

**INSTITUTIONAL REPOSITORY (DSpace) TRAINING**

**FOR IR MANAGERS AND IR IT MANAGERS**

**CO-HOSTED BY THE ACADEMY OF SCIENCE OF SOUTH AFRICA (ASSAf) and**

**THE ASSOCIATION OF AFRICAN UNIVERSITIES (AAU)**

**DATE:** Tuesday 12 September to Thursday, 14 September 2017

**VENUE:** Forever Hotel @ Centurion, Pretoria

**COST:** AAU Members $400 (including accommodation and shuttles) https://www.aau.org/subs/membership/

Non-AAU Members: $500 (including accommodation and shuttles)

The workshop will provide hands-on training for setting up Institutional Repository (IR) platforms in their institutions and efficiently managing such platforms. Guidelines on becoming trusted repositories will be shared, and harvesting of repositories through DATAD-R will be addressed.

**Accommodation and Conferencing**

The cost will include accommodation, meals and airport shuttles for the duration of the workshop, i.e. from arrival on Monday (11 September 2017) to Thursday (14 September 2017), i.e. 4 days.

**Travel**

Participants will be responsible for their own travel-related costs, such as flights and visas.

Participants outside South Africa need to ensure that they leave enough time for visa applications.

It is suggested that participants fly in the day before and stay in the hotel on the Monday evening already, as the training needs to start on time on the Tuesday.

**Registration**

Registration link: <https://www.research.net/r/DATAD-R_17pt2>

Registration deadline: Friday, 1 September 2017

The AAU will deal with the registrations and issue invitation letters for visa purposes and will convey all logistics information.

**Contacts**

Registration, logistics and visas: Abednego Corletey: acorletey@aau.org / CC: Nodumo Dhlamini: ndhlamini@aau.org

General enquiries: Louise van Heerden: louise@assaf.org.za

**Content**

Two parallel sessions will be presented:

1. IR management training for IR Managers; and
2. IR set-up, configuration and customisation for IR information technology (IT) personnel.

**NB:** Participants need to provide their own laptops for the training.

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| **IR Managers** | **IT IR Managers**  |
| Day 1 * Introduction to DSpace
* Creating users and user groups
* Creating communities and collections
* Assigning roles and establishing workflows
 | Day 1* Setting up an IR server
* Installing DSpace
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| Day 2* Content preparation and uploading and management
* Item mapping within collections
* Editing content
* Harvesting
* Embargoes
 | Day 2* Configuration DSpace
* Customising DSpace
* Integrating DSpace into institutional website
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| Day 3: IT Managers and IR Managers * Content development and management
* Making your repository more visible by means of:
	+ Uniform Resource Identifiers (URI)/ Digital Object Identifiers (DOI)
	+ Google Analytics
	+ RSS feeds
	+ Other social media platforms
* Tracking visits through online statistical monitoring
* Open Researcher and Contributor Identification (ORCID)
* Current Research Information System (CRIS)
* Integration of DSpace with other Open Source (OS)
* Upgrading to recent stable versions
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