar el ítem al usuario depositante, moverlo al repositorio activo y retirarlo del repositorio activo si fuere necesario por alguna cuestión.

