

1. PURPOSE AND SCOPE

- 1.1 This procedure aims to portray the workflow process of managing and maintaining the UM Institutional Repository, OAR@UM.
- 1.2 Additionally, Open Access (OA) and OAR@UM marketing strategy is described.
- 1.3 Furthermore, the procedure outlines tasks such as statistics retrieval, training workshops and handling general inquiries from researchers pertaining to OA and OAR@UM.

2. DEFINITIONS

- 2.1 Access right: The ability to permit or deny the use of content in OAR@UM. OAR@UM offers various types of access that can be selected for the full text of document accordingly. Currently, the following access types are being used for OAR@UM's content:
- Open Access - that is recommended by the UM and which makes both the metadata of the document as well as its full text available worldwide;
 - Restricted Access - which means that whereas the metadata is visible worldwide, the full text of the publication is restricted to users that are in possession of a UM username and password - UM researchers, academics and students;
 - Embargoed Access - the item will be temporarily deposited in Restricted Access but once the publisher's embargo period elapses it will be automatically released into Open Access (usually it is between 6-12 months, depending on the publisher);
 - Closed Access - it is not recommended by the UM and it is offered only in extreme cases. Closed Access makes metadata visible worldwide while the full text of publications is restricted to OAR@UM Administrators only.
- 2.2 BASE: One of the world's most voluminous search engines especially for academic web resources. BASE provides more than 100 million documents from more than 5,000 sources. BASE is operated by Bielefeld University Library (<https://www.base-search.net/>).

SOP NUMBER ZRC-OP-002-01	SOP TITLE MANAGEMENT OF OAR@UM
---	---

- 2.3 Canva: Is a free graphic-design tool website, founded in 2012. It has an easy to use drag-and-drop interface and provides access to over a million photographs, graphics, and fonts. The tools can be used for both web and print media design and graphics. Currently it is being used by the Open Science Department to create OAR@UM Update, a monthly newsletter, as well as other promotional materials such as leaflets or posters.
- 2.4 Collections: Collections are the lower level of the DSpace content hierarchy. Each collection contains descriptive metadata about itself and the items contained within it. Collections in OAR@UM correspond to the type of material such as dissertation, scholarly works, journals and books published by a particular UM Faculty/Institute/Centre/School.
- 2.5 Communities: Communities are the highest level of the DSpace content hierarchy. Each community contains descriptive metadata about itself and the collections contained within it. Communities in OAR@UM correspond to the University of Malta entities such as Faculty/Institute/Centre/School and administration. Within each community there can be an unlimited number of collections.
- 2.6 DSpace: DSpace is an open source repository software package typically used for creating open access repositories for scholarly and/or published digital content. While DSpace shares some features which overlap with content management systems and document management systems, the DSpace repository software serves a specific need as a digital archives system, focused on the long-term storage, access and preservation of digital content.
- 2.7 F/I/C/S: Faculty/Institute/Centre/School.
- 2.8 Institutional Repository: An online archive which collects, preserves and disseminates the intellectual output of an institution.
- 2.9 OAR@UM: Is the institutional repository of the UM. It serves as an online platform for the submission and dissemination of Open Access research produced under the auspices of the UM. OAR@UM is managed by the Library.
- 2.10 Open Access (OA): The practice of providing online access to scientific/academic information which is free of charge to the end user and is also reusable. 'Scientific' refers to all academic disciplines.
- 2.11 OSD Open Science Department.

2.12 Subject heading: Is a term that captures the essence of the topic of a document. Index terms make up a controlled vocabulary for use in bibliographic records. They are an integral part of bibliographic control, which is the function by which libraries collect, organise and disseminate documents. They are used as keywords to retrieve documents in an information system, for instance, a catalogue or a search engine.

2.13 UM: University of Malta.

3. RESPONSIBILITIES

3.1 Roles and responsibilities of the Head of Department

- 3.1.1 The Head of Department, in consultation with the Library Management, creates the main Communities within OAR@UM in accordance with agreed standards and in line with the UM's administrative structure.
- 3.1.2 Additionally, the Head of Department creates Sub-communities and their respective Collections and assigns roles for uploading and approving content in each collection.
- 3.1.3 Furthermore, the Head of Department selects a Library Assistant responsible for monitoring author's entries as well as subject heading entries in order to ensure accuracy.

- 3.1.4 The Head of Department is the only person with access to full statistical data and is therefore responsible for retrieving all statistical information pertaining to OAR@UM. Additionally, this responsibility extends to creating the OAR@UM Update, a monthly newsletter prepared by the Open Science Department where statistical information is presented and shared with the UM's research community.
- 3.1.5 The Head of Department, together with the Library Assistants, is responsible for conducting training workshops which focus on the theoretical principles of Open Access as well as OAR@UM and demonstrates the practical process of submitting publications in OAR@UM. The training workshops are organised in form of group sessions or one-to-one sessions.
- 3.1.6 Moreover, the Head of Department together with the Library Assistants is responsible for handling general inquiries sent by researchers pertaining to Open Access and OAR@UM related matters.
- 3.1.7 The Head of Department contacts the authors of works that are already deposited in Restricted Access to gain the necessary permission to change the access settings to Open Access.
- 3.1.8 The Head of Department also keeps OAR@UM updated and formulates strategies to improve OAR@UM from a technological standpoint (including software updates installations) as well as from user perspective.

3.2 Roles and responsibilities of the Library Assistants

- 3.2.1 Library Assistants are responsible for creating Sub-communities and Collections in OAR@UM and assigning roles for uploading and approving content in each Collection.
- 3.2.2 Additionally, if a publication presents results of a collaborative research and features researchers from different Faculties and Departments, Library Assistants are responsible for mapping the publication with other Collections accordingly.
- 3.2.3 Moreover, Library Assistants conduct regular quality control checks to ensure that authors' names and subject headings are correct and correspond with agreed standards.
- 3.2.4 Library Assistants are responsible for suggesting content for OAR@UM Update, the monthly newsletter created by the OSD.
- 3.2.5 Library Assistants together with the Head of Department are responsible for instructing researchers on all matters related to Open Access as well as OAR@UM and on the depositing process. Very often this is done during training workshops.

3.2.6 Furthermore, Library Assistants participate in marketing events such as Open Access Week and UM conferences whereby OAR@UM and Open Access are promoted on site via a promotion stand.

3.2.7 Library Assistants provide support to the Head of Department with regards to handling general inquiries sent by researchers pertaining to Open Access and OAR@UM related matters.

4. HEALTH AND SAFETY REQUIREMENTS

4.1 N/A

5. PROCEDURE

5.1 OAR@UM Management

5.1.1 It is in the UM Library's best interest to maintain the Institutional Repository, OAR@UM updated and according to the European standards. Therefore, several strategies and tasks are carried out to improve the quality as well as quantity of items that appear in OAR@UM. Considering the rapid growth of OAR@UM, it is of utmost importance that the collection remains well organised and appropriate access is ensured to all interested parties, including UM's researchers as well as external users.

5.2 Creating Communities/Sub-communities and Collections

5.2.1 In order to maintain OAR@UM as a user friendly platform it was decided to adopt the same structure that is currently being used by the UM. Therefore, OAR@UM main Collections reflect the administrative structure of the UM and include all F/I/C/S accordingly (as per Appendix 1). The Open Science Department together with the Library Management discuss further developments of OAR@UM on a regular basis and adds new Communities according to exigencies. Over the course of the OAR@UM development it was decided that the repository will not hold empty Communities and Collections.. Therefore, these are created only when the need to deposit an item in them arises. It can be done from the menu available on the right side by clicking on "Create Community" or "Create Collection" buttons. It is necessary to include the name of the Community and click "Save".

5.2.2 Additionally, the vast majority of Communities include Sub-communities which correspond with the internal structure of UM's main entities, i. e. the Departmental level. Within each Sub-community, different Collections are included.

- 5.2.3 Each Sub-community (Department) features one Collection for Dissertations and a separate Collection for Scholarly works. If a particular Department publishes a journal, an additional Collection is assigned to it within the Departmental Sub-community.
- 5.2.4 This division not only makes OAR@UM easier to browse but also helps to evaluate the UM's Departments, since it is very straight forward to identify the quantity of items deposited within each Collection.

5.3 Assigning roles for uploading and approving content in OAR@UM

- 5.3.1 When a particular Collection is created by a Library Assistant or Assistant Librarian, it is necessary to identify users who will be given access rights to submit publications within the Collection. Users need to request rights from the Library in order to have the rights to submit publications within a particular Collection. After going to <https://www.um.edu.mt/library/oar/> , they need to select a Community and a Collection that correspond with the Faculty/Department with which they are affiliated. Once they do so they will be able to click 'Request access rights' button. This is a one-time procedure. Library staff who participate in the submission process are added to every Collection in OAR@UM. Researchers who request access rights to deposit their publications are added according to their affiliation, which ensures that they are allowed to deposit publications in a specific Collection only.
- 5.3.2 Additionally, each item submitted in OAR@UM has to be reviewed and approved by a different user. There are three different library staff users responsible for checking and approving the submissions. This is why the approvals group has to be selected for each Collection.
- 5.3.3 The access rights for submitters and approvers can be amended anytime, should a need to include new users to either group arise.

5.4 Mapping items to their respective communities and collections

- 5.4.1 In many cases, research is conducted as a collaborative initiative and publications are written by a multitude of authors from different F/I/C/S. It is necessary to acknowledge all authors and to include the paper within the appropriate Sub-communities accordingly. In these instances, the item is deposited only once and then it is mapped with other Collections in accordance to the affiliation of individual co-authors. Thus a publication is submitted only once but can be mapped in different collects. When in the correct collection a Library user clicks on the 'Item mapper' and the software would then automatically map the publication (as per Appendix 2). This strategy is also useful for the evaluation of the

Departments, based on how many publications are published by the affiliated researchers and how many of their publications are deposited in OAR@UM.

5.5 OAR@UM quality control

5.5.1 Content being uploaded on OAR@UM's is growing at an exponential rate (18,366 deposited items as per 31.08.2017). Additionally, a substantial number of Library employees from different Departments are involved in the depositing process. For this reason, it is important to perform quality control on a regular basis to ensure accuracy and consistency of the metadata. Quality control mostly focuses on subject headings, authors' names and in the future also access rights (as per Appendix 3). It is carried out by Library Assistants every 4 months. Additionally, when errors are identified, the record is being immediately amended.

5.5.2 Monitoring subject headings

5.5.2.1 OAR@UM includes subject headings according to the Library of Congress Classification which implies that only approved terms are used. For this purpose, the Library is subscribed to the Library of Congress Classification Web

(https://classificationweb.net/min/minaret?app=Session&mod=Login&a=Auth&m=Search&n=Auth&menu=/Menu/&uri=menu_3D_2FMenu_2F_26mod_3DSearch_26app_3DAuth).

5.5.2.2 Library Assistants who participate in the submission process and who perform quality control have to check the subject headings in the metadata records against terms from Classification Web.

5.5.3 Monitoring authors' names

5.5.3.1 Various researchers at the UM share the same name and for this reason it is essential to distinguish them by adding a second name. Subsequently, it is important to browse by the authors lists and ensure that the names were used in a correct format (as per Appendix 3).

5.5.4 Monitoring if access rights can be changed

5.5.4.1 Additionally, due to copyright restrictions certain publications cannot be made immediately available in Open Access. For this reason these publications are deposited in Restricted Access (RA). However, OAR@UM is an Open Access Repository and its main goal is to ensure that deposited publications are freely accessible with no restrictions. Subsequently, publications in RA are regularly checked and authors are contacted to grant permission for the access rights change from RA to OA.

5.6 OAR@UM Promotion

- 5.6.1 The OSD is also actively involved in promoting OA and OAR@UM. This is done in collaboration with the Outreach Department. The promotion includes participation in the annual Open Access Week. During this event, OA related workshops are organised as well as OAR@UM workshops.
- 5.6.2 Additionally, OSD prepares its own promotional materials such as leaflets and posters. The Department is also responsible for issuing OAR@UM Update, being a short report which focuses on OAR@UM and features the development of OAR@UM in terms of the total number of uploaded items, disciplines and type of content.
- 5.6.3 Furthermore, Library staff from the OSD, in collaboration with staff from the Outreach Department, participate in other workshops or conferences at the UM as well as external events.

5.7 OAR@UM Statistics

- 5.7.1 The Open Science Department monitors OAR@UM development by retrieving statistical information. Statistical data is retrieved at the end of every month by the Head of Department. This includes statistical data pertaining to the total number of uploaded items, the amount of different types of content, the amount of authors participating in the depositing process, the amount of items uploaded monthly by UM's Library staff and externally, content usage statistics, etc. Most of the information is retrieved from OAR@UM itself, with external sources such as BASE as a secondary source. Statistical data is then presented in OAR@UM Update.

5.8 OAR@UM Training Workshops

- 5.8.1 Training workshops are organised by OSD in collaboration with Outreach Department. Once a month, a group workshop is conducted which is divided into two parts. During the first section, an OSD Librarian presents an introduction about the OA initiative and provides a description of OAR@UM as well as its benefits. In the second part, a Librarian from the Outreach Department gives a practical demonstration of the submission process. Participants can apply to attend such workshops via website https://www.um.edu.mt/library/training_workshops or by calling on 2340 2541.
- 5.8.2 Additionally, one-to-one sessions are organised by the OSD and can be booked by researchers via oar.lib@um.edu.mt or phones 2340 2541/2340 2628.

SOP NUMBER ZRC-OP-002-01	SOP TITLE MANAGEMENT OF OAR@UM
---	---

5.9 Handling general inquiries from researchers pertaining to OA and OAR@UM

5.9.1 The Open Science Department is also responsible for handling general inquiries from researchers regarding a wide array of matters pertaining to OA and OAR@UM, including general Open Access principles, its benefits, OA publishing, technical queries, issues pertaining to the submission process, copyright clearance, etc. These inquiries are handled via various channels, in person, by email and over the phone. The majority of the requests come in directly via the email oar.lib@um.edu.mt or the general email library@um.edu.mt.

6. REFERENCES

6.1 Bielefeld Academic Search Engine, 2017, Available at <https://www.base-search.net/> [Accessed 15th November 2017].

6.2 Classification Web – Library of Congress, 2017, Available at https://classificationweb.net/min/minaret?app=Session&mod=Login&a=Auth&m=Search&n=Auth&menu=/Menu/&uri=menu_3D_2FMenu_2F_26mod_3DSearch_26app_3DAuth [Accessed 25th October 2017].

6.3 OAR@UM, 2017, Available at <https://www.um.edu.mt/library/oar/> [Accessed 15th November 2017].

6.4 Training Workshops, 2017, Available at https://www.um.edu.mt/library/training_workshops [Accessed 25th October 2017].

7. LIST OF APPENDICES/WORKSHEETS

7.1 Appendix 1: OAR@UM Structure

7.2 Appendix 2: Mapping item to another collection

7.3 Appendix 3: OAR@UM quality control – author’s names

Appendix 1 – OAR@UM Structure

Communities	Sub-communities	Abbreviations for Collections
Faculties		
<ul style="list-style-type: none"> Faculty of Arts 	<ul style="list-style-type: none"> Department of Anthropological Sciences Department of Classics & Archaeology Department of English Department of French Department of Geography Department of German Department of History Department of History of Art Department of International Relations Department of Italian Department of Maltese Department of Oriental Studies Department of Philosophy Department of Sociology Department of Spanish & Latin American Studies Department of Translation, Terminology & Interpreting Studies 	<ul style="list-style-type: none"> FacArtAS FacArtCA FacArtEng FacArtFre FacArtGeo FacArtGer FacArtHis FacArtHa FacArtIR FacArtIta FacArtMal FacArtOS FacArtPhi FacArtSoc FacArtSna FacArtTI
<ul style="list-style-type: none"> Faculty of Built Environment 	<ul style="list-style-type: none"> Department of Architecture & Urban Design Department of Built Heritage Department of Civil & Structural Engineering Department of Construction & Property Management Department of Environmental Design Department of Spatial Planning & Infrastructure Department of Visual Arts Department of Dental Surgery Department of Oral Rehabilitation and Community Dental Care 	<ul style="list-style-type: none"> FacBenAUD FacBenBH FacBenCSE FacBenCPM FacBenED FacBenSPI FacBenVA FacDenDS FacDenSORCDC
<ul style="list-style-type: none"> Faculty of Dental Surgery 	<ul style="list-style-type: none"> Department of Restorative Dentistry 	<ul style="list-style-type: none"> FacDenSRD
<ul style="list-style-type: none"> Faculty of Economics, 	<ul style="list-style-type: none"> Department of Accountancy Department of Banking & Finance 	<ul style="list-style-type: none"> FacEMAAcc FacEMABF
<ul style="list-style-type: none"> Management & Accountancy 	<ul style="list-style-type: none"> Department of Economics Department of Management Department of Marketing Department of Public Policy Department of Insurance Unit 	<ul style="list-style-type: none"> FacEMAeco FacEMAMAN FacEMAMar FacEMAPP FacEMAIU
<ul style="list-style-type: none"> Faculty of Education 	<ul style="list-style-type: none"> Department of Arts & Languages in Education Department of Education Studies Department of Mathematics, Science & Technical Education 	<ul style="list-style-type: none"> FacEduALE FacEduES FacEduMSTE
<ul style="list-style-type: none"> Faculty of Engineering 	<ul style="list-style-type: none"> Department of Early Childhood & Primary Education Department of Inclusion & Access to Learning Unit Department of Electronic Systems Engineering Department of Industrial & Manufacturing Engineering Department of Industrial Electrical Power Conversion Department of Mechanical Engineering Department of Metallurgy & Materials Engineering Department of Systems & Control Engineering 	<ul style="list-style-type: none"> FacEduECPE FacEduIALU FacEngESE FacEngIME FacEngIEPC FacEngME FacEngMME FacEngSCE
<ul style="list-style-type: none"> Faculty of Health Sciences 	<ul style="list-style-type: none"> Department of Applied Biomedical Science Department of Communication Therapy Department of Food Studies & Environmental Health Department of Health Services Management Department of Midwifery Department of Nursing Department of Occupational Therapy Department of Physiotherapy Department of Podiatry Department of Radiography Department of Medical Physics 	<ul style="list-style-type: none"> FacHScABS FacHScCT FacHScFSEH FacHScHSM FacHScMid FacHScNur FacHScOT FacHScPhy FacHScPod FacHScRad FacHScMP
<ul style="list-style-type: none"> Faculty of Information & Communication Technology 	<ul style="list-style-type: none"> Department of Communications & Computer Engineering Department of Computer Information Systems Department of Computer Science Department of Intelligent Computer Systems 	<ul style="list-style-type: none"> FacCTCCE FacCTCIS FacCTCS FacCTICS
<ul style="list-style-type: none"> Faculty of Laws 	<ul style="list-style-type: none"> Department of Microelectronics & Nanoelectronics Department of Civil Law Department of Commercial Law 	<ul style="list-style-type: none"> FacCTMNN FacLawCiv FacLawCom

<ul style="list-style-type: none"> • Faculty of Media & Knowledge Sciences • Faculty of Medicine & Surgery • Faculty of Science • Faculty for Social Wellbeing 	<ul style="list-style-type: none"> • Department of Criminal Law • Department of Environmental & Resources Law • Department of European & Comparative Law • Department of International Law • Department of Legal History & Methodology • Department of Media, Communications & Technology Law • Department of Public Law • Department of Media & Communications • Department of Library Information & Archive Sciences • Department of Digital Arts • Department of Corporate Communication • Department of Cognitive Science • Department of Information Policy & Governance Unit • Department of Anatomy • Department of Clinical Pharmacology & Therapeutics • Department of Family Medicine • Department of Medicine • Department of Obstetrics & Gynaecology • Department of Paediatrics • Department of Pathology • Department of Pharmacy • Department of Physiology & Biochemistry • Department of Psychiatry • Department of Public Health • Department of Surgery • Maltese Medical Journal • Department of Biology • Department of Chemistry • Department of Mathematics • Department of Physics • Department of Statistics & Operations Research • Department of Counselling • Department of Criminology • Department of Gender Studies • Department of Family Studies • Department of Psychology • Department of Social Policy & Social Work 	<ul style="list-style-type: none"> • FacLawCri • FacLawER • FacLawEC • FacLawInt • FacLawHM • FacLawMCT • FacLawPub • FacMKSMC • FacMKSLIAS • FacMKSDA • FacMKSCC • FacMKSCS • FacMKSIPGU • FacM&Sana • FacM&SCPT • FacM&SFM • FacM&SMed • FacM&SOG • FacM&SPae • FacM&Spat • FacM&SPha • FacM&SPR • FacM&SPsy • FacM&SPH • FacM&SSur • MMJ • FacSciBio • FacSciChe • FacSciMat • FacSciPhy • FacSciSOR • FacSoWCou • FacSoWCri • FacSoWGS • FacSoWES • FacSoWPsy • FacSoWSPSW
<ul style="list-style-type: none"> • Faculty of Theology 	<ul style="list-style-type: none"> • Department of Youth & Community Studies • Department of Disability Studies Unit • Department of Church History • Department of Fundamental & Dogmatic Theology • Department of Moral Theology • Department of Pastoral Theology, Liturgy & Canon Law • Department of Philosophy • Department of Sacred Scripture, Hebrew & Greek 	<ul style="list-style-type: none"> • FacSoWYCS • FacSoWDSU • FacTheCH • FacTheFDT • FacTheMT • FacThePTL • FacThePhi • FacTheSC
<p>Institutes</p> <ul style="list-style-type: none"> • Institute of Anglo-Italian Studies • International Institute for Baroque Studies • Institute for Climate Change & Sustainable Development • Confucius Institute • Institute of Digital Games • Institute of Earth Systems • The Edward De Bono Institute for The Design & Development of Thinking • Institute for European Studies • Islands & Small States Institute • Institute of Linguistics • Institute of Maltese Studies • Mediterranean Academy of Diplomatic Studies • Mediterranean Institute • Institute for Physical Education & Sport 	<ul style="list-style-type: none"> • Department of Environmental Management & Planning • Department of Rural Sciences & Food Systems • Department of Euro-Mediterranean Centre on Insular Coastal Dynamics 	<ul style="list-style-type: none"> • InsAIS • InsBS • InsCCSD • InsCl • InsDG • InsESEMP • InsESRSE • InsESEMC • InsDeB • InsES • InsSSI • InsLin • InsMS • InsMAQS • InsMI • InsPES

- Institute of Public Administration & Management
- Institute of Space Science & Astronomy
- Institute for Sustainable Energy
- Institute for Tourism, Travel & Culture
- International Maritime Law Institute

- [InsPAM](#)
- [InsSSA](#)
- [InsSE](#)
- [InsTTC](#)
- [InsMLI](#)

Centres

- Centre for Biomedical Cybernetics
- Centre for English-Language Proficiency
- Centre for Entrepreneurship & Business Incubation
- Centre for Environmental Education & Research
- Centre for Labour Studies
- Centre for the Liberal Arts & Sciences
- Centre for Literacy
- Centre for Molecular Medicine & Biobanking
- Centre for Resilience & Socio-Emotional Health
- Euro-Mediterranean Centre for Educational Research
- European Centre for Gerontology
- University of the Third Age
- International Ocean Institute - Malta Operational Centre

- [CenBC](#)
- [CenELP](#)
- [CenEBI](#)
- [CenEER](#)
- [CenLS](#)
- [CenLAS](#)
- [CenLit](#)
- [CenMMB](#)
- [CenRSEH](#)
- [CenEMER](#)
- [CenECG](#)
- [CenUTA](#)
- [CenIOI](#)

School

- School of Performing Arts
- [SchPA](#)

Junior College

- | | |
|--------------------------------------|----------------------------------|
| • Accounting | • JCAcc |
| • Art | • JCArt |
| • Biology | • JCBio |
| • Chemistry | • JCChem |
| • Classical Studies | • JCCla |
| • Computing & Information Technology | • JCCom & IT |
| • Economics | • JCEcon |
| • Engineering Drawing | • JCEng Dnw |
| • English | • JCEng |
| • Environmental Science | • JCEnv |
| • French | • JCFre |
| • Geography | • JCGeo |
| • German | • JCGer |
| • History | • JCHis |
| • Home Economics | • JCHom Econ |
| • Italian | • JCIta |
| • Maltese | • JCMal |
| • Marketing | • JCMar |
| • Mathematics (Pure & Applied) | • JCMath |
| • Music | • JCMus |
| • Philosophy | • JCPHi |
| • Physical Education | • JCPE |
| • Physics | • JCPhy |
| • Psychology | • JCPsy |
| • Religious Studies | • JCRel |
| • Sociology | • JCSoc |
| • Spanish | • JCSpa |
| • Systems of Knowledge | • JCSOK |
| • Theatre & Performance | • JCThr |

Information & Communication Services

- | | |
|---|---|
| <ul style="list-style-type: none"> • Campus FM • The Communications & Alumni Relations Office • The Corporate Research and Knowledge Transfer Office • IT Services • Library • What Librarians Eat! | <ul style="list-style-type: none"> • ICSCFM • ICSCARO • ICSCRKTO • ICSITS • <u>ICSLib</u> • WLE |
|---|---|

Administration Services

- | | |
|--|---|
| <ul style="list-style-type: none"> • Academic Programmes Quality & Resources Unit • Estate & Works • Finance Office • International & EU Office • Legal Services • Office for Human Resources Management & Development • Office of the Registrar • Procurement Directorate | <ul style="list-style-type: none"> • ASAPQRU • ASEW • ASFO • ASIEO • ASLS • ASOHRMD • ASOR • ASPD |
|--|---|

National Heritage

- | | |
|---|--|
| <ul style="list-style-type: none"> • Philosophy. Psychology. Religion • Auxiliary Sciences of History • World History • Geography. Anthropology. Recreation • Social Sciences • Political Science • Law • Education • Music • Fine Arts • Language and Literature • Science | <ul style="list-style-type: none"> • NHB • NHC • NHD • NHG • NHH • NHJ • NHK • NHL • NHM • NHN • NHP • NHQ |
| <ul style="list-style-type: none"> • Medicine • Agriculture • Technology • Military Science • Naval Science • Library Science. Information Resources | <ul style="list-style-type: none"> • NHR • NHS • NHT • NHU • NHV • NHZ |

Special Collections

Student organizations

- | | |
|---|---|
| <ul style="list-style-type: none"> • KSU : <u>Kunsill Studenti Universitarji</u> • KSJC : <u>Kunsill Studenti</u> Junior College • ELSA: European Law Students' Association • ASA: Arts Students' Association • ASCS: Association of Students of Commercial Studies • <u>Betapsi</u>: Psychology • <u>Comm.a</u>: Communications • DESA: English Students • ESA: Earth Systems Association • ESN: Erasmus Student Network • ESO: European Studies Organisation • <u>GhSL</u>: Law Students • <u>Gh.S.T.</u>: Theology Students Association • SSA: Students' Sociology Association • GUG: <u>Gozitan</u> students • ICSTA: ICT Students Association • MIRSAs: Malta International Relations Student Association • MADS: Malta Association of Dental Students | <ul style="list-style-type: none"> • SOKSU • SOKSJC • SOELSA • SOASA • SOASCS • <u>SQBetapsi</u> • <u>SQComma</u> • SODESA • SOESA • SOESN • SOESO • <u>SQGhSL</u> • <u>SQGhST</u> • SOSSA • SOGUG • SOICT • SOMIRSA • SOMADS |
|---|---|

SOP NUMBER ZRC-OP-002-01	SOP TITLE MANAGEMENT OF OAR@UM
---	---

- Malta Humanist Association
- MPASA: Malta Pharmaceutical Students' Association
- MUHS: Malta University Historical Society
- MUSC: Malta University Sports Club
- MMSA: Malta Medical Students Association
- TSA: Tourism Studies Association
- SACES: Society of Architecture and Civil Engineering Students
- S-Cubed: Science Students' Society
- Students' Philosophical Society
- MHSA: Malta Health Students' Association
- UESA: University Engineering Students Association
- We Are: LGBT Society
- SOMHA
- SOMPSA
- SOMUHS
- SOMUSC
- SOMMSA
- SOTSA
- SOSACES
- SOSSS
- SOSPS
- SOMHSA
- SOUESA
- SOLGBT

Appendix 2: Mapping item to another collection

Mapping item to another collection

Step 1. Choose Collection

Maltese Medical Journal

Browse by

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)
- [Type](#)

Search within this community and its collections:



Collections in this community

- [MMJ - Volume 2, Issue 1](#)
- [MMJ - Volume 2, Issue 2](#)
- [MMJ - Volume 7, Issue 1](#)
- [MMJ - Volume 8, Issue 1](#)
- [MMJ - Volume 9, Issue 1](#)

Step 2. Click on 'Item Mapper'

OAR@UoM Home → Faculty of Medicine and Surgery → Maltese Medical Journal → MMJ - Volume 8, Issue 1

MMJ - Volume 8, Issue 1

Browse by

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)
- [Type](#)

Search within this collection:

[Submit a new item to this collection](#)

Search OAR@UoM

Search OAR@UoM

This Collection

[Advanced Search](#)

My Account

[Profile](#)

[Submissions](#)

Administrative

[Access Control](#)

- [People](#)
- [Groups](#)
- [Authorizations](#)

[Registries](#)

- [Metadata](#)
- [Format](#)

[Items](#)

- [Withdrawn Items](#)
- [Private Items](#)
- [Control Panel](#)
- [Statistics](#)
- [Import Metadata](#)
- [Curation Tasks](#)

Context

- [Data Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)

Step 3.

Item Mapper - Map Items from Other Collections

Collection: "MMJ - Volume 8, Issue 1"

This is the item mapper tool that allows collection administrators to map items from other collections into this collection. You can search for items from other collections and map them, or browse the list of currently mapped items.

Statistics: 0 of 0 items in this collection are mapped in from other collections

Search

Enter author or title in search box

Click on 'Search items'

Step 4

Search items matching: "savona-ventura"

Collection	Author	Title
<input type="checkbox"/> MMJ - Volume 2, Issue 2	Savona-Ventura, Charles	International cooperative study on drug use in pregnancy : results from Malta
<input type="checkbox"/> MMJ - Volume 2, Issue 1		Maltese medical folklore : man and the herpetofauna in Malta : a review
<input type="checkbox"/> Scholarly Works - Paediatrics	Grech, Victor E.	Declining mortality from congenital heart disease in Malta
<input type="checkbox"/> Scholarly Works - Obs & Gynae	Savona-Ventura, Charles	A maternity unit in Gozo a hundred years ago
<input checked="" type="checkbox"/> Scholarly Works - Obs & Gynae	Savona-Ventura, Charles	Dr. James Barry : an enigmatic army medical doctor

Tick item you want to be mapped

Click on 'Map selected item'

Step 5. Check if the item was added to the collection

7.3 Appendix 3: OAR@UM quality control – author’s names

Browsing by author to see the list of all authors that appear on OAR@UM (in alphabetical order)

Browsing by Author

0-9 [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Or enter first few letters:

Order: Results:

Now showing items 4728-4747 of 15611

[Previous Page](#) [Next Page](#)

Authors Name

- [D'Asseler, Yves](#) [1]
- [D'Aunno, Thomas A.](#) [1]
- [D'Avenia, Fabrizio](#) [1]
- [D'Urso, Vera](#) [2]
- [D. K. E.](#) [9]
- [Da Ponte, Lorenzo](#) [1]
- [da Silva Cruz, Luis A.](#) [1]
- [da Silva, Carlo](#) [1]
- [Dabasinskiene, Ineta](#) [1]
- [Dae Galea, Ambrose](#) [1]
- [Daehnert, I.](#) [2]
- [Dag, Zarifa](#) [1]
- [Dahl, Roald](#) [1]
- [Dahourou, Donatien](#) [1]
- [Daibo, Ikuo](#) [2]
- [Daisenberger, J.A.](#) [1]
- [Dajani, Dua](#) [1]
- [Dall'onte, L.](#) [1]
- [Dalla Pozza, R.](#) [1]
- [Dalla Pozza, Robert](#) [1]

Now showing items 4728-4747 of 15611

[Previous Page](#) [Next Page](#)

The idea is to keep the names correct and unified. First examples shows that there are two surnames ‘Da Ponte’ and ‘Da Silva’ one with capital and one with small letter. The same rule should apply in case of both surnames therefore, one will be modified .

Example 2 shows the same surname written in two different ways. ‘Della Pozza, R.’ and ‘Della Pozza, Robert’ . It is necessary to check if that is the same person and in case it is to keep one version of surname. In this case it would be ‘Della Pozza, Robert’.