

FAQ: The University of Luxembourg's Digital Repository Mandate

What is it?

The University of Luxembourg's Digital Repository Mandate signals the University's intention to make our research publications widely accessible, without barriers, to increase use and impact.

The mandate aims to achieve increased visibility and use of UL's research publications.

Why do this?

Increasing the availability of full text peer-reviewed research articles broadens dissemination, increases use and enhances professional visibility of your scholarly research which in turn can lead to increased citations and usage.^{1& 2}

By building a full bibliographic reference of the University's entire scientific production, the University's reputation and impact, as well as your own, will be strengthened.

Not all potential readers of your work can subscribe to the publication it appears in. Increasing journal subscription prices and budget limitations will see alternative access routes to research papers (such as Open Access copies) more widely utilised.

Some publishers allow authors to make their papers publicly available only if it is mandated by the institution or funder.

What's in it for me?

The digital repository, ORBi^{lu}, will:

- Increase visibility of your work providing an increased potential for citation;
- Make your work easily accessible to others on the web through Google searches as well as searches within the repository itself;
- Preserve your scientific production for the future, safe from loss or damage;
- Reduce your workload:
 - Publication details in ORBi^{lu} will be re-used to cut duplication;
 - ORBi^{lu} can feed into researcher profile web pages and lists and reports can be exported for various purposes (ex: curriculum vitae, requests for funding, etc.).
- Permit you to maintain ownership of your work and who has access to it;
- Allow you to give permanent direct links to your work and, for restricted access items, easily respond to requests for electronic copies;
- Provide you with usage statistics for your publications (for example: the number of views and downloads per month, country, etc.);
- Enable more rapid communication between peers and make the development of expert networks easier;
- Provide explicit evidence of documents having been subjected to a peer-review process;
- Open up new potentials in terms of new readership;
- Allow you to actively participate in a fully expanding international movement which aims to enable you, researchers, to regain control of the distribution of your scientific production.

¹ When work reaches a wider audience, it often leads to an increase in citations. Studies in many fields show a correlation between open access and citation-count increases from 50% to 250%. See <http://opcit.eprints.org/oacitation-biblio.html>

² Wagner, A. B. (2010) Open Access Citation Advantage: An Annotated Bibliography. *Issues in Science and Technology Librarianship*, Winter 2010. <http://www.istl.org/10-winter/article2.html>

What do other researchers think?

See the opinions of researchers at the University of Liège in this short, informative video: [ORBi@University of Liège](#).

What should I deposit?

ORBi^{lu} is a record of all research activity at UL.

Practically speaking, the mandate requires you to deposit full text copies of your peer-reviewed journal articles and papers from conference proceedings published since 1 January 2009. You are also required to submit the bibliographic references of **all** your scientific production published since 1 January 2009. This obligation applies only to those publications made while you are employed at the University of Luxembourg. Therefore, if you started on 1 Jan 2011, you are required to deposit everything you publish from 1 Jan 2011 onwards.

You are encouraged to submit full text copies of **all** your scholarly creations, regardless of the year of publication, including, but not limited to, book sections, reports, working papers, conference presentations, etc.

Where do I deposit?

Submission is done via ORBi^{lu}: orbilu.uni.lu

How do I deposit?

Take a look at our Users Guide available from the Help menu in [ORBi^{lu}](#) in both [English](#) and [French](#). You have the possibility to assign a proxy to perform the basic deposit process for you however **you**, the author, must always finalise the reference and validate the information before it becomes visible to the general public.

What version do I deposit?

Both the final version of your work (author's postprint) as well as the publisher's final version (publisher's postprint) can be deposited in ORBi^{lu}. You can also store the initial version of your work if you wish (author's preprint). However, whether or not you can make these versions available to the general public depends upon the contract you may have with your publisher and/or their standard self-archiving policies. See [Sherpa/RoMEO](#) for details on publishers' standard policies.

For each document deposited in ORBi^{lu}, you can choose the level of accessibility:

- Open Access: the document can be consulted by anyone;
- Open Access with Embargo: open access to the document is blocked temporarily because of an embargo period laid down by the publisher; the document will automatically be accessible once the embargo expires;
- Restricted Access: the document can only be accessed by members of the university's staff once identified in ORBi^{lu}.

Once the process has been completed, the bibliographic reference of the document will always be visible, regardless of the accessibility of the full text.

When do I deposit?

Once your publication is accepted for publication (therefore, before its actual publication but not during the review process), you should submit the full text version that, in your opinion, will best serve your readers and won't violate any copyright agreement you may have with your publisher. Make sure to set the accessibility level consistent with the policy of your publisher. It is entirely possible to store different versions of the same article with different accessibility levels. As well, a file in "Restricted Access" can always be manually requested by users via the "Request a copy" button. The objective is, in fact, to place in ORBi^{lu} the full text of publications as soon as is feasible so as to improve distribution.