Importing to USIR using the DOI

The Digital Object Identifier (DOI) is a unique number assigned to items that are available in digital format. This can be used as a permanent identifier, as the number will never change even if details or the location of the original document change. This can be used to import publication details directly into USIR, making the deposit process quicker and easier.

Most journal articles now have a DOI, which can usually be found at the top or bottom of the first page, along with the other publication details. Some other items, such as books or book chapters, now have DOIs too.

The DOI will usually begin 10…… and will contain a string of numbers and sometimes some letters.

To import using the DOI

- Go to http://usir.salford.ac.uk/ and **login** with your network username and password.
- Click on **Manage deposits**
- You will see a drop-down list of import options. Check **DOI (via CrossRef)** is selected and click **Import.**
- Simply copy and paste the DOI(s) into the box on the relevant tab.
  You can import one or more items. If you are importing several items at the same time, enter each DOI on a separate line.

- Click **Import Items**

This will create a new record(s) which will be pre-filled with the publication details. Please check through the **Details** tab to ensure that the information is correct.

You should add extra details which are not imported by the DOI – such as the abstract if necessary, the username of Salford authors, a contact email address, and any other details you are able to provide.

> *Note: more detailed information about the deposit process can be found in the USIR Deposit Guide at
> http://www.salford.ac.uk/library/research/openaccess/repository

You will also need to select the **Division** and **Funding** from the respective tabs.

Upload

- **Browse** and select the file which you wish to attach to the record
- Click **Upload**

Deposit

- Read through the deposit agreement, then click **Deposit Item Now**

You have now completed the deposit process. Your deposited record will be reviewed by a member of the USIR team who will check copyright and ensure all necessary information is included. You will receive an email notification when the record has been moved into the live repository.

Further support and help

For further information, contact the USIR team:

Email: usir@salford.ac.uk

Phone: 0161 29(5 6370)

[Jan 17 – Wendy Taylor]