

## Editing Your Items in BURO

If you are a member of Bournemouth University staff you can update or edit your items in Bournemouth University Research Online [BURO], BU's institutional repository.

You may need to do this if, for example,

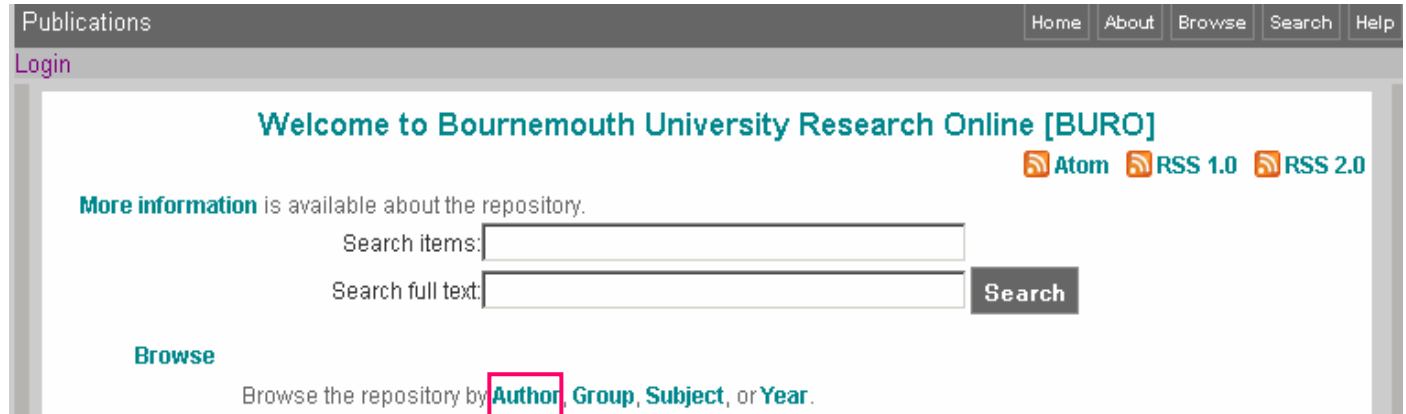
- a journal article that was originally recorded in BURO as Submitted has now been Published
- you wish to add a full text open access copy of a document

On selecting one of your items for editing **an exact copy of the item will be created** for you to amend as appropriate.

To ensure bibliographic accuracy and consistency of BURO all newly added and updated items go through a process of **editorial review**, so please be aware that your edited items may not appear in the live repository immediately. A BURO Editor will deposit your contribution as soon it is reviewed.

### Finding Your Items

- Go to [\[eprints.bournemouth.ac.uk\]](http://eprints.bournemouth.ac.uk)
- Select **Author** from the list of Browse options.



Publications Home About Browse Search Help

Login

### Welcome to Bournemouth University Research Online [BURO]

Atom RSS 1.0 RSS 2.0

More information is available about the repository.

Search items:

Search full text:  Search

**Browse**

Browse the repository by **Author**, Group, Subject, or Year.

- Select your name from the list of Authors.
- Select an item from your list of publications.

### Editing Your Items

- Select the **Edit a copy to replace this item** button.

Repository Staff Only - Edit this item

**BU Staff Only - Edit a copy to replace this item**

Help Guide - [Editing your BURO records](#)

- You will be prompted to **Login using your normal BU Staff computer login**. Only BU Staff may update BURO items.

- Edit an identical copy of the item in your **Work Area**

- Use the **Getting Started Guide** [[www.bournemouth.ac.uk/library/researchers/buro.html](http://www.bournemouth.ac.uk/library/researchers/buro.html)] to help you edit existing items or add new items.
- **Deposit** your updated item.

N.B. If this is the first time that you have logged-in to BURO you will also need to check your profile. Select **Profile** from the top menu, then select **Modify profile** and complete the simple form.

### Where can I get more information?

If you need help editing your BURO entries email your **Subject Librarian** or the **BURO Manager** [[ecrowley@bournemouth.ac.uk](mailto:ecrowley@bournemouth.ac.uk)] to make an appointment:

Conservation Sciences	Emma Crowley	<a href="mailto:ecrowley@bournemouth.ac.uk">ecrowley@bournemouth.ac.uk</a>
Design, Engineering & Computing	Anne Davey	<a href="mailto:adavey@bournemouth.ac.uk">adavey@bournemouth.ac.uk</a>
Health & Social Care	Neil Ford	<a href="mailto:nford@bournemouth.ac.uk">nford@bournemouth.ac.uk</a>
Services Management	James Tudor	<a href="mailto:jtudor@bournemouth.ac.uk">jtudor@bournemouth.ac.uk</a>
The Business School	James Tudor	<a href="mailto:jtudor@bournemouth.ac.uk">jtudor@bournemouth.ac.uk</a>
The Media School	Stephen Parton	<a href="mailto:sparton@bournemouth.ac.uk">sparton@bournemouth.ac.uk</a>

The Library offers help, advice and training in using information resources for research.

- Access Researcher Support via the [myBU](#) Library tab or the [Library webpages](#).
- Ask for help at the Subject Advice Desk.
- Use the [Chat Enquiry Service](#) for online help from our staff.
- Phone our dedicated help line +44 (0) 1202 965959.
- Send your enquiry to Library Staff via askBU
- Follow our [Library News and Research Blogs](#) available via the [myBU](#) Library tab.

The [Research Unit](#) also provides information and advice relating to training events, funding opportunities, research grant writing tips and REF.