You can find submission guidelines and information about the IR@UF at: https://guides.uflib.ufl.edu/ufir

For questions about the IR@UF contact:

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For questions about copyright and open access, contact:

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What is the IR@UF?
The Institutional Repository at the University of Florida (IR@UF) is the digital archive for the intellectual output of the UF community. It houses journal articles, theses and dissertations, conference posters and papers, and much more. When you upload your scholarship into the IR@UF, you get the following benefits:

**Usage statistics.** Monthly reports let you know how many times users view your uploaded works.

**Permanence.** Items in the IR@UF have a permanent URL that you can include on your CV or résumé, in your tenure and promotion packets, or on personal web sites.

**Safe storage.** The IR@UF is more stable than personal websites or departmental pages.

**Credibility.** The IR@UF is a part of the University of Florida, lending respectability, validity, and authority for the works collected there.

**Visibility.** Works deposited in IR@UF will not be locked behind a paywall or otherwise be inaccessible to readers and researchers. You can also upload your unpublished works to make them available.

**Findability.** Depositing your work in the IR@UF increases the likelihood that it will be appear in the results of web search services such as Google.

What can I upload into the IR@UF?
As a member of the UF community, you can load your scholarly works into the IR@UF for access and preservation, provided you hold copyright or you have retained the right to share the work in an institutional repository.

I published my work – do I still hold the copyright?
You are the copyright holder for your works if you have not assigned or transferred your rights to another person or entity, such as a publisher or agency.

However, if you did transfer or assign your rights to another, you may have retained the right to share your work (either the final form or an earlier version) in an institutional repository.

How do I check if I can upload my published work in the IR@UF?
If you kept a copy of your publication agreement, refer to its text to determine what rights you retained.

If you did not retain this agreement, you may be able to determine what rights you retained by looking up the journal in SHERPA/RoMEO.

Checking SHERPA/RoMEO
1. Go to http://www.sherpa.ac.uk/romeo/index.php
2. Type the name of your publication in the search box, then select your publication from the results list.
3. The next page will define what archiving or deposit rights you retained to the various versions of your work.
4. Note any restrictions, such as embargoes, and be sure to honor those restrictions.

How do I upload my content into the IR@UF?

Step 1: Log into the IR@UF using your Gatorlink credentials

Step 2: Enter details: title of the work, date created, keywords, etc.

Step 3: Upload the file

Step 4: Take a nap!

http://ufdc.ufl.edu/ufir