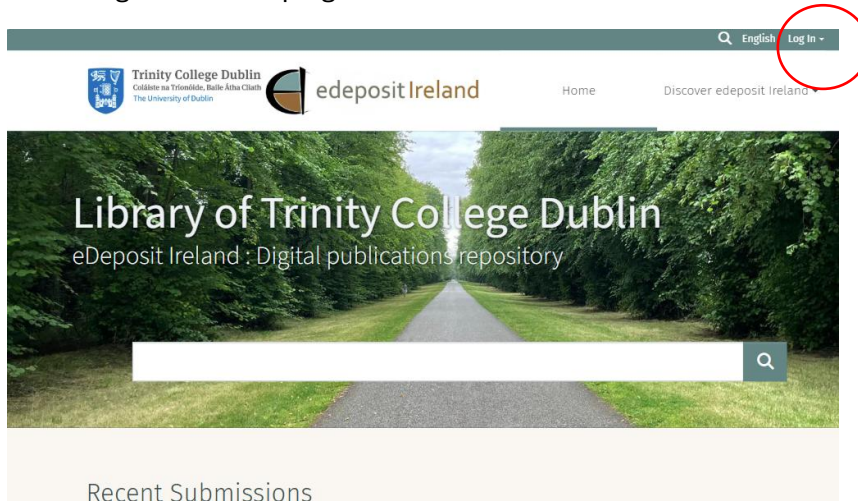


Hello and welcome as a new depositor to eDeposit Ireland

This guide will help you get up and running. We've designed the deposit process to be as straightforward as possible. Once you have received your password from the administrator you are ready to begin depositing your publications.

Start at the homepage <https://www.edepositireland.ie/>

Click 'Log In' on the top right-hand side



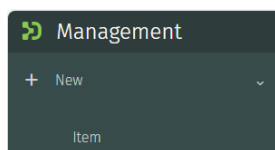
Enter your email address and password, and click Log In

Brand new depositors can register and set up a password -but please then get in touch with irlegdep@tcd.ie to set up your collection and connect your login with your collection

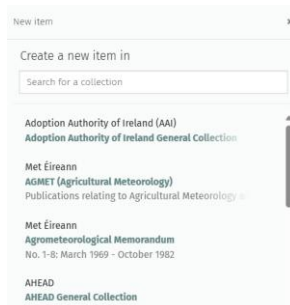
Existing depositors can reset to create a new password

To submit:

Hover over the sidebar on the left, and it will expand, and click 'New', click on the + sign, and then 'Item', to upload a new publication



A pop-up menu will appear with the collection/s you have permission to upload to. Select the desired collection.



You are now on the Item submission screen where we ask you to enter some information describing your publication.

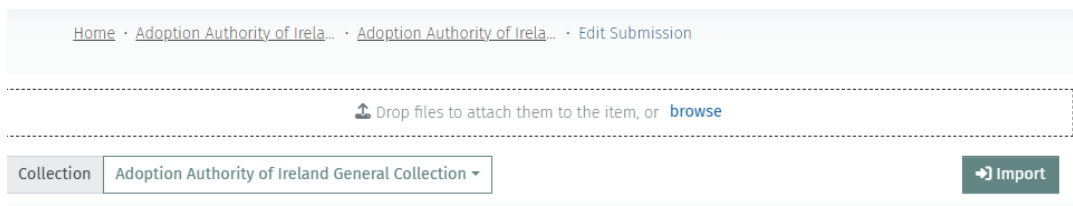
The form is designed to accommodate information about many types of publications - from journal articles and reports to presentations and images, so there will always be some parts of the form that won't be applicable to your submission.

There are just three compulsory parts (indicated by an asterisk *) to the form ... but feel free to put in as much detail elsewhere as you wish.

- Title*
- Document type* (choose from a list of types)
- Year of publication*

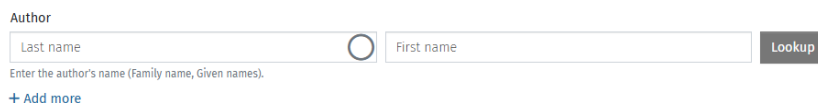
Let's get started ...

First, **upload** the publication -drag and drop the file over the box OR browse to upload, and click 'Import'



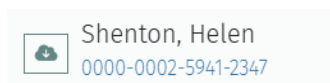
The screenshot shows a submission interface. At the top, there is a breadcrumb trail: Home · Adoption Authority of Ireland... · Adoption Authority of Ireland... · Edit Submission. Below this is a dashed box containing the text: Drop files to attach them to the item, or [browse](#). Underneath the dashed box is a 'Collection' dropdown menu currently set to 'Adoption Authority of Ireland General Collection'. To the right of the dropdown is a dark green 'Import' button with a right-pointing arrow.

Insert the **name** of the author/contributor. The +Add more button allows you to add more than one author name. If you have many author/contributor names you do not need to add them all, just the most significant or first named. There is a little waste bin on the right if you want to delete.



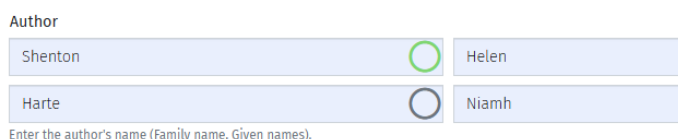
The screenshot shows the 'Author' section of the form. It has two input fields: 'Last name' and 'First name'. A small circle is positioned between the two fields. To the right of the 'First name' field is a 'Lookup' button. Below the input fields is the text: 'Enter the author's name (Family name, Given names).' and a '+ Add more' link.

If the author is an academic researcher, they may have a persistent identifier called [ORCID](#). The system is searching live to see if we have saved that author ID previously. For a new author click 'lookup' and choose the ORCID tab. It will display results matching the author's name. You can click on the ID number to view their record and verify it is the correct match. Click on the cloud symbol, and 'import' to associate the ID with the record.



The screenshot shows a search result for an author. It features a small cloud icon in a square, followed by the text 'Shenton, Helen' and the ORCID ID '0000-0002-5941-2347'.

The circle in the Surname box lights up green when it has a verified ORCID associated with the name, and grey when not.



The screenshot shows the 'Author' section of the form with two entries. The first entry is 'Shenton' in the 'Last name' field and 'Helen' in the 'First name' field. The circle between the fields is highlighted in green. The second entry is 'Harte' in the 'Last name' field and 'Niamh' in the 'First name' field. The circle between the fields is grey. Below the entries is the text: 'Enter the author's name (Family name, Given names).'

The **corporate author** associated with the collection will be in the box automatically -but can be changed or added to if appropriate to the publication. We are using the Library of Congress (LC) Authority for names, and so Government Departments will have 'Ireland.' at the head of the name e.g. Ireland. Department of Finance

Corporate Author

Enter the corporate (company) name

[+ Add more](#)

Title is required. Please transcribe (or copy & paste) the title (and any subtitle) as it appears on the title page of your publication.

Other titles: insert any other versions of the title. Note: You may submit multiple documents to the same record, such as the English and Irish versions of a publication. Use this field to capture the translation of the title.

Title *

You must enter a main title for this item.

Other Titles

If the item has any alternative titles, please enter them here.

[+ Add more](#)

Select the **publication type** from the drop-down list. Report is the most common, so it is first, the rest are in alphabetical order.

Document Type *

- Report
- Book
- Book Part
- Conference Proceedings
- Conference Paper
- Conference Poster

The **publishers' name** should be already in the box and can be edited if different, or a collaboration.

Publisher

Enter the name of the publisher.

Country of Publication

Choose the country of publication

Choose the **country of publication** from the dropdown list.

Year of publication is required month and day are optional.

Date of Publication *

You must enter at least the year.

Insert a [citation](#) for this document if desired in a standard format: e.g.

Author. 'Title', [publication type], Publisher, Date.

Citation

Enter the standard citation.

Transcribe the [edition/version](#) statement from the publication, or filename where appropriate, e.g. Version 2.5.

Edition/Version

Enter the edition statement (e.g. 2nd edition; Version 1.2 etc.)

Choose the [language](#) of the text from the dropdown list. If you are submitting both the English and Irish language versions of a publication and attaching them to the same record, then click **+Add more**.

Language

Select the language of the main content of the item.

[+ Add more](#)

The [URI](#) will be prepopulated with the persistent link/handle for this upload -do not edit.

Click **+Add more** to add any other [identifiers](#) on the document, such as ISBN, DOI, Gov. Doc No. If you have opted in to the DOI 'minting' service, this will happen in an overnight process after the item upload and approval is complete.

Identifiers

Enter item identifier/s (remove dashes from ISBN/ISSN)

Enter item identifier/s (remove dashes from ISBN/ISSN)

Insert [keyword/s](#) that describe the [subject](#) of the publication. One phrase per line, click 'Add more' for each one.

Examples:

- Conference name (Year, Place)
- Surname, First name
- Subject
- Placename

Subject Keywords

Enter appropriate subject keywords or phrases, one per line.

[+ Add more](#)

If your publication is part of a named **series**, then capture the series name and series numbers and date, e.g.

Journal of Cardiology Vol.1, Issue 2, 2025

Research Series (Fishing Authority) No.5, Spring 2025

Series or Journal Title/Vol. No., Issue No., Date

Series or Journal Title	Vol. No., Issue No., Date
-------------------------	---------------------------

Enter the series/journal title and associated volume/issue numbers/freetext date where applicable.

If your research has been grant-funded, please insert the name of the **funder** and the **grant number** if relevant.

Research funder

Enter the research sponsor or funder name if applicable.

[+ Add more](#)

Grant Number

Enter the grant number if applicable.

[+ Add more](#)

Use the **relationship** field if you need to express a relationship between this publication and another. Options are a generic 'Related to', useful catch all when the relationship doesn't fit the other options.

'Is a version of' could be used to refer to a print original, or from a preprint to a published version

'Replaces' can be used when uploading an updated version that supersedes a previous version

'References' can be used when the document strongly references another publication

Choose the relationship type, and then add a reference to the relationship box, such as a citation, or handle, DOI, or ISBN

Relationship

Related to	Relationship
------------	--------------

Select relationship type and add a citation or link to the box

[+ Add more](#)

Copy and paste an **abstract** if applicable to the text box.

Abstract

And/or add a **description**, which can be broader than the abstract, such as additional notes or a table of contents. Please acknowledge here if generative AI has been used in the creation (i.e. text/image generation) of the work.

Description


Description

[Feedback for the administrator](#) is a non-public note to the Library cataloguer who will be checking the submission. Let them know if you are unsure about any of the data entry. The note will be deleted when the record is approved.

Access

Set the [file access](#) by clicking on the edit symbol, do this for each file uploaded

Here you will find all the files currently in the item. You can update the file metadata and access conditions or [upload additional files*](#) by dragging & dropping them anywhere on the page.

No Thumbnail Available	FAQs - Your questions answered.pdf (882.16 KB)	  
	FAQs - Your questions answered.pdf	

Choose access condition type from the drop-down list

openaccess choose this for online availability to all, click 'save'

lease option not in use

embargo choose to set a time-limited restriction, set access date 'from' end of embargo

administrator restrict access to the administrator only

Licence

Please agree to the TCD Licence:

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I confirm the license above [tick the box]

Creative Commons License

You may choose to apply a Creative Commons License to your publication. There are two options in a drop-down list:

The CCO option is: <http://creativecommons.org/publicdomain/zero/1.0/> This puts the publication in the public domain, i.e. you have waived copyright. The work can be copied, modified, distributed, even for commercial purposes without permission.

The second 'Creative Commons' option allows you to select a more tailored licence. Click on the help buttons '?' when in the record for more information.

Allow commercial uses of your work?

- Yes
- No

Allow modifications of your work?

- Yes
- ShareAlike
- No

Jurisdiction of your license

Select an option... ▾

If there is a Creative Commons licence already in place on your publication, then choose the options to match that licence.

For most official publications from Government Depts, and Agencies we are recommending in line with the [Open Data Directive - data.gov.ie](https://data.gov.ie) the <http://creativecommons.org/licenses/by/4.0/>

This means choosing Yes to both questions, and the 'International' jurisdiction.


You are however free to choose which ever option suits, such as restricting commercial reuse and not allowing modifications to the work.

Tick the box to grant the licence, 'save' the record, and 'deposit' to complete the process.


You've selected the following license:
<http://creativecommons.org/licenses/by/4.0/>

I grant the license above

 Discard

 Saved

 Save

 Save for later

 + Deposit

The upload will be checked by a Trinity cataloguer before it is 'approved' and published. You will receive a system generated email when it is completed.

Thank you.