

MSUAS Institutional Repository

How to Upload and Manage Content

This guide explains who can upload repository content, and how to add Research Papers, Dissertations, Conference Presentations, Books, and Book Chapters.

1. Who does what

- Library / repository staff: capture metadata, upload PDFs, assign the correct department collection.
- Systems / developer: create new faculties, departments, collections, pages, navigation, and technical fixes.
- Ask the developer when you need a NEW section (new department, new content type, or new faculty).

2. Who can add content

Accounts with upload access:

- MSUAS Library (library@msuas.ac.zw) - Global Admin
- Audrey Shumba - Global Admin
- Priscah Maruka - Site Admin
- Mr. Museke - Site Admin
- Freedom Chiobvu - Site Admin
- Public visitors / students - cannot upload

3. How to log in

- Open <https://repo.msuas.ac.zw/admin>
- Sign in with your staff Omeka account
- Use Admin -> Items to add content

4. General upload steps (all sections)

- Admin -> Items -> Add new item
- Choose the correct Resource class (Book, Chapter, Academic Article, Thesis, etc.)
- Fill Title, Creator/Author, Date/Year, and Description/Abstract
- Under Item sets, select the matching department collection
- Media tab -> Upload -> attach the PDF
- Set Public (unless restricted), then Save

Important: always match both department AND content type. Do not put books in Research Publications, or articles in Books.

5. Research Papers / Publications

- Resource class: Academic Article (preferred) or Article
- Template: MSUAS RESEARCH PUBS (if available)
- Item set pattern: Research Publications - Department of ...
- Public page pattern: /page/research-...

6. Dissertations / Theses

- Resource class: Thesis
- Public page pattern: /page/dissertations-...
- Include degree level, year, supervisor (if known), and department.

7. Conference Presentations

- Use an Academic Article or conference-related class
- Public page pattern: /page/conference-...
- Record conference name, location, and dates.

8. Books

- Resource class: Book
- Item set pattern: Books - Department of ...
- Public page pattern: /page/books-...
- Add ISBN, publisher, place, and year when known.

Books collections ready for all current departments including Agronomy and Agricultural Engineering.

9. Book Chapters

- Resource class: Chapter or Book Section
- Item set pattern: Book Chapters - Department of ...
- Public page pattern: /page/book-chapters-...
- Include parent book title, editors, publisher, and page range.

10. Quality checklist

- Title spelling matches the document
- Authors listed correctly
- Correct department collection and content type
- PDF opens after upload
- Item is Public unless restricted

11. Requesting new sections

Ask the systems developer for new faculties, departments, or content types. Send faculty name, department name, content types needed, and public/private preference.

12. Useful links

- Admin: <https://repo.msuas.ac.zw/admin>

- <https://repo.msuas.ac.zw/s/manicaland-state-university-institutional-repository-msuas-ir/page/staff-upload-and-management-guide>

Guide

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