



# Melbourne College of Divinity

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## MCD Repository Deposit Guide

### **Step 1**

Create a User Account by clicking on the ‘Create Account’ tab on the home page of the Repository, and following the prompts. If you already have a User Account please proceed to Step 2.

Please note that you will only be able to create a User Account using an email address containing your institutional domain. If you do not have an email address with an institutional domain, please contact the Research Repository Officer for help - [rrofficer@mcd.edu.au](mailto:rrofficer@mcd.edu.au).

### **Step 2**

Check to see if your item fits the selection criteria for upload onto the Repository (see Appendix 1 – Repository Selection Criteria).

### **Step 3**

To protect the integrity of your work, it must be uploaded onto the Repository in PDF. This can be done in several ways, for example:

- a) Save your item in PDF to the Repository computer, so that it will be available when you come to deposit it onto the Repository at the Upload stage
- b) Have it ready on a USB or CD

### **Step 4**

Log in using your username and password.

### **Step 5**

Click on ‘New Item’ tab.

Step 6 onwards will help you work through the pages denoted by the flow chart at the top of the Repository screen. It is important to note that the white stars on a yellow background indicate compulsory fields required for Excellence in Research for Australia (ERA) Government Reporting. Other information may be useful to people accessing your item online so please take the time to fill in all fields.

Please note that if you have started on a new page, details entered on the previous pages will not automatically be saved if you exit the Repository, until you click a ‘Save for Later’ tab, located at the top and bottom of every screen.

### **Step 6**

Item Type - Select the appropriate Item Type.

### **Step 7**

Upload – Upload your item. An example of how to do this from a Repository Workstation computer has been provided in Appendix 2 – Uploading Your Document onto the Repository. In particular, step 4 on page 5 describes how to determine the accessibility of your item to viewers. The selection you make at this stage should be consistent with the selection you make at the ‘Copyright Status’ field on the next page of the deposit process, ‘Details’, where you indicate specifically the copyright status of your item.

### **Step 8**

Details – Enter details in the fields. In order for your submission to be accepted by the Repository, it is necessary that all fields marked with a white star on a yellow background be filled out.

### **Step 9**

On the fourth page, ‘Classification’, you will be asked to classify your work according to three types of classifications: FOR (Fields of Research 2008), SEO (Socio-Economic Objectives 2008) and TOA (Type of Activity). These are the standard classification schedules of the ANZSRC (Australian and New Zealand Standard Research Classification), as determined by the Australian Bureau of Statistics (see Appendix 3 – Selecting FOR, SEO and TOA for your item, on page 7).  
Important - classifications should be made according to the subject of the work being deposited, not your area of speciality or expertise.

### **Step 10**

Read through the Copyright Agreement on the Deposit page and click on the ‘Deposit Item Now’ tab. This will send your item to Repository staff at the MCD, who will review the item before publishing it live onto the Repository (see Appendix 4 – Copyright).

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**Help** - If you need further assistance, please email your query to [rrofficer@mcd.edu.au](mailto:rrofficer@mcd.edu.au).

## **Appendix 1 - Repository Selection Criteria**

(This information appears as the 'Collection Policy' under the 'Help' tab on the home page of the Repository)

### **The following must apply:**

1. The research must be associated with the MCD, its journal (Pacifica), or its Research Institutes.
2. All items must be either:
  - a. Scholarly work published, accepted or submitted for publication in a refereed journal or conference proceedings, or as a book or book chapter, **OR**
  - b. Material deposited on the advice of the MCD Director of Research, an RTI Research Coordinator, or the Director of a Research Institute.

### **Items may include:**

- a. Book chapters
- b. Books/monographs
- c. Conference papers
- d. Data sets
- e. "Enduring" teaching material of a substantial nature that forms an independent work of scholarly value (e.g., unpublished case study)
- f. Formal public lectures
- g. Literary works, art works, or musical compositions
- h. Published articles
- i. Research essays (with the support of the relevant MCD Chair of Examiners)
- j. Research reports
- k. Theses (if awarded a grade of H2A or above)

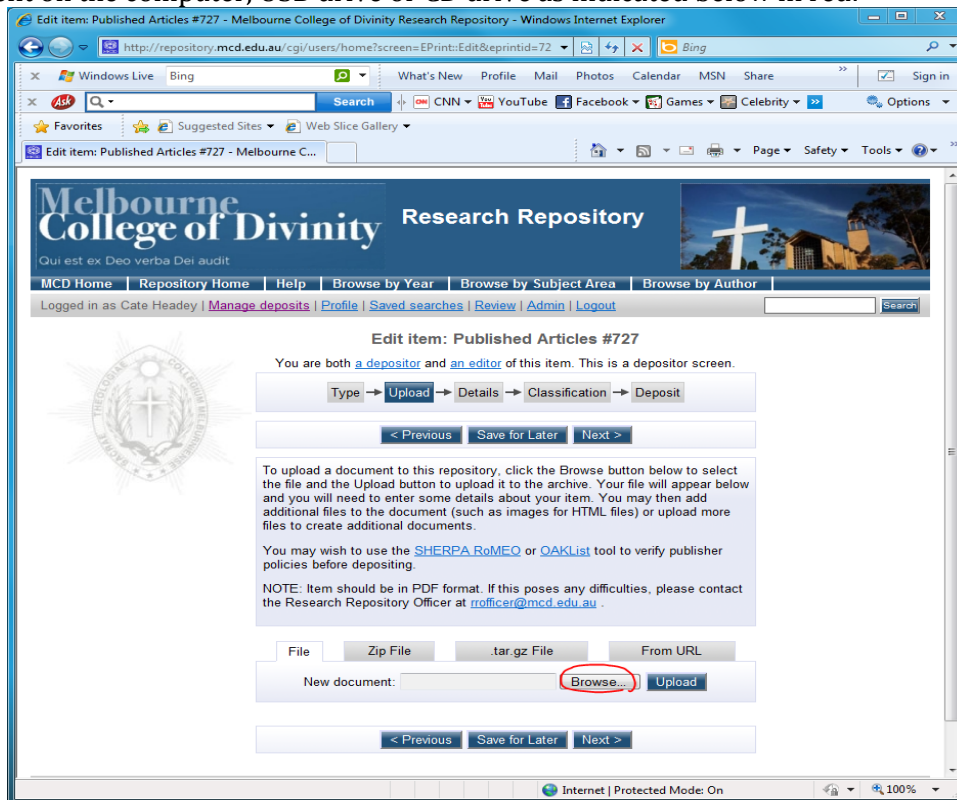
### **IMPORTANT**- excluded items

1. Forwards, Conclusions and Opinions are not eligible to be uploaded onto the Repository.
2. Items you have edited, but not written or produced, are ineligible to be uploaded onto the Repository under your name.
3. If you have an unpublished work to be uploaded onto the Repository which requires approval from the MCD Director of Research, an RTI Research Coordinator, an MCD Chair of Examiner, or the Director of your Research Institute, as stipulated above in 2 a and 2b, you must forward a copy of emailed or written confirmation from the relevant party to the MCD Research Repository Officer at the following address - [rrofficer@mcd.edu.au](mailto:rrofficer@mcd.edu.au). Work cannot be sent live onto the Repository without evidence.

**Help** - If you need further assistance, please email your query to [rrofficer@mcd.edu.au](mailto:rrofficer@mcd.edu.au).

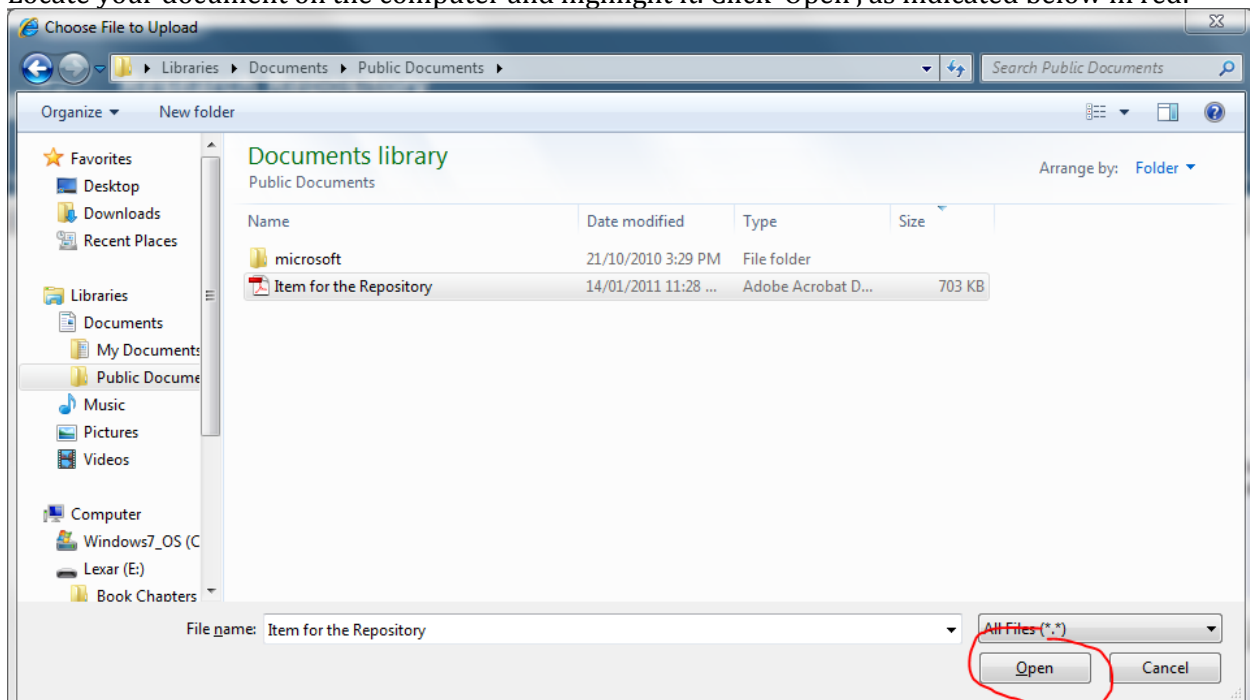
## Appendix 2 - Uploading Your Document onto the Repository

**Step 1** (screen shots and corresponding instructions are taken from a Repository Workstation)  
When you come to the 'Upload' page for your item on the Repository, click 'Browse' to locate your document on the computer, USB drive or CD drive as indicated below in red:



### Step 2

Locate your document on the computer and highlight it. Click 'Open', as indicated below in red:

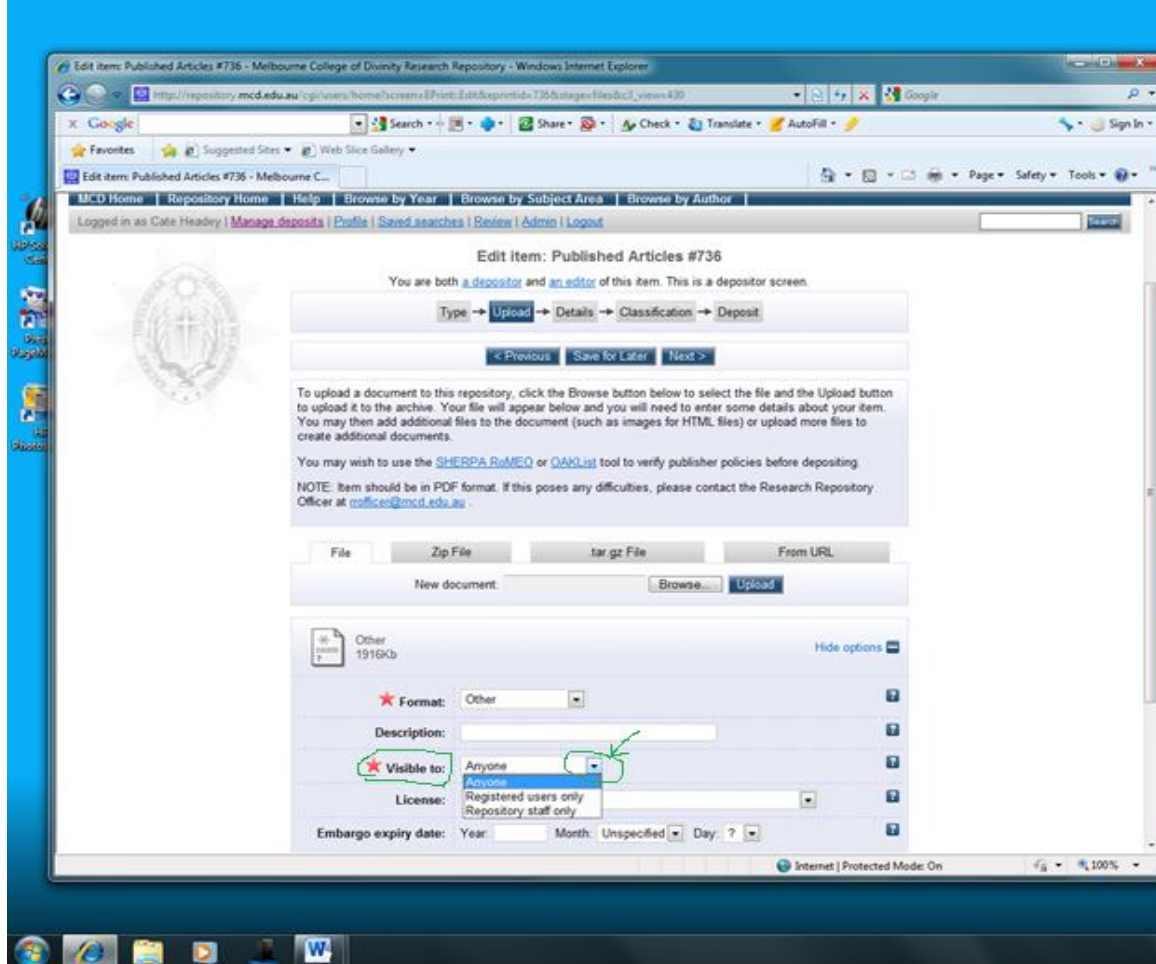


### Step 3

The pathway to your item on the Repository computer will now appear in the 'New Document' field of the Repository Upload page. Click 'Upload' to attach it to the Repository. It can take a few minutes to attach.

### Step 4

When the item is uploaded, click on the drop down box in the 'Visible to' field as indicated below in green:



It is important to select the correct option from this field as it will determine the accessibility of your item to the public. If your item has been published, you may need to determine its copyright status (The selection you make at this stage should be consistent with the selection you make at the 'Copyright Status' field on the next page of the deposit process, 'Details', where you indicate specifically the copyright status of your item. Also see Appendix 4 – Copyright).

**Visible to Anyone** – if your item has been published and you have permission from your publisher for your item to be viewed live, highlight 'Anyone'.

**Visible to Registered Users only** – Sometimes a publisher will grant permission for your item to be viewed by staff from within your institution only, in which case select 'Registered Users only'. This option enables only MCD and RTI registered staff to view these items.

**Visible to Repository staff only** – You may choose to select this option if:

1. Upon request, your publisher has not granted you permission to send your item live
2. You have published a book or other item and do not wish to adversely affect sales, or
3. Your item contains sensitive material you do not wish to be widely available

This option enables staff at the MCD to use your item for ERA Government reporting requirements. It will be available for a short time to auditors, during which time it will **not be available** to the public. If you have any concerns about this, or any other copyright or access issue, please contact the MCD Repository Officer via email: [rrofficer@mcd.edu.au](mailto:rrofficer@mcd.edu.au).

With all three 'Visible to' options, metadata about your work will be available to the public.

**Embargo expiry date** – some publishers place an embargo on a piece of work, after which time they grant permission for the item to be publically accessible. Enter the embargo expiry date in this field where applicable.

Please note, the accessibility of you item can be changed at any time. Send your request to the Repository Officer via [rrofficer@mcd.edu.au](mailto:rrofficer@mcd.edu.au).

## **Appendix 3 – How to select FOR, SEO and TOAs for your Item**

Important - classifications should be made according to the subject of your work being deposited, not your area of speciality or expertise.

### **Fields of Research (FOR)**

Most FOR codes for Melbourne College of Divinity researchers will be found in:

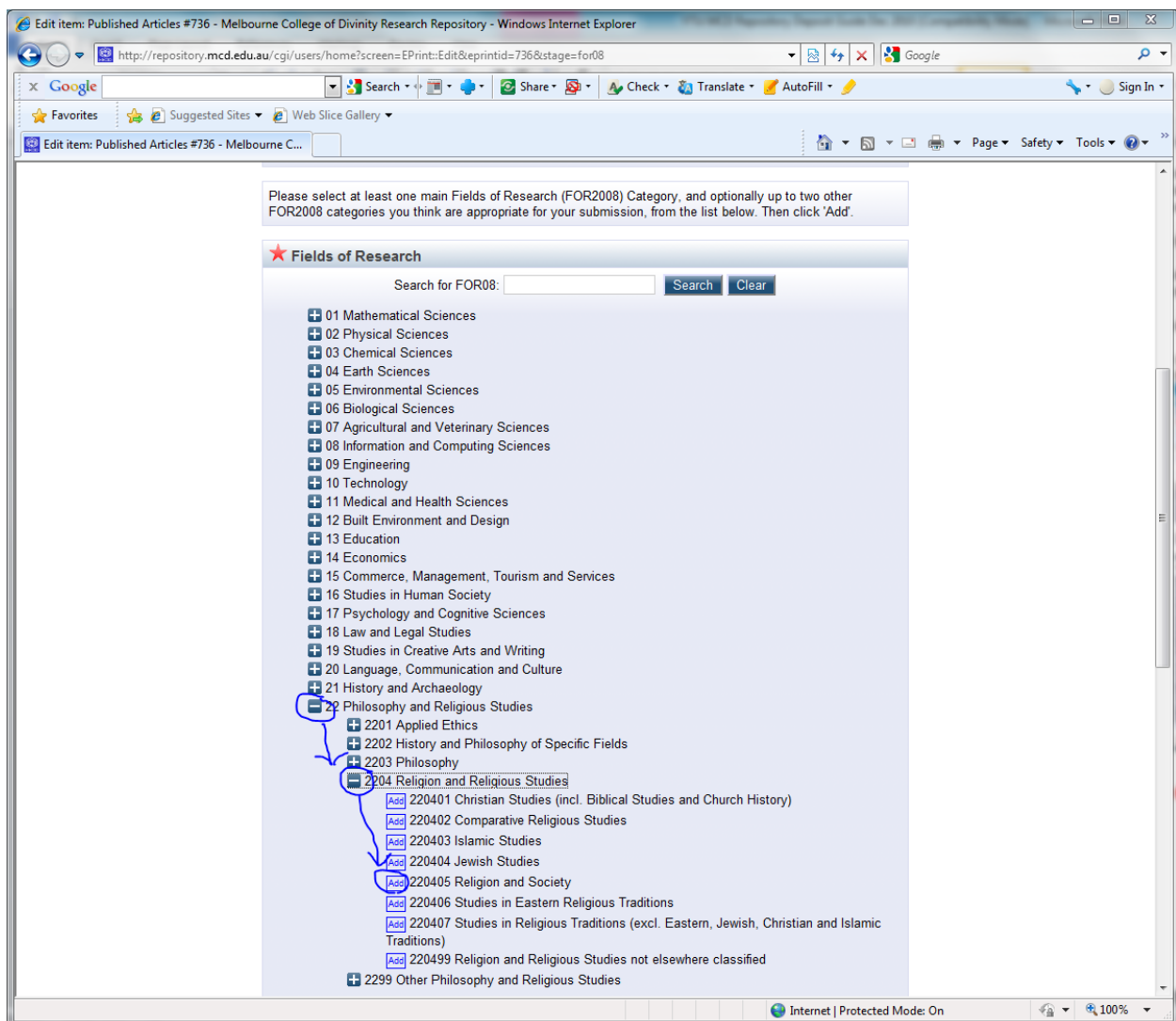
1. Division 21 (History and Archaeology)
2. Division 22 (Philosophy and Religious Studies)

However, some MCD researchers may be working in:

3. Division 13 (Education)
4. Division 16 (Studies in Human Society)
5. Division 20 (Language, Communication and Culture)

Each researcher should nominate up to 3 FORs.

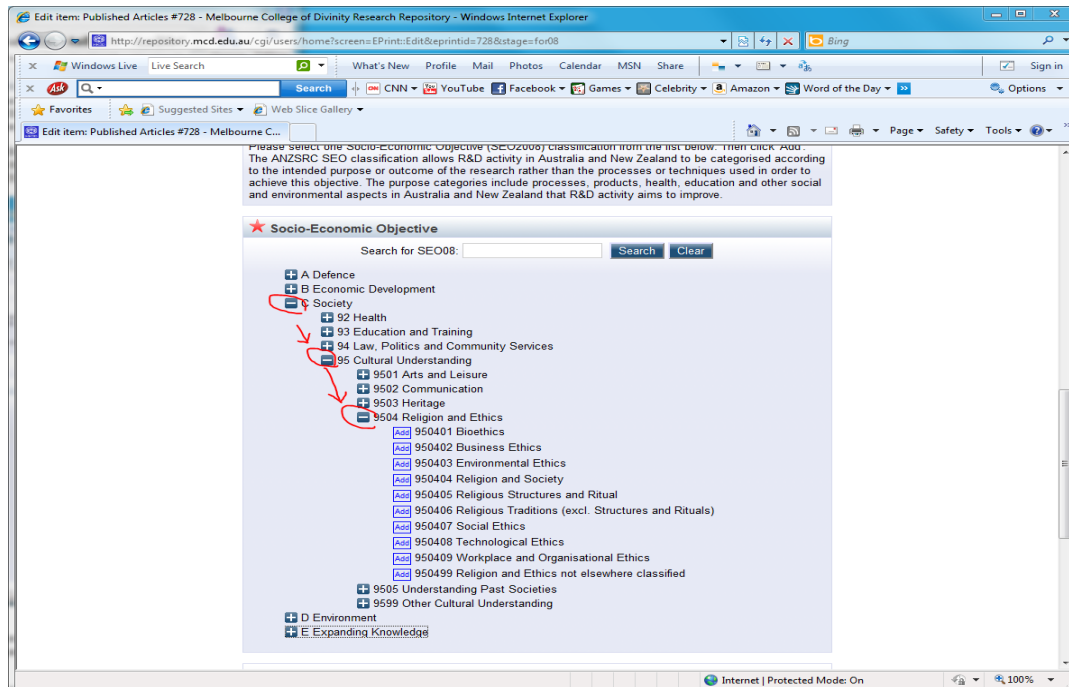
In the screen shot below the pathway to select 'Religion and Society' from Division 22 is indicated in blue:



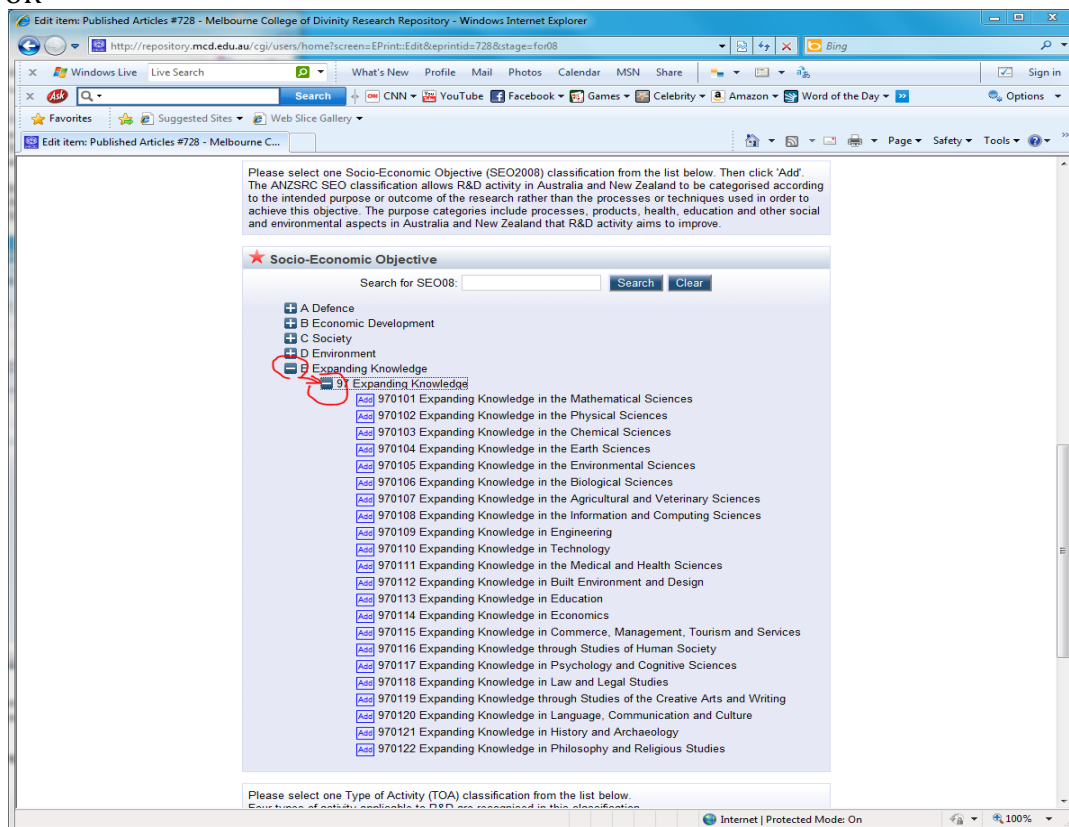
## Socio-Economic Objective (SEO)

Most SEO codes for Melbourne College of Divinity researchers will be found in:

1. Division C95 (Cultural Understanding, subsection Religion and Ethics), or
  2. Division E97 (Expanding Knowledge),
- as indicated in red:



OR



**Type of Activity (TOA)**

A description of the four TOA classifications is provided immediately before the TOA field on the 'Classification' page of the deposit process in the Repository. Simply read through the descriptions to determine which one best describes your work item.

## **Appendix 4 - Copyright**

The following is a copy of the agreement found on the last page of the deposit process, Step 5, 'Deposit'. It outlines the agreement between yourself and the MCD regarding your item, and details the responsibility of both parties with regard to copyright. Other information relating to copyright can be found in Appendix 2, page 5, Step 4, at which stage you determine the accessibility of your item, and at the 'Copyright Status' field on the Details page of the deposit process, where you indicate specifically the copyright status of your item.

### **E-Print Repository Agreement**

between

**Melbourne College of Divinity ("MCD")**

and **"the Author"\***

1. The author is associated with MCD, its journal (Pacifica) or its associated institutes and is the author of the following eprints ("eprints").  
All works and/or metadata\* which are deposited in the Repository are referred to as an "eprint" in this Agreement.
2. In consideration of the MCD publishing the eprints, the author grants to MCD:
  1. the right to deposit electronic versions of the eprints to the MCD Eprint Repository ;  
and
  2. the right to store the eprints on the Eprint Repository and subject to any relevant embargoes to make the eprints available to the general public via the Internet at no cost to the general public.
3. The author warrants that:
  1. the eprints are original works, or where metadata only is being submitted, pertain to original works;
  2. As indicated in the 'Copyright Status' field earlier, the author is the owner of all of the intellectual property and copyright contained in or indicated by metadata in the eprint  
or  
the publisher is the owner of the copyright in the eprint and permission has been granted to store and make it available to the general public in the MCD repository  
or  
the author authorises the MCD to apply for copyright permission on the author's behalf
  3. the author has the right, power and authority to enter into this Agreement and to grant the MCD the rights contained in this Agreement; and
  4. MCD's use of the eprints pursuant to this Agreement will not infringe the intellectual property rights of any third party, will not infringe upon anyone's copyright; and
  5. the work does not contain any libellous or defamatory material.
4. The author acknowledges and agrees that MCD is not responsible or liable for any infringement of the author's intellectual property rights in the eprints, in particular any breach of copyright, as a result of the use of the eprints pursuant to this Agreement.
5. MCD acknowledges that the rights granted by the author in clause 2 of this Agreement, do not cause any transfer or assignment of any proprietary rights in the intellectual property in the eprints to MCD.
6. MCD will clearly identify your name(s) as the author(s) or owner(s) of the work, and will not make any alteration, other than as allowed by this Agreement, to your work.

Clicking on the deposit button indicates that this has been agreed by the author as confirmation that the author has read and accepted the terms of this Agreement:

*\* "Author" means originator of the work*

*\* "Metadata" refers to information about the author's work (for example, name of the work, publisher, etc.) which does not include any part of the work itself.*