The upload instructions of institutional repository system
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I Enter into the website of IR
1. Website: http://ir.lib.ncku.edu.tw/
2. Library Home---- Inquiry Search ----- IR of Cheng Kung University

Figure 1: The website of the Library

II Login Institutional repository system

Figure 2: The website of Institutional repository
III Enter the account password

For the account password, please email to ir@libmail.lib.ncku.edu.tw. (Subject: About the work report for Distinguished Scholars in NCKU. Contents of the letter, please indicate the Department/Unit and name.)

IV Upload the files to the Institutional repository system.

1. Select the upload from the menu, or select NCKUR to upload the new files.

2. Confirm the units and the types of upload files, after finishing them, click next step.

The types of the upload files should be toward the prompting centre of the headquarter of University / Project of Promoting Academic Excellence And Developing World Class Research Center / Regulations for Recruiting Distinguished Scholars.
3. Agreed to authorize the outcome reports to enter into the institutional repository, after finishing, click next step.

The Letter of Authority supplied by the system, due to the limit of the system function, it can’t choose the range and the time of the authority, so it still needs to fill the paper authority letter to ensure the rights of the author fully.

(If the publication date is sustained, we will edit according to the received authorization letter.)
(If it is not uploaded by the original person, please make sure to inform the person.)

Please do not scan the authorization letter into a soft copy to the institutional repository system, but submit while processing school-leaving procedures at the library. (A signature or a stamp is included for the authorization letter)

4. Describe the contents of the files, after finishing, click next step.

※ is a required field. The required field contains the title, the author, the date, The other description (recharge the recruiting number)
(2)[Title]: Please enter into the report of the recruiting talents [The name of research or teaching or science and technical R&D and management programme] the plan name of the filled field.

(3)The field of contributor: Pre-establish to be Department of China Literature and Modern Literature Research Institution, please modify to be the department that the author belongs

(4)[Date] : Please enter the date of the upload.

(5)[Language] : Please select [Other special item types].

(6)[Language] : Please select the language of the main content of the item.

(7)[The other description] Please enter into the report of the recruiting talents [recharge recruiting number: HUA○○○○○]. For the recharge recruiting number, please refer to the approved official letter of the employees or lists of the funds approved, or call us to ask and talk the groups of top research and talents recruiting. (Telephone extension 50907)

5. Upload the files, after finishing, click next step.

Upload the outcome reports.
Figure 8: Upload the files
6. Upload the finished works

Figure 9: Upload the finished works

7. Confirm the setting result

After the logout from the system, browse the community and category----- Be toward the headquarter of University ---- Project of Promoting Academic Excellence And Developing World Class Research Center ---- click the reports you upload----- view/open--- confirm whether it appears the tips of authorization demand.

Figure 10: Browse community and category
Figure 11: Click toward the headquarter of University

Figure 12: Click the Regulations for Recruiting Distinguished Scholars
Figure 13: Click the files you upload

Figure 14: Click the view/open

Figure 15: Confirm whether it appears the tips of authorization demand