

# 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, teaching guides, manuscripts and special editions digitized by the libraries, classroom resources, videos, posters, photographs, research works, course programs, personal and institutional archives and many other documentary sources.

## Where and how can I access it?

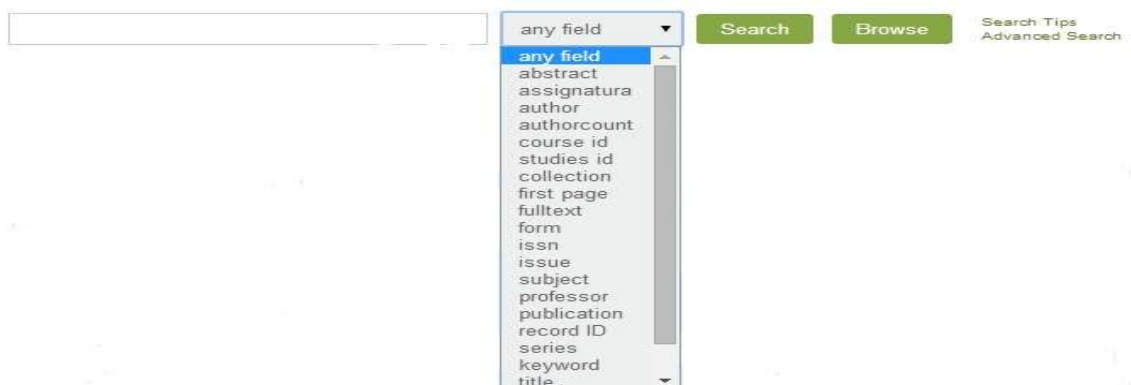
You can access DDD at [ddd.uab.cat](http://ddd.uab.cat)

Everyone has free access to all DDD documents, except for some documents restricted to computers connected to the UAB network. These documents show this warning:  UAB restricted access

If you are a member of the University community and you want to check these documents from outside the campus, you must go to: [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.



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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.

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

Search

and **Browse**

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

### 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)     |

### Virtual collections

Some document collections – such as the books collection, the posters collection or the video collection – contain a subsection called “Focus on” at the right of the screen where you can see a list of virtual collections that gather documents that share some common characteristic.

For example, the Books collection <https://ddd.uab.cat/collection/llibres> contains several collections based on the procedence of the books, their characteristics or their subject topic:

#### Focus on:

Antiquarian (before 1801) (100)  
Biblioteca Digital d'Història de l'Art Hispànic (374)  
Fons Carandell (1,162)  
Manuscripts (XI-XIX centuries) (127)  
Memòria personal (83)

### My account

You can check the DDD as a guest or as an identified user: <https://ddd.uab.cat/youraccount/login>

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

#### Your Account

You are logged in as Eulàlia. You may want to a) [logout](#); b) edit your [account settings](#).

#### Your Baskets

You have 1 personal baskets and are subscribed to 0 group baskets and 0 other users public baskets.

#### Your Alert Searches

You own the following alerts:  [SHOW](#)

#### Your Searches

You have made 80625 queries. A [detailed list](#) is available with a possibility to (a) view search results and (b) subscribe to an automatic email alerting service for these queries.



@bibliotequesUAB  
#bibliotequesUAB



PREGUNT@



[www.uab.cat/biblioteques/pregunta](http://www.uab.cat/biblioteques/pregunta)

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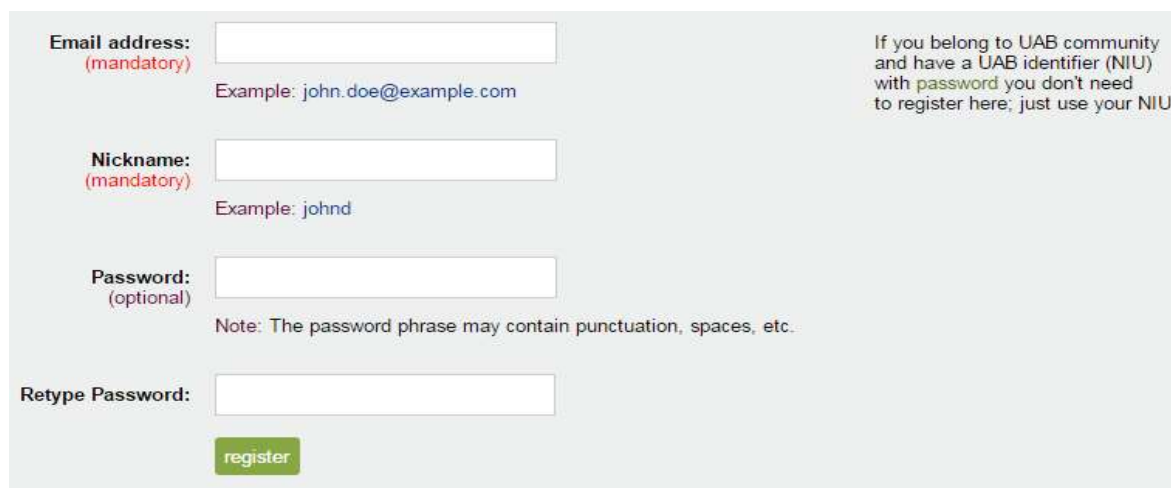
### Identification

If you belong to the university community you can use DDD as an identified user with your UAB NIU and your usual password.



The login form is titled 'Login method:' and features a dropdown menu with 'NIU UAB' selected. Below this are input fields for 'Username:' and 'Password:'. The 'Username' field has a small dropdown showing 'email'. To the right of the form, there is explanatory text: 'If you belong to UAB community, please use UAB NIU (UAB unique identifier number) and your UAB password.' and 'If you don't belong to UAB, please use your email address.' At the bottom, there is a checkbox labeled 'Remember login on this computer.' and a green 'login' button next to a link '(Lost your password?)'.

If you don't belong to the university community you need to create an internal account by filling in the following form: <http://ddd.uab.cat/youraccount/register?ln=en>.



The registration form contains several input fields: 'Email address:' (mandatory), 'Nickname:' (mandatory), 'Password:' (optional), and 'Retype Password:'. Examples are provided for the email and nickname fields. To the right, text explains: 'If you belong to UAB community and have a UAB identifier (NIU) with password you don't need to register here; just use your NIU.' A note states: 'Note: The password phrase may contain punctuation, spaces, etc.' At the bottom is a green 'register' button.

You will have 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.

Only UAB community members are entitled to upload documents of which you are the author using the selfarchiving forms. For further information see the guide *Com lliurar documents al Dipòsit Digital de Documents de la UAB* <https://ddd.uab.cat/record/136736>

### 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.

Date: July 2019

Digital version: <https://ddd.uab.cat/record/56612>



@bibliotequesUAB  
#bibliotequesUAB



[www.uab.cat/biblioteques/pregunta](http://www.uab.cat/biblioteques/pregunta)