

Adding research to USIR via self-deposit

The [University of Salford Institutional Repository \(USIR\)](#) is an Open Access repository. Where copyright permits, full text material held in the repository is made freely available online.

There are three options for adding works to USIR

- Self-deposit (this guide)
- Deposit via a DOI (see guide [Importing to USIR using the DOI](#))
- Deposit via your ORCID profile (see guide [Importing and exporting between USIR and ORCID](#))

Deposit via DOI or ORCID saves time as it imports data into the record and are useful once a work has been published. However, as our University of Salford Open Access policy requires deposit on acceptance of publication, in most cases you will need to use the self-deposit process which requires the completion of a simple online deposit form.

Quick guide to depositing your research

- To access USIR, go to <http://usir.salford.ac.uk>
- Click on '**Login**'. This is located within the menu on the left-hand side of the screen.
- Log into the site using your network username and password.
- Click on **Manage Deposits** (again on the left-hand menu).
- Click on **New Item**
- Select the type of deposit which best suits your type of deposit
- Complete the required fields and click **Next** to move to the next tab
- Once all fields are complete click **Deposit** and then **Deposit Item Now**



Library Research Support

<https://www.salford.ac.uk/library/open-research>



**THE
LIBRARY**

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.

Tips for depositing your research

- Mandatory fields are starred (*) and need to be completed.
- Click on the question mark (?) for the field to access guidance on how to complete fields.
- The quickest way to add yourself as an author is to add your username – this will bring through all your details including ORCID.
- If you answer “Yes” to the Funded question you will get an additional funding tab to complete.
- The Divisions list can be opened by clicking on the plus (+) sign and added to the record by clicking on the Add button. If you are part of a research centre you only need to add the research centre name – the School will be added automatically.

More information on USIR is available on our website at <https://www.salford.ac.uk/library/open-research/usir-university-salford-institutional-repository> or you can email library-research@salford.ac.uk for support.



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