

Getting started guide to the Bournemouth University Research Online [BURO] V3.0

1. WHAT IS BURO?

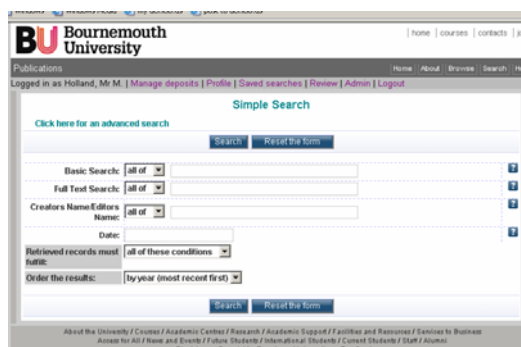
Bournemouth University Research Online [BURO] is an **Institutional Repository**. It is based on the **Eprints** system developed by Southampton University. Eprints software is widely used in higher education institutions in the UK and internationally. Institutional repositories give the worldwide scholarly community access, in electronic form, to articles, chapters in books, and other published works and unpublished works (pre-prints) produced by members of Bournemouth University staff and researchers.

BURO is located at [eprints.bournemouth.ac.uk]. You will be able to login using your Bournemouth University Staff Login.

BURO has a well designed interface and is easy to use. It guides you through adding appropriate bibliographic information and uploading files. This guide is takes you through the basic routines of adding material.

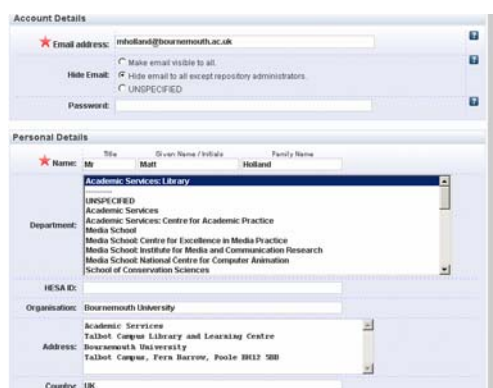
2. SEARCHING BURO

- BURO is open to anyone who wants to search.
- To search click on **Search** on the menu bar. This takes you to **Simple Search**. Note that searching using the **Full Text** Option will increase the number of items retrieved (recall).
- Search using **all off** finds all the words you type in a single document. The equivalent of Boolean AND.
- Search using **any of** word finds any record that contains at least one of the words you type in. The equivalent of Boolean OR.
- **Author** and **Date** searches are also available.
- **Advanced Search** offers more options to limit/refine your search.



3. LOGGING IN TO BURO

- Go to [eprints.bournemouth.ac.uk]
- Click on **Login**. Login is available to all members of Bournemouth University Staff. Login using your normal desktop login.
- Logging in with your Bournemouth University Staff login will automatically create your BURO account. You will need to complete your profile by clicking on **Profile** in the top menu. Click **Modify profile** and complete the simple form.



4. ADDING MATERIAL BURO

4.1 Editorial review

Material submitted to BURO goes through a process of editorial review. This means that a BURO Administrator will check the bibliographic accuracy of your entry and add your contribution to BURO.

4.2 Copyright

You need to ensure that the material you contribute does not breach copyright. The principle of BURO is well established and some publishers have agreed to allow material to be added to BURO without seeking further permission. The SherpaRoMEO Project [www.sherpa.ac.uk/romeo] lists publishers and their policies towards institutional repositories. Check the SherpaRoMEO website to see what permissions have been agreed.

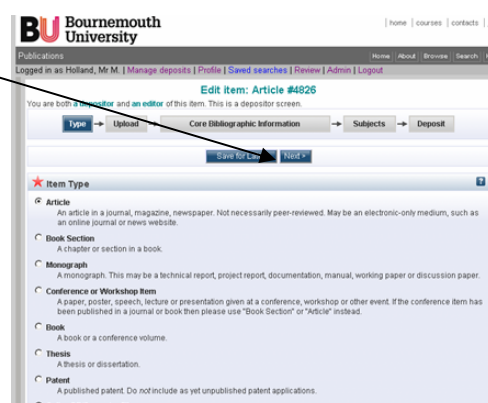
4.3 Adding material

You are advised to convert documents to **.pdf** before adding them to BURO.

- Login to BURO.
- Click on **Manage deposits** in the top menu.
- Click on **New Item**.
- BURO will take you through a series of stages for adding your item: **Type; Upload; Core Bibliographic Information; Subjects; Deposit**.



- **Type** - From the **Edit Item** page, the type of item you want to enter select using the radio buttons and then click **Next**.



- **Upload** - To upload a document, click the **Browse** button to select the file, and the **Upload** button to upload it to BURO. Complete additional fields if you wish your documents to be viewed only by Bournemouth University staff. Select **Registered users only** from the **Visible to:** drop-down menu. Click **Next** to continue.
- **Core Bibliographic Information** - Complete all the fields as fully as possible for the item you have selected. Red starred fields are mandatory. Click **Next**. If you do not complete all the compulsory fields a warning message will appear at the top of the screen. N.B. If items you have authored are already on BURO you can use the auto-complete facility to add your name and email address.

	Family Name	Given Name / Initials	Creators email (if known)
1.	Holland	Matt	mholland@bournemouth.
2.	Curran		
3.	Paul Curran (pcurran@bournemouth.ac.uk) (author of 187 items in this repository)		
4.			

More input rows

- Click on the **References** link at the bottom of the page. You are strongly encouraged to paste in the reference list. Click **Next** to continue.
- **Subjects** - Add the subjects that best describe your item.
- If you do not have all the information you need you can **Save for Later** and return to the item at another time for further editing.
- **Deposit** - At this point you may review your item. If you are happy click **Deposit**. You will be asked to agree to a brief copyright statement, and then click **Deposit Item Now**.

Deposit item: TEST.

You are both a **depositor** and an **editor** of this item.

Type → Upload → Core Bibliographic Information → Subjects → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Bournemouth University EPrints the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Bournemouth University EPrints does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Bournemouth University EPrints) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

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

Deposit Item Now Save for Later

5. ADDITIONAL FUNCTIONALITY

- To review your items go to **Manage deposits**. Clicking in the check boxes will reveal items that you have submitted.

Logged in as Crowley, Ms E. | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Logout](#)

Manage deposits

New Item Import Items

User Workarea. Under Review. Live Archive. Retired.

Last Modified	Title	Item Type	Item Status
24 Jan 2008 16:42	TEST	Article	Under Review
22 Jan 2008 17:07	Is political marketing new words or new practice in UK politics?	Conference or Workshop Item	Live Archive