

## What is an Institutional Repository?

An Institutional Repository is a type of Digital Archive hosted by an academic library. It is an Open Access online resource containing many different kinds of digitized content. Items are deposited to a Digital Archive by members of the institutional community who have been granted permission by the copyright owner of the digital item. A form containing metadata - the descriptive information for the item is filled in at the time of submission. Identifying the copyright holder and obtaining consent is essential. We have streamlined the depositing process. Volunteer students who have been trained by York University's Digital Librarian, will fill in the metadata form for your item. As long as the copyright holder (e.g. if you are the photographer, you hold the copyright) gives written permission to deposit the item, we will do the uploading, and if necessary, the digitizing.

[http://en.wikipedia.org/wiki/Institutional\\_repository](http://en.wikipedia.org/wiki/Institutional_repository)  
[http://en.wikipedia.org/wiki/Digital\\_library](http://en.wikipedia.org/wiki/Digital_library)  
<http://pi.library.yorku.ca/dspace/about>

## How to submit an item:

Undigitized items (like your old Kodachrome slides) can be sent to Ms. Netta Untershats and her team for digitizing.

We will send you a receipt for the items, and send them back to you after they are digitized. Please include any information about the item - in the case of photos, where, when and who? And, please remember to confirm in writing in an email or letter, that you are the owner of the image.

**QUESTIONS? For items related to Bob Jefferies and other La Perouse Bay research and to send digitized items, please contact:**

Susan Jefferies: [scjefferies@gmail.com](mailto:scjefferies@gmail.com)

Dawn Bazely: [dbazely@yorku.ca](mailto:dbazely@yorku.ca)

Netta Untershats: [netta91@yorku.ca](mailto:netta91@yorku.ca)

**For broader Churchill Northern Studies Centre items:**

Mike Goodyear and Leeann Fishback can advise you about items that do not directly relate to Prof. Jefferies' life and research, but which do relate to the broader Churchill Northern Studies Centre community. [goodyear@churchillscience.ca](mailto:goodyear@churchillscience.ca), [fishback@churchillscience.ca](mailto:fishback@churchillscience.ca)

**Please send items for digitizing to:**

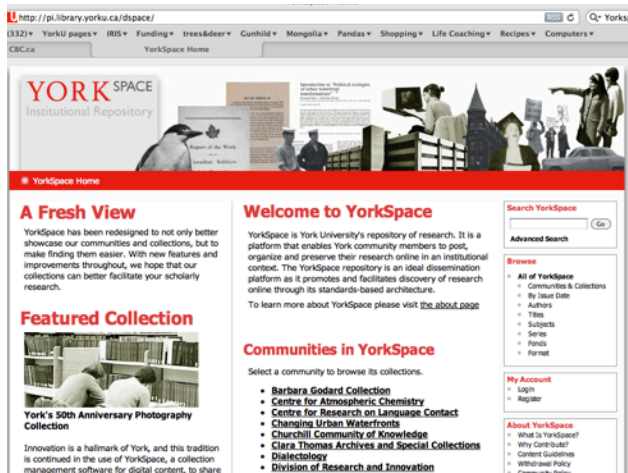
Ms. Netta Untershats

Institute for Research and Innovation in Sustainability

349 York Lanes, York University

4700 Keele Street, Toronto, ON

M3J 1P3



## Churchill Community of Knowledge Digital Library Project

An online resource of data and media hosted by the Yorkspace Institutional Repository, York University, Toronto. The first collection in the project celebrates the life and work of Prof. Robert L. Jefferies.

<http://pi.library.yorku.ca/dspace/handle/10315/8089>



Churchill Northern Studies Centre. Photo by Peter Ewins



Bob Jefferies at La Perouse Bay. From the collection of Sue Jefferies.

# What can you put in an Institutional Repository?

## Written material

Books, articles, reports, notes and letters can all be deposited.

Even if an article or chapter was previously published, existing agreements with publishers mean that it can often be placed in an Institutional Repository. Newspaper articles are more problematic: please ask us.

## Images

Photographs, Kodachrome slides, posters, powerpoints, paintings and drawings. Open formats are encouraged for submissions, e.g. JPEG and PDF.

If you took the photograph, you hold the copyright.

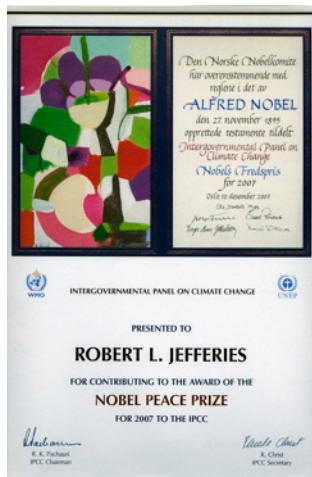
## Videos and Recordings

The best digital format for videos is MP4 and for recordings is MP3.

We will be videoing and recording presentations given at the Bob Jefferies Symposium and depositing them the Repository.

## Data

All kinds of data can be deposited. These include born-digital data (entered directly into spreadsheets), as well as scans of field data books with field observations. The latter must be digitized.



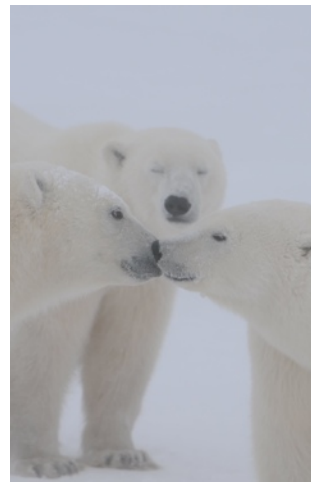
## Nobel Peace Prize Citation

Submitted by Sue Jefferies. Digitized and uploaded by Netta Unterschats.

<http://hdl.handle.net/10315/9612>

Left: Bob Jefferies' Nobel Prize Award Letter. Submitted by Sue Jefferies. Digitized and uploaded by Netta Unterschats.

<http://hdl.handle.net/10315/9613>



## Three male polar bears in Wapusk National Park

Photo by Peter Ewins.

The photo of Bob in the field, on the brochure cover, from 1985, was a gift to him. After discussion, and "due diligence", we decided that Sue has the right to submit it to the collection. If you were given the photo, by the photographer, as long as you have evidence that it is yours to use, then you can probably deposit it. But please ask us.



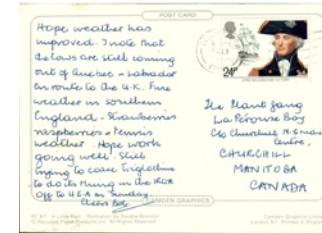
## Construction of the new Churchill Northern Studies Centre

Photo by Rick Bello

There are different kinds of Open Access Licenses that can be applied to items deposited in an Institutional Repository. They can allow members of the public to use the material for non-commercial purposes, in different ways. The source must always be credited.

We will explain the different licenses to you. Mostly, we are advising that the digitized material is made available to the public for scholarly and non-commercial purposes in ways that do not alter the material in any way.

<http://pi.library.yorku.ca/dspace/content>



## Postcard to Plant Students doing field work at La Perouse Bay, from Bob Jefferies in the UK, in July 1982, noting the weather, and progress on his Triglochin research at University of East Anglia, with Tony Davy.

From correspondence between Bob Jefferies and Dawn Bazely

For all of the items, please supply as much ancillary information that you can, about the item, for inclusion with the metadata.

<http://www.library.yorku.ca/ccm/Home/diy/yorkspace/>