Depositing Exhibition Information into ResearchSPAce

➢ To access ResearchSPAce, go to http://researchspace.bathspa.ac.uk

➢ On the left menu, click **Self-deposit (staff only)** and enter your **BSU username and password**.

➢ Click on **New Item** to begin depositing your work. There are five steps to complete and these are shown at the top of the page.

Manage deposits

Help

New Item

Import from BibTeX | Import
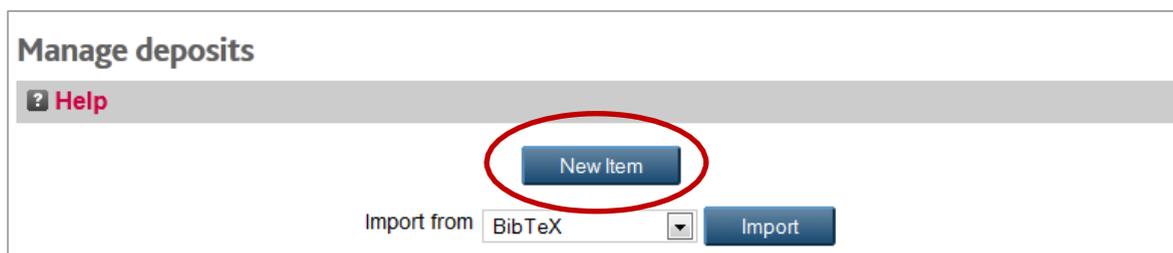
Step 1: Type

➢ Select the **Exhibition** item type. This will automatically generate the appropriate details fields to fill in later.

➢ Navigate to the next step by clicking the **Next>** button at the top or bottom of the screen. You can also skip or go back to a previous step using the top buttons

Type → Upload → Details → Subjects → Deposit

Save and Return | Cancel | Next >
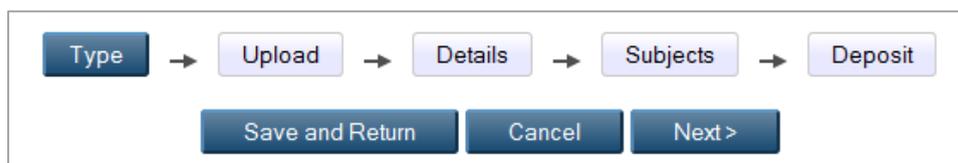
Step 2: Upload

➢ The University's Open Access Policy, incorporating HEFCE's requirements for the next REF, does not require specific material to be uploaded for exhibition outputs. However, depositing visual material along with the exhibition description is viewed as desirable by HEFCE and also increases users' interest in the record itself. All image files are included in a 'carousel' feature on the ResearchSPAce homepage with a link to their relevant exhibition record.

➢ It is recommended that you upload either images of the artwork/s or images of the exhibition space with your artwork/s clearly shown within it. It is not recommended that you upload flyers or publicity material as these documents may contain copyrighted material. Gallery images with the visitors' faces in clear view should also be avoided for this reason. Online reviews of exhibitions should not be held on ResearchSPAce and instead should be stored as evidence of "impact" elsewhere.

➢ If you are uploading a file, you must tick the box to agree to the deposit licence. This licence gives ResearchSPAce non-exclusive rights to store your material only. You can click on **Terms & Conditions** to read the terms of the deposit licence in full.

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.

Please tick that you agree to the Terms & Conditions before you can upload files. ☐

➢ Click on **Browse** to select a file from your computer. There is no minimum or maximum amount of images you can attach to an exhibition record but please bear in mind that more than nine or so images will result in the user needing to scroll down to see the full list. Each image can be clicked on to see an individual larger view.

➢ Each image should ideally be given a full entry in the 'description field' that reflects the type of information that would be available on the artwork's label in an exhibition, eg. artist, title, date of creation, medium, measurements/duration. If the image is of the exhibition space itself the title for the image must include the name of the gallery, the name of the exhibition, whether the image was taken during a private view and the date. The 'description field' can be found by clicking on **Show options** in the bottom left of the image box once it has been uploaded.

Images	Documents	Information

Anita Taylor, Aerial, 2013, oil on canvas, 220 x 195cm
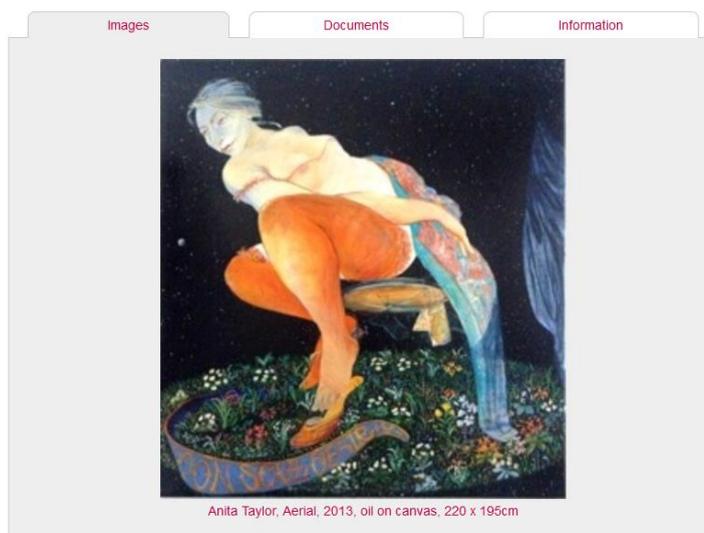
➢ Click **Next>** to move to the next step.

Step 3: Details

➢ Fields marked with a star are mandatory and must be completed. If you are unsure what to enter into a particular field, click on the ❓ icon for further information.

Note: Don't worry too much about cataloguing standards… all self-deposited material is reviewed by the Research Publications Librarian before being made 'live'.

➢ Please enter as much information as you can about your work.

    i) If you have shown a solo exhibition put the main exhibition title in the top 'Title' field. Leave the 'Event Title' field blank.

    ii) If you have participated in a group exhibition then use the top 'Title' field to record the title/s (and year/s of creation) of your artwork/s and the lower down 'Event Title' field to record the name of the exhibition itself.

    iii) If your work has been created through collaboration with another artist you can add them as a 'Creator' as well as yourself. Otherwise put only your name under 'Creator' and any artists exhibiting at the same event as yourself can be listed in 'Additional Information'. A named curator should also be put in 'Additional Information'.

    iv) If you have played a curatorial role in the exhibition you can give a short description of this in the 'Additional Information' field.

    v) Fill in as much of the 'Number of Pieces', 'Medium' and 'Measurements/Duration' fields as you can. If there are too many separate artworks involved for these fields to be used effectively (especially in the case of 'Measurements') then this information can be recorded in the 'Additional Information' field instead.

    vi) Exhibition catalogue details (including ISBNs) can be put into the 'Publication Details' section and included with the exhibition information. However if you have contributed a chapter (or equivalent substantial amount of text) to the catalogue this must be recorded on ResearchSPAce as a separate **Book Chapter/Section** record as well.

    vii) Please add the year of the exhibition to the 'Publication Details' section's date field even if an exhibition catalogue was not produced.

    viii) The first location of the exhibition must be put into the 'Event Location' field. Any subsequent locations of interest can be placed in the 'Additional Locations' fields.

    ix) If you wish to expand on any research underpinning the artwork/s you can use the 'Research Dimensions' field.

➢ Click **Next >** to move to the next step.

Step 4: Subjects

➢ This step is optional. If you choose to, you can select a subject or subjects that describe your work. Click the next to the general subject name (e.g. N Fine Arts) to expand and then click 'Add' to choose a specific subject (e.g. NB Sculpture).

➢ Click **Next >** to move to the final step.

Step 5: Deposit

➢ The final step is to click **Deposit Item Now** to send your record to the Research Publications Librarian for review. You will still be able to see a preview of the item record. Alternatively, click **Save for Later** if you wish to make more alterations.

➢ Once the record has been approved it will appear 'live' on the repository and be visible in Google search results within a short time.

Further support

If you require help or further information, please contact researchspace@bathspa.ac.uk