

ULg – institutionnal mandat

It is mandatory for every member of the ULg to add in ORBi

- ✓ Bibliographic reference of scientific publications and communications upon acceptance by the publisher
- ✓ **Full text** for each scientific article published since 2002
- ✓ Every doctoral thesis must be added to ORBi PRIOR its defense at the ULg, and joined by all or part of the full text, with at least the abstract and the table of contents

The level of access is determined by the authors in respect of the publisher's policy and with the co-authors agreement

Only the publications on ORBi will be considered for the evaluations or internal procedures by the ULg or FNRS

if it's not on ORBi, it does not exist

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Who, What, When?

Who add the publications?

- ✓ The authors themselves (Uxxxxx, Cxxxxxx, Sxxxxxx master + e-mail)
Or a representative (ULg members) selected in ORBi

The author must ALWAYS validate the references create by his representative

What kind of publication?

Mandatory

- ✓ Bibliographic reference of scientific publications and communications since 2002
- ✓ Full text must be joined for articles since 2002 (access and version depending of publishers policy and with authors agreement)
- ✓ Phd defended at the University must be joined with at least the abstract and table of contents

Not mandatory (but higly recommanded)

- ✓ Every scientific publications
- ✓ Full text for every publications or communications (even in restricted access)

When add a publication in ORBi ?

- ✓ Upon **ACCEPTANCE** (Not submission) by the publisher

Files: 3 versions

➤ Postprint publisher

= finale version as published with the publisher's layout (logo, copyright...)

➤ Postprint author

= finale version as published BUT without any particular layout

➤ Preprint author

= version submitted or accepted by the publisher (before or during the reviewing)

Full text : 4 levels of access

Open Access : everybody can access and download the full text

Open Access with embargo : if the publisher requested it, the full text will be in restricted access for a precise period of time, then it will be automatically moved to open access

Restricted access

- Open access for identified ULg members only (students excluded)
- Request print only for exteriors (the authors can accept/refuse each request individually and the files/responses will be sent by the system)

Restricted access is always possible even with non-OA publishers

Private

- Direct access only for the authors, restricted access for other users (including ULg members)
- Possible only for strictly confidential publications such as research reports

The choice of access and version is determined by the publisher policy (cfr. publishing contract or www.sherpa.ac.uk/romeo/)

Before it's too late...

Things to do concerning ORBi if you are leaving the institution

- Ask for an alumni id (possible if you have graduated at the ULg) to keep your access to your MyORBi and it's functions
 - Modification of references / publication report / request print are still available
 - only the deposit of new reference will no longer be possible
- Ask the ORBi team to update your email in your references so users still can contact you through your publications
- Check that your MyORBi is « clean »
 - No publications waiting or pending

Thanks for your attention

Questions,
suggestions,
(in)formations...

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