

USER GUIDE

INSTITUTIONAL REPOSITORY OF UIN AR-RANIRY

A. Purpose

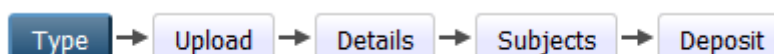
The User Guide aims to explain the steps of uploading files into the repository independently.

B. General Policy

1. Before uploading a scientific paper into the Repository, you must fill in Form C for lecturer ([download here](#)) and Form D for student as an agreement for the publication of scientific work ([download here](#)). Once you have filled in the form, sign it, scan it and send it to the following email: repository@ar-raniry.ac.id
2. Repository team will not process your scientific works until the form has been received.
3. When you submit a soft copy of a scientific paper to the Library UPT, you MUST fill in:
 - A. Form A for lecturers on soft copy submission ([download here](#))
 - B. Form B for students on soft copy submission ([download here](#))
4. This repository is not a publisher but a scientific communication and online archive.
5. Scholarly works that can be uploaded to this repository are those created by the academic community of UIN Ar-Raniry.
6. Everyone can access the contents of the repository for free
7. Documents may be used in any media without prior permission, not for commercial purposes, as long as the identification of OAI or the original metadata record link is given.
8. UPT Library only sees the compliance requirements, validity, and copyright of scientific papers.
9. The validity and authenticity of the contents of the scientific work is the responsibility of the author.
10. If you find any documents violating the laws, please alert us by sending email to: repository@ar-raniry.ac.id and mention the details of the document in question. Your name and email will be kept confidential and we will reprimand it within a week.
11. Documents in the repository will be deleted at the request of the author or because of violating the provisions set forth by Rector of UIN Ar-Raniry Rector.

C. Repository Workflow

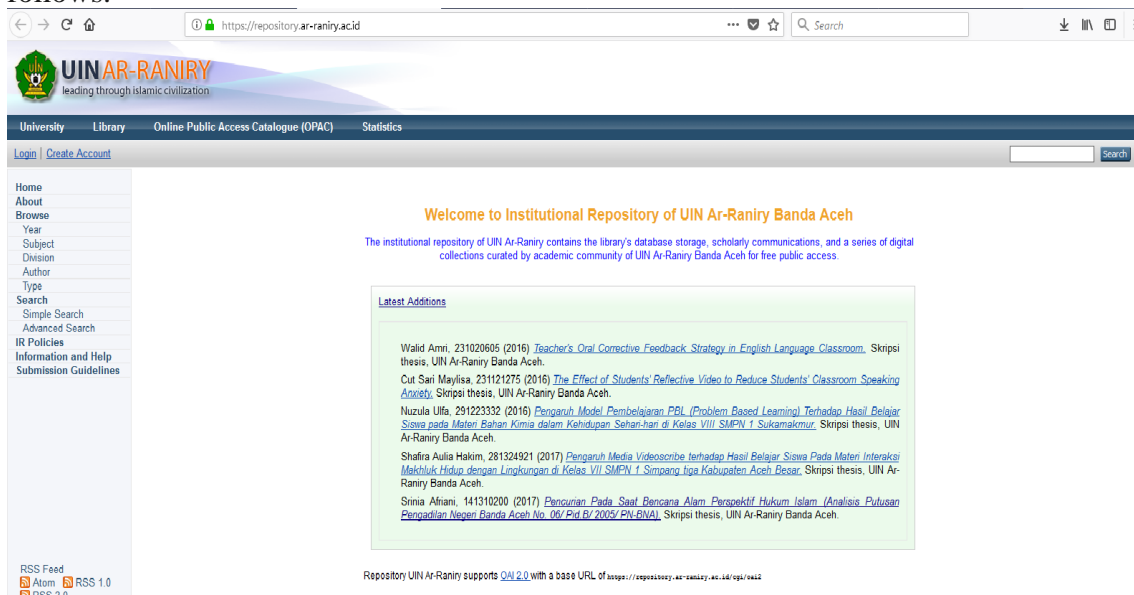
Before explaining the steps of file upload, it is necessary to introduce the repository workflow. There are 5 workflows, namely: Type, Upload, Details, Subjects, and Deposit.



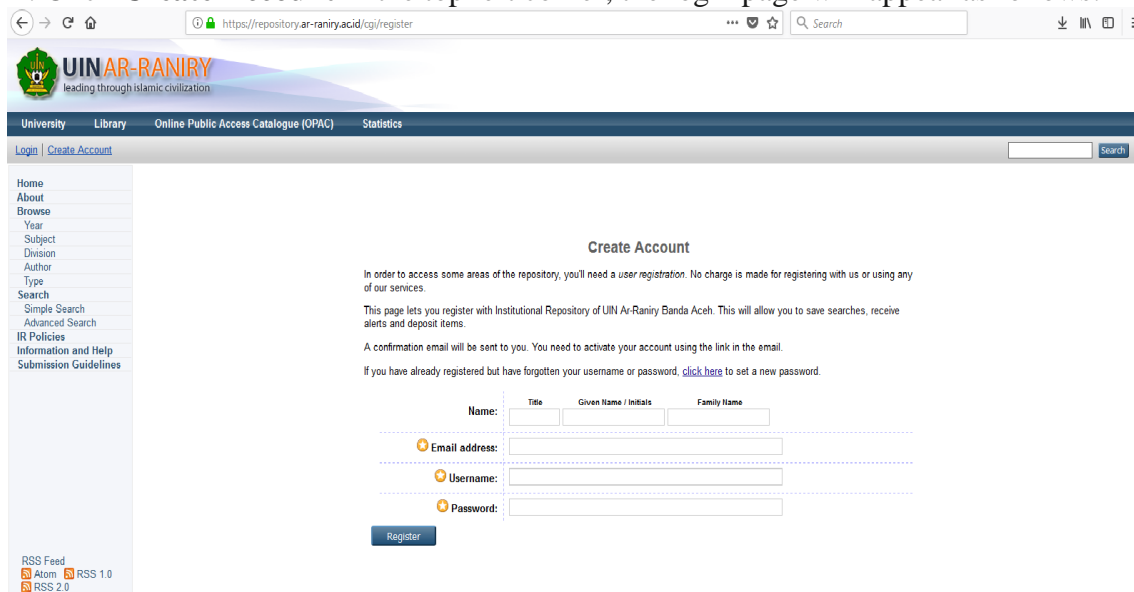
D. Steps of Upload

1. Login the Repository

A. The first step to do to be able to use the Repository UIN Ar-Raniry is to type the URL address <https://repository.ar-raniry.ac.id> in the browser so that the page will appear as follows.



B. Click **Create Account** in the top left corner, the login page will appear as follows:

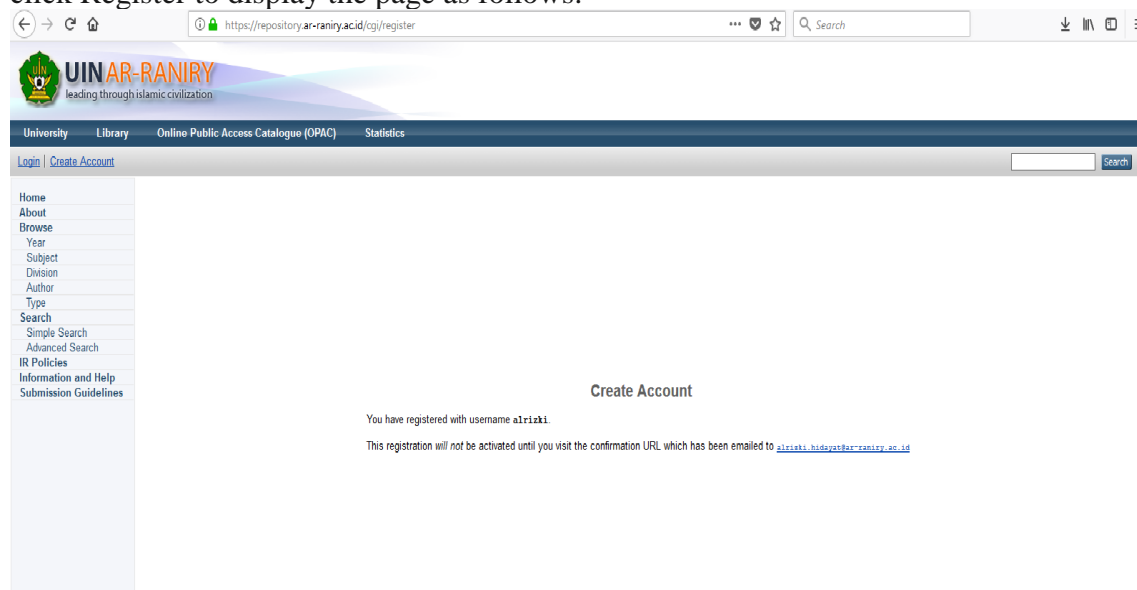


Type in Mr or Ms in the Title column and your name under **Given Name** / Initials and last name under **Family Name**.

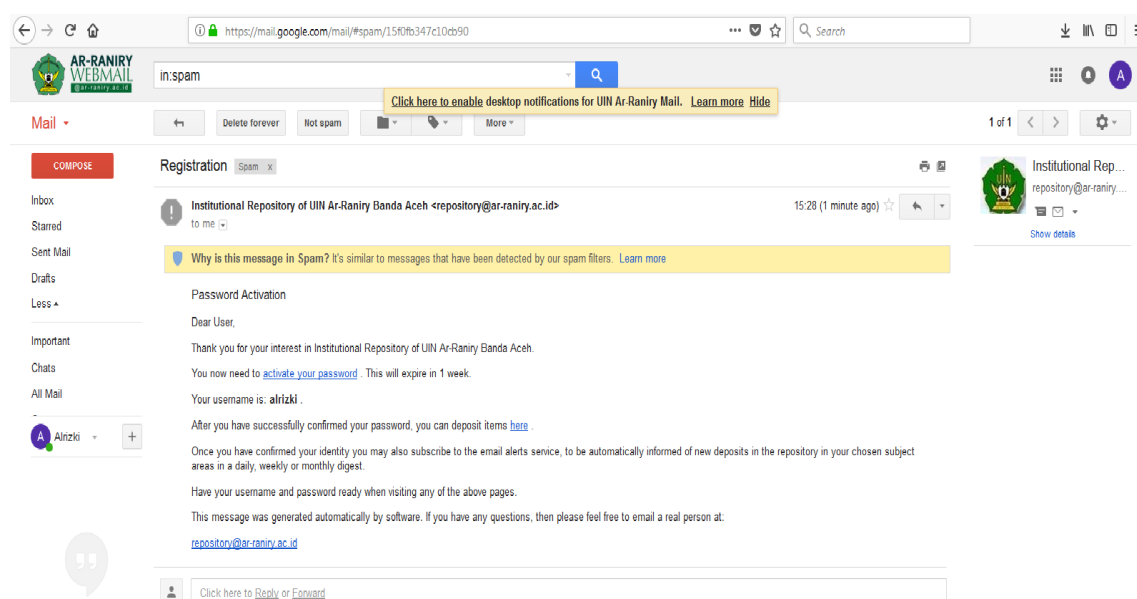
Fill in your **email address** (lecturer needs to use official email - domain) UIN Ar-Raniry and for students may choose any domain). Write a username that is easy to remember. Then write **password** at least 8 characters (either mixed letters with numbers). Before you click **register**, record all the data that have been filled so that if forgotten can be referred to the record. If you do not have an official email from UIN Ar-Raniry, you can register at <https://goo.gl/AHMwkv>.

In this example, we create an account on behalf of Muhammad Al Jabbir Khatib. Then

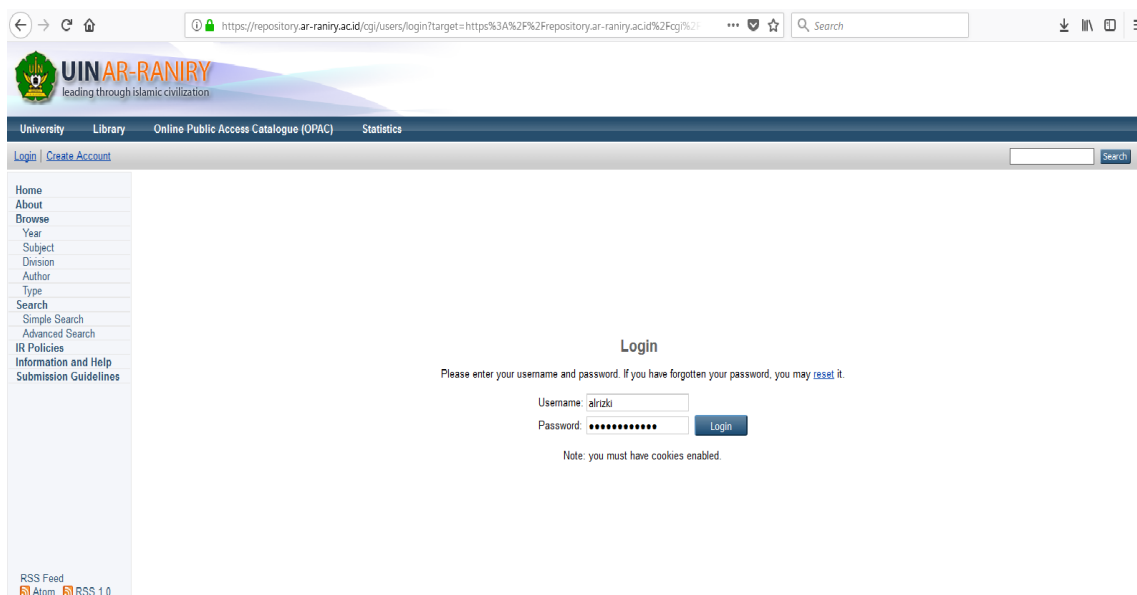
click Register to display the page as follows:



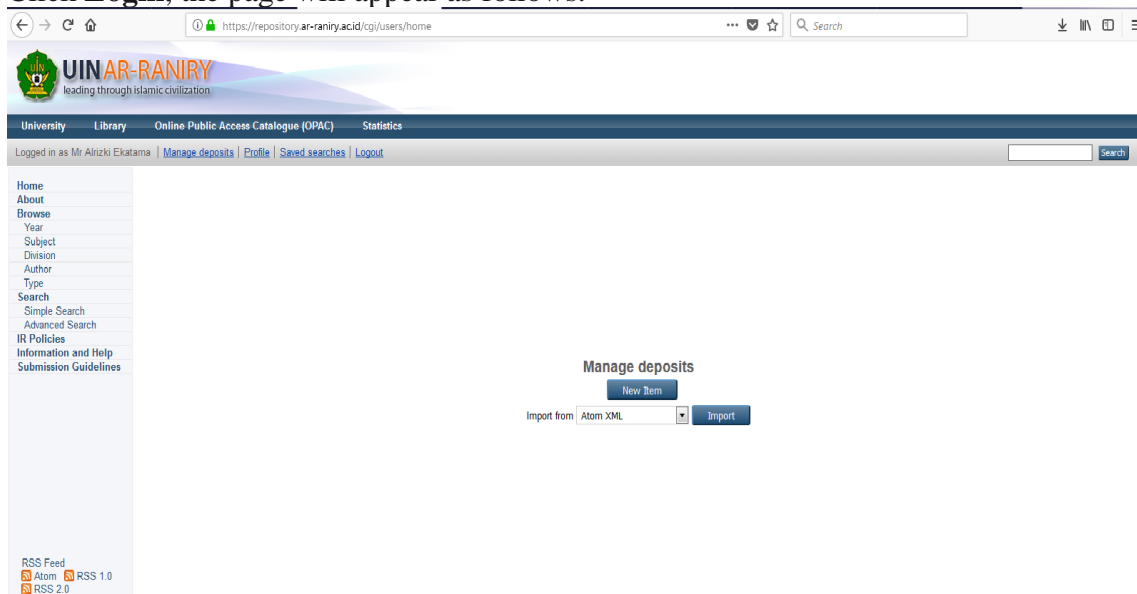
You click on your email that is visible on the page to activate. Once you have clicked on the email, you will be redirected to the email and will appear the page as follows (depending on your mail service).



Click **active your password** to activate your password. Once you have activated the password, you can already log in. If you click **here**, the following page will appear in the repository.



Click **Login**, the page will appear as follows.



Once you click **login**, your name will appear in the left corner of the page **Logged in as** "your name."

Managing Deposits

The page is the stage of beginning the upload (entry) of documents. The document is in the form of a scientific paper file as regulated by Rector's Degree No 26 Tahun 2017 ([Download here](#)).

Click on **New Item**. The view you will see is as follows:

UIN AR-RANIRY
leading through islamic civilization

University Library Online Public Access Catalogue (OPAC) Statistics

Logged in as Mr Alrizki Ekatama | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

Home
About
Browse
Year
Subject
Division
Type
Search
Simple Search
Advanced Search
IR Policies
Information and Help
Submission Guidelines

RSS Feed
Atom RSS 1.0
RSS 2.0

Edit item: [Article #1144](#)

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel Next >

Item Type

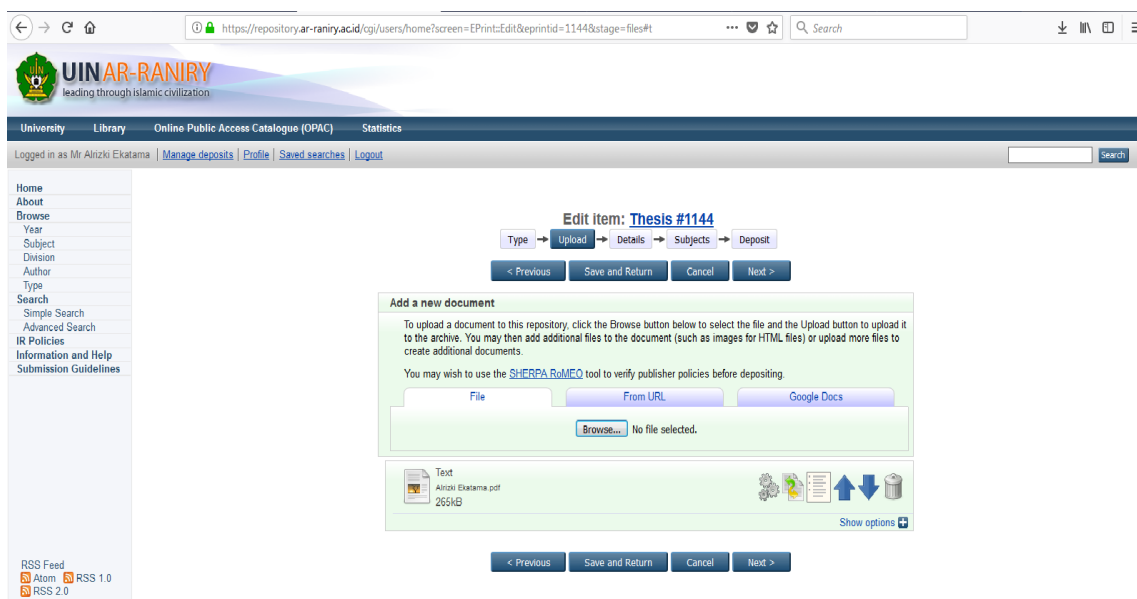
- ☐ **Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- ☐ **Book Section**
A chapter or section in a book.
- ☐ **Monograph**
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- ☐ **Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- ☐ **Book**
A book or a conference volume.
- ☒ **Thesis**
A thesis or dissertation.
- ☐ **Patent**
A published patent. Do not include as yet unpublished patent applications.
- ☐ **Artefact**
An artist's artefact or work product.
- ☐ **Show/Exhibition**
An artist's exhibition or site specific performance-based deposit.
- ☐ **Composition**
A musical composition.
- ☐ **Performance**
Performance of a musical event.
- ☐ **Image**
A digital photograph or visual image.
- ☐ **Video**
A digital video.
- ☐ **Audio**
A sound recording.
- ☐ **Dataset**
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).
- ☐ **Experiment**
Experimental data with intermediate analyses and summary results.
- ☐ **Teaching Resource**
Lecture notes, exercises, exam papers or course syllabuses.
- ☐ **Other**
Something within the scope of the repository, but not covered by the other categories.

Save and Return Cancel Next >

On this page you can see 18 types (item type) of documents that can be selected for storing in the repository. Each type is given a short description to help you choose. Scientific work of final projects, KKKU, Theses, and dissertations, are in **Theses** type items. Choose the appropriate type of document. Then click **Next**.

Uploading Documents and Filling Details

After you have selected the document type, on this page you will upload the document to be stored in the **Repository**. Click **Browse** to search for documents on the computer or in the media you save them. Then click **file** and **enter** to upload full text or certain part of the document, as arranged by Rule of UIN Rector Ar-Raniry. If the document cannot be uploaded full text for some reason, you should provide a link where the librarian can obtain or read it. After that you will see a page view as in the following:



Click **Show** option, the page will appear as follows:

On this page there are options and fields as follows:

1. **Content:**

Click on **Content** will appear **UNSPECIFIED**, **Draft Version**, **Submitted Version**, **Accepted Version**, **Published Version**, **Version**, **Supplemental Material**, **Presentation**, **Cover Image**, **Additional Metadata**, **Bibliography**, and **Other** are the preferred file conditions to be uploaded. Select the appropriate document you want to upload.

2. **Type:**

The type of file to be uploaded is usually in PDF, DOC, PPT, XLS and other formats. If in the form of images usually in the form of JPG, GIF, PNG, Audio, and video of Mp3, WAV, AVI, MPG and others.

3. **Description:**

This is a brief description of the file to upload. Create short, dense, and accurate descriptions.

4. Visible to:

File permissions to upload. Here you must determine who has access to the file. There are three choices of rights, namely: Anyone, Registered Users Only, and Repository Staff Only.

5. License:

This is the license of the file. Generally, it usually has a Creative Commons Attribution license; Which in principle the author gives the person permission the right to share, utilizing a work he has created. Click to read detail <https://creativecommons.org/licenses/>. You may leave or leave UNSPECIFIED unless you specify otherwise.

6. Embargo Expire date:

This is to determine the expiration limit. May be left blank, unless your file specifies the year, month and date of the file. After the year, month, and date the file will expire or the Library Unit can remove it.

7. Language:

Click on the arrow to select the language that matches the language of the uploaded document.

Once you have filled in all parts, click **Update Metadata**, then the page will appear as the following:

The screenshot shows a metadata update form for a file named "Text Alrizki Ekatama.pdf" (265kB). The form has a light green background and a "Hide options" link in the top right. It contains several fields with dropdown menus and a "Update Metadata" button at the bottom. Below the form are four navigation buttons: "< Previous", "Save and Return", "Cancel", and "Next >".

Content:	UNSPECIFIED	?
★ Type:	Text	?
Description:		?
★ Visible to:	Anyone	?
License:	UNSPECIFIED	?
Embargo expiry date:	Year: <input type="text"/> Month: Unspecified Day: ?	?
★ Language:	English	?

Update Metadata

< Previous Save and Return Cancel Next >

Then click **Next**, will appear a relatively long page because you are asked to fill the document identity Details (files) that you upload. Here we separate the pages to make it easy to see.

The screenshot shows the 'Edit item: Thesis #1144' page in the UIN Ar-Raniry repository. The page has a header with the university logo and navigation links. A left sidebar contains a menu with options like Home, About, Browse, Year, Subject, Division, Author, Type, Search, Simple Search, Advanced Search, IR Policies, Information and Help, and Submission Guidelines. The main content area has a breadcrumb trail: Type → Upload → Details → Subjects → Deposit. Below this are buttons for < Previous, Save and Return, Cancel, and Next >. The 'Title' field is a large text box, and the 'Abstract' field is a larger text box below it.

Title: fill title of the scientific paper or document (only the initial letter in uppercase/capital)

Abstract: fill with the abstract of the scientific work; maximum 150 words.

Creator: below:

Family Name: Write your full name.

Given Name / Initials: lecturer fills with **NIDN number**.

Students to fill with **NIM/Id number**.

Emails: lecturers are required to write an official email of UIN Ar-Raniry. Students write personal email.

Then move on to the next:

The screenshot shows the 'Create' page in the UIN Ar-Raniry repository. It has the same header and sidebar as the previous page. The main content area has a breadcrumb trail: Type → Upload → Details → Subjects → Deposit. Below this are buttons for < Previous, Save and Return, Cancel, and Next >. The 'Create' section has a table with columns for Family Name, Given Name / Initials, and Email. There are four rows for input, with a 'More input rows' button. Below this is the 'Corporate Creators' section with a table for input, also with a 'More input rows' button. The 'Contributors' section has a table with columns for Contribution, Family Name, Given Name / Initials, and Email. There are four rows for input, with a 'More input rows' button. The 'Divisions' section has a list of divisions to choose from, including Fakultas Adab dan Humaniora, Fakultas Ekonomi dan Bisnis Islam, and Fakultas Ilmu Sosial dan Ilmu Pemerintahan.

Corporate Creators: May be left blank, unless there are other authors.

Contributors: May be left blank, unless there is such a partner writer editor, proofreader, and others.

Divisions: click the work unit that suits you.

Publication Details (In this section, you need to fill the parts with asterisks in order to proceed to the next step. Fill in all appropriate data.

Edit item: [How to upload](#)

Type → Upload → Details → **Subjects** → Deposit

< Previous Save and Return Cancel Next >

★ **Subjects** ?

[Remove](#) 150 Psychology (Psikologi/Ilmu Jiwa)

Search for subject: all of [Search](#) [Clear](#)

- [+](#) [Add](#) 000 Computer Science, Information and System
- [-](#) [Add](#) 100 Philosophy and Psychology
 - [Add](#) 110 Metaphysics (Metafisika)
 - [Add](#) 120 Epistemology, Causation, Humankind (Epistemologi, Hukum Sebab Akibat, Kemanusiaan)
 - [Add](#) 130 Parapsychology & Occultism (Fenomena Paranormal dan Okultisme)
 - [Add](#) 140 Specific Philosophical Schools and Viewpoints (Pandangan Filsafat Khusus dan Sistem Doktrin)
 - 150 Psychology (Psikologi/Ilmu Jiwa)**
 - [Add](#) 160 Logic (Logika)
 - [Add](#) 170 Ethics, Moral Philosophy (Etika dan Filsafat Moral)
 - [Add](#) 180 Ancient, Medieval, Oriental Philosophy (Filsafat Zaman Kuno, Abad Pertengahan dan Filsafat Timur)
 - [Add](#) 190 Modern Western and Other Non-Oriental Philosophy (Filsafat Barat Modern dan Selain Filsafat Timur)
- [+](#) [Add](#) 200 Religion
- [+](#) [Add](#) 300 Sociology and Anthropology (Sosiologi dan Antropologi)
- [+](#) [Add](#) 400 Languages
- [+](#) [Add](#) 500 Sciences
- [+](#) [Add](#) 600 Technology (Applied Sciences)
- [+](#) [Add](#) 700 Arts and Recreation
- [+](#) [Add](#) 800 Literature
- [+](#) [Add](#) 900 Geography and History

< Previous Save and Return Cancel Next >

Document Deposit. Once everything is complete, the last step to do is to save the document (**Save for Later**) that has been uploaded into the repository.

← → ↻ 🏠 https://repository.ar-raniry.ac.id/users/home?screen=EPrint-Deposit&reprintid=1144#t 🔍 Search

UIN AR-RANIRY
leading through Islamic civilization

University Library Online Public Access Catalogue (OPAC) Statistics

Logged in as Mr Alrizki Ekutama | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

- Home
- About
- Browse
- Year
- Subject
- Division
- Author
- Type
- Search
- Simple Search
- Advanced Search
- IR Policies
- Information and Help
- Submission Guidelines

RSS Feed

Atom RSS 1.0

RSS 2.0

Deposit item: [How to upload](#)

Type → Upload → Details → **Subjects** → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Institutional Repository of UIN Ar-Raniry Banda Aceh the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Institutional Repository of UIN Ar-Raniry Banda Aceh does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Institutional Repository of UIN Ar-Raniry Banda Aceh) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

[Deposit Item Now](#) [Save for Later](#)

Copyright © UIN Ar-Raniry Library.

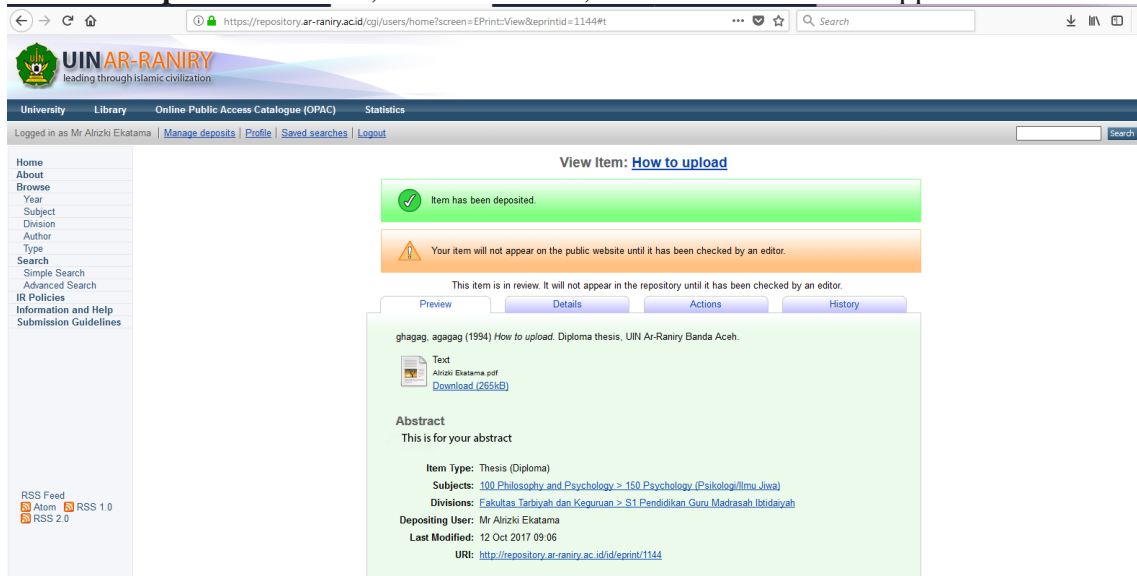
IR of UIN Ar-Raniry Banda Aceh is powered by [Bepin](#)

Address : Kampus UIN Ar-Raniry Banda Aceh, Indonesia 23112

Telp. 0651-7557325/7557326

Email : ranir@uinaraniry.ac.id

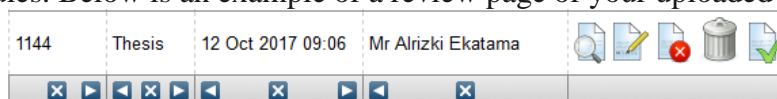
Click on **Deposit Item Now**, then click **Next**, and the view that will appear is as follows:



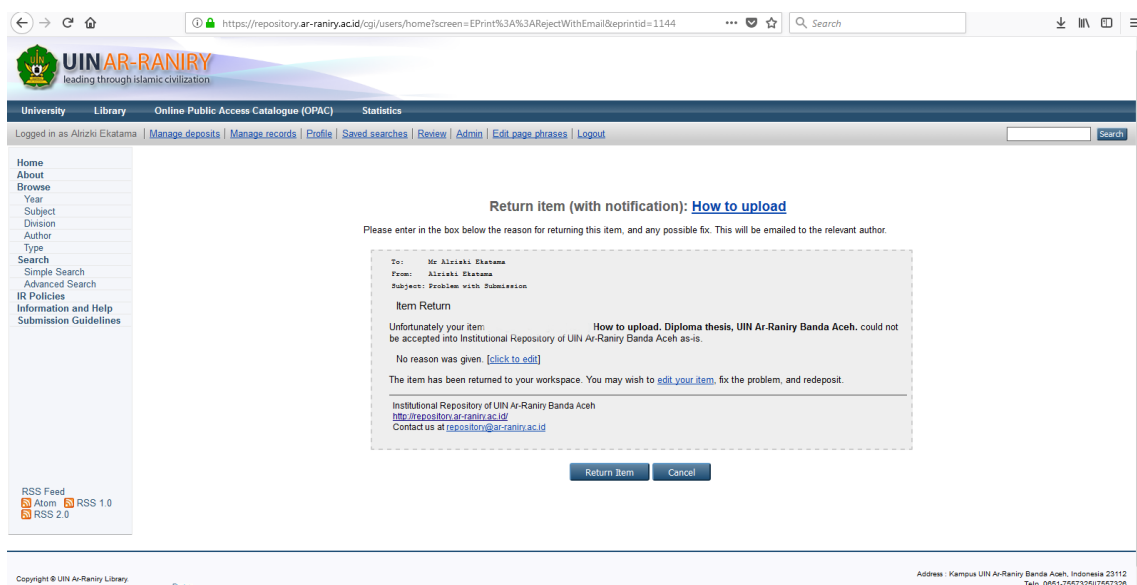
You can see an example of the results view of the entire set of processes that have been done before. Details:

Summary (To see titles, abstracts, and other parts of uploaded files called metadata).

Your file has been uploaded, but your file has not been saved in the repository. The file should be reviewed by Editor and Administrator to make sure all information requested and you enter is in accordance with the provisions set forth in the Rector Rules and Repository Rules. Below is an example of a review page of your uploaded file.



The X mark is the Editor or Administrator task to review the file you uploaded. The Editor and Administrator will review it for its eligibility to **Move To Repository**.



This page is very important to ensure that your scientific work has been uploaded in the repository. This is the page which in Rector Rules is called screenshots that can be used as evidence to support the process of promoting lecturers' academic position and their work performance reports or *Lembar Kinerja Dosen* (LKD), and collecting diploma certificates and SKPI for students.

If you have any questions or need assistance related to the upload of your scientific work, please send your email to repository@ar-raniry.ac.id. We will respond it in 24 hours.