

IDEALS ideals.illinois.edu ideals@library.illinois.edu

1. What is IDEALS? IDEALS is the digital repository for research and scholarship produced at the University of Illinois
2. Why would you want to put your work in IDEALS?
 - a. Why open access?
 - i. Accessible to more people
 - ii. Meet funder requirements
 - iii. [University of Illinois OA policy](#)
 - b. Why IDEALS?
 - i. Persistence: your handle URL will always go to that page
 - ii. Reliability: institutional commitment to preservation
 - iii. Full text searching for many items: items in IDEALS are accessible from Google and Google Scholar as well as the U of I library catalog and IDEALS search
 - iv. Control: you retain your rights when you deposit
 - v. Download statistics: we weed out bots as much as possible
3. What can you put in?
 - a. From the U of I (must be at least in part done by U of I faculty, staff, students, researchers)
 - i. Undergraduates cannot submit, but faculty may deposit work on their behalf
 - ii. Outside collaborators are welcome as long as the work was completed with a U of I scholar
 - b. Part of the intellectual output of the campus - scholarly, research-oriented, educational, creative
 - c. Digital
 - d. Complete in current form - we accept working papers, preprints, and other things that might take another form later, but because we provide persistent access, they must be ready to disseminate
 - e. Any format. However, some are more conducive to long-term preservation. Think about whether your item:
 - i. is in a publicly-documented format
 - ii. is in a widely-adopted format
 - iii. is in a format that can be opened in multiple programs
 - iv. is in a format with lossless data compression
 - v. contains no embedded files or dynamic content
 - vi. IDEALS takes more steps to preserve formats that meet more of these criteria. Learn more in the IDEALS [documentation page on Deposit Guidelines](#) and the [Digital Preservation Support Policy](#)
 - f. You need to have the ability to grant the [license](#) and submit to IDEALS
 - i. If the item is published, checking your contract is best
 - ii. [SHERPA/RoMEO database](#) is a good place to check publishers' policies, but it is fallible
 - iii. When publishing, you can sometimes negotiate for the right to deposit the work in an institutional repository

- iv. You don't give up anything to IDEALS - it's a nonexclusive license
- v. The license allows IDEALS to distribute and preserve; you can set some limits on distribution

4. How?

- a. Log in with your netID and click "Submit a New Item"
- b. First: It needs to go somewhere. Choose a collection.
 - i. Collections may correspond to research units, research projects, or particular types of output from either of those.
 - ii. Illinois Research & Scholarship (Open Collection) accepts everyone
- c. Second: Grant the license. It's a non-exclusive license to distribute and preserve the work
- d. Third: Choose level of access. If the publisher has an embargo and it can't go up right away, that's one reason you might have closed access for a period of time
- e. Continued: The more robust the metadata, the more ways someone will have to find your work. See the [metadata policy and best practices](#) for additional rules and guidelines for describing your item

5. It's in IDEALS. What now?

- a. People can read it
- b. "Statistics Report" is at the bottom of the page. You can use it to track download numbers
- c. An item in IDEALS does not require active attention from the author. Preserving it in good condition is part of the reason for IDEALS

6. Further resources

- a. [IDEALS](#)
- b. [IDEALS documentation](#)
- c. [Deposit Agreement \(the license\)](#)
- d. [Describe your item](#)
- e. [SHERPA/RoMEO database](#)
- f. [U of I Open Access Policy](#)