

WinnSpace Q & A

1. Why use WinnSpace vs. other archives, department web pages, etc.

- WinnSpace will give you a URL that will never brake.
- You don't need to worry that the server will be maintained.
- WinnSpace provides "access control" including "embargo" option for restricted access to materials (usually for one year)

2. Why is posting to WinnSpace better than posting to a department website?

There are both pros and cons- here are some pros:

- It's far easier to interact with IR than with the campus web servers
- Google gives preferential treatment to materials in IRs
- You can restrict access to your work for some period of time
- Long-term accessibility: things in the IR get an address(the "handle")that will never brake
- Long-term readability
- We are pledged to maintain the server: backups, regular maintenance, etc.

And some cons:

- Only administrators can change items deposited to WinnSpace
- WinnSpace doesn't have the same "look and feel" as your department pages

3. What types of items I can post to WinnSpace?

We are going to collect all materials related to the intellectual output of the university.

There are some examples of materials that WinnSpace collects:

- Graduate and undergraduate theses
- Research publications (e.g., preprints, postprints, working papers, technical reports, conference papers)
- Books
- Learning objects
- Datasets
- Academic journals
- Video and audio recordings (videos of lectures, podcasts, etc.)
- Computer programs
- Multimedia publications

4. Can I “Google” something in WinnSpace?

Absolutely. Google actually “crawls” IRs more frequently, and puts them higher in its results lists.

5. How else will people find WinnSpace?

Link to WinnSpace is posted to the University of Winnipeg Library front page. Departments can add links to WinnSpace from their webpages to help people get there.

6. I have already published my work, why should I put in the IR?

- It’s easier to post documents to the repository than to your personal or departmental website
- Your work will be preserved forever in the repository
- You don’t have to worry about backups, maintenance, etc.

7. What do I do about copyright?

You retain copyright. WinnSpace will only ask you to sign the Non-Exclusive Distribution License and this agreement doesn’t include transfer of copyright to the repository.

8. What about a publication that has multiple authors?

Depositing authors are responsible for ensuring that they have permission to deposit a research article in WinnSpace, including ensuring that co-authors allow the deposit.

9. If I sign my copyright away to a publisher can I still post my article?

Some publishers will allow you to post the pre-publication article. If the publisher does not allow self-archiving, you can choose to obtain copyright permission from the publisher to post the publication.

10. What is the difference between a "pre-print," a "post-print" and a “published version”?

- Pre-print: version of a paper submitted for peer-review to a journal or a conference. This version may then be revised by the author as a result of comments made by reviewers.
- Post-print: accepted manuscript version of a paper following a peer-review process. It can be the version of a paper that has been revised by the author or as accepted for publication if no changes were made.

□ Published version: includes the changes made by the publisher when preparing the manuscript for publication. This includes formatting, layout, pagination and changes made as a result of copy-editing. This version is sometimes referred to as the ‘Publisher’s PDF’ or ‘Version of record’.

11. How long are materials accessible?

WinnSpace doesn’t have any time limitations for deposited materials. The repository preserves research material and will maintain backup copies for security and preservation. Formats may be migrated, but the content will not change.

12. What if I really want to remove an item I put in WinnSpace?

This is something you can’t do yourself, but WinnSpace administrator will be happy to do it for you.

13. Who can make deposits to WinnSpace?

All the University of Winnipeg faculty members and research staff are authorized to make deposits to WinnSpace. Graduate students are automatically authorized to deposit their completed, accepted theses.

14. Can I restrict access to my works in WinnSpace?

You can ask WinnSpace administrator to set up restricted access. Restricted access can be limited by the University of Winnipeg domain (to individuals with the university of Winnipeg NetId and password) or to specific individuals (people you want to give rights to see your work).

15. What if I revise a paper I’ve put in WinnSpace? Can I add the new version, or replace the old with the new?

You can send new material to WinnSpace administrator with a note requesting what you want done.

Answers and Questions are partially based on the University of Rochester’s “Crib Sheet” for Librarians.