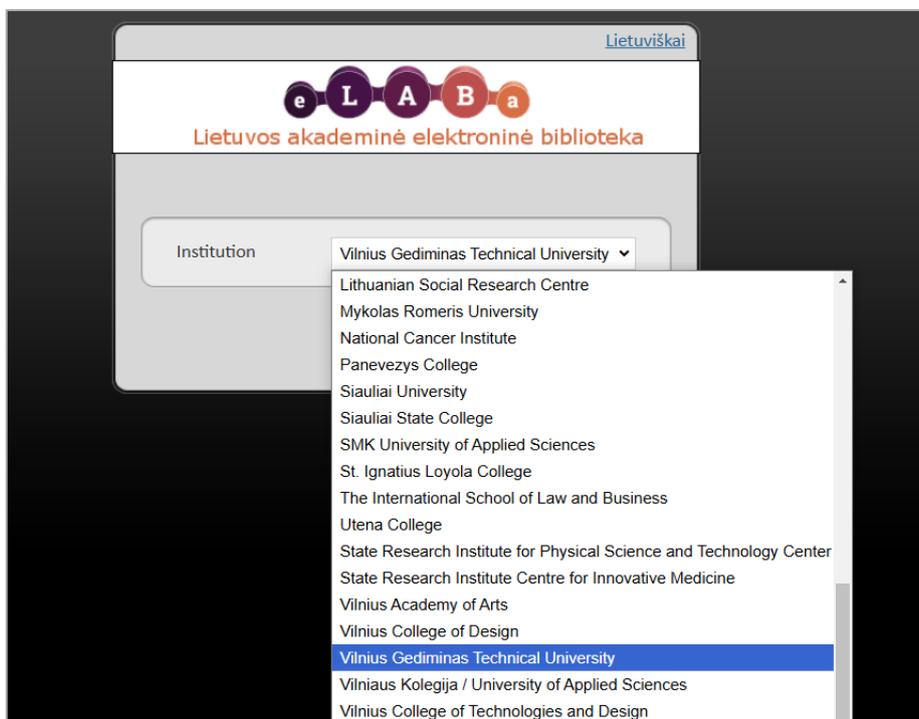


## Guide for uploading final theses to the Lithuanian Academic Electronic Library (eLABa)

- Access the eLABa repository at <https://www.talpykla.elaba.lt>
- On the right side select English language 
- Go to „Repository“ and select „Submit“ to repository



- Select the name of institution – Vilnius Gediminas Technical University



- Enter your VILNIUS TECH institutional login details to log in (username & password)



Access to the VGTU Information Systems

 USER ID

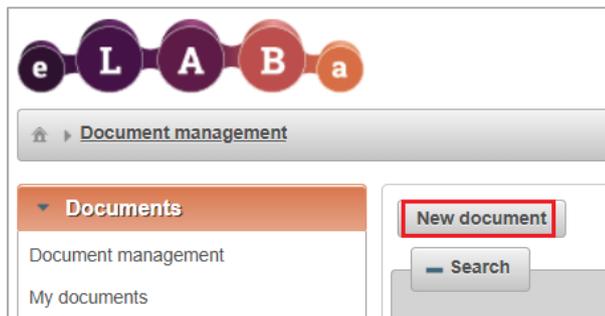
 PASSWORD

[FORGOT PASSWORD?](#)

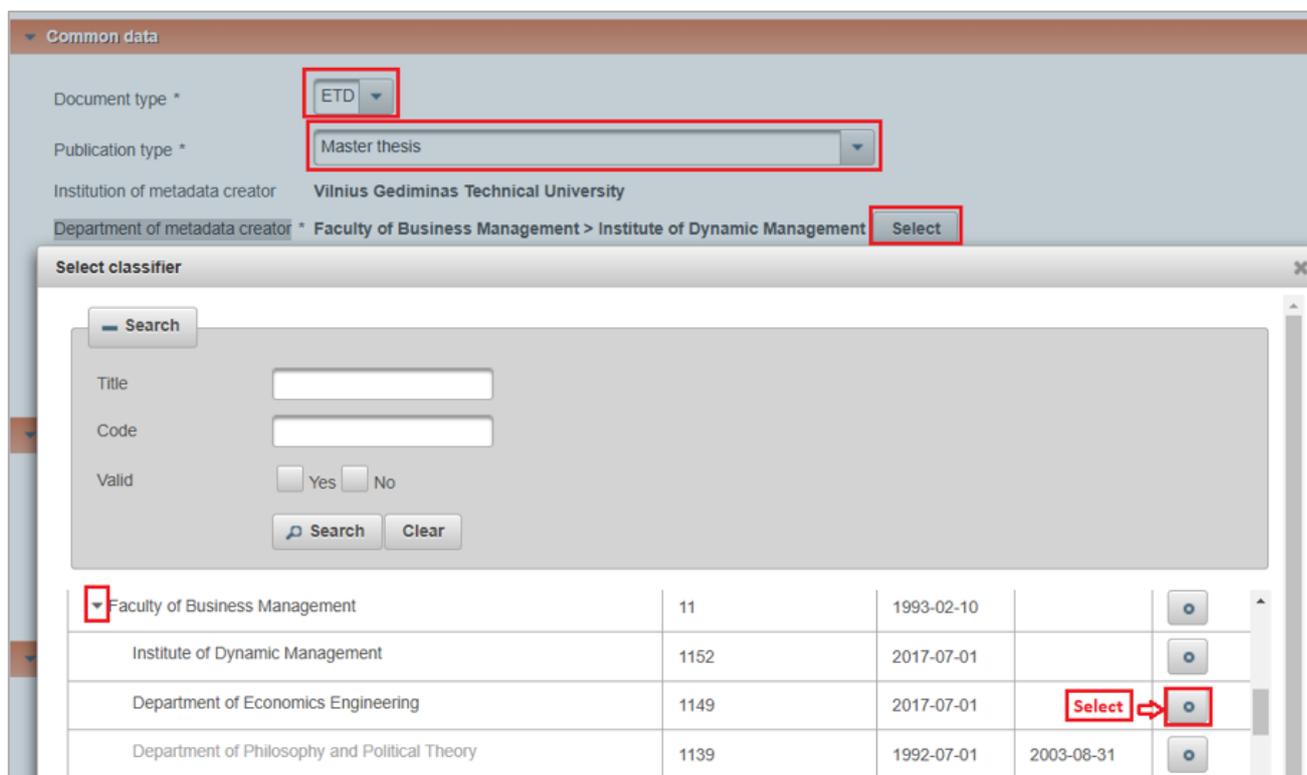
[REGISTRATION FOR NEW USERS](#)

[LOGIN](#)

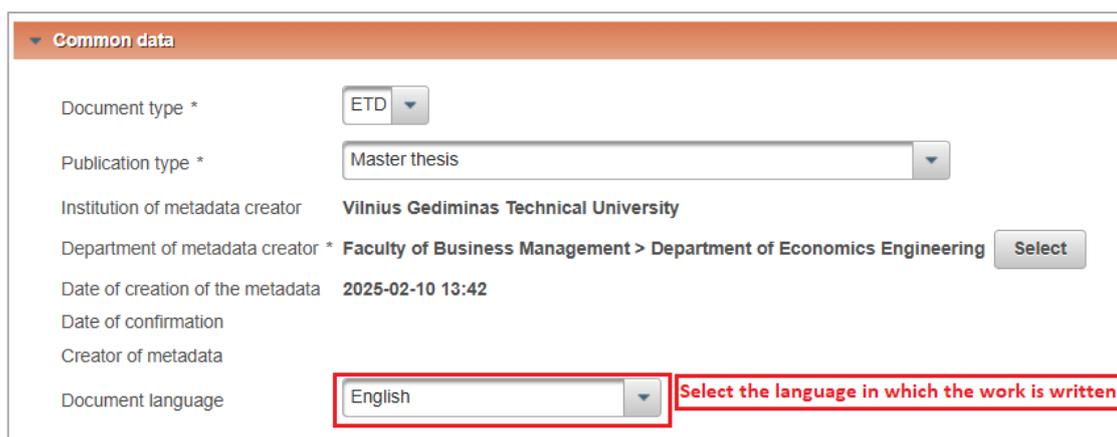
- Select the button „New document“ and open a new window for entering the metadata



- In „**Common data**“ select:
  1. ETD in „*Document type*“
  2. the type of your document: Master thesis/Doctoral Dissertation in „*Publication type*“
  3. „*Department of metadata creator*“. Show the faculty and department. (The main bar expands and the selection is confirmed by clicking on the bubble)



- Select the „*Document language*“



- The list of „**Scientific fields**“ may be expanded by clicking on the „**Add field of science / art**“ button. You may search for the field by its name or code or select it from the list by using the arrows (and the selection is confirmed by clicking on the bubble):

Scientific fields of document

\*Enter at least one field of science / art

Code  
Empty

+ Add field of science / art

Select classifier

Search

Title

Code

Valid  Yes  No

Search Clear

▼ Creative arts and design	CV			
▶ Stage and screen arts	C 000			
▶ Fine arts	V 000			
▼ Humanities and social sciences	HS			
▶ Humanitarian studies	H 000			
▶ Social sciences	S 000			
▼ Natural, technological, medical and health, agricultura...	NTMA			
▼ Natural sciences	N 000			
Astronomy	N 008			<input type="radio"/>
Biochemistry	N 004			<input checked="" type="radio"/>
Biophysics	N 011			<input type="radio"/>

Scientific fields of document

\*Enter at least one field of science / art

Code	Title	Weight (%)	Type
N 004	Natural, technological, medical and health, agricultural sciences > Natural sciences > Biochemistry	100	Scientific direction

+ Add field of science / art

Multiple scientific fields can be selected, but the weighting in the total would be 100%

- Select your „**Studies fields**“. The field of studies may be selected by using the search function or finding it on the list:

Studies fields

\*Enter at least one study

Empty

+ Add studies field

Select classifier

Search

Title

Code

Valid  Yes  No

Search Clear

▼ Health sciences	G			
Professional oral hygiene	G03			<input type="radio"/>
Pharmacy	G05			<input type="radio"/>
Cosmetology	G10			<input checked="" type="radio"/>
Medicine	G01			<input type="radio"/>
Medical technology	G09			<input type="radio"/>

- Fill the „**Institutional classifications field**“: choose from the list VILNIUS TECH research priorities and topics and Lithuanian intelligent specialization.

**Attention!** For PhD students this field is required!

- Provide **the title, abstract, and keywords** of your thesis:

1. Click on the Add button and enter the data

**Note!** Title, summary and keywords must be entered in two languages (English and Lithuanian)

2. After entering data save it and click again on the Add button to enter the data in another language.

- Select the „**Authors**“ of the work:

**Authors**

\* Add at least one record

Author

Empty

**Add authors**

**Search and select a person**

**Search**

Last name \*  The author can be found by searching using various criteria

First name

Employee ID

Student ID

Type  Employee  Student

**Search**

(1 of 1) <span style="float: right;">10</span>				
Last name	First name	Scientific degree	Institution, department (e-mail)	Actions
Pavardenis	Jonas	PhD (-)	Alytus College, Faculty of Information Technologies and Management (jonas@testas.lt)	<input type="button" value="o"/>
Pavardenis	Vardenis		Vilnius Gediminas Technical University, Library (vardenis.pavardenis@vgtu.lt) (no longer works/studies)	<b>Select</b> <input type="button" value="o"/>
Pavardenis	Vardenis		Mykolas Romeris University, Law School (pdb_test_pilnas@mruni.eu) Mykolas Romeris University, Library (pdb_test_pilnas@mruni.eu)	<input type="button" value="o"/>

- In „**Physical data**“ enter the number of pages (of the PDF file):

**Physical data**

Scope

The number of pages in the account \*

- In „**ETD additional fields**“ indicate the institution where the work was prepared:

**ETD additional fields**

Work done at the institution \* **Vilnius Gediminas Technical University** **Select**

- In „**Work defence**“ indicate how the work was defended, date of defence and select department:

**Work defence**

Work defended

Equivalency examination

Date of defence

Department \* **Faculty of Environmental Engineering > Department of Environment Protection and Water Engineering** **Select**

- In „Other responsible persons“ indicate the supervisor, reviewers, members of the commission. 4-5 persons must be indicated. They need to be selected from the system so that e-mail, etc. so that all contact details are visible.

Other responsible persons

\* Enter a supervisor (a consultant in the case of external) and other

First name, last name

Empty

+ Add responsible person

Defense committee Not selected Select

- **Upload your Final work** as a PDF file:
  1. choose Publication version;
  2. select the access status to your Final Work on eLABa repository (if the work is unavailable or Limited to institution intranet, specify the date until which this access status will be valid)
  3. Other Attachments are optional

Attached files

Main file \* + Select a file

Cover

Attachments

Attached files

Main file \* Master Thesis.pdf Download

Publication version Authors manuscript

Access status \* Not selected

Not selected

Public

Limited to institution intranet

Unavailable

Attachments Empty

+ Add attachment

- To sign the **Licence Agreement** (Electronic), download and read the Agreement. Sign the Agreement by confirming that the data on it are correct (tick the box)

License agreements with the author

License type \*  Not needed  Electronic  Written

[Download the terms of the license agreement](#)

I confirm that the data provided in the license agreement is correct (author)  tick the box

License history

Type	Access term	Author	Employee	Effective Date	No.	File	Date of termination	
Electronic	Not selected							

- The last action is to **send to library staff member to approve**:

Actions

Additional restrictions

Not duplicate. Do not perform duplicate search while saving.

Possible actions

Save data without changing the status of the document

Send to author to correct

Send to library staff member to approve

Save  Send notifications

**After completing all the steps, you should receive a notification from the library that the work has been placed correctly. Only after the employee confirms it, will the upload be considered successful.**