REPOSITORY OF BRUSOV STATE UNIVERSITY

(BRUSOV IR)

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Content

Basic concepts

BASIC CONCEPTS

Open access – free, permanent, unlimited online access to scientific research, documents, works, which enables to view, download, disseminate and copy them to all kind of carriers without financial, legal and technical restrictions, while abiding established norms of copyright.

Archiving – registration of documents in the repository on the basis of predetermined criteria.

Self-archiving – registration of documents in the repository by the author on the basis of predetermined criteria and regulations on protection of copyright.

Author – a natural person, due to whose creative efforts the intellectual property or other product has been created, to which the person has intellectual property rights.

Division – collection of documents (journal name, materials of scientific conferences etc.), which are grouped on the basis of sectoral affiliation, science direction or other characteristics.

Subdivision – collection of documents (journal name, materials of scientific conferences etc.), which are grouped on the basis of sub-directions of the same direction or other characteristics.

Collection – an integral part of the division, that combines documents on the basis of the type of documents or directions (articles, books, monographs, research papers etc.).

UDC – universal informational decimal classification system.

Deponent – the person, who has a delegated right to place documents in the repository (author, librarian, head of faculty, department etc.).

Dspace – an open-source software package for non-profit academic institutions to create and manage digital repositories.

DOI – international identification code for digital documents.

ISBN – international standardized book code, consisting of 13 numbers, grouped in 5 parts of variable length, which are separated by hyphens.

ISSN – International identification code for serial publications.

Institutional repository – open electronic, cumulative archive for storing, preserving and disseminating scientific "products" of universities.

URI – uniform resource identifier.

Metadata – "data about data", data, that describe or provide information about data file.

1. INTRODUCTION

Repository of the Brusov State University (hereinafter` Brusov IR) is planned to be set up in 2022, within the structure of BSU library, which will be open electronic, cumulative archive and will be managed by the BSU library in cooperation with other structural units (Science Division, "Lingva" publishing house, Brusov Sience Center, research centers, faculties, chairs etc.). The aim of repository is to accumulate, store, preserve and disseminate the results of scientific activity, thus becoming a means for facilitating research and promoting academic communication. Institutional Repository will be based on Dspace – an open-source software package.

Brusov IR will be registered in the following systems:

1. Directory of Open Access Repositories (OpenDOAR),
2. Registry of Open Access Repositories (ROAR),
3. Webometric classifiers.

In order to create and manage the activity of the Institutional Repository, until 2022 the following documents will be developed:

1. BSU Open Science Strategy,
2. BSU Open Access Policy,
3. Regulation on Brusov IR,
4. Author's agreement on archiving publications in BSU Repository
5. A guideline for archiving documents in Institutional repository, that will which will facilitate the process of archiving publications in the repository both for librarians and authors. It will reflect technological process of creation and updating metadata of documents, will determine the minimal level of metadata and it will explain step by step how to fill each field.

Works on creation and continuous development of Brusov IR are carried out within the framework of MINERVA (Strengthening Research Management and Open Science capacities of higher education institutions (HEIs) in Moldova and Armenia) project, which is implemented with the support of EU within the framework of Erasmus + program.

In the framework of MINERVA program BSU Library has been enriched with technical equipment (**1 server –**, **UPS –**, **1 book scanner –**, 2 laptops, 1 multifunctional Printer, 1 Laser Color Printer, 5 Computers) at a cost of _____ Armenian Dram. The introduction of equipment has contributed to the modernization of infrastructures, increase of accessibility of BSU Library information, continuing development of Institutional Repository and introduction of CRIS Dspace.

2. ADVANTAGES OF ARCHIVING DOCUMENTS IN INSTITUTIONAL REPOSITORY

- ✓ expanding access to scientific research of the BSU ,
- ✓ increasing competitiveness, visibility and impact of scientific research results at national level, as well as internationalization,
- ✓ increasing the transparency of the BSU research activity and facilitating scientific communication,
- ✓ increasing citations of publications,

✓ improving personal image of the researchers, as well as institutional image of the BSU ,

✓ creating an accessible and secure system for archiving publication, ensuring control over them according to different criteria.

4. BSU REPOSITORY STRUCTURE

Repository will have a hierarchical structure and will consist of communities, sub-communities, collections and sub-collections.

4.1 Division

The highest level of the hierarchy is represented by Communities, which include sub-communities. Communities and sub-communities are represented in accordance with specializations of the BSU.

1. **Linguistics**
   - General and Comparative Linguistics,
   - Applied Linguistics,
   - Cognitive Linguistics,
   - Comparative Typology,
   - Sociolinguistics,
   - Psycholinguistics,
   - Computer Linguistics,
   - Quantitative Linguistics,
   - Corpus Linguistics,
   - Text Linguistics,
   - Ethnolinguistics,
   - Linguopragmatics,
   - Lexicography.
2. **Armenian studies**
   - Modern Armenian Language,
   - Stylistics of the Armenian Language.
3. **Theory and practice of pedagogy and foreign language teaching methodology**
   - Modern Pedagogical Technologies,
   - Social Pedagogy,
   - Pedagogical Psychology,
   - Ethno-pedagogy,
   - Inclusive Education,
   - Pedagogical Anthropology,
   - University Pedagogy,
   - Professional Pedagogy for TVET,
   - Methodology of Teaching the Armenian Language,
   - Methodology of Teaching Armenian as a Foreign Language,
   - Development of School and University Textbooks and Methodological Guides.
4. **Management**
   - Public Administration (including Entrepreneurial Economics)
   - Education Management, including:

- Higher Education Management,
- General Education Management,
- Strategic Management,
- Education Quality Assurance,
- Educational Assessment and Measurement
- Education Finance,
- Lifelong Learning,
- Language Policy

5. **Translation Studies**
   - Literary Translation,
   - Specialized Translation (Sector-specific),
   - Audiovisual translation.

6. **Political Science**
   - Post-Soviet transformation,
   - Geopolitical competition,
   - Conflict resolution and settlement,
   - Public Administration,
   - International Relations Problems and Reconciliation Processes,
   - Identity preservation
   - International integrity
   - Homeland-Diaspora

7. **Tourism**
   - Tourism and Hospitality,
   - Intercultural Communication,
   - Culture Studies,
   - Public Communication.

   Other.

3.2 Collections

Collections are formed by type of documents:

1. scientific articles (journals, thematic collections, materials of scientific conferences),
2. didactic publications (textbooks, manuals, lectures, BSU courses, methodological guidelines etc.)
3. monographs,
4. PhD dissertation
5. Doctoral dissertation,
6. Master theses,
7. Graduate papers,
8. Scientific reports,
9. Patents and inventions,
10. Multimedia

Collection can be included in one or more divisions.

4. THE PROCESS OF ARCHIVING PUBLICATIONS IN INSTITUTIONAL REPOSITORY

The process of archiving publications in BSU Repository implies the following actions:

1. Copyright holder(s) of publication fill (s) out an agreement on publishing a document in open access mode (it is signed by all authors for each paper/article),
2. The author(s) of the publication must submit(s) filled and signed agreement, as well as electronic version of publication (article, monograph, thesis, manual etc.) for checking and uploading to the repository,
3. If the electronic version of the publication is not available, high-quality scan of paper is submitted,
4. Brusov IR will accept publications of the last ten years (starting from 2013),
5. The author(s) will be given a certificate, which will verify the fact of archiving all theepository publications in Brusov IR.

5. AUTHOR'S (S') AGREEMENT

In case the author wants to get support from the librarian for archiving publications, the author needs to take the following steps:

1. Contact the Brusov IR Administrator,

2. fill out the bibliographic information of publication for identification of the document (title, author, year and place of publication),

3. specify the access mode of the document,

4. to be notified about policy and regulation of the Brusov IR,

5. The author(s) sign open access agreement of the publication.

6. AUTHORIZATION

The repository will have a separate website. To access the repository you need to go to the website, enter login and password in Dspace section.

6.1 Create a personal account (profile)

After uploading the application form in "Create a personal account" section of the repository website, the administrator of the repository sends message to the email of account holder (mentioned in application). Application will be approved by activating it via email. After activation the account holder can enter the system using his email and password.

The authorized user can manage his publications or metadata. For that purpose, the latter will have a personal page, with which depending on the rights of user he will able to:

- view the list of collections in progress,

- pause uploading and resume it from where it was paused, cancel uploading or delete uploaded collection,
- view uploaded and confirmed documents.

6.2 Edit a personal account

Profile page will allow to change personal information only if it is authenticated.
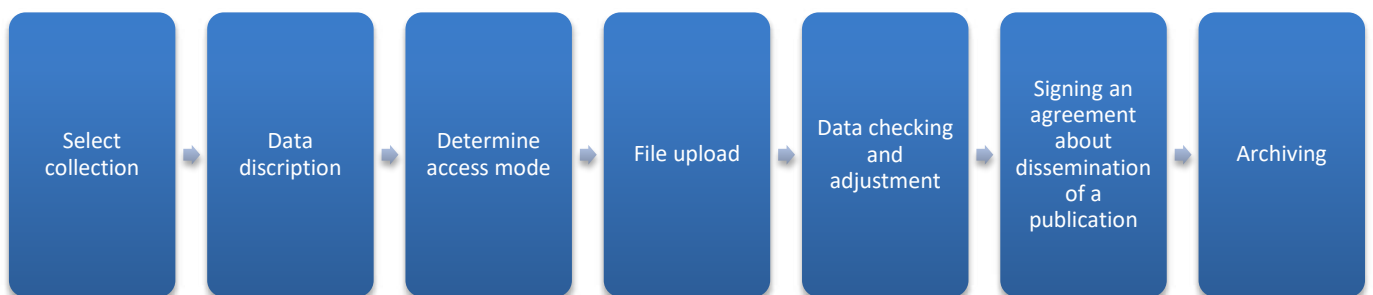
6.3 Subscribe to email notification service

The users can subscribe by e-mail and receive daily notifications about replenishment of a specific collection(s) of the Institutional repository. Depending on the preferences and interests of the users, they can subscribe to one or more collections. To subscribe to this service you need to:

- fill out the registration form
- click "Subscription" button on the page of the collections, about replenishment of which the user wants to be informed.

7. ARCHIVING

Only users with archiving rights (permission) can add metadata in Institutional repository. This implies the following steps:

7.1 Basic steps

Select collection	Data discription	Determine access mode	File upload	Data checking and adjustment	Signing an agreement about dissemination of a publication	Archiving

Suspension or cancellation process

If you failed to archive all metadata, you can interrupt the process at any time, while maintaining completed data. For that, "cancel/save" command will be provided. The entered data will be stored in the user profile until the user returns to the process again.

7.2 Specify location of a document

1. selection of a respective division
2. selection of a respective sub-division

3. selection of a respective collection
4. select "add a new element to the collection" command in the sub-collection, where the document needs to be uploaded.

7.3 Detailed description of metadata

Information, that will be filled out in this section, will form metadata, that will enable other users to identify the author, institution, publication etc. through the search engine. It includes the following sections:

The author	Natural person, institution or organization responsible for creating the content of an intellectual property. 1. The author's name is entered in the „Author" field, 2. If there are more than one author, they are added in the same field with the command „add", 3. It will be possible to remove an incorrectly entered author, The authors are added in the same order as in document.
The title	The title of the work (resource). The title is entered in "Title of document" field, in three languages – Armenian, Russian, English.
Other title	Any other title or name of the document, that can be used instead of main title, including abbreviations, translations etc. The other title is entered.
Date of publication	Date of publication of the resource. If the resource was published earlier, the given date of publication is filled in.
Publisher	Natural or legal person, that is responsible for publishing given resource. 1. The name of publishing house is mentioned.
Citation	Bibliographic discription of the resource – number (coefficient) of references recorded in the academic platforms according to the accepted standards. It will be based on the relevant platforms: Google Scholar, Web of Science, or Scopus.
Identifiers	A code, that allows to identify the resource using numbers or letters that correspond to the official identification systems of the resources. Examples of mentioned identification systems: ISBN - international standard code, ISSN - international serial identification code, DOI – digital object international identification code, URI, URL, URN - uniform identification system. 1. Identification system is selected and corresponding digits or codes are entered.
Type of the resource	Type of resource is indicated. 1. Type of document, which best suits the resource, is chosen from suggested list. Resource types are books, articles, book chapters, reports, dissertations, thesis, presentations etc. 2. If more than one type suits the document, several types are chosen at once.
The language	The language in which the content of the resource is presented is indicated.

	1. The language is selected from the suggested list.
Keywords	Topic or title of the resource are represented in keywords. 1. Keywords that clearly and fully describe the content of resource are entered.
Abstract	Short discription of the article, where the aim, objectives, research methods, results and conclusions are indicated. Abstract is filled out and uploaded in three languages- Armenian, Russian and English. 1. The abstract is convenient for users and allows to improve the search efficiency and record search information. 2. The abstract can be downladed in a seperate file (if the electronic version is available), as well as filled out in the respective field.
Sponsor(s)	In case the resource is a result of research, that is financed by state or BSU budget, client/ funding organization, amount of funding, terms, as well as reference to the main research results is needed to be filled out.
Description	Description of the content of resource, that can be (but not limited to) the abstract. Graphic images, charts, tables etc. can be used for discription. Separate files can be uploaded (if the electronic version is available), as well as filled out in the respective field for discription of the resource.
File(s) upload	For uploading a file (s) „Upload a file" button needs to be pressed.
Review submission	The terms of dissemination of the document are indicated. 1. After checking filled data, the author verifies them, which means that the author agrees to disseminate the document by attaching filled and signed agreement. The registration operations of document is completed by clicking „Complete submission".
Confirmation	By clicking „Confirm" the registration process is completed.

Depending on terms of placement of the document (indicated in the agreement) some additions can be made (related to access, data usage limitations, their deadlines etc.) for users or group of users (abstract read only, text read only, download a part of the text, full download) related to the rights.

8. MONITORING OF THE INSTITUTIONAL REPOSITORY

After launching Brusov IR (2023), all publications (books, articles, research reports, dissertations, thesis, materials of conferences etc.) must be archived in Brusov IR. In addition, for digitizing and archiving publications of the previous ten years, a normative will be set for the quantity of yearly archived resources.

BSU Repository will be monitored annualy on the quantity of the uploaded materials, registrated users, author's publications, their citations and other webometric data. The results will be published in the website of the BSU .

9. CONCLUSION

MINERVA project - Strengthening Research Management and Open Science capacities of higher education institutions (HEIs) in Moldova and Armenia, which is implemented with the support of EU within the

framework of Erasmus + program plays an important role in establishing and technically equipping of the Repository of the Brusov State University (Brusov IR). The functioning and continuing development of the repository will significantly contribute to the expansion of the BSU 's research capacity and to the increase of the competitiveness, visibility and impact of research results.