

What is T-Space?

[T-Space](#) is the University of Toronto's centrally supported research [repository](#). It has been established by the library to support knowledge dissemination and to showcase and preserve scholarly work. T-Space allows you, as a faculty member, to openly post your scholarship, using a straight-forward template. T-Space is also a means of presenting research through Open Access and broadening the reach of your work

What is Open Access and why is it important?

Open access describes content (journal articles, curriculum materials, books etc.) that a reader can access without any subscription fees or costs. The overarching goal of open access is to ensure the widest possible distribution of a given publication, such that researchers and educational communities around the world can easily access research and analysis that is important to their work.

Open access is important to research, teaching and one's career because:

- Open access increases the availability of your academic work to the research community, including access by practitioners in the field or colleagues in developing countries
- The prioritized indexing of T-Space content by Google and other search engines improves visibility and citation impact – more people will read your work
- T-Space makes a commitment to make your work available via permanent URLs, which means that you can share links to your work, confident that the URL will not change
- Granting Councils are increasingly mandating wide dissemination of funded research outputs. For example, the Canadian Institute of Health Research (CIHR) now requires institutional open access archiving of publications.
- This long-term strategy reduces costs of university library subscription fees through retention of faculty right to publish in an institutional archive

What are My Rights as an Author?

You can negotiate copyright prior to your work being published. You are not obligated to sign the copyright agreement offered to you by a publisher (which typically requires you to sign over copyright to your material to the publisher). You can negotiate the agreement so that you retain the right to distribute your content (often referred to as self- archiving.) See the SPARC/CARL Author Addendum here for more information: <http://www.carl-abrc.ca/projects/author/EngPubAgree.pdf>. Protecting your rights as an author allows you greater flexibility with forthcoming publications.

If you wish to post previously published content, it is important that you ensure that you have permission to do so. Check your signed publisher agreement. The OISE library can also help you contact publishers. However, it is important to know that many publishers are familiar with open access and have already set up policies which allow

authors to self-archive. You can check SHERPA RoMEO site (<http://www.sherpa.ac.uk/romeo/>) which maintains a database of journal copyright policy information, which makes it easy to see if the journal that published your work has already granted permission or if you will need to contact the publisher directly. 61% of publishers listed formally allow some form of self-archiving.

If you do need to contact a publisher directly, the Utah Digital Repository Toolkit has some sample letters to use: http://harvester.lib.utah.edu/utah_ir_toolkit/copyright.html

How do I Access T-Space?

Go to: <https://tspace.library.utoronto.ca/register> and enter your email address. You will need to contact Julie Hannaford, jhannaford@oise.utoronto.ca in order to arrange for your account to be linked to a particular OISE department or research centre's collection.

An initiative is underway to provide contributors with access to T-Space services using UTORID login, however this option is not yet available.

Contributing to your Departmental or Research Centre Collection

T-Space is organized into communities; OISE has its own community. Within a community it is possible to have a number of different collections. OISE's collections have been organized to represent the five different departments, as well as all of the research centres. For a complete list visit: <https://tspace.library.utoronto.ca/handle/1807/364>

How can I see all of my contributions?

Note: collections associated with a single faculty author can be displayed using the [browse by author](#) feature. However, the author's name must *always* be entered in the same format (Surname, First name, any initials)

Example: Smith, Jane E. versus Smith, Jane or Smith, J.E.

Title: In search of social movement learning: the growing jobs for living project
Authors: Clover, Darlene E.
Hall, Budd L.

How can I find out if new content has been added to a collection?

It is possible to subscribe to [RSS feeds](#) within T-Space, so that you can see if new content has been added. Click on the orange RSS button to the right of the screen, in order to view and subscribe to the RSS feed for a particular collection or author.

Department of Curriculum, Teaching and Learning (CTL)

Community home page

In:

Search for

or browse

Collections in this community

- Faculty (CTL)
- GRAIL

Recent Submissions

Ask the experts: what's behind childhood obesity?

Is high school science for the few or the many?

Ask the experts: how does drama do more than 'put on a play'?

Ask the experts: what's the difference between boys' and girls' writing?

Ask the experts: is the bully issue on the rise?

[View all ...](#)

RSS Feeds

1.0

2.0

Draft Guidelines on Appropriate Content for Contribution by Faculty:

OISE faculty are expected to follow the Content Guidelines for T-Space at U of T as described on the T-Space Web site:

<https://tspace.library.utoronto.ca/policies/content.jsp>

1. The work must be produced, submitted or sponsored by University of Toronto faculty.

Anyone holding a teaching or research appointment to OISE may contribute to T-Space via a Departmental or Research Centre affiliation.

2. The work must be scholarly or research oriented.

Research outputs as well as exemplary curriculum material may be contributed. This would include materials of the type that would be considered "Creative Professional Activity" on your annual activity report. Note that the copyright for any submissions must be cleared by the contributor. You can either check the SHERPA RoMEO site: <http://www.sherpa.ac.uk> for information on your journal or contact the publisher directly. If you have not yet been published, remember that you can negotiate with the publisher to keep your copyright (<http://www.arl.org/sparc/author/addendum.shtml>). The material will be stored in perpetuity in the T-Space archives.

3. The work must not be ephemeral.

T-Space is a repository of complete research outputs such as journal articles, research reports, conference proceedings, refereed literature at the pre-print stage, data sets and presentations – content that stands alone and is comprehensive in terms of content etc.

4. The work must be in digital form.

Public access equipment for digitization is available at the Education Commons Media Production Suites:

http://www.oise.utoronto.ca/ec/Services/Computer_Labs_Facilities/Media_Production_Suites/index

5. The work should be complete and ready for publication.

Early drafts of manuscripts prior to production are not appropriate as the material will reside permanently on the T-Space server. Material or documents previously published may be contributed if cleared of any copyright restrictions.

6. The author/owner should be willing and able to grant University of Toronto the right to preserve and distribute the work via T-Space.

For information about preserving your rights as an author see:

SPARC Author Addendum: <http://www.arl.org/sparc/author/addendum.shtml>

RoMEO Sherpa: <http://www.sherpa.ac.uk>

7. If the work is part of a series, other works in that series should also be contributed so that T-Space can offer as full a set as possible.

Provide all integral components required for coherence and comprehension, for example, related documents, primary data sets, or media elements. All material must be uploaded with copyright clearance.

Can Graduate Students Contribute?

Student Work: At this time institutional guidelines and practice require that any student content contributed to T-Space be sponsored by a faculty member. It is anticipated that the student's supervisor or course instructor will fulfill this role.

Graduate Student Theses: All graduate students will be required to submit their thesis to T-Space beginning with students graduating in November 2009. For more information please see [e-Theses at OISE](#) and the [SGS eThesis Information](#) page. In order to upload your dissertation and describe it, T-Space provides a simple web form. If you have any difficulty with the process of uploading to T-Space, please feel free to contact [Julie Hannaford](#) by email or at (416) 978-1702.

Should you have policy- or procedure-related questions, please use the following:

Master's Candidates: sgs.masters@utoronto.ca

Doctoral Candidates: sgs.phdorals@utoronto.ca

Glossary

Research Repository:

“A university-based institutional repository is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution.” – Clifford Lynch

http://muse.uq.edu.au/journals/portal_libraries_and_the_academy/v003/3.2lynch.html

RSS:

“RSS stands for Really Simple Syndication. Also called web feeds, RSS is a content delivery vehicle. It is the format used when you want to syndicate news and other web content. When it distributes the content it is called a feed. You could think of RSS as your own personal wire service” http://www.press-feed.com/howitworks/rss_tutorial.php