

# BEING A REPOSITORY MANAGER



Ljiljana Radisavljević

**eifl** KNOWLEDGE  
WITHOUT  
BOUNDARIES

„Repository best practices“  
March 12th 2025.

RIVEC - Repository of the Institute for Vegetable Crops  
Institute for Vegetable Crops

RIVEC is the institutional digital repository of the Institute for Vegetable Crops. It provides open access to publications and other research outputs resulting from the projects implemented by the Institute for Vegetable Crops.

The software platform of the repository is adapted to the modern standards applied in the dissemination of scientific publications and is compatible with international infrastructure in the field.

You may use the external application **Authors, Projects, Publications (APP)** to browse and search authors and funding information. APP also enables metadata export and displays **Altmetric** scores and **Dimensions**, **Scopus** and **Web of Science** citation counts.

User manual

Institutions/Communities

Select an institution/community

Institut za povrtarstvo

Recently Added

Evaluation of agro-morphological traits of quinoa (*Chenopodium quinoa* Willd.) under different environmental conditions  
Cankar, Borzic, Matkovic, Stojan, Mileta, Jovanovic, Zoric, Zedovic, Veselicka, Radovic, Ivanic, Marjanovic, Mileta, Cvikic, Degari, Savic, Sladana (Instituto de Investigaciones Agropecuarias (INIA), Ministerio de Agricultura, Chile, 2025)

Application of biostimulators in the production of different pepper genotypes

## Repository manager at RIVEC

RCUB  
Računarski centar Univerziteta u Beogradu

УНИВЕРЗИТЕТ  
БЕОГРАД

O RCUBu Usluge Projekti Univerzitetski servisi Repozitorizacija Kontakt

Kontakt

Part of the team for the user support of  
the University of Belgrade Computer  
Centre <http://www2.rcub.bg.ac.rs/>



Search the repository ...

## Communities in AESOP Eprints

Select a community to browse its collections.

Now showing 1 - 5 of 7

I - AESOP | Association of European Schools of Planning  
Promoting Excellence in Planning Education and Research

II - Events

Congresses, Workshops, Meetings, Lectures and Summer School Events

III - Excellence in Planning Education

Safeguarding the development of AESOP's Quality Recognition Programme

IV - Awards

Awards in Teaching, Best Published Paper, Best Congress Paper

V - Journals

International, peer-reviewed, open-access journals

<https://eprints.aesop-planning.eu/home>

# Repository workflows and day-to-day jobs of a repository manager

advocacy

training

recruiting content

depositing

data curation

managing users

managing collections

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# Advocacy

- increased visibility;
- long-term preservation;
- compliance with open-access mandates;
- statistics and case studies;

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# Aggregators are your best allies!

- Register your repository for harvesting in CORE, BASE, OpenAIRE, Unpaywall...
- Optimize it for Google Scholar.
- Demonstrate the effects of these integrations.
- Show records from the repository in the aggregators.
- Demonstrate the operation of the CORE Discovery button and Unpaywall button.

[https://docs.google.com/presentation/d/1CQSWYOAvryK-ZCMxXy\\_Gwg8aSoyeCexx\\_e\\_qvnjeO2l/edit?usp=sharing](https://docs.google.com/presentation/d/1CQSWYOAvryK-ZCMxXy_Gwg8aSoyeCexx_e_qvnjeO2l/edit?usp=sharing)  
<https://www.youtube.com/watch?v=z7r2ciA5w4U&t=474s>

Milica Ševkušić for EIFL: Institutional repository: How to train students and researchers

# Training

- Creation of user guides;
- „small“ guide for a specific operation;
- Group work online and in person;
- Personal work;
- Online, shared documents;
- Videos;



# user guides

**1** **PAI**

**2** **ZNA**

**3**

**4**

**5**

**6**

Click to add notes

Slide 3 of 76 Serbian (latin, Serbian) Accessibility: Investigate

**Отворени приступ**

**Документ је у отвореном приступу и може се преузети**

**Услови коришћења дефинисани су лиценцом**

**кратко**

The moulds from Valeot and European Bronze Age metal anvils

2019

2019 (2 (2474))

Author: Anđelić, Betina; Jovanović, Aleksa; Milićević, Marijana; Milićević, Marijana

Српски / Сербски / Српски језик

Metabolic phase and postural adaptation

DOI: 10.2339/STA-1000-104 (10.2339-1004)

Arhivski štampani predlozi: Anđelić, Betina; Jovanović, Aleksa; Milićević, Marijana; Milićević, Marijana

Fransuzski / francuski: Anđelić, Betina; Jovanović, Aleksa; Milićević, Marijana; Milićević, Marijana

# group work

RIMSIS - Repository of Institute for Multidisciplinary Research  
University of Belgrade - Institute for Multidisciplinary Research

Search

All of DSpace

Institutions/communities

Authors

Titles

Subjects

LISTED BY

Year published

- 2020 - 2023 (176)
- 2010 - 2019 (937)
- 2000 - 2009 (223)
- 1990 - 1999 (19)
- 1982 - 1989 (1)

Document Type

- Article (1330)
- Conference object (79)
- Book part (26)

# On-line guides

Pages in category "Uputstva"

The following 19 pages are in this category, out of 19 total.

**A**

- Autorska prava i licenca

**D**

- Deponovanje

**I**

- Institucionalni repozitorijum: osnovne informacije

**K**

- Kako se postupa sa osetljivim podacima?
- Koja verzija publikacije sme da se deponuje u repozitorijum?
- Kontrola pristupa

**M**

- Metapodaci

**O**

- Obuka

**P**

- Podrška
- Prateća dokumentacija (za istraživačke podatke)
- Preporučeni formati
- Pretraživanje

**R**

- Registracija

**S**

- Softver

**U**

- Unos metapodataka
- Uputstvo za korisnike repozitorijuma
- Usklađenost sa FAIR principima

**Š**

- Šta je omogućeno registrovanim korisnicima?
- Šta sve rade administratori?

Category: TRAP-RCUB

# small" guide fo a specific operation

Možete napraviti novi rad u bilo kojem jeziku.

Ovo je prikaz nekog od rezultata pretrage u bazi podataka. Klikom na "Pretraži" možete pretražiti bazu podataka.

U polju za pretraživanje unesite rečnik "B" i klikom na "Pretraži" možete pretražiti bazu podataka.

Možete napraviti novi rad u bilo kojem jeziku.

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U polju za pretraživanje unesite rečnik "B" i klikom na "Pretraži" možete pretražiti bazu podataka.

# on-line videos

Works - Import BibTeX

Import citations from BibTeX (.bib) files, including files exported from Google Scholar.

More information on importing BibTeX files into ORCID

Agriculture, Agriculture  
2021 | Journal article  
DOI: 10.3399/agriculture.11000871

Source: Jelena Damjanović

Breotroot and radish root yield in organic double-cropping production system. Pinosi  
korena organske cvekve i rotkve gajenih u čistom i združenom uzgoju

Relativna i početna

Alena Damjanovic@ib

# Recruiting Content

## **Digitized content;**

1. Contact the authors;
2. Search the web,
3. Search online catalogs;
4. Contact people involved in publishing (Editors, technical stuff, publisher;

## **Non-digitized content;**

---



In addition to these Kristina Nilsson, Högsökolan i Karlskrona, Sweden will give a perspective on her PhD experience and the relation between planning research and practice.

The AESOP PhD workshop this year will be joined by 39-40 European and North American students. At the time of writing the national affiliations of the students seems to become: 8 from the Netherlands, 2 from UK, 7 from USA, 4 from Sweden, 3 from Norway, 2 from Finland, 2 from Hungary, 2 from Germany, 10 from Italy, 1 from Turkey, 1 from Azerbaijan, 1 from Switzerland, 1 from France. Three of the American students have been selected for a Fannie Mae Foundation grant of each 1000 dollars, the University of Bergen has given a 'Social Housing Research grant' of NOK 10 000, which is divided between three of the students, and a grant of NOK 25 000, given by the Norwegian State Housing Bank, to support the participation of housing researchers from Eastern Europe at the congress, has as well been used to cover the costs in Norway for two of the students.

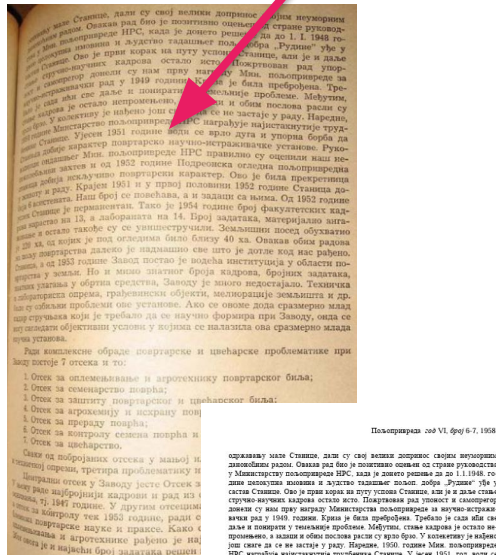
Housing research has, however, not been given priority in the selection of those students that have been admitted to the workshop amongst ca. 50 applicants. The selection has been based on the scientific quality of the abstracts sent in, however, taking into account that the number of students from one country should not exceed 7. This limitation in numbers did only come into effect for the Netherlands, although accepting one more than the quota. The "mild form of gender quotation" as practiced in Scandinavia has been used, meaning that in the case male and female have the same qualifications the female has priority. In the case of the PhD workshop this has been a minor factor in the selection as it was almost as many female as male students amongst the applicants. Anyway, as much effort as possible has been done to make a fair selection. And we hope that we have got a group of students and supervisors that will function well together both socially and professionally.

The contributions of all the participants will, we are sure, make the workshop at Fines a fruitful event for everybody. If you are "urbanites" you may blame me for the choice of location, but if you take this as a challenge too, I am sure you will remember the stay at Fines and in Norway as a very special event in your life. Welcome to good and intensive work.

Arild Holm-Insen

In the following sections I have prepared some information on both the workshop and the place we are staying.

# Badly „scanned“ material from another library



Plan kolektivne obrade poljoprivske i šumarske problematike pri Zvezu postare 7 otkosa i to:

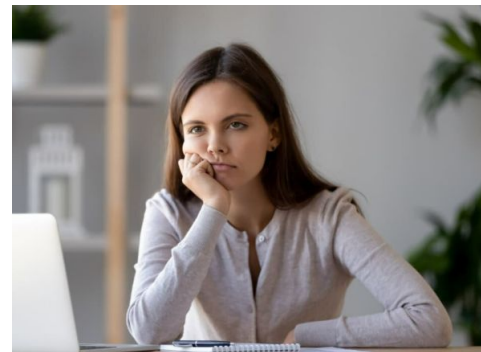
1. Otkos za oplođavanje i arhitekturnu poljoprivsku bilnu;
2. Otkos za seminarstvo poljara;
3. Otkos za zaštitu poljoprivnog i šumarskog bića;
4. Otkos za arhitekturu i ispravnu polj;
5. Otkos za prerađu poljara;
6. Otkos za kontrolu semena poljara i šuma;
7. Otkos za šumarstvo.

Svega os poljoprivnih otkosa u znanju i tehničkoj opremi, trijebra problematiku i šumarske otkose u Zvezu jeste Otkos za arhitekturu i ispravnu poljara i rad iz oblasti poljoprivne nauke i praxise. Kao otkos za arhitekturu i ispravnu poljara i rad iz oblasti poljoprivne nauke i praxise. Kako otkos za arhitekturu i ispravnu poljara i rad iz oblasti poljoprivne nauke i praxise.

# Overwhelmed with material



Poljoprivarska 200 VI, broj 6-7, 1958.



# No material to download

# Cutting off the edges on the manually scanned material

<https://rivec.institut-palanka.rs/handle/123456789/400>

opravku mala Stanica, dati su prvi veliki zbirski opisi mnogim naučnim i društvenim radovima. Osnava rad bio je pošteno omeđen sa strane rukovodstva i Ministarstva poljoprivrede JPS, koja je dugo vremena do do 1.1.1948. god. imala monopol na izdavanje i distribuciju radova. Rudine i in drugi radovi su bili u rukama na putu uslova Stanica, ali je i dalje stala stručno-naučnog karaktera ostalo izvan. Poljoprivni rad uslova i naučnog karaktera rad u 1948. godini. Upravo je bila preoblikovana. Trebalo je dati i dati i povratiti i unaprijediti probleme. Međutim, stala zakona je ostala neproizvedena, a u oblasti poljoprivrede rad su vrlo brzo. U početku je najviše joni stajati u radu. Naravno, u Ministarstvu poljoprivrede JPS, naravno je nastajala nova grupa. U jesen 1951. god. vala se vrlo brzo i uopšte borbe da Stanica dobro karakter poljoprivne nauke i društvenih ustanova. Rukovodstvo poljoprivrede JPS, naravno su otkazali na predloženu kolektivnu obradu poljoprivske i šumarske problematike pri Zvezu postare 7 otkosa i to:

- Otkos za oplođavanje i arhitekturnu poljoprivsku bilnu;
- Otkos za seminarstvo poljara;
- Otkos za zaštitu poljoprivnog i šumarskog bića;
- Otkos za arhitekturu i ispravnu poljara;
- Otkos za prerađu poljara;
- Otkos za kontrolu semena poljara i šuma;
- Otkos za šumarstvo.

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# Depositing

Digitized metadata

Non-digitized metadata



<https://www.ilovepdf.com/>

The screenshot shows the I Love PDF website interface. At the top, there are navigation links for MERGE PDF, SPLIT PDF, COMPRESS PDF, CONVERT PDF, and ALL PDF TOOLS. Below these, there are several PDF icons with their respective sizes and prices in RSD. The main area is divided into Range 1 and Range 2, each showing a preview of a PDF page. On the right side, there is a 'Range' section with 'Range 1' set from page 16 to 49 and 'Range 2' set from page 50 to 57. A red 'Split PDF' button is prominently displayed at the bottom right.

The screenshot shows a Microsoft Word document in Compatibility Mode. The ribbon includes View, Zotero, Help, Acrobat, and Tell me what you want to do. The document content includes a title 'Evaluation of agro-morphological traits of quinoa (Chenopodium quinoa Willd.) under different environmental conditions', a list of authors (Čížek, Boris; Matković, Mirela; Jovanović, Zorica; Zeković, Veselinka; Radović, Ivana; Marjanović, Milena; Čubić, Dejan; Savić, Sladana), and a detailed abstract in Serbian. The abstract discusses the adaptability of quinoa to different agroecological conditions and the impact of genotype, season, and sowing density on various morphological traits. It also mentions the source of the research and provides contact information for the Instituto de Investaciones Agropecuarias (INIA) and the Ministry of Science, Technological Development and Innovation of the Republic of Serbia.

Prepare the PDF

Useful tools for non-digitized material

<https://app.printscr.com/en/index.html>












































<https://apps.microsoft.com/detail/9mz95kl8mr0l?hl=en-US&gl=RS>

Prepare the metadata in the document (word, txt ...)

# Reviewing Deposits and Quality Assurance

- data curation
- adding “dc.fields” manually;
- normalizing names and keywords;
- uniformity of collections;
- returning the submissions to authors to make improvements;

---

Field	Value	Lang	Edit
<b>d.contributor.author</b>	Szuei, Peng Yufei, Lu Yubin, Wang		  
<b>d.date.issued</b>	2024-12-13T11:25:42Z		  
<b>d.date.available</b>	2024-12-13T11:25:42Z		  
<b>d.date.revised</b>	2024	en	  
<b>d.description</b>	Game-changer? Planning for just and sustainable urban regions, Paris, 6-10th July 2024	en	  
<b>d.description.abstract</b>	Advancing environmental protection and economic growth while promoting rural revitalization and coordinated urban-rural development is a crucial issue in China. With ecological civilization as the starting point, this research proposes a rural revitalization planning model that is led by ecological civilization, supported by preparation, actions, and land use comprehensive urban. Based on the analytical framework of ecological resource - ecological system - ecological capital, "Taking Naxoshu Township in Inner Mongolia as a typical case, the goal is to transform it into a comprehensive national home park in the dual ribbon region of western Inner Mongolia and northern Shaanxi, realizing Chongou-style modernization, ecological, and ecological characteristics. This approach provides valuable insights for exploring the promotion of rural revitalization through ecological civilization. Keywords: Ecological civilization; Rural revitalization; Naxoshu Township; Sustainable development		  
<b>d.description.provenance</b>	Made available in DSpace on 2024-12-13T11:25:42Z (GMT). No. of bitstreams: 1 0004-0902.pdf 762376 bytes, checksum: 752575485ae17024e4c5c515dc153 Metadata file name: 2024	en	  
<b>d.description.version</b>	published version	en	  
<b>d.identifier.uri</b>	978-94-01961-42-7	en	  
<b>d.identifier.pageurl</b>	..	en	  
<b>d.identifier.uri</b>	https://hdl.handle.net/20.500.14321/1410		  
<b>d.language.iso</b>	English	en	  
<b>d.publisher</b>	AESOP	en	  
<b>d.rights</b>	openAccess	en	  
<b>d.rights.version</b>	CC-BY	en	  
<b>d.source</b>	Game-changer? Planning for just and sustainable urban regions, Paris, 6-10th July 2024	en	  
<b>d.title</b>	Research on Rural Revitalization Planning from the Perspective of Ecological Civilization: Taking Naxoshu Township as an Example		  
<b>d.type</b>	conferenceObject	en	  
<b>d.type.version</b>	publishedVersion	en	  

### Edit item

Field	Value	Lang	Edit
<b>d.date.issued</b>	2024-03-09T08:55:19Z		  
<b>d.date.available</b>	2024-03-09T08:55:19Z		  
<b>d.date.revised</b>	2017-07-13		  
<b>d.description.abstract</b>	AG21NP AESOP General Assembly Meeting 1ST Alameda Campus, Water Building "Salas Auditor" 19th July 2017  1. Welcome address (AG) 2. President's Statement on the 30th AESOP anniversary (AG) 3. Secretary General Report (P) 4. Excellence in Teaching Award (GG) 5. Best Published Paper Award (AP) 6. Best Congress Paper Award (CP) 7. Acknowledgement to stepping down AESOP Officers (AG-PP) 8. AESOP New Officers (PP) 9. New AESOP Honorary Member (AG) 10. Presentation of the new AESOP journal "Transactions of AESOP" (GG) 11. AESOP Young Academy Report (AG) 12. Presentation of the 2018 Congress at Göttingen (AG) 13. Tribute to Oscar E. Sotomayor		  
<b>d.description.provenance</b>	Made available in DSpace on 2024-03-09T08:55:19Z (GMT). No. of bitstreams: 1 ag21np_2017.pdf 116296 bytes, checksum: 02813a51519496a55616028476c Metadata file name: 2017-07-13	en	  
<b>d.identifier.uri</b>	https://hdl.handle.net/20.500.14321/134		  
<b>d.publisher</b>	AESOP		  
<b>d.subject</b>	Agriculis General Assembly		  
<b>d.title</b>	General Assembly meeting Lisbon 2017	en	  

### Filters

#### Author


- Faludi, Andreas
- Frank, Andrea
- Frank, Andrea I.
- Sykes, Olivier
- Babalik-Sutcliffe, Ela

- 5
- 5
- 5
- 5
- 4

[Show more](#)

Keywords: Жабучий / развојачки период / Хомеља / уградња

Source: Реновацијски период у оквиноу Жабуче, Преглед државних налага, 2016, 24


Download  Download PDF (3.224Mb)

Publisher: Жабучај: Завичајни музеј Хомеља у Жабуче

Authors: Monemash, Metah  
Ostroskash, Ovespa

ISBN: 978-96-81244-01-2  
( Google Scholar )

Book part (Published version)

 All Rights Reserved

Show full item record

Administrative

Control Panel

Statistics

Curator Tasks

Access Control

People

Groups

Authorizations

Content Administration

Items

Withdraw Items

**Actions you may perform on this task:**

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve"

If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.

Select this option to change the item's metadata.

Return the task to the pool so that another user may perform the task.

Cancel

Approve item

Reject item

Edit metadata

Return task to pool

- 1988 The Environment in Planning Education, Dortmund, Germany, 10-12 November
- 1993 Planning and Environment in Transforming Europe, Łódź, Poland 14-17 July
- 1994 Planning of a Broader Europe, Istanbul, Turkey August 28 - 31
- 1997 Planning for the 3rd millennium from knowledge to action Joint AESOP-ISOCarPr se
- 1998 Planning, professionals and Public expectation Aveiro, Portugal 22-25 July
- 2000 Planning at a turning point, Brno, Czech Republic July 18 - 23
- 2001 - 1st WPSC "Planning for Cities in the 21st Century: Opportunities and Challenges",
- 2002 Planning in Border Regions, Volos, Greece, 10-12 July
- 2003 ACSP - AESOP Third joint congress, Leuven, Belgium, July 8th - 12th
- 2004 Metropolitan planning and environmental issues, Grenoble, France, 1-4 July

# Managing Users

Who can use the  
institutional repository?

1. Who can read publicly  
available content;
2. Who can read publicly  
non-available content;
3. Who can upload content  
and deposit material;



## Policies for Collection "Doktorske disertacije / Doctoral Thesis" (123456789/3,ID: 2)

Click here to add a new policy.

	ID	Action	Group
<input type="checkbox"/>	5	READ	Anonymous [Edit]
<input type="checkbox"/>	6	DEFAULT_ITEM_READ	Anonymous [Edit]
<input type="checkbox"/>	7	DEFAULT_BITSTREAM_READ	Anonymous [Edit]
<input type="checkbox"/>	2671	ADMIN	COLLECTION_2

Delete Selected

Return

## Group Editor: COLLECTION\_2\_SUBMIT (id: 56)

This group is associated with collection: [Doktorske disertacije / Doctoral Thesis](#)

Change group name:

COLLECTION\_2 SUBMIT

Search members to add:

irena

E-People...

Groups...

Clear search

ID	Name	Email
6	Irena Njezic	bozic.irena@gmail.com

Add

## Members

ID	Name	Email
----	------	-------

This group has no members.

Save

Cancel

# Managing Collections

Communities;  
Collections;  
Adding new ones;  
Reorganization of the  
existing ones;





March 2024

## Communities in AESOP Eprints

Select a community to browse its collections.

Now showing 1 - 5 of 6

[AESOP | Association of European Schools of Planning](#)

Promoting Excellence in Planning Education and Research

[Annual Congresses](#)

Congresses: proceedings, books of abstracts, books of papers, books of abstracts

[European Urban Summer School](#)

Young professionals and experienced academics and practitioners brought together to discuss planning issues

[Journals](#)

International, peer-reviewed, open-access journals, produced and owned by AESOP

[YA Network | AESOP Young Academics Network](#)

Encouraging the active participation and exchange of academic work from PhD students and Early-Stage Researchers



## List of Communities

### > [I - AESOP | Association of European Schools of Planning](#)

Promoting Excellence in Planning Education and Research

### > [II - Events](#)

Congresses, Workshops, Meetings, Lectures and Summer School Events

### > [III - Excellence in Planning Education](#)

Safeguarding the development of AESOP's Quality Recognition Programme

### > [IV - Awards](#)

Awards in Teaching, Best Published Paper, Best Congress Paper

### > [V - Journals](#)

International, peer-reviewed, open-access journals

### > [VI - YA Network | AESOP Young Academics Network](#)

Encouraging the active participation and exchange of academic work from PhD students and Early-Stage Researchers

### > [VII - Thematic Groups](#)

Working groups on specific themes, established in order to create more effective platforms for research and teaching

March 2025



Thank you!



<https://creativecommons.org/licenses/by/4.0/>