

Methodological guidelines for open access and self-archiving at Charles University

Methodological guidelines for open access coordinators

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Change history

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Changes

First complete version

Revision of terminology

Clarification of the issue of co-author consent in the case of Outputs published under a CC licence

Revision of procedures for the administration of requests for file modification and deletion

Revision of administrative procedures when adding a new file (now without the need for an add request)

Contents

Change history	2
Terms and abbreviations used.....	4
Review of Outputs intended for the repository by the OA faculty coordinator	6
Overview of activities for the review of Outputs.....	6
Basic rules	6
Step 1: Logging in to the OBD IS Věda module	8
Step 2: List of Outputs with files to check	10
Option 1: Direct access using the OBD portlet: <i>Files for approval</i> accessible on the IS Věda <i>Dashboard</i>	10
Option 2: Access to the OBD module with subsequent filtering of Outputs.....	11
Step 3: Reviewing the mandatory descriptive metadata of Outputs	15
Procedure for reviewing mandatory descriptive metadata	16
Recommended procedure for detecting errors/discrepancies in a record's metadata.....	20
Step 4: Review the file metadata for the attached full text Output files	22
Procedure for reviewing file metadata.....	23
Recommended procedure for detecting errors/discrepancies in the file data or in the attached full text file	28
Step 5: Decisions on approving or rejecting attached full text files	30
Approving an attached full text file for the repository.....	30
Rejecting an attached full text file for the repository.....	31
Updating the records in the repository for already attached and approved files.....	32
Displaying records of Outputs in the repository and reference to the Outputs in the repository.....	34
Administering a request to add, edit, or delete a file.....	36
Administering a request to edit a file	40
Administration when the user has the right to edit the record	40
Administration when the user cannot edit the record.....	40
Brief description of creating a request	41
Procedure for handling a request to edit a file.....	42
Administering a request to delete a file	45
Administration when a user can edit a record	46
Administration when a user cannot edit a record.....	46
Brief description of creating a request	47
Procedure for handling a request to delete a file.....	48

Terms and abbreviations used

Author	The person who created the work or the person who creatively selected or organized the collective work; in the case of co-authorship of the Output, for the purposes of these methodological guidelines, only the <i>first member of the author collective who is an employee or student of the university, according to the order in which these authors are listed in the Output</i> , is considered the author in accordance with the Rector's Directive.
User	The user is a person who works in the OBD system in order to record the Output, to upload the Output or to make it accessible in the repository, or to handle related agendas; this person may be the following: <ul style="list-style-type: none"> • The author, • Another employee of a unit of the university on behalf of the author in accordance with the Rector's Directive (e.g., the OA coordinator, the faculty coordinator for recording Outputs, a co-author other than the <i>first member of the author collective who is an employee or student of the university, according to the order in which these authors are listed in the Output</i>).
Record owner	The record owner is always the user of the OBD IS Věda module, which may repeatedly change during the process of uploading and making accessible the Output in the repository by way of the OBD IS Věda module. Ownership of the record allows the user to perform actions on the record according to the established user permissions of the OBD IS Věda module and to obtain information and notices regarding the processing of the Output record in the OBD IS Věda module.
Self-archiving	Storing and making the Output accessible in the CU Research Publications Repository
Output	Outputs of creative activities as used within the Rector's Directive No. 40/2021, Registration of creative activities, projects, and employee mobility at Charles University; i.e., research and other publications created by Charles University employees and students.
Repository	CU Research Publications Repository in the DSpace system
IS Věda	Věda Information System
OBD	Personal bibliographical database, Věda Information System module
CU	Charles University
CL CU	Central Library of Charles University
OA	Open access
WoS	Web of Science; also, a platform for accessing the citation database of the same name; more information and access for students and employees of CU at https://cuni.primo.exlibrisgroup.com/permalink/420CKIS_INST/gf08nd/alma9925591385206986

Scopus	The largest comprehensive citation database of peer-reviewed literature, academic journals, books, and conference proceedings; more information and access for students and employees of CU at https://cuni.primo.exlibrisgroup.com/permalink/420CKIS_INST/gf08nd/alma9925591401706986
Sherpa-RoMEO	Securing a Hybrid Environment for Research Preservation and Access – Rights Metadata for Open archiving; the organization (Sherpa) and its services (RoMEO); a database of scholarly publishing policies in relation to the self-archiving of publications; the web interface is available at https://v2.sherpa.ac.uk/romeo/
DOAJ	Directory of Open Access Journals; multidisciplinary database of open access e-journals; the interface offers information about the journal (publication fees, licences, etc.) and, for most titles, allows you to search for the articles themselves (titles and abstracts); more information and a link to access the web interface at https://cuni.primo.exlibrisgroup.com/permalink/420CKIS_INST/gf08nd/alma9925611910706986
DOAB	Directory of Open Access Books; multidisciplinary open access e-book database; DOAB provides a searchable index of information about these e-books, with links to the full texts of the publications on the publisher's or repository's website; more information and a link to access the web interface at https://cuni.primo.exlibrisgroup.com/permalink/420CKIS_INST/gf08nd/alma9925611910906986
OpenAIRE	A European Commission project creating a support infrastructure for open access to the Outputs of research projects funded by the European Union. It functions as an aggregator of open repositories
ISBN	International Standard Book Number
ISSN	International Standard Serial Number; also, the ISSN national database, available at http://aleph.techlib.cz/F/?func=find-b-0&local_base=stk02 , or the ISSN international database, available at https://portal.issn.org
DOI	Digital Object Identifier; centralized commercial system of identifiers of works; information portal with the option to verify the DOI, available at https://www.doi.org
Rector's Directive	Rector's Directive No. 40/2021, Registration of creative activities, projects, and employee mobility at Charles University

Review of Outputs intended for the repository by the OA faculty coordinator

Overview of activities for the review of Outputs

Step 1: [Log in to the OBD IS Věda module](#)

Step 2: [Display the list of Outputs with files to check](#)

Step 3: [Review the mandatory descriptive metadata for the Output](#)

Step 4: [Review the file metadata for the attached full text Output files](#), i.e. for each full text file:

- review its version,
- review the accessibility mode,
- review the correctness of the selected license,
- review the confirmations required to store and make the full text accessible in the repository

Step 5: [Decide on approval or rejection of the attached full-text file in the repository](#)

Basic rules

- 1) Communicate with the faculty coordinator for recording Outputs.
- 2) Communicate with the author.
- 3) Communicate with the university open access coordinator.
- 4) For communication, take full advantage of the IS Věda Helpdesk module.

Important contacts and information



Web pages of the Open Science Support Centre at CU

(<https://openscience.cuni.cz/OSCIEN-1.html>)

On these web pages, you can find all information and news relating to the support of open science at Charles University.

Contact information relating to open access

(<https://openscience.cuni.cz/OSCIEN-14.html#1>)

On these web pages, you can find contact information for *university open access specialists* and the *open access university coordinator* as well as *other open access coordinators for the individual units*.

Contact information for research data

(<https://openscience.cuni.cz/OSCIEN-14.html#3>)

On these web pages, you can find contact information for the *CU data policy manager, research data management methodologist and process analyst, and the research data curator*.

Contact information for copyright issues

(<https://openscience.cuni.cz/OSCIEN-14.html#9>)

On these web pages, you can find contact information for the *lawyer who specializes in copyright issues relating to open science*.

Step 1: Logging in to the OBD IS Věda module

To be able to review and administer the Outputs intended to be stored and made accessible in the repository, you must first log in to IS Věda with your university login data, which are:

- **login:** Your unique university ID number or username
- **password:** your university password

After successfully logging in, the home page of IS Věda, i.e., the *Dashboard*, is displayed. Here you can find basic information and control elements enabling navigation to the list of Outputs with files to check or further in need of further administration. The main information and navigation elements that provide you with an up-to-date overview of the status of the Outputs intended to be stored and made accessible in the repository (also called *portlets*) are summarized in the information boxes below.

Information and navigation elements (portlets): OBD: Files for approval

display: for OA coordinators, without additional activation

functionality:

- Displays the number of records with the files intended for the repository with an analysis according to the status of this file.
- Allows you to navigate to the list of Outputs in the OBD module with files intended for the repository displaying a certain status (works as a filter for Outputs in the OBD IS Věda module), thus you do not need to set the Outputs filter in the OBD module.
 - After clicking on the link for a specific number representing the number of files in the Output records in the OBD IS Věda module with a certain status, a list of relevant Outputs in the OBD IS Věda module is displayed, which you can continue working with directly. Hence, the number of Output records displayed may be less than the number of files listed in the *OBD portlet: Files for approval*.

Information and navigation elements (portlets): HelpDesk: Users' queries assigned to me

display: for OA coordinators, without additional activation

functionality:

- Allows you to display and monitor the status of queries and any updates to queries and to administer the queries of authors and users that were assigned to the OA coordinator for resolving or of which the OA coordinator is the recipient.
- It involves the following types of user queries:
 - A request to edit a file,
 - A request to delete a file,
 - A general query,
 - A notice,
 - An error.

Information and navigation elements (portlets): HelpDesk: My queries

display: for all users, without additional activation

functionality:

- Allows you to display and monitor the status of queries and any updates to queries and to administer the queries of the OA coordinator directed to someone else, for example:
 - To the author,
 - To the owner of the record,
 - To the faculty coordinator for recording Outputs,
 - To another open access coordinator,
 - To other IS Věda users.

The use of these *portlets* is also assumed in the next steps as a part of the process of *Reviewing the Outputs intended for the repository* as well as the processes for the *Administration of file modification requests* and *Administration of file deletion requests*.

Step 2: List of Outputs with files to check

There are two options for accessing the Outputs with files intended for checking by the OA coordinator. Whichever option you use described below, the outcome will be a list of the Outputs in the OBD IS Věda module, and you can continue to work with them according to the set authorization.

Option 1: Direct access using the OBD portlet: *Files for approval* accessible on the IS Věda Dashboard

In the *OBD portlet: Files for approval*, find the row marked with the status *TO CHECK* and click on the link located on the number indicating the number of files requiring your review. After clicking on this link, you will see a list of Outputs containing files *TO CHECK*.

Number of files vs. number of records with files to check

The number of files does not necessarily correspond to the overall number of records in the displayed list of Outputs.

One Output record in the OBD IS Věda module **could have more than one file** with *TO CHECK* status. Thus, the **Number** corresponding to the **number of files with TO CHECK** status **could be equal or higher than the number of records displayed** after clicking on the link for the number in the row *TO CHECK* in the *OBD portlet: Files for approval*.

OBD: Files to approval

Year of issue/implementation of the output: Type of output:

Attachment type: Accessibility:

Status of record:

TO CHECK	236
DON'T SEND	58865
REJECTED	16
CHECKED	7
INCOMPLETE	1276
ACCEPTED	278
READY TO UPDATE	1
READY TO REMOVAL	0
REMOVED	9
ERROR	1

Figure 1: OBD portlet: *Files for approval*

Option 2: Access to the OBD module with subsequent filtering of Outputs

To obtain the list of Outputs that have files with *TO CHECK* status without using the *portlet*, you must first log in to IS Věda and then click on the tab (link) OBD in the upper red menu bar on the *Dashboard*.

After clicking on the OBD tab, you will see in the basic settings a list of Outputs of which you are the author. Thus, the procedure is as follows:

- 1) In the left part of the OBD user interface, click on the *Filters* tab and then on the *Extended filter* tab (if not already active). Advanced options for filtering the list of Outputs will be displayed.
- 2) In the left part of the OBD user interface, click on the *Clear filter* button.
- 3) The *Extended filter* tab is divided into categories containing attributes for expanding or narrowing the set of searched records (examples of categories: *Authors and workplaces*, *Lookup*, and others; example of characteristics: *Surname*, *First name*, *Abstract*, *Language*). Among the filter categories, find the *Search by logged-in user* category and click on the check box *Workplace in charge of files in OA mode* in this category.
 - a) The list of available attributes in a category can be collapsed and expanded by clicking on the – (minus) or + (plus) icon in the header of the specific filter category.
 - b) Attributes in a specific category can be selected by clicking on the relevant field or by adding the value in the field displayed for the attribute.
- 4) Among the categories on the *Extended filter* tab, find the *Files* category, and in the *Attached files* field in this category, select the value *Yes* from the drop-down menu.
 - a) A list of available filters in the *Files* category is displayed.
- 5) In the filter category *Files*, you then select value *TO CHECK* from the drop-down menu in the field *File status*.
- 6) In the upper part of the list of available filters (under the *Basic Filter* and *Extended Filter* tabs), click on the *Lookup* button. You can also use the *Enter* key to confirm the selection of your Output filters.

The list of Outputs will be limited to only those with attached files displaying the status *TO CHECK* and the files for which you have the right to work on. Hence, the Output will be the same as in the case of using the *OBD portlet: Files for approval* on the *IS Věda Dashboard*; see also above. Use of the correct filters can also be verified by their definition appearing in the upper part of the list of Outputs in the section *Criteria used*.

List | New record | Nomination | The most significant outputs | Container of pre-imported | RIV exports | Tools | Import | Settings |

Filters | Folders | Exports | Bulk changes | Record preview

"Filters" bookmark

Basic filter | Extended filter | Expert filter

Lookup | Default filter | **Clear filter** | + -

User filters

"Clear filter" button

Use the % (percentage) wildcard to filter any value.
Help for filter usage can be found [here](#).

Ignore diacritic:

Show also records in "Deleted" status:

Criteria used: List of currently used filters

Internal author: (Author) X

Mark all | Invert selection | Cancel selection

Page 1 out of 0 |

Page 1 out of 0 |

List of results found based on the selected criteria

Mark all | Invert selection | Cancel selection

List of available filters

Filter:

Editable records: -- not selected --

Marked records: All records

Read records: Doesn't matter

ID:

Folder: -- not selected -- X

Type of output: -- not selected --

Subtype: X

Autocategory: -- not selected -- X

Faculty autocategory: X

Category assignment: -- not selected --

Workplace in charge: X

Workplace group in charge: -- not selected -- X

Status: -- not selected --

ID for RIV: 1

Figure 2: OBD module – Filters tab, Clear filter button, List of (categories of) filters

List of found records

Criteria used:

Attached files: Yes (TO CHECK) X | Workplace in charge files in OA mode: Ano X | **Filters used - settings for OA coordinator**

Mark all | Invert selection | Cancel selection

Sort by: Record ID | Ascending | Descending | Sort

Page 1 out of 12 | 1 2 3 4 ... 12 | Total number of records: 225

1 Valuable buildings, disabled people: Tinkering with maintenance and care in situations of socio-material oppression
AUT Synek Michal
SRC Annual Meeting of the Society for Social Studies of Science, Boston, 30.08.2017 - 02.09.2017
RPT ID 533365 | year 2017 | intended for the RIV? Ano | units: FHS | in charge: FHS CELLO | owner: Iva Kolářová (FHS)
funding: [>P< GF16-34873L]
TYP LECTURE, POSTER (lecture)

2 I like OBD
AUT Niederlová Petra
SRC A Minima, 77(7), 777-778
RPT ID 544448 | year 1995 | intended for the RIV? Ano | units: ÚVT | in charge: ÚVT ÚVT | owner: Petra Niederlová (ÚVT)
funding: [1< I-ÚVT]
RIV/00216208:11650/95:10376793
TYP JOURNAL ARTICLE (original article)

3 Test PNI přednáška s využitím VVI
AUT Niederlová Petra, Niederlová Markéta
SRC Sklvála akce, Praha, 02.10.2013
RPT ID 545720 | year 2011 | intended for the RIV? Ne | units: FF ÚVT | in charge: ÚVT ÚVT | owner: Petra Niederlová (ÚVT)
funding: [1< I-ÚVT] [1< C-COOP]
TYP LECTURE, POSTER (lecture)

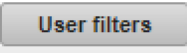
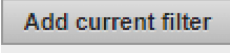
List of all results with full text files in "TO CHECK" status

Figure 3: OBD module – List of found records – Extended Filter settings for OA coordinator and list of Outputs that have files with TO CHECK status

Saving the filter

The OBD Output filter settings described above can also be saved among the user filters and set as your default filter.

Save the filter settings described above as follows:

- 1) Filter the Outputs in the OBD IS Věda module in the manner described above.
- 2) Click on the *User filters* button .
- 3) A new window is displayed. Click on the *Add current filter* button .
- 4) In the open window, a new line will appear in the *My* section. Fill in the name for the current filter in the *Filter name* field (the name is entirely up to you, e.g., *Filter – OA coordinator – Files TO CHECK*).
- 5) Click on the *Save* button.

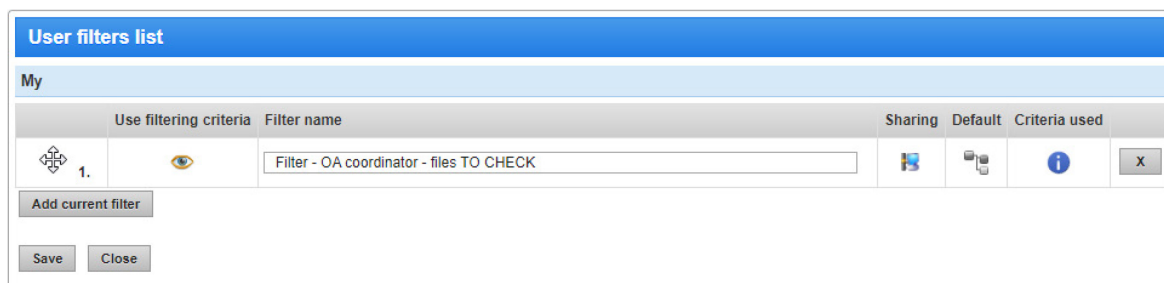



Figure 4: OBD module – Window for saving the user filter

You may apply a filter saved in this fashion by clicking on the icon  in the *Default* column.

OBD portlet: Files for approval also displays files with a different status. Depending on the status of the file, further action may be required on your part. A list of these statuses, their explanation, and any recommended procedure in the event that you come across a file with a specific status is provided in the *Explanation/procedure* column in the table located in the info box below.

Records with files displaying a status other than *TO CHECK*



The files attached to the Output record may be marked with various other statuses in addition to the *TO CHECK* status during their life cycle in the OBD module. The overview below explains the individual file statuses in the record.

Status	Explanation/procedure	What happens to the file
<i>DON'T SEND</i>	The conditions for sending the file to the repository were not met.	The file is not sent to the repository.
<i>REJECTED</i>	This status is set by you as the open access coordinator via the <i>Action</i> button for each of the attached files. Use Reject file when you do not have the opportunity to resolve the identified deficiencies yourself or in cooperation with another relevant person	The file is not sent to the repository.
<i>CHECKED</i>	This status is set when you have checked the Outputs' attached full text file and approved it for transfer to the repository using the <i>Action</i> button.	The file awaits automatic transfer to the repository.
<i>INCOMPLETE</i>	Mandatory file data is missing from the file, such as licensing data, confirmation of co-author consent to storing the file and making it accessible in the repository, etc.	The file is not sent to the repository.
<i>ACCEPTED</i>	The file was successfully sent to the repository and made accessible. The Output has a record created in the repository, with file is attached to it.	The file is stored and accessible in the repository.
<i>READY FOR UPDATE</i>	A change was made to the metadata of the Output that does not require review by the open access coordinator.	The file remains stored in the repository and the record's metadata will be updated.
<i>READY FOR REMOVAL</i>	This status will be set for a file when you have approved the deletion of the record with the relevant file from the repository.	The file will be deleted from the repository.
<i>REMOVED</i>	The record with the respective file was successfully deleted from the repository.	The file is no longer stored or accessible in the repository.
<i>ERROR</i>	An error occurred when transferring the Output to the repository. Contact the university open access coordinator.	Another attempt will be made to send the file to the repository.

Step 3: Reviewing the mandatory descriptive metadata of Outputs

A basic step to ensure a sufficient level of quality for Output records with attached full texts in the repository of publication activity is to review the descriptive metadata. These metadata are subsequently used in the repository for indexing and searching, filtering, and browsing.

Having the correct and, if possible, the most complete descriptive metadata of the Output in the repository is also necessary for transmitting this metadata to third-party systems, e.g., the OpenAIRE system, which serves as an aggregator of information on the Outputs of science and research financed by European Union funds designated for this purpose.

Mandatory descriptive metadata is divided into three categories, *mandatory*, *conditionally mandatory* and *optional* metadata.

Mandatory metadata is always required for all types of Outputs and is the same for all types of Outputs.

Conditionally mandatory metadata may differ for the individual types of Outputs, but also for different versions of the Outputs (preprint, postprint). The user is required to fill in these metadata if they are currently available.

The user also has the option to fill in other metadata that are *optional* from the point of view of saving the Output in the repository. These descriptive metadata are not reviewed before the Output is accepted into the repository, but their completion has a certain added value for the Output record.

The *mandatory* and *conditionally mandatory* descriptive metadata for the individual types of Outputs accepted into the repository are summarized at the URL address <https://publications.cuni.cz/page/metadata>. Here you will always find up-to-date information on *mandatory* descriptive metadata for Outputs accepted in the repository.

Procedure for reviewing mandatory descriptive metadata

You must first carry out the following steps:

- 1) Open the detailed view of the record for the reviewed Output.
- 2) Determine what Output type is being reviewed.

Opening the detailed view and determining the Output type

The list of Outputs with files displaying the status *TO CHECK* has the following appearance:

1	TIT	AUT	SRC	RPT	TYP
	Valuable buildings, disabled people: Tinkering with maintenance and care in situations of socio-material oppression	Synek Michal	Annual Meeting of the Society for Social Studies of Science, Boston, 30.08.2017 - 02.09.2017	533395 year 2017 intended for the RIV? Ano units: FHS in charge: FHS, CELLO owner: Iva Kolařová (FHS) funding: [-P<- GF16-34873L]	LECTURE, POSTER (lecture)
2	I like OBD	Niederlová Petra	A Minima, 77(7), 777-778	544448 year 1995 intended for the RIV? Ano units: ÚVT in charge: ÚVT, ÚVT owner: Petra Niederlová (ÚVT) funding: [-I- ÚVT] RIV/00216208:11650/95:10376793	JOURNAL ARTICLE (original article) Description of the output's type and subtype
3	Test PNI přednáška s využitím VVI	Niederlová Petra, Niederlová Markéta	Skvělá akce, Praha, 02.10.2013	545720 year 2011 intended for the RIV? Ne units: FF,ÚVT in charge: ÚVT, ÚVT owner: Petra Niederlová (ÚVT) funding: [-I- I-ÚVT] [-I- COOP]	LECTURE, POSTER (lecture)
4	FENOMÉN SMRTI A PROCES TRUCHLENÍ V KONTEXTU MENTÁLNÍHO POSTIŽENÍ: PROJEKT PODPŮRNÉ SKUPINY	Janyšková Kristýna, Šiška Jan, Křanová Zuzana	Speciální pedagogika a její přínos ve společnosti, 14-20	571375 year 2019 intended for the RIV? Ne units: PedF, KSpPg owner: Kristýna Janyšková (PedF) funding: [-S<- GAUK1036218]	PAPER IN CONFERENCE PROCEEDINGS (article in reviewed proceedings)
5	TEST DSpace - The share of universities and research organizations in joint research and development infrastructures	Niederlová Petra, Marková Zuzana	Právo v podnikání vybraných členských států Evropské unie: sborník příspěvků k IX. ročníku mezinárodní vědecké konference	578280 year 2010 intended for the RIV? Yes units: ÚVT in charge: ÚVT, ÚVT owner: Petra Niederlová (ÚVT) funding: [-I- I-ÚVT] RIV/00216208:11650/10:10410625	PAPER IN CONFERENCE PROCEEDINGS (article in reviewed proceedings)

Figure 5: OBD module – List of Outputs containing files with *TO CHECK* status

There are two ways to determine the type of reviewed Output (and its sub-type):

- 1) The Output type and its sub-type are specified for each Output record in the list of Outputs corresponding to the filter criterion used; see figure above.
- 2) The Output type and its sub-type are specified in the detailed view of each record in the section *Basic information*.

You can open the detailed view of the record for a reviewed Output by clicking on the *Search* icon



; the location is also indicated in the figure above.

In the detailed view of the record, it is then possible to easily determine the type of reviewed Output; see the figure below.

Basic information	
Workplace in charge	ÚVT - Computer Science Centre
RIV Type of output:	JOURNAL ARTICLE Name of the output's type
Type of article:	original article [J] Name of the output's subtype
Article getting prepared for publication	<input type="checkbox"/>
R09 Year	1995

Figure 6: OBD module – Marking the type and sub-type of the Output in the detailed view of the record

Based on the information about the type of the reviewed Output, you will then be able to identify the *mandatory* and *conditionally mandatory* descriptive metadata of the Output intended to be stored and made accessible in the repository and their placement in the Output form of the OBD IS Věda module.

You can find the list of *mandatory* descriptive metadata of Outputs for the individual types of Outputs accepted in the repository at <https://publications.cuni.cz/page/metadata>. *Mandatory* and *conditionally mandatory* metadata are sorted in the overview according to the sections of the OBD form under which they fall in the order of their occurrence in the Output form in OBD.

When reviewing the mandatory descriptive metadata, focus on the following:

1. The correctness of the completed *mandatory* descriptive metadata with regard to the information contained in the available information sources (see below), i.e. review the conformity of these metadata and identify any typos or other inconsistencies,
2. Missing *conditionally mandatory* descriptive metadata with regard to their list for a specific Output type (see the overview above),
3. Checking the functionality of links (e.g., links to other versions of the Output in other systems / repositories, links to supplementary materials of the Output, e.g., sets of underlying data stored in an external repository), and links to Output records in other specialized databases (e.g., WoS, Scopus, etc.).

We recommend reviewing the *mandatory* and *conditionally mandatory* descriptive metadata of the Output against the **information sources for reviewing the descriptive metadata of the Output**. We provide a summary of these information sources in the following information box.

Information sources for reviewing mandatory descriptive data

INFORMATION SOURCE	SUPPLEMENTARY INFORMATION
Attached full text	Used for reviewing metadata on authorship, title data, abstracts, license information etc. Basic information source for every review of mandatory and conditionally mandatory metadata.
Web pages of publisher or event organizer	Used for reviewing any licences for the attached full text of the Output Used for reviewing information of the Output publisher or metadata on authorship, the title, edition, etc.
Specialized databases	
Sherpa-ROMEO	Used for periodical publications, in particular to review the availability of full texts and possible licensing of the attached full text.
DOAJ	Used for periodical publications for information about source documents (journals) for Outputs that are a part of open access periodical publications (journals).
DOAB	Used especially for publications with the type of BOOK to review metadata on the title, authorship, edition, etc. of this document if this book is published in open access mode by one of the involved publishers Used for publications with the type of CHAPTER IN A BOOK to review the metadata on the source document (the entire book) if this book is published in open access mode by one of the involved publishers.
ISBN	Used for reviewing metadata of non-periodical Outputs or parts thereof (BOOK, CHAPTER IN A BOOK, CONTRIBUTION IN ANTHOLOGY, etc).
ISSN	Used for reviewing information on periodical source documents of the Outputs that are a part thereof (CONTRIBUTION IN A JOURNAL, CONTRIBUTION IN AN ANTHOLOGY, etc.).
WoS	Used for cross-checking, e.g., metadata on authorship, edition, source publication, etc. Used for cross-checking Scopus Identifiers (EIDs) populated in Output records.

Scopus	Used for cross-checking, e.g., metadata on authorship, edition, source publications, etc. Used for cross-checking the WoS Identifier (EID) populated in the Output records.
DOI	Used for reviewing the validity of DOI identifiers.
Documents relating to the Output and provided by the author of the Output	
Licensing agreement	Used for reviewing licensing terms establishing for the attached full text file.

If any of the completed mandatory or conditionally mandatory data do not match what is stated in the above-mentioned information sources (or if a non-functional link is found), you must notify the owner of the record or the faculty coordinator for recording Outputs about this discrepancy and request an explanation or correction of such data. The same applies if mandatory or conditionally mandatory information is not completed and is also traceable in the above-mentioned information sources.

Recommended procedure for detecting errors/discrepancies in a record's metadata

If the open access coordinator is not the owner of the record, **they do not have the authority to change the descriptive metadata of the Output. However, they can request modification by the faculty coordinator for recording Outputs** (using the HelpDesk IS Věda tool; see also the information box below) **or by the owner of the record** if the status of the record allows this and depending on the specific practices and processes at the specific workplace.

Recommended procedure for detecting errors in the mandatory descriptive metadata of an Output

If you find an error or discrepancy in a record's metadata, make a note of it. After completing the review of the record's metadata, request modification of the record from the faculty coordinator for recording Outputs via the IS Věda HelpDesk module in the following way:

- 1) Click the *Request for modification* button in the upper (dark) menu bar in the detailed view of the record you are currently reviewing.
- 2) In the form (*New query*), clearly and comprehensibly write down the errors and discrepancies found and, if necessary, indicate what correct data should replace them. When describing the errors or discrepancies, we recommend using the following structure:

OBD form section/form field name or number

A description of the error/discrepancy (including the correct information, if any) and the source by which the error or discrepancy was detected.

- 3) Send the completed query form using the *Send query* button.

After sending, the query will also appear in the *HelpDesk portlet: My queries* on the IS Věda *Dashboard*. In this portlet, you will then be able to monitor the status of your query and receive notifications about any updates. Using this *portlet*, you will also be able to open the query again and further refine it with a commentary or respond to the commentary of the faculty coordinator for recording Outputs.


The procedure described in the information box above may not be the only correct one. It also depends on the habits of the specific faculty. In some cases, it may be more efficient to contact the owner of the record with a request to modify the data.

Should you have any question, do not hesitate to contact, for example, the university open access coordinator (see [Important contacts and information](#)) **or your faculty coordinator for recording Outputs.**

In addition, the option to modify an Output record in the OBD module by the owner of the record is only possible with certain record statuses.

The status of a record is visible in the list of filtered Outputs. More detailed information about displaying the record status and the record statuses allowing editing by the record owner is available in the information box below.

Record statuses allowing the record owner to edit the record

The record status is displayed in the list of filtered Outputs as contextual assistance when hovering your mouse over the round icon  on the right-hand side of the Output record in the list of filtered Outputs. The appearance of the icon varies depending on the status in which the record as a whole is saved. The position of the icon for the Output record in the list of Outputs to be reviewed is shown in the figure below.

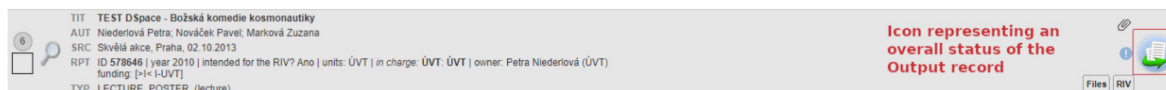



Figure 7: OBD module – Position of the icon indicating the status in which the Output record is saved

Another option for determining the record status is to open record details using the *Search* icon () from the list of filtered Outputs (information about the status is indicated on the right-hand side of the dark information field in the heading of the Output record for the label *Record Status*; see also the figure below).

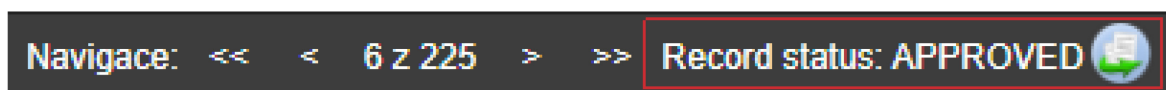


Figure 8: OBD module – Location of information on the status in which the record is saved in the information field in the header for the detailed view of the Output record

The record statuses that allow the record owner to edit the record are as follows:

DRAFT

The record displays this status in the following cases:



- The record of the entered (published) Output was not fully completed by the owner, or
- Not all the mandatory data for recording the Output are completed in the record of the entered (published) Output due to assessment, or
- The Output has not been entered (published).

SAVED

The record displays this status in the following cases:



- The record owner completed all mandatory data for recording the record, but would still like the option to modify the Output, or
- The Output is not yet ready for review by the open access coordinator or the faculty coordinator for recording Outputs.

RETURNED

The record displays this status in the following cases:



- The faculty coordinator for recording Outputs reviewed the Output, found errors in it, and requests modification by the record owner (the open access coordinator does not have standard authorization to change the record status).

Step 4: Review the file metadata for the attached full text Output files

Analogous to reviewing the mandatory descriptive metadata of the Outputs, it is also necessary to perform a rigorous metadata check of the attached full text files (the “file metadata”). The file metadata are mandatory metadata for each Output accepted in the repository; see also the list of mandatory data at <https://publications.cuni.cz/page/metadata>.

The following are file metadata:

- File version,
- Accessibility mode of the full text file,
- Licensing terms,
- Accessibility date (date of the end of the embargo for accessibility),
- Author’s confirmation statement relating to:
 - non-infringement of the potential co-authors’ rights
 - non-infringement the rights of the publisher or third parties

The procedure for reviewing these (mandatory) file metadata is described below in more detail in the section [Procedure for reviewing file metadata](#).

This review is important in several respects, because it prevents situations where:

- A full text of an Output is made accessible in the repository in an incorrect version,
- A full text of an Output is made accessible in the repository for a different group of people than the licence granted by the publisher allows,
- A full text is made accessible in the repository under a different licence than it should be,
- A full text is not embargoed for publication, although it should be.


Procedure for reviewing file metadata

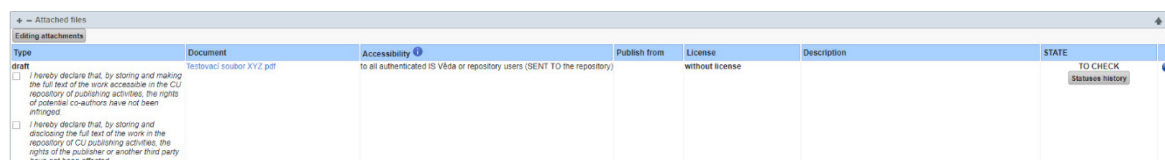
- 1) Display the record details or only the attached files of the record (see also the information box below).
- 2) Open the attached file by clicking on the link in the column *File* in the section *Attached files* of the Output record form in the OBD IS Věda module.
- 3) Review all file metadata against the information sources provided in the table below.
- 4) Make sure that the required conformation statements are checked:
 - a) Confirmation of *Not infringing the potential co-authors' rights when storing the output and making it accessible in the repository*, and
 - b) Confirmation of *Not infringing the rights of the publisher or another third party when storing the output and making it accessible in the repository*.

There are two ways to display information about the attached files for the reviewed Output. Both procedures are summarized in the info boxes below.

Displaying the attached files of the Output – procedure 1



- 1) Display the list of Outputs with the files for review; see also [Step 2: List of Outputs with files to check](#).
- 2) Click on the icon *Record details* () for the Output record whose files you want to review.
- 3) In the detailed view of the record, go to the lower part of the form with the section *Attached files*.
- 4) Click on the *Edit attachments* button. This will allow you to edit the whole section *Attached files* and will display the control elements for approving or rejecting the transfer of the file to the repository; see also [Step 5: Decisions on approving or rejecting attached full text files](#).




Type	Document	Accessibility	Publish from	License	Description	STATE
draft	testovací soubor XYZ.pdf	to all authenticated IS Věda or repository users (SENT TO the repository)		without license		TO CHECK States history

Figure 9: OBD module – Section *Attached files* in the detailed view of the record with the file with *TO CHECK* status

Displaying the attached files for the Output – procedure 2



- 1) Display the list of Outputs containing the files with *TO CHECK* status; see also [Step 2: List of Outputs with files to check](#).
- 2) In the list of Outputs, click on the *Files*  button.
- 3) A new browser window will open containing only the section of the Output form *Attached files*. Control elements will be available in this window allowing you to approve or reject the transfer of the attached full text file to the repository, see also [Step 5: Decisions on approving or rejecting attached full text files](#).

Editing attachments							
Record ID:	578646	Type of output:	LECTURE, POSTER				
Title:	TEST DSpace - Božská komedie kosmonautiky						
Authors:	Niederlová Petra, Nováček Pavel, Marková Zuzana						
Year:	2010	Source name:					
ISSN/ISBN:		Link to full text:	http://www.seznam.cz				
Type	Document	Accessibility	Publish from	License	Description	STATE	Action
draft							
<input type="checkbox"/> I hereby declare that, by storing and making the full text of the work accessible in the CU repository of publishing activities, the rights of potential co-authors have not been infringed.	Testovací soubor XYZ.pdf	to all authentic	from:	without license		TO CHECK	
<input type="checkbox"/> I hereby declare that, by storing and disclosing the full text of the work in the repository of CU publishing activities, the rights of the publisher or another third party have not been affected.							
<input type="button" value="Add file"/>							
<input type="button" value="Save"/> <input type="button" value="Save and reload"/> <input type="button" value="Close"/>							

Figure 10: OBD module – The *Edit attachments* window displayed after clicking on the *Files* button for the record in the list of Outputs containing the files with *TO CHECK* status

File metadata for the Output and information sources for their review

The following metadata (in bold) are always reviewed for the attached files with *TO CHECK* status:

File version

The purpose of the review is:

- To verify whether the attached full text corresponds to the file version (preprint, publisher's version, etc.) in the column *Attachment type*,
- To verify that the publisher allows the publication version to be self-archived in the repository.

Accessibility mode

The purpose of the review is:

- To verify that the publisher allows the publication version to be self-archived with the chosen accessibility mode.

Publication date

The purpose of the review is:

- To verify whether the publisher allows the attached publication version to be accessed after a certain period of time or from a certain date (i.e., conditions for making the Output accessible in the repository – publication embargo),
- To verify that the publication date (the date of the end of the publication embargo or the date for making the Output accessible to a certain group of people in the repository) is completed in compliance with the terms of the publisher.

Licence

The purpose of the review is:

- To verify that the licence corresponds to the terms of the publisher or the licensing agreement,
- To verify that the licence contains all mandatory elements (provided it is the licence type *Other licence*); see table below.

OTHER LICENCE – FILLING IN DATA AND THEIR REVIEW	
Data	Review
Licence URL	Verify that the URL address is functional.
	Verify that information on licensing the full text is present on the displayed web page.
Licence description	Verify that the description contains the licensing agreement parties (licensor, licensee); the parties are identified by their titles (if a legal person) or by their full name (if a natural person).
	Verify that the description contains the date of concluding the licensing agreement.
	Verify that the description contains the year of publication of the Output (if the Output is published) or the year of entering the full text Output in the OBD/repository.

In addition, the following applies when reviewing mandatory elements in the *Licence* column:

- If the *Licence URL* is filled in, you do not need to provide the *Licence description*,
- If the *Licence URL* is not filled in, you must provide the *Licence description*.

Confirmation of the author's declarations

The purpose of the review is:

- To verify that the declaration of *non-infringement of the potential co-authors' rights by storing of the attached full text of the output and making it accessible in the repository* has been checked (confirmed by checking the appropriate box in the Attachment type column).
- To verify that the declaration of *non-infringement of the rights of the publisher or third parties by storing of the attached full text of the output and making it accessible in the repository* has been checked (confirmed by checking the appropriate box in the Attachment type column).

The exact wording of the declarations is provided in the table below. Instructions for authors for the declarations are also provided on the web page <https://publications.cuni.cz/page/disclaimer>.

DECLARATION	COMPLETE TEXT
Declaration of non-infringement of the potential co-authors' rights	<i>I hereby declare that, by storing and making the full text of the work accessible in the CU repository of publishing activities, the rights of potential co-authors have not been infringed.</i>
Declaration of non-infringement of the rights of the publisher or third parties	<i>I hereby declare that, by storing and disclosing the full text of the work in the repository of CU publishing activities, the rights of the publisher or another third party have not been affected.</i>

Responsibility for the above-mentioned declarations

In accordance with the Rector's Directive, **the author is responsible for the truthfulness of the declarations. It is the author's responsibility:**

- **to review the license agreement** (if one has been concluded) **and to make sure that the self-archiving is in accordance with the terms of the agreement and therefore that the publisher's rights will not be infringed;**
- for the outputs with multiple authors, **to ensure that the rights of the co-authors are not infringed by self-archiving**, i.e.; the author must assess whether the consents of the co-authors need to be obtained in a particular case and, if so, **the author must keep a record of these consents.**

It is your responsibility as an open access coordinator to review that both declarations are confirmed. If you have any doubts about the veracity of the declarations, or if you want to be sure about certain facts, you should always contact the author.

Information sources used to review the file metadata

Similar to reviewing the *mandatory* descriptive metadata of the Output, we also provide recommended information sources for reviewing the individual file metadata.

FILE DATA	INFORMATION SOURCE FOR REVIEWING
File version	Attached full text
Accessibility	Specialized databases
Periodic publications or parts thereof	Sherpa-ROMEO DOAJ
Monograph publications or parts thereof	Specialized databases DOAB
All types of publications	Web pages of the publisher Licensing agreement (in the case of serious doubts or insufficient information, deficiencies, request the author of the Output)
Publication date	Specialized databases
Periodic publications or parts thereof	Sherpa-ROMEO DOAJ Web pages of the publisher
Monograph publications or parts thereof	Specialized database DOAB
All types of publications	Web pages of the publisher Licensing agreement (in the case of serious doubts or insufficient information, deficiencies, request the author of the Output)
Licence	Specialized databases
Periodic publications or parts thereof	Sherpa-ROMEO DOAJ
Monograph publications or parts thereof	DOAB
All types of publications	Web pages of the publisher Attached full text Licensing agreement (in the case of serious doubts or insufficient information, deficiencies, request the author of the Output)

If the above-mentioned author declarations are not confirmed for the relevant full text file intended to be stored and made accessible in the repository, **incorrect file metadata are detected**, or an **incorrect full text Output file is attached**, then such **full text of the Output must not be approved for transfer to the repository**.

Recommended procedure for detecting errors/discrepancies in the file data or in the attached full text file

As an open access coordinator, you are authorized to correct file metadata for the attached full text file of the Output.

However, the Rector's Directive clearly places the responsibility for storing and making the Output accessible in the repository on the author.

Responsibility in the case of an Output with several co-authors

According to the Rector's Directive, if an Output has more than one author (co-authorship of the Output), responsibility clearly lies with

"... the first member of the author collective, who is an employee or student of the University, in the order these authors are listed in the Output."

Hence, we strongly recommend that you **do not edit file metadata and the attached full text files separately unless you, as an open access coordinator, are authorized to do so by your unit or the author**. We provide the recommended procedure in the info box below.

Recommended procedure for detecting errors/discrepancies in the file metadata or the attached full text file



If you find errors or discrepancies in the file metadata or in the attached full text file of the Output or if some file metadata is completely missing, we recommend the following procedure (according to the established procedures at your unit):

Contact the faculty coordinator for recording Outputs or the university open access coordinator (using the HelpDesk module).

- *The faculty coordinator for recording Outputs* may resolve any discrepancies directly with the author if you cannot contact them yourself or decide to revert the Output to a status allowing direct editing of the Output by the record owner,
- *The university open access coordinator* can help you clear up any discrepancies in the file metadata for the attached file, including any problems relating to the licencing terms of the publisher and can recommend additional steps,

Contact the author (outside the OBD module):

- Request information from them that allows the file metadata to be edited, or
- Correct the file metadata according to the verified information from the above-mentioned information sources (if you are authorized to do this; see above),

Refuse to approve the file for transfer into the repository:

- In the event of refusing to approve the file into the repository, see the following [Step 5: Decisions on approving or rejecting attached full text files](#) section of this document,
- The record owner will be notified by e-mail and will be able to handle the situation; the rejected file will be unlocked for editing by the record owner.

Step 5: Decisions on approving or rejecting attached full text files

After reviewing the attached full text file (see [Step 4: Review the file metadata for the attached full text Output files](#)), you must then decide whether or not the attached full text will be approved and then transferred to the repository.

Order of the review prior to approving the attached full text file

Approving the attached Output full text file for the repository initiates the transfer of the Output's metadata, together with the approved file, to the repository.



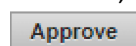
Thus, before the final approval of the file, the review of the mandatory descriptive metadata of the Output must also be completed and any deficiencies in these *mandatory* descriptive metadata must be corrected.

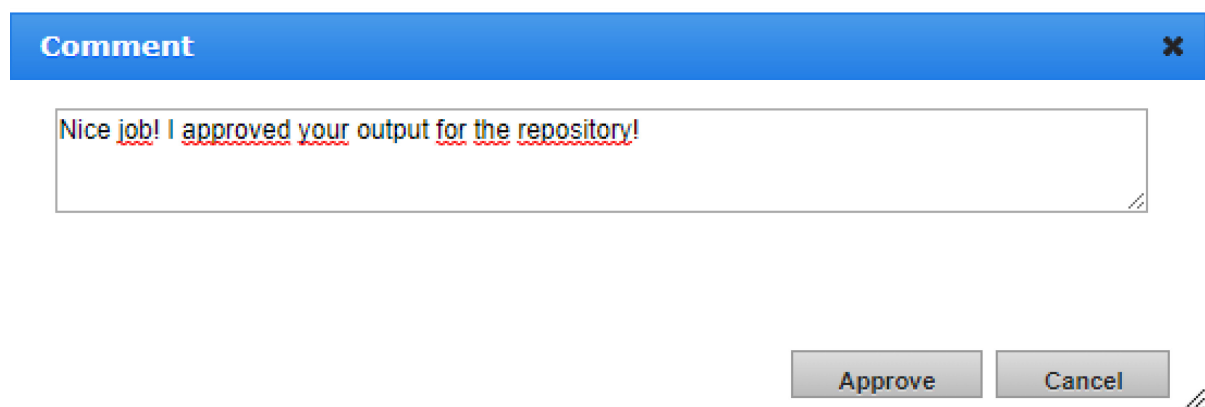
Therefore, do not approve the attached full text file for the repository until you are sure that any deficiencies found in the mandatory descriptive metadata of the Output have been corrected.


Premature approval of the full text file for the repository would result in an incomplete or low-quality Output record being created in the repository, which is not desirable.

Approving an attached full text file for the repository

If the reviews were carried out correctly, the procedure for approving the transfer of the full text (and also the completed descriptive metadata of the Output) to the repository is as follows:

- 1) For the reviewed file, click in the section *Attached files* in the *Action* column on the *Action* icon .
- 2) In the context menu that appears after clicking the *Action* icon, click on the *Approve* button .
- 3) In the displayed text field *Commentary*, see figure below, fill in (OPTIONALLY) the note for the approval action and click on the *Approve* button .



Comment 

Nice job! I approved your output for the repository!

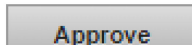
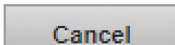
 



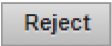
Figure 11: OBD module – Window for approving the transfer of the full text file to the repository

The approved file will have the new *CHECKED* status and will be queued for automated transfer to the repository. The resulting digital object will contain the descriptive metadata of the Output stored in the record of the Output in the OBD module at the time the Output was approved for the repository.

After successfully transferring the descriptive metadata of the Output and the attached and approved full text file, the attached full text file will display the status *ACCEPTED*.

Rejecting an attached full text file for the repository

If the review of the file metadata was not successful for the reviewed Output and discrepancies or errors were found that the open access coordinator cannot adjust by themselves or in cooperation with the author (see [Step 4: Review the file metadata for the attached full text Output files](#)), you must reject the attached Output full text file of the Output for the repository. The procedure for rejection is as follows:

- 1) For the reviewed file, click in the section *Attached files* in the *Action* column on the icon *Action* .
- 2) In the context menu that appears after clicking the *Action* icon, click on the *Reject* button .
- 3) In the displayed text field *Refusal justification*, see figure below, fill in (MANDATORY) the note for the rejection action. In the text field, provide the reasons for rejecting the file and instructions for resolving the detected errors or discrepancies.
- 4) Click on the *Reject* button .

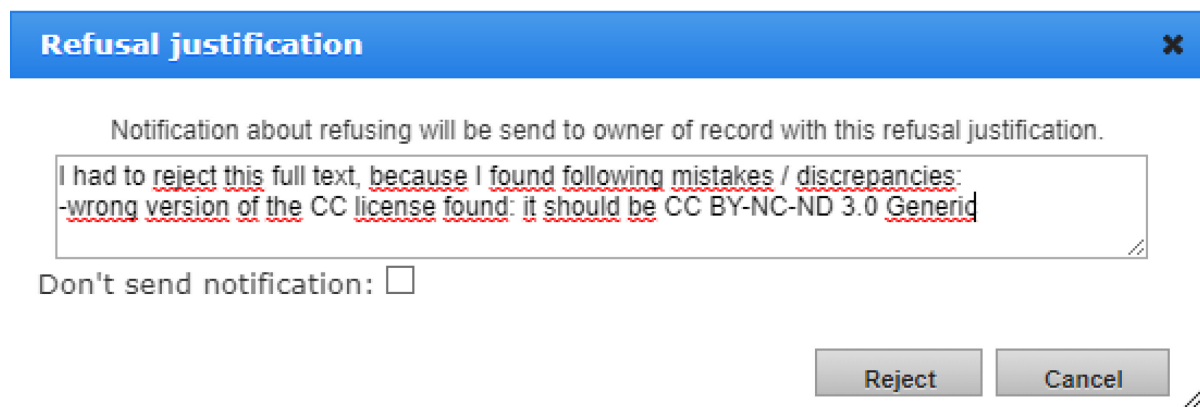


Figure 12: OBD module – Window for rejecting the transfer of the full text file to the repository

Updating the records in the repository for already attached and approved files

If full texts intended to be stored and made accessible in the repository have previously been entered in the Output record and have been approved for the repository, then two scenarios can occur when the next version of the full text is approved for the repository, depending on whether or not there has also been a change in the descriptive metadata of the Output. Both of the two possible scenarios are summarized in the info boxes below.

Only another full text was attached to the Output record and the descriptive metadata was not modified

After approving this newly attached full text of the Output:

- In the OBD IS Věda module:
 - The status CHECKED will be set for the newly attached full-text file,
 - **After successfully transferring the file to the repository**, the status of this file will be displayed as *ACCEPTED*.
 - **If the transfer to the repository is not successful**, the status of this file will be displayed as *ERROR*.
- In the repository:
 - A new Output record will be created, which contains:
 - The descriptive metadata completed in the Output record at the time the new attached full text was approved for transfer to the repository,
 - The new attached and approved full text.
 - The descriptive metadata in the records of previously approved files will not be updated.

After rejecting this newly attached full text of the Output:

- The IS Věda system:
 - Sends a notification to the record owner with information about resolving potential discrepancies by correcting the erroneous or missing file metadata or by attaching a new full text file,
- In the OBD IS Věda module:
 - The newly entered and rejected file will have the status *REJECTED*,
 - The newly entered and rejected file and the descriptive metadata will not be transferred to the repository.
- In the repository:
 - The Output record in the repository for this rejected file will not be created.
 - The descriptive metadata in the records of the previously approved files or the files themselves will not be updated in the repository.

Another full text was attached to the record and the descriptive metadata was edited

After approving this newly attached full text of the Output:

- In the OBD IS Věda module:
 - The files whose records in the repository related to updating the descriptive metadata will display the temporary status *READY FOR UPDATE* which will be replaced with the status *ACCEPTED* after successfully transferring the update to the repository,
 - **Exception:** In the case of editing the ISBN or ISSN in the descriptive metadata of the Output, the files will be reset to the status *TO CHECK*, the reason being the change of the source (monograph or periodical) and thus potentially also change of the licensing terms for the previously uploaded full text files. After the files in this status are reviewed again by the open access coordinator, the *TO CHECK* status will be replaced by the *READY FOR UPDATE* status.
- In the repository:
 - The descriptive metadata are updated, and the descriptive metadata in these records will be replaced with their updated versions,
 - A new record is created containing:
 - updated descriptive metadata (i.e., metadata corresponding to Output record at the time the new attached full text is approved),
 - a newly attached and approved full text.

After rejecting the newly attached full text of the Output:

- The IS Věda:
 - Sends a notification to the record owner with information about resolving potential discrepancies by correcting the erroneous or missing file metadata or by attaching a new full text file.
- In the OBD IS Věda module:
 - The newly entered and rejected file will have the status *REJECTED*,
 - The newly entered and rejected file and the descriptive data will not be transferred to the repository,
 - The files whose records in the repository related to updating the descriptive data will display the temporary status *READY FOR UPDATE* which will be replaced with the status *ACCEPTED* after successfully transferring the update to the repository.
 - **Exception:** In the case of editing the ISBN or ISSN in the descriptive metadata of the Output, the files will be reset to the status *TO CHECK*, the reason being the change of the source (monograph or periodical) and thus potentially also change of the licensing terms for the previously uploaded full text files. After the files in this status are reviewed again by the Open Access Coordinator, the *TO CHECK* status will be replaced by the *READY FOR UPDATE* status.
- In the repository:
 - The record of the Output is not created in the repository for this rejected file.
 - In all records of previously approved files in the repository:
 - The descriptive metadata is updated, and the descriptive metadata in these records is replaced with the updated versions.

Displaying records of Outputs in the repository and reference to the Outputs in the repository

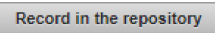
Displaying records of Outputs

The approved and successfully transferred Output will have a separate record in the repository for each version of the attached full text with the status *ACCEPTED*.

Links to the records of the versions for the attached full text approved and the Outputs transferred to the repository may be displayed in OBD module of IS Věda in several manners, which are described in the info box below.


Displaying records of Outputs in the repository

From the details of the Output record in the OBD IS Věda module

In the record details in the OBD IS Věda module, the button  is displayed in the *Attached files* section for each full text file in the *ACCEPTED* status.

After clicking on this button, a new window or the web browser tab opens, and the web page of the Output record is displayed in the repository.

From the list of records in the *List of found Records*

In the *List of found Records*, you can click on the *Files* button ().

After clicking on this button, a new *Edit Attachments* browser window will open, the content of which is only the *Attached files* section for the specific Output record in the OBD module of IS Věda. As in the case mentioned above, you may then click on the *Record in the repository* button for each full text file with the *ACCEPTED* status and thus display the record.

The relevant Outputs in the *List of found Records* may be displayed by clicking on the number of records with files with the status *ACCEPTED* in the OBD portlet: Files for approval; see also the sample portlet in Figure 1 in the section [Option 1: Direct access using the OBD portlet: Files for review accessible on the IS Věda Dashboard](#) of these methodological guidelines.

References to Output records

The Output record in the repository may be referred to using the permanent link specified in the field *Permanent link* of the Output record in the repository.

For creating and maintaining permanent links, the repository system uses the service [HANDLE Resolver](#), and each Output record in the repository is assigned a unique HANDLE identifier that is a part of the permanent link. This identifier is assigned to the Output record at the time of the first transfer of the attached full text file to the repository and remains valid even if the record is updated. Each full text file transferred to the Repository thus has its own record in the repository and thus also has its own HANDLE identifier.

Using this permanent link, you may reference any given version of the Outputs' full text stored and made available in the repository in other electronic documents, web services, web pages, or in bibliographic citations.

Administering a request to add, edit, or delete a file

Requests for adding a file do not need to be submitted by the author, user, or owner of the record (in the meaning of the definitions in the introduction to these methodological guidelines), or the co-author of the Output with access to IS Věda.

The author of the Output, the user or owner of the record (see the definition in the introduction to the methodological guidelines), or the co-author of the Output can add new files to the Output record in the OBD IS Věda module directly using the procedure described in the [methodological guidelines for users](#) (see <https://hdl.handle.net/20.500.14178/1867>) in the section *Adding, editing, or deleting a file*.

Modification requests or Removal requests are always handled in the HelpDesk IS Věda module.

Requests to modify or remove a file are initiated by users who do not have the right to edit files in a specific Output record by using the dedicated buttons for a specific file in the *Attached files* section in the Output record in the OBD IS Věda module, as shown in the figure below.

Type	Document	Accessibility	Publish from	License	Description	STATE
publisher version	ismandovi_hapiboh_tlevenoot.pdf	open access (SENT to the repository)		CC license CC BY 4.0 International https://creativecommons.org/licenses/by/4.0/legalcode		ACCEPTED [States history]

Button for Removal request submission

Button for Modification request submission

Figure 13: OBD module – Detailed view of the Output record – *Attached files* section with control elements for submitting a *Modification request* or a *Removal request* on file and its record in the repository

Your role as an open access coordinator is to administer requests to modify or remove a file and to help the user with replacing the required files, editing file metadata, or deleting an already uploaded file (and its record) from the repository.

If a new file is attached to the Output record, this new file is displayed in the OBD portlet: *Files for approval* (see also [Step 2: List of Outputs with files to check](#)) and when reviewing, proceed according to the procedures described above in these methodological guidelines; see [Step 3: Reviewing the mandatory descriptive metadata of Outputs](#), [Step 4: Review the file metadata for the attached full text Output files](#), and [Step 5: Decisions on approving or rejecting attached full text files](#).

The following are integral parts of the administration of a request for modification or removal of a file:

- Communication with the user and any other administrative employee (e.g., the faculty coordinator for recording Outputs, the university open access coordinator),
- Reviewing initial information (the Output full text file and file metadata) (see also [Step 4: Review the file metadata for the attached full text Output files](#)),
- Reviewing an action taken (adding, modification, or removal of a file) based on the status of the file; see the list of file statuses in the info box *Records with files displaying statuses other than TO CHECK* in the section [Step 2: List of Outputs with files to check](#) of these methodological guidelines.

General information on how to view requests for resolving and how to interact with the request form is provided below. We also summarize below the recommended procedures for resolving the different types of requests.

How to display a request assigned to an open access coordinator

All requests in the IS Věda HelpDesk module addressed to you as the open access coordinator are displayed after logging into IS Věda on the home page (*Dashbard*). For these purposes, the *HelpDesk portlet: Users' queries assigned to me* is prepared on the IS Věda *Dashboard*.

Newly created requests in this *portlet* are displayed on the *TO SOLVE* tab. By clicking on the link provided for a request in the *Number* or *Summary* column, you can display the details of this request containing information previously filled in by the user and control elements (buttons) allowing you to interact with this request, for example, commenting, forwarding the request to another person to resolve, or closing the request.

HelpDesk portlet: Users' queries assigned to me contains a total of three tabs: *TO SOLVE*, *Waiting* and *Watching*. All agendas associated with the Helpdesk module can be resolved, in addition to the respective portlets, directly in this separate module. The **Helpdesk module** is accessible from the IS Věda *Dashboard* by **clicking** on the **upper menu item HelpDesk**.

Additional information on the individual tabs of the *HelpDesk portlet: Users' queries assigned to me* is provided in the following info boxes.

Structure, content, and options for interacting with the request form in the HelpDesk module – *TO SOLVE* tab

This tab contains the records of requests from the requesting party (user) waiting on your reaction. The HelpDesk module works on the principle of forwarding responsibility for the query. Thus, after the request has been created, the responsibility for its resolution is on your side.

Options for resolving the request:

- Notify the user that you are working on a solution – the *Start Progress* button,
- Edit the text of the request – the *Edit* button,
- Reject / dismiss the request – the *Dismiss* button,
- Resolve (close) the request – the *Resolve* button,
- Request additional information for the request – the *Request additional information* button,
- Forward request to another person – the *Select another person* button,
- Forward the request to a higher administrator (a user with higher authorization than yours) – the *Forward to a higher administrator* button,
- Connect request to another, already resolved request – the *Link to other* button.

Structure, content, and options for interacting with the request form in the HelpDesk module – *Waiting* tab

This tab contains the records of requests from the requesting party (user) who has been asked to provide additional/missing information needed for further processing and has not yet replied.

A request for additional information will generate a new commentary in the request details. When the user responds to this commentary (inserts their *new comment*), the request will be moved to the *TO SOLVE* tab again, and the change will be indicated for the modified request.

The request will no longer be displayed in the *Waiting* tab unless you request additional information again.

Structure, content, and options for interacting with the request form in the HelpDesk module – *Watching tab*



This tab contains records of requests where you are in the role of an observer, i.e. primarily a passive participant in resolving the request.

If needed, you may also do the following for requests you are *watching* (in the detail view of the request):

- Take over the request for resolving – the *Assign to me* button,
- Forward to another person – the *Select another person* button,
- Connect request to another, already resolved request – the *Link to other* button.
- Comment

This functionality can be suitable when, for example, the owner of the record resolves with the faculty coordinator for recording Outputs modifications to the mandatory descriptive metadata. In such a case, the faculty coordinator for recording Outputs may decide to assign you to the request as an observer so that you know the status of the modifications to the mandatory descriptive metadata.

Procedure for transfer errors or other uncertainties



If the status *ERROR* is displayed for an attached file (and reviewed by you), an modified file, or a removed file:

- Contact the university open access coordinator and the Repositories & Digitization Dept. of the CU Central Library (see [Important contacts and information](#))
- Let the user know about the problem using the commentary in the detailed view of the request,
- Do not close / resolve the request until the issue is fully resolved.

If you have any uncertainties regarding the file metadata sent by the user:

- Resolve the uncertainties directly with the user using the commentary in the detailed view of the request,
- If you cannot resolve the uncertainties with the user, contact the university open access coordinator (using *Request for consultation* in the detailed view of the request, by phone, or by e-mail; see [Important contacts and information](#)) and add them as an *observer* for resolving the request.

If you have uncertainties related to reviewing the full text file or its file metadata:

- Contact the university open access coordinator (using *Request for consultation* in the detailed view of the request, by phone, or by e-mail; see [Important contacts and information](#)).

Administering a request to edit a file

A request to edit an attached file is a mechanism that in the OBD record form allows the user to request the replacement of an already attached file with another one or modification of its file data.

The user can submit a request for editing a file when they save the entire Output record in the OBD IS Věda module in a status that no longer allows editing (this is the record status *TO CHECK* and higher) or when the file is saved in the editable record, but has a *REVIEWED*, *ACCEPTED* or *ERROR* status.

Administration when the user has the right to edit the record

The file does not display the status ACCEPTED, ERROR, or REVIEWED

If the Output record (as a whole) is saved with the status *INCOMPLETE*, *SAVED*, or *RETURNED* and the file is saved with a status other than *REVIEWED*, *ACCEPTED*, and *ERROR*, the owner of the record can edit the attached files and their file metadata directly, and they do not need to submit a file modification request. After replacing and re-saving the file, the file modified in this way will have the status *TO CHECK*, and your task is to approve or reject it for transfer to the repository using the procedures described in the sections [Step 3: Reviewing the mandatory descriptive metadata of Outputs](#), [Step 4: Review the file metadata for the attached full text Output files](#), and [Step 5: Decisions on approving or rejecting attached full text files](#) of these methodological guidelines.

The file has the status ACCEPTED, ERROR, or REVIEWED

In this case, the user proceeds in the manner described in the section [Brief description of creating a request](#) of these methodological guidelines. You then administer such request using the procedure described in the section [Procedure for handling a request to edit a file](#) of these methodological guidelines.

Administration when the user cannot edit the record

In this case, the user proceeds in the manner described in the section [Brief description of creating a request](#) of these methodological guidelines. You then administer such request using the procedure described in the section [Procedure for handling a request to edit a file](#) of these methodological guidelines.

Brief description of creating a request

The user creates a request for editing a file by clicking on the button *Modification request* (**Modification request**) for the respective file in the section *Attached files* of the detailed view of the record in the OBD IS Věda module.

When clicking on this button, you create a new request in the Helpdesk IS Věda module. The user fills in the following information in the displayed form:

- The content of the request (replacing a file/editing file metadata) and the reasons for this
- The requested changes:
 - In the case of replacing a file:
 - The full text file replacing the previous file is uploaded
 - In the case of editing file data:
 - The requested changes are indicated in the format *Name of the file metadata: New value* (e.g., Accessibility: Open Access)

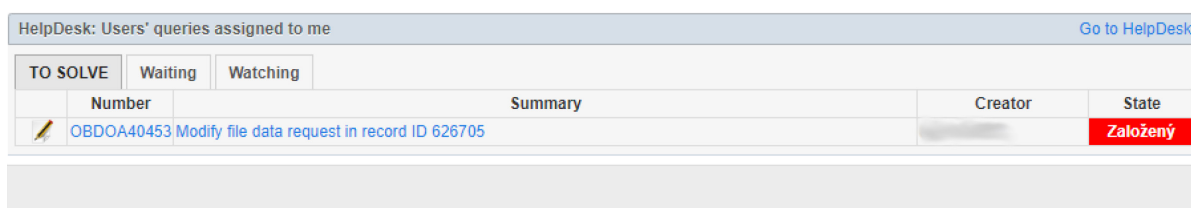
It is of course possible to request file replacement and file metadata editing at the same time as a part of one request.

After sending the completed form, the new request will be created in the HelpDesk IS Věda module, and the recipient of the request will be you, the open access coordinator.

Procedure for handling a request to edit a file

The general procedures for resolving a *modification request* can be summarized as follows:

- 1) Let the user know that you are handling their request:
 - a) Display the details of the request (by clicking on the name of the request; see Figure 14),
 - b) Click on the button *Start Progress* (see Figure 15).
- 2) Verify whether you have the required information for editing the file (see Figure 15), in particular:
 - a) The new full text file for replacing the existing file (if you are changing the file, not mandatory when editing of the file metadata is requested) – the file can be downloaded from the tab *Public commentary* in the *Attached file* section of the request (see Figure 15),
 - b) The new file metadata valid for the new full text file if file replacement requires their change (including replacement of the full text file with its new version, e.g., replacing the *publisher's version* of the Output full text with its *preprint version*; any changes to the licence type; changes in the accessibility settings).
- 3) Review the new full text file and the new file metadata supplied by the user. You can also ask the user using the button *Request additional information* in the detailed view of the request.
- 4) Click on the link *Go to manage publication files* (see Figure 15). The file related to the modification request will be graphically highlighted (green background of the line with the file and file metadata; see Figure 18).
- 5) Fill in / edit the file metadata in the highlighted line (see Figure 16).
- 6) Click on the icon *Replace file* (✎). A space appears where you can drag the previously downloaded new file from the *modification request* or you can click on this space to display a system dialog for selecting a file from a location on your computer (see Figure 17).
- 7) In the system dialog, select the downloaded new file from the location where you saved it in point 2.a) and click the *Open* button or the equivalent. The original file will be replaced with the selected file.
- 8) Click on the button *Save* (Save) on the lower left-hand side of the Editing attachments form.



HelpDesk: Users' queries assigned to me				Go to HelpDesk
TO SOLVE		Waiting	Watching	
	Number	Summary	Creator	State
✎	OBD0A40453	Modify file data request in record ID 626705		Založený

Figure 14: OBD module – *Dashboard* – Portlet *HelpDesk: Users' queries assigned to me* with a sample *modification request*

Change of record: OBDOA40455

Modify file data request in record ID 626705

I would like to ask for changing the full text file attached to this output. I've mistakenly attached wrong version of the full text file. All the file-related information should remain the same. The correct version of the full text file is attached in this request. Thank you for your assistance, with best regards, The Author

Text of the request, with details on what needs to be modified in regards of the current and new full text file. If file-related metadata need to be changed, the requestee should provide all the necessary information.

Informace o souboru:
Název souboru: ETC_metodika_oa_uzivatel_AKTUÁLNI.pdf
Popis souboru:
Stav soubor: ACCEPTED

Information about the full text file currently attached to the Output's record in OBD module. This file needs to be changed based on the information provided in the request.

Informace o publikaci
Titul: Metodika open access a autoarchivace na Univerzitě Karlově: Metodika pro uživatele
Druh: JINÝ VÝSLEDEK
První autor:

Information about the Output's record in OBD module of the Věda Information System. This is the record to which the full text file (subject of this request) belongs to.

Přejít na správu souborů publikace

Using this link, you can access the Editing attachments form, where you can change requested the full text file and its file-related information.

Specified: 24.04.2023 11:44:20
Firefox 112.0, Windows 10

Current solver:

Changed:

Record in OBD/OA: 626705

State: Založený

Department: ÚK: Ústřední knihovna

Using this button, you can let the user know that the request is being processed.

Edit Dismiss Start Progress Resolve hd.button.doplnit Předat jakémukoliv správ Link to other

Public comments Information List of watchers History Files Konzultace

Public comments

24.04.2023 11:44:21

I would like to ask for changing the full text file attached to this output. I've mistakenly attached wrong version of the full text file. All the file-related information should remain the same. The correct version of the full text file is attached in this request. Thank you for your assistance, with best regards, The Author

Text of the request with attached file, which will be replacing the full text file currently attached in the Output's record.

File attachment:
• ETC_metodika_oa_uzivatel_AKTUÁLNI.pdf (Correct full text file)

Add a comment Add file

Figure 15: Helpdesk module – Example of the detailed view of the *modification request* with the control elements and example of completed information for the requested file modifications, including the attached new file

Type Document Accessibility Publish from License Description STATE Action

draft

I hereby declare that, by storing and making the full text of the work accessible in the CU repository of publishing activities, the rights of potential co-authors have not been infringed

ETC_metodika_oa_uzivatel_AKTUÁLNI.pdf

open access (SENT to the from: URL: https://creativecommons.org/validity from: validity to:

CC license Version: CC BY 4.0 International

ACCEPTED Record in the repository

Currently attached file and the "Replace the file" icon

Figure 16: OBD module – *Editing attachments* window with marked location of the icon *Replace file*

Type Document Accessibility Publish from License Description STATE Action

draft

I hereby declare that, by storing and making the full text of the work accessible in the CU repository of publishing activities, the rights of potential co-authors have not been infringed

ETC_metodika_oa_uzivatel_AKTUÁLNI.pdf

Choose or drag file to upload open access (SENT to the from: URL: https://creativecommons.org/validity from: validity to:

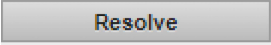
CC license Version: CC BY 4.0 International

ACCEPTED Record in the repository

Currently attached full text file and a field through which you can add a new file as a replacement.

Figure 17: OBD module – *Editing attachments* window with marked space for uploading the new file when clicking on the icon *Replace file*

After saving the changes made in the file metadata or after replacing the original full text file with a new one, the file in the record will automatically be marked with the status *READY FOR UPDATE* and the Output record will be queued for transfer to the repository. After successfully transferring to the repository, the file will be marked with the status *ACCEPTED*.

After updating the file or the file metadata in the repository and after marking the file with the status *ACCEPTED*, let the user know that their request was resolved. You can do this by clicking on the button *Resolve* () in the detailed view of the request.

Procedure for transfer errors or other uncertainties

If the status *ERROR* is displayed for the changed file:

- Contact the university open access coordinator and the Repositories & Digitization Dept. of the CU Central Library (see [Important contacts and information](#))
- Let the user know about the problem using the public commentary in the detailed view of the request,
- Do not close / resolve the request until the issue is fully resolved.

If you have any uncertainties regarding the file metadata sent by the user:

- Resolve the uncertainties directly with the user using the public commentary in the detailed view of the request,
- If you cannot resolve the uncertainties with the user, contact the university open access coordinator (using *Request for consultation* in the detailed view of the request, by phone, or by e-mail; see [Important contacts and information](#)) and add them as an *observer* for resolving the request.

If you have uncertainties related to reviewing the full text file or its file metadata:

- Contact the university open access coordinator (using *Request for consultation* in the detailed view of the request, by phone, or by e-mail; see [Important contacts and information](#)).

Administering a request to delete a file

A removal request for an attached file is a mechanism that allows the user in the OBD record form to request the removal of a full text file that:

- is part of a record that the user cannot edit (the status of the record is higher than *INCOMPLETE*, *SAVED*, or *RETURNED*)
- is part of a record that can be edited by the user (the status of the record is *INCOMPLETE*, *SAVED*, or *RETURNED*), but the file was:
 - successfully transferred to the repository (file status *ACCEPTED*), or
 - queued for transfer to the repository, but the transfer was not successful (file status *ERROR*), or
 - already approved by the open access coordinator (status *CHECKED*)

In other cases, the user can delete the file directly.

The file that is subject of the *removal request* and is already transferred to the repository (file status *ACCEPTED*) will be deleted from the repository after your approval (see the procedure described below in the section [Procedure for handling a request to delete a file](#)), including the repository record containing the Output's descriptive metadata.

Impact of deleting a file on other records for the same Output in the repository

Each version of the full text (manuscript, preprint, etc.) is represented by a separate attached file in the Output form in the OBD module. Each version of the full text subsequently has a separate record created in the repository containing the descriptive metadata of the Output.

After approval of the removal of one of the versions of the full text (represented by a specific file), only the relevant record in the repository will be deleted. Hence, records containing files of other full text versions will not be affected by the deletion.

In practice, this means that if a user wants to delete all records of their Output from the repository, they must request the deletion of all attached files accepted in the repository (with file status *ACCEPTED*).

Administration when a user can edit a record

A file does not have the status ACCEPTED, ERROR, or REVIEWED

In this case, the user may delete the file directly, because you have not yet reviewed the file and the file has not been transferred to the repository. The user deletes the file directly using the procedure described in the [methodological guidelines for users](#) (see <https://hdl.handle.net/20.500.14178/186>) in the section *Deleting a file when a record can be edited*.

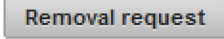
A file has the status ACCEPTED, ERROR, or REVIEWED

In this case, the user follows the steps described in the section [Brief description of creating a request](#) of these methodological guidelines. When using this procedure, the *removal request* for a file is created in the Helpdesk IS Věda module, which you administer using the procedure described in the section [Procedure for handling a request to delete a file](#) of these methodological guidelines.

Administration when a user cannot edit a record

In this case, the user follows the steps described in the section [Brief description of creating a request](#) of these methodological guidelines. When using this procedure, the *removal request* for a file is created in the Helpdesk IS Věda module, which you administer using the procedure described in the section [Procedure for handling a request to delete a file](#) of these methodological guidelines.

Brief description of creating a request

The user creates a removal request by clicking on the button *Removal request* () for the file in the section *Attached files* of the Output record form in the OBD IS Věda module. By clicking on this button, a new request is created in the Helpdesk IS Věda module.

The user completes the following information in the displayed form:

- The content of the request (removal of a file) and the reasons for this

After sending the completed form, the new request will be created in the HelpDesk IS Věda module, and you, the open access coordinator, are the recipient of the request.

Scenario



The entire procedure for administering this type of request can be illustrated with the following scenario:

- 1) The Output record in the OBD module contains two full text files in the section *Attached files*:
 - a) **First file**: full text in a the *preprint version*
 - b) **Second file**: full text in the *publisher's version*
- 2) Both files have the status *ACCEPTED* in the OBD module, section *Attached files*.
- 3) Hence, the repository contains:
 - a) **The first record**, which has:
 - i) The Output's descriptive data,
 - ii) The **first file**.
 - b) **The second record**, which has:
 - i) The Output's descriptive data,
 - ii) The **second file**.

The user requests deletion of the *publisher's version* of the full text from the repository. Thus, they will request removal using the *Removal request* button for the **second file** in the Output record in the OBD module, section *Attached files*.

Procedure for handling a request to delete a file

The open access coordinator registers the new request in the HelpDesk module. The next step is as follows:

- 1) Let the user know that you are resolving their request:
 - a) Display the details of the request by clicking on the link to the request (see Figure 18)
 - b) Click on the button *Start Progress* (see Figure 19).
- 2) Click on the link *Go to manage publication files* (see Figure 19). The file related to the removal request is graphically highlighted (see Figure 20, green background of the line with the file and file data).
- 3) For the highlighted file, in the column *Action*, click on the icon *Action* () and in the displayed menu (see Figure 21), click on the button *Delete* ()
- 4) The OBD module will also ask you via the system dialog whether “you really want to mark the file for deletion from OBD and the repository”. Confirm your request with the *OK* button.
- 5) The text field *Commentary* is displayed. Fill in the reason for the deletion provided by the user or enter a brief comment, such as “Deleted at the request of the user”.




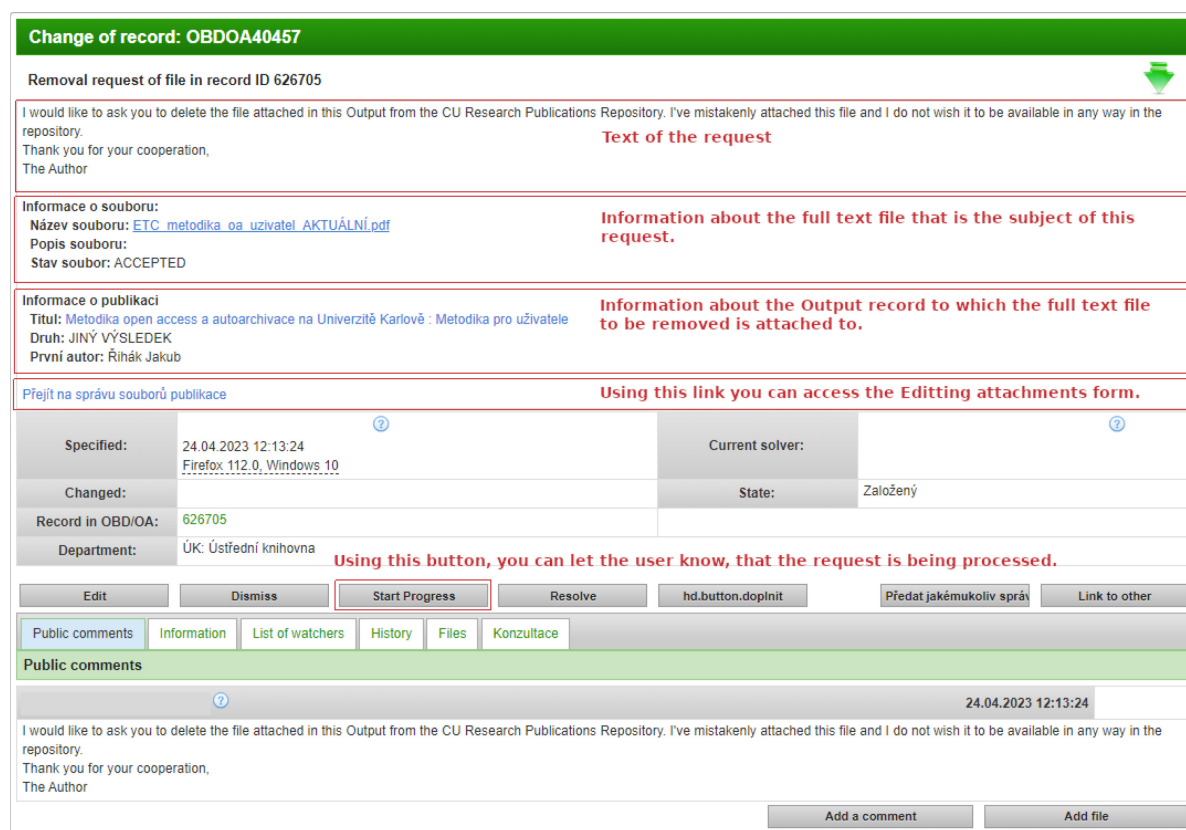
TO SOLVE	Waiting	Watching				
	Number	Summary	Creator	State		
	OBDOA40457	Removal request of file in record ID 626705		Založený		

Figure 18: OBD module – Dashboard - *Portlet HelpDesk: Users' queries assigned to me* with a sample Removal request



Change of record: OBDOA40457

Removal request of file in record ID 626705

I would like to ask you to delete the file attached in this Output from the CU Research Publications Repository. I've mistakenly attached this file and I do not wish it to be available in any way in the repository.
Thank you for your cooperation,
The Author

Text of the request

Informace o souboru:
Název souboru: [ETC_metodika_oa_uzivatel_AKTUÁLNÍ.pdf](#)
Popis souboru:
Stav soubor: ACCEPTED

Information about the full text file that is the subject of this request.

Informace o publikaci
Titul: [Metodika open access a autoarchivace na Univerzitě Karlově : Metodika pro uživatele](#)
Druh: JINÝ VÝSLEDEK
První autor: Řihák Jakub

Information about the Output record to which the full text file to be removed is attached to.

[Přejít na správu souborů publikace](#) **Using this link you can access the Editing attachments form.**

Specified: 24.04.2023 12:13:24
Firefox 112.0, Windows 10

Current solver:

Changed:

State: Založený

Record in OBD/OA: 626705

Department: ÚK: Ústřední knihovna

Using this button, you can let the user know, that the request is being processed.

Edit Dismiss **Start Progress** Resolve hd.button.doplnit Předat jakémukoliv správě Link to other

Public comments Information List of watchers History Files Konzultace

Public comments

24.04.2023 12:13:24

I would like to ask you to delete the file attached in this Output from the CU Research Publications Repository. I've mistakenly attached this file and I do not wish it to be available in any way in the repository.
Thank you for your cooperation,
The Author

Add a comment Add file

Figure 19: OBD module – Example of the detailed view of a Removal request

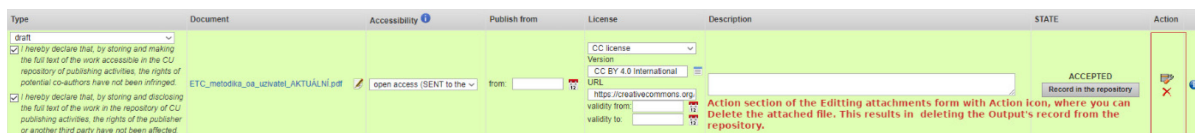


Figure 20: OBD module – Sample view of the Editing attachments form after clicking on the link *Go to manage publication files (Přejít na správu souborů publikace)*.

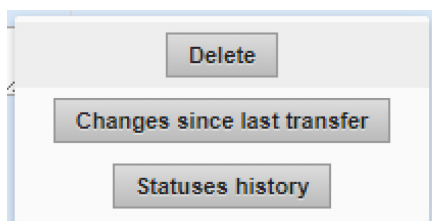


Figure 21: OBD module – A menu of options for working with the file after clicking on the *Action* icon

After confirming the removal of the file, the file will be automatically marked in the record with the status *READY FOR REMOVAL*, and the Output record will be queued for deletion from the repository.

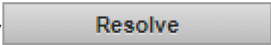
In the repository (regarding the scenario above):

- The **second record** will be deleted,
- The **first record** will still be present.

In the Output record in the OBD module, section *Attached files*:

- The first file will have the status *ACCEPTED*
- The second file will have the status *REMOVED*

After being successfully deleted from the repository, the file is marked with the status *REMOVED*. At that time, let the user know that their request was resolved using the *Resolve* button

(). The *Resolve* button is displayed in the detailed view of the request when you take over the request for resolving by clicking on the button *Start Progress* (see Figure 19 above).

Procedure for errors when deleting a file or uncertainties

If the *ERROR* status is displayed for a file marked for removal from the repository:

- Contact the university open access coordinator and the Repositories & Digitization Dept. of the Central Library; see [Important contacts and information](#),
- Let the user know about the problem using the public commentary in the detailed view of the request,
- Do not close / resolve the Removal request until the issue is fully resolved.

If you have uncertainties about whether or not you should approve the removal of the file:

- Approve the removal of the file from the repository; storing and making the Output accessible in the repository is voluntary for CU employees.