

**Applying for a new collection/adding new material to existing collections on UPSpace
(Institutional Repository of the University of Pretoria)**

1. Consult the UPSpace Policy/ Brochure (Summary of Policy) for the creation of a collection.
(or contact [Information Specialist](#) at [UPLibrary](#))
2. For retrospective articles published while author was affiliated with the University of Pretoria:
- check for availability on [UPSpace](#)

Browse
 All of UPSpace
[Communities & Collections](#)
[By Issue Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

Enter author and search, eg Kirsten

Browsing by Author
 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Or enter first few letters:
 Order: Results:

Select correct author :

Authors Name
[Kirsten, Frikkie](#)
[Kirsten, Johann F.](#)

List of available items on UPSpace will be displayed

Browsing by Author "Kirsten, Johann F."
 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Or enter first few letters:
 Sort by: Order: Results:
 Now showing items 1-20 of 155
 Agenda for a newly elected government
 Kirsten, Johann F. (Farmers Weekly, 2009-01-16)
 Irrespective of result of the next year's election, the new government will still face the same problems in agriculture.

- compile a list of outstanding articles including all bibliographic detail and include in application

3. **Select and download correct form**
 - Application for new collection
 - Application for retrospective collection
4. **Complete the application form.**
5. **Send completed application to [Contact Us](#) (UPSpace Mailbox)**
6. **The application will be evaluated by the Evaluation Committee using the following criteria:**
 - UPSpace Policy /Brochure (Summary of Policy)
 - Publishers consent
 - Copyright
 - Digitization office schedule
 - Capacity of personnel
 - Time lines distinguished
7. **Feedback will be given to the applicant.**
8. **All Collection Applications forms will be saved by the UPSpace Manager.**
9. **Collections in process will be updated accordingly.**