

Self-archiving involves the individual initiative of users / authors to archive their scientific work in an online platform. The process of self-archiving in the context of institutional repositories, involves a set of simple steps related to the description and job submission.

In the context of integrated repositories in SARI (Institutional Repositories Hosting Service), the process of self-archiving of the following steps:

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Hopefully publications deposited in the repositories should be immediately available in open access. However, the submission process, authors can define different types of access (access restricted or embargoed for a certain period of time) in accordance with any restrictions imposed by the copyright rules that apply. If in doubt, authors may use the [services of support to copyright](#)

Usually, the deposit process requires the acceptance of a non-exclusive distribution license that allows the release of its scientific production with respect for copyright.

Your store may have a policy or mandate self-archiving. Find out about this issue with the repository administrator.