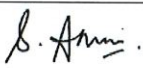


IIUM INSTITUTIONAL REPOSITORY (IRep) APPROVAL PROCEDURE

Prepared By: -	Approved By: -
	
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Position: Senior Librarian	Position: Chief Librarian
Date: 29 May 2025	Date: 29 May 2025

1.0 OBJECTIVE

The objective of this procedure is to describe the steps involved in approval process in the Institutional Repository (IRep) to ensure the records verified are in a good quality.

2.0 SCOPE

This procedure applies to all documents deposited in IRep, especially published items and those affiliated with IIUM. It covers articles, conference/proceeding papers, books, book chapters, and monographs, including policy papers, technical reports, and standards. This procedure is applicable to all IIUM campus libraries.

3.0 ACCOUNTABILITY

The following sections/libraries are accountable to the IRep Approval:

- 3.1 Research Support Section
- 3.2 Learning Support Section
- 3.3 Campus Libraries

4.0 ABBREVIATION

- 4.1 IRep: IIUM Institutional Repository
- 4.2 HOS: Head of Section
- 4.3 HOU: Head of Unit
- 4.4 ISBN: International Standard Book Number
- 4.5 ISSN: International Standard Serials Number
- 4.6 PIC: Person in charge such as HOS/HOU/Librarian/LA/AA
- 4.7 LA: Library Assistant
- 4.8 AA: Administrative Assistant

5.0 REFERENCES

5.1. External document

- i. Malaysia Research Assessment Instrument 1 (MyRA 1) Glossary (Amendment 2023) updated 22 November 2023

5.2. Internal documents

- i. Institutional Repository (IRep) Policy (UIAM.LIB.POL.100-1/7/8)
- ii. Guide on Publication and the Evidence Required for Submission into IRep (IIUM/204/GUIDE/LIB/4.1)
- iii. Frequently Asked Questions on IRep
- iv. Manuals for Pre-Checking of IRep:

- a. Manual for Pre-checking of Article in IRep (IIUM/204/6/8/1 (IRep)/M1a)
- b. Manual for Pre-checking of Book in IRep (IIUM/204/6/8/1 (IRep)/M1b)
- c. Manual for Pre-checking of Book Chapter in IRep (IIUM/204/6/8/1 (IRep)/M1bc)
- d. Manual for Pre-checking of Conference/Workshop item in IRep (IIUM/204/6/8/1 (IRep)/M1c)
- v. Manuals for Approval of IRep:
 - a. Manual for Approval of Article in IRep (IIUM/204/6/8/1 (IRep)/M2a)
 - b. Manual for Approval of Book in IRep (IIUM/204/6/8/1 (IRep)/M2b)
 - c. Manual for Approval of Book Chapter in IRep (IIUM/204/6/8/1 (IRep)/M2bc)
 - d. Manual for Approval of Conference/Workshop item in IRep (IIUM/204/6/8/1 (IRep)/M2c)
- vi. General Manuals and Guidelines:
 - a. Guide for Generating List of Publications from IRep (IIUM/204/6/8/1 (IRep)/G1)
 - b. Guide for MyRA, MyMOHE and Research Book (IIUM/204/6/8/1 (IRep)/G2)
 - c. Manual for Handling Duplicate Records in IRep (IIUM/204/6/8/1 (IRep)/M9(Dup))
 - d. Manual for Handling User Request in IRep (IIUM/204/6/8/1 (IRep)/M10(Req))

5.3. IIUM webpages

- i. IIUM Staff Directory (<https://www.iium.edu.my/directory>)
- ii. IIUM Smartcard 2.0 (<https://smartcard.iium.edu.my/login>)

5.4. External websites

- i. WoS (Clarivate Website) (<https://mjl.clarivate.com/home>)
- ii. SCOPUS (<https://www.scopus.com/search/form.uri?display=basic#basic>)
- iii. ERA (<https://online.library.uitm.edu.my/era/>)
- iv. MyCite (<https://mycite.mohe.gov.my/en/general-search/>)
- v. Google Scholar (<https://scholar.google.com/>)
- vi. Google (<https://www.google.com/>)

6.0 RECORD RETENTION PERIOD

5 years

7.0 PROCESS FLOW

