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| http://www2.uncp.edu/library/ir/images/header.png | **BraveDOCKS, the UNCP Institutional Repository**  Digital Online Collection of Knowledge and Scholarship  Mary Livermore Library  University of North Carolina Pembroke |

**INFORMATION FOR FACULTY SUBMISSION**

Any faculty member interested in contributing works to UNCP's IR, *BraveDOCKS*, should e-mail Anne Coleman, Assistant Dean for Research Services, [anne.coleman@uncp.edu](mailto:anne.coleman@uncp.edu).  
If you are a first time faculty contributor, please attach a CV or other document listing your scholarly works. Mary Livermore Library will then verify which publishers allow self-archiving, and will search for available PDF or HTML versions. For some works—especially non-textual items, such as audio, video, and presentation slides—you may need to send a copy of the work (usually as an e-mail attachment). We aim to make the submission process as simple as possible.

**Required Criteria for Faculty Work (Not Including Data Sets)**

* Each work must be the intellectual property of a UNCP faculty member.
* It must be a scholarly, research, or educational work.
* It must be complete and in final form.
* It must be made available for global access at no cost via the Web.
* For *articles and other textual materials*, works must be available in one of the following forms:
  + The author's personal Word or other word-processing copy.
  + Published online in HTML form.
  + Published online in PDF form, with a publisher that allows archiving of this version.
* For *non-textual items* (presentation slides, audio, video, images, etc.), items must be received from the faculty member in a form that can be posted to the database (contact us for more information).
* The author/creator of each work must grant to UNC Pembroke the non-exclusive right to preserve and distribute the work in perpetuity. Contributions to *BraveDOCKS* are entirely voluntary; should the author later wish to remove any contribution, Mary Livermore Library will comply with the request.

Your research data sets may also be archived in *BraveDOCKS.* For more information, please see <http://www.uncp.edu/academics/library/bravedocks>

Faculty members may also sponsor student works for addition to the database. Please see <http://www.uncp.edu/academics/library/bravedocks> for information on student works in *BraveDOCKS.*

**The Benefits of Archiving Your Research in *BraveDOCKS***

* Each work is archived permanently with a stable server and a URL that will never break. (Personal Web pages can change and will eventually disappear.)
* Each work is discoverable for researchers worldwide through Internet search engines (i.e. Google), which crawl repositories like *BraveDOCKS* and provide preferential treatment and keyword access to the full-text. In a Google keyword search, works in *BraveDOCKS* tend to come up early in the results list, which greatly increases discoverability.
* Google, Google Scholar, and other search engines are primary discovery tools for a vast number of researchers.
* As a result of this discoverability and free access to the text, articles posted in repositories like *BraveDOCKS* tend to be read more and cited more.
* Statistics on how often each work has been viewed are automatically generated and appear with each citation on the author's homepage in *BraveDOCKS.*
* *BraveDOCKS* is a great way of validating and showcasing the value of UNCP’s faculty and student research and creative works to society outside the classroom (UNC Tomorrow, NC taxpayers, and more).

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