

# Use and customization guide of the UAB's Digital Repository of Documents

## What is the DDD?




The DDD is the UAB's Digital Repository of Documents: it collects, manages, preserves and disseminates the scientific, academic and administrative production of the University.

## What can I find in the DDD?

It brings together an assorted collection in terms of medium, subjects and types of documents. The DDD assembles the journals published by the Universitat Autònoma de Barcelona (UAB), the articles published by researchers and teachers, exam models, manuscripts and special editions digitized by the libraries, classroom resources, videos, posters, photographs, research works, course programs and many other documentary sources.

## Where and how can I access it?

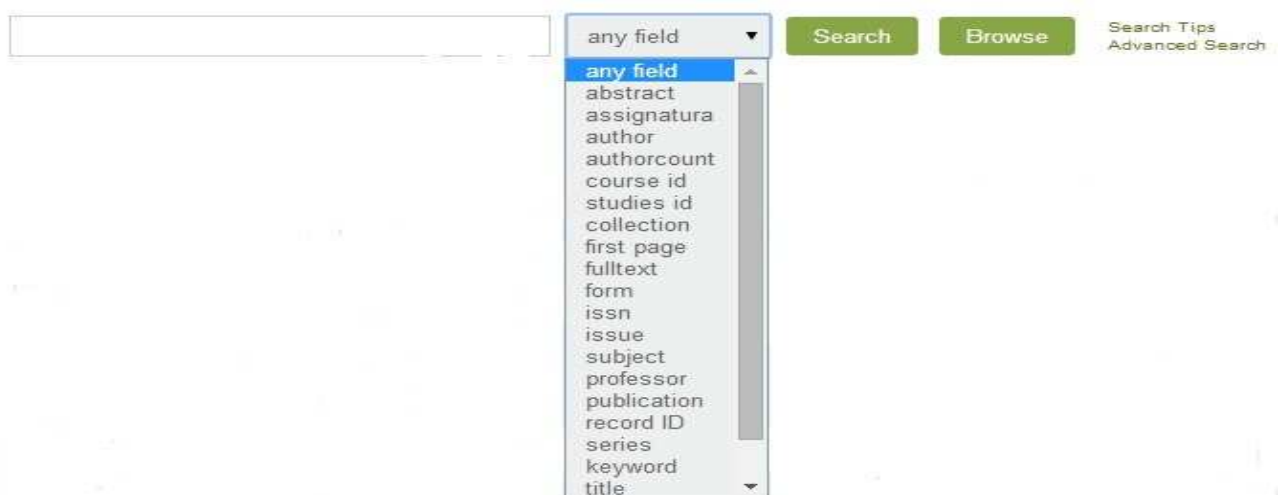
You can check it at [ddd.uab.cat](http://ddd.uab.cat)

Everyone has free access to the DDD, except for some documents that have the access restricted to computers connected to the UAB network and which are marked with this warning:  Accés restringit a la UAB

If you are a member of the University community and you want to check these documents from outside the campus, you must use [ARE \(Accés als Recursos Electrònics\)](#).

## How to search

You can search by title, author, abstract, keyword, and even within the full text of the .pdf files using the pull-down menu.



The screenshot shows a search interface with a search box on the left. To its right is a dropdown menu currently set to 'any field'. The dropdown menu is open, showing a list of search options: 'any field', 'abstract', 'assignatura', 'author', 'authorcount', 'course id', 'studies id', 'collection', 'first page', 'fulltext', 'form', 'issn', 'issue', 'subject', 'professor', 'publication', 'record ID', 'series', 'keyword', and 'title'. To the right of the dropdown are two green buttons: 'Search' and 'Browse'. Further right, there are links for 'Search Tips' and 'Advanced Search'.

If you prefer, you can limit the search to a given collection or collections by marking or unmarking the buttons located at the left side of the collections.

## Guia de consulta i personalització del Dipòsit Digital de Documents de la UAB

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It is important to distinguish between the search options: **Search** and **Browse**.

### Search

The Search button retrieves the term or terms that you have looked up and presents the registers retrieved in each collection.

Results overview: Found **1,106** records in 0.03 seconds.

Course materials, 12 records found  
Research literature, 4 records found  
Articles, 4 records found  
Graphic documents, 1,021 records found  
Personal and institutional archives, 65 records found

Then, the results can be limited by collection and number and can be visualized in different layouts...

### Search collections:

Contributions to meetings and ...

\*\*\* add another collection \*\*\*

### Sort by:

latest first

desc

- or rank by -

### Display results:

10 results

split by collection

### Output format:

HTML brief

The Advanced Search enables the user to search documents combining terms that appear in particular fields (such as author, title, subject, etc.) through the use of Boolean and proximity operators (and, or, and not).

For further information, you can check the search tips ([ddd.uab.cat/help/search-tips](http://ddd.uab.cat/help/search-tips)).

### Browse

The Browse button retrieves those terms that are similar to the one you have looked up and sorts them in alphabetic order.

Les paraules més properes a *library*, a qualsevol col·lecció, són:

1	librarie
76	libraries
1	libraries)
1	librario
2	librarse
161	library
4	library)
2	libras
1	libratory
343	libre
6	libre)

## My account

You can check the DDD as a guest or as an identified user.

Guests can browse and download the documents without any problems, and they can even access to the restricted documents if they are within the UAB network.

## Identification

In order to identify yourself, you must create an internal account by filling in the following form: <http://ddd.uab.cat/youraccount/register?ln=en>. This form is processed immediately and provides access to the following features:

- Customize your interface.
- Save the search results and create alerts. You can subscribe yourself to a search and it will be executed regularly. You can also receive the results via email or save them in one of your baskets in the DDD.
- Retrieve all the searches you made during the last 30 days.
- Create baskets. Baskets allow you to define specific collections of documents and store interesting records that you may want to check later or share with others.
- Add comments and ratings to the documents of the DDD.

### User comments policy

You must have an account in the DDD to post your comments and reviews. Any comments that may be offensive or that contain advertising or spam will not be allowed. Shall these situations take place, the staff in charge of the DDD reserve the right to remove them.

If someone repeatedly fails to fulfil these conditions, he or she can be banned as an identified user.

### Copyright

The documents of the DDD are subject to copyright and therefore their use is regulated by the Intellectual Property Law.

Some documents have Creative Commons licenses, so the author can determine whether to allow the copying, distribution, public communication, commercial uses or derivative works of his document, always with acknowledgment of authorship.

In these situations, the record contains a description and a small image identifying the license chosen. For example:



License which allows the copying, distribution and public communication of the work, as long as the original author and the University are quoted and no commercial use or derivative work is produced.



License which allows any exploitation of the work, including commercial purposes and the creation of derivative works, which distribution is also permitted without restriction.

To check the detailed conditions of the rights of any specific document, please contact the DDD: [ddd.bib@uab.cat](mailto:ddd.bib@uab.cat)

### Institutional visibility

A great amount of the contents are also indexed by external search engines giving a broad coverage to the research carried out at the Universitat Autònoma de Barcelona and to the documents gathered in its libraries.

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