



# **Bimtek Unggah Mandiri Untuk Calon Wisudawan**

## **Periode I tahun 2024**

**Selasa, 30 Januari 2024**  
**UPT Perpustakaan ISI Yogyakarta**  
**Oleh**  
**FL. Agung Hartono, S. Sos.**



**SALINAN**

**PERATURAN INSTITUT SENI INDONESIA YOGYAKARTA**

**NOMOR 6 TAHUN 2022**

**TENTANG**

**TATA TERTIB PENGGUNA JASA PERPUSTAKAAN**  
**INSTITUT SENI INDONESIA YOGYAKARTA**

**REKTOR INSTITUT SENI INDONESIA YOGYAKARTA,**

Meraih bang *o* a. bahwa dalam rangka mengoptimalkan sumber daya Indonesia yang ada di perpustakaan dan dalam rangka memelihara disiplin serta tata tertib layanan pengguna jasa perpustakaan Institut Seni Indonesia Yogyakarta, diundangi perlu adanya Tata Tertib Pengguna Jasa Perpustakaan Institut Seni Indonesia Yogyakarta.

**Pasal 10**

Khusus bagi mahasiswa yang telah menyelesaikan studinya dan akan wisuda serta akan mengambil ijazah, dapat dinyatakan bebas pustaka dan tidak masuk dalam daftar cekal jika telah memenuhi persyaratan sebagai berikut:

(1) Tidak mempunyai tanggungan pinjaman koleksi di perpustakaan dan silang pinjam Sepatu Jolifa.

7

*JAB Hual*

(2) Tidak mempunyai tanggungan administrasi dan tanggungan lainnya di perpustakaan;

(3) Menyerahkan skripsi/tesis/disertasi tercetak 1 (satu) eksemplar yang sudah diakhiri oleh pejabat yang berwenang disertai stempel basah;

(4) Menyerahkan softcopy karya (dalam bentuk DVD) untuk yang membuat karya;

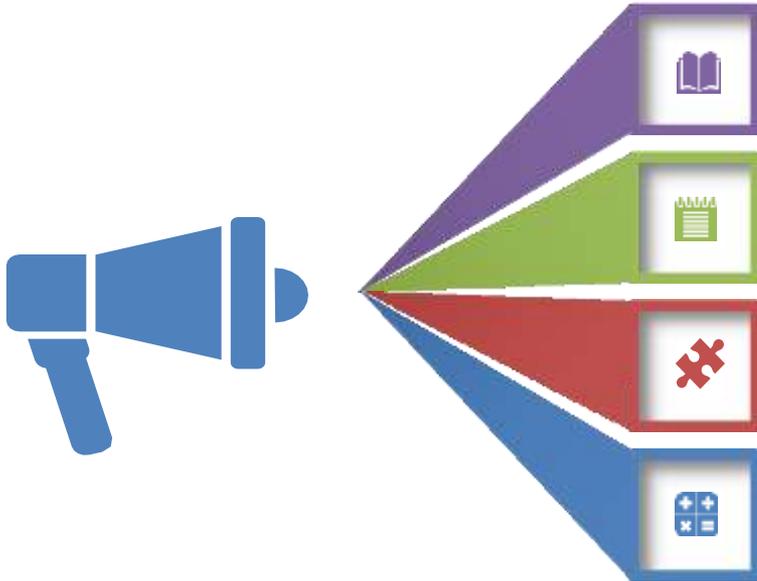
(5) Melakukan unggah mandiri sesuai ketentuan melalui <http://digilib.isi.ac.id>.



**SK Rektor ISI Yogyakarta**

<http://digilib.isi.ac.id/id/eprint/13011>

# Bimtek ?



## Perlunya Bimtek

1. Jembatan penyampai Informasi
2. Perlu persamaan pemahaman
3. Aturan-aturan khusus perlu sosialisasi

## Tujuan

1. Mendukung kelancaran proses layanan
2. Meminimalkan pertanyaan /ketidakjelasan Layanan efektif & efisien

## Materi Bimtek

1. Unggah Mandiri
2. Pengumpulan Fisik TA, DVD Karya, Karya Cetak
3. Bebas Pustaka -> Online

# Unggah Mandiri TA



1. Alur pelaksanaan
2. Persiapan
3. Bahan yang diunggah

Petunjuk teknis unggah mandiri dapat di download di <http://digilib.isi.ac.id/7205/>

# Alur Unggah Mandiri

1

## Registrasi Unggah Mandiri

<http://digilib.isi.ac.id/>  
<https://lib.isi.ac.id/daftar-upload-mandiri>

**Mulai 31 Januari 2024**

2

## Verifikasi username & password

- Petugas
- Dikirim via email
- Proses maks. 3 hari kerja

**Mulai 31 Januari 2024**

4

## Review petugas

**Mulai 1 Februari 2024**

Acc - lolos unggah mandiri, lanjut melengkapi persyaratan lain  
Belum acc - harus diperbaiki/ mengulang proses unggah mandiri

3

## Unggah mandiri

**Mulai 31 Januari 2024**

Link: <http://digilib.isi.ac.id/>  
Petunjuk teknis: <http://digilib.isi.ac.id/7205>



**Belum ACC ?** akan masuk daftar cekal, cek di <https://bit.ly/revdigilib>  
Jika masuk daftar cekal, mahasiswa harus memperbaiki/mengulang proses unggah mandiri sampai dinyatakan lolos (cekalan dihapus dari daftar)

# Persiapan Unggah Mandiri



## Registrasi

Registrasi di <https://lib.isi.ac.id/daftar-upload-mandiri> atau <http://digilib.isi.ac.id/> (request username and password)



## Watermark

Telah terinstall aplikasi pembuat watermark, seperti: adobe acrobat, nitro, foxit, deftpdf, dsb atau dapat menggunakan aplikasi online.



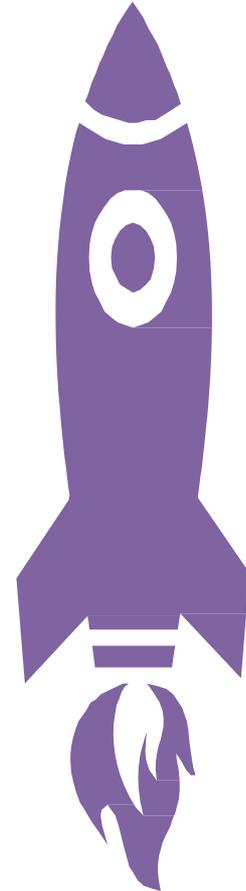
## Komputer

Komputer/laptop yang terkoneksi internet dan ada aplikasi web browser.

# Bahan yang Diunggah

1. Naskah full text
2. Bab Awal
3. Bab Penutup
4. Karya
5. Lembar Persetujuan Publikasi

Naskah full text, bab awal dan bab penutup, harus dalam **format PDF** dan sudah diberi **watermark**



# Detail naskah yang diunggah

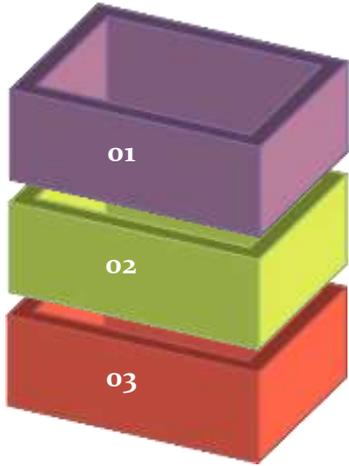
<b>Naskah full text</b>	Sudah di-watermark Berisi : cover, lembar pengesahan (tanda tangan dan stempel basah), kata pengantar, daftar isi, abstrak, Bab 1 sampai Lampiran) Nama file : NAMA_TAHUN LULUS_FULL TEXT
<b>Bab Awal</b>	Sudah di-watermark Berisi : cover, lembar pengesahan, kata pengantar, daftar isi, abstrak,dan bab 1 (pendahuluan) Nama file : NAMA_TAHUN LULUS_BAB I
<b>Bab Penutup</b>	Sudah di-watermark Berisi : bab terakhir (penutup/kesimpulan) & daftar pustaka Nama file : NAMA_TAHUN LULUS_BAB IV/V/VI (menyesuaikan)
<b>Karya</b>	Berisi : hasil karya penciptaan, menyesuaikan dengan asal prodi Format : bisa pdf, mpeg, mp3, mp4, dll Nama file : NAMA_TAHUN LULUS_KARYA Jika file berukuran besar dan durasi lama (lebih dari 50MB) dapat mengunggah edisi ringkasnya (trailer) Utk kasus diatas, mohon menambahkan versi video full dengan mencantumkan link youtube setelah diupload di youtube
<b>Lembar Persetujuan Publikasi</b>	Berisi : hasil download lembar persetujuan publikasi yang sudah diisi lengkap, ditandatangani, dan di-scan Dapat didownload melalui: <a href="https://lib.isi.ac.id/persetujuan-publikasi">https://lib.isi.ac.id/persetujuan-publikasi</a> Nama file : NAMA_TAHUN LULUS_PERNYATAAN PERSETUJUAN PUBLIKASI



Proses & tata cara  
unggah mandiri akan  
disampaikan nanti ..  
Mohon bersabar &  
jangan kemana-mana

# Penyerahan Fisik TA

**TANGGAL: 5 Februari – 16 Februari 2024**



## **BENDEL TUGAS AKHIR/ THESIS/ DESERTASI**

Hardcover

Warna cover menyesuaikan dengan ketentuan jurusan/prodi. Halaman Pengesahan sudah ditandatangani lengkap & berstempel basah

## **NASKAH KARYA ( Bagi Yang Membuat Karya)**

Naskah Karya Softcover (Jilid langsung)

## **DVD**

Ditempatkan dalam wadah yang dilengkapi cover dalam & cover luar.

Berisi:

Karya penciptaan jika membuat karya (sesuai format karya, bisa berbentuk: naskah (pdf), audio visual (mpeg, mp3, mp4, dll)

**( Khusus untuk Pascasarjana menyertakan DVD Thesis, Disertasi)**

**Informasi detail mengenai layanan penyerahan TA dapat diakses di**  
**<https://lib.isi.ac.id/kelengkapanwisuda>**

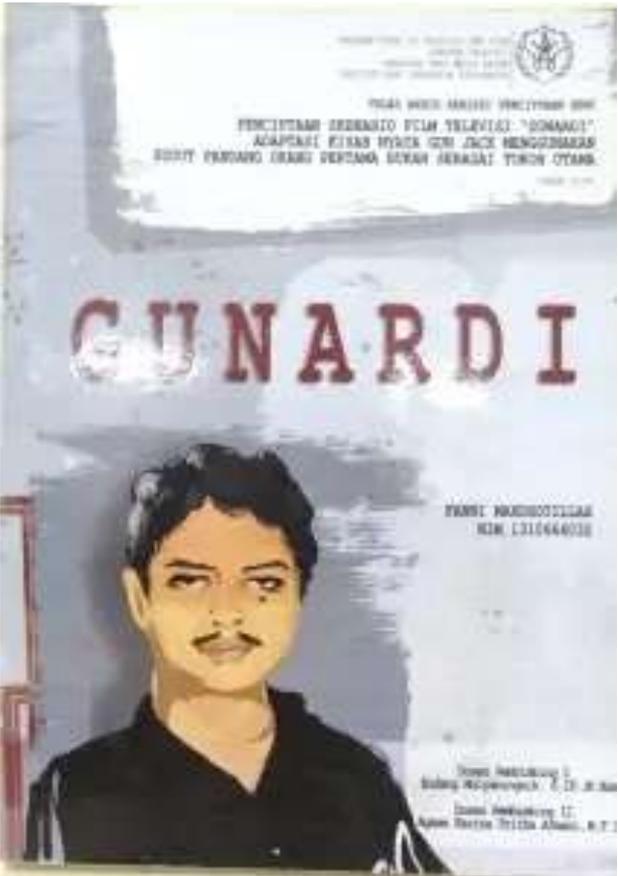
# Contoh Cover Tugas Akhir



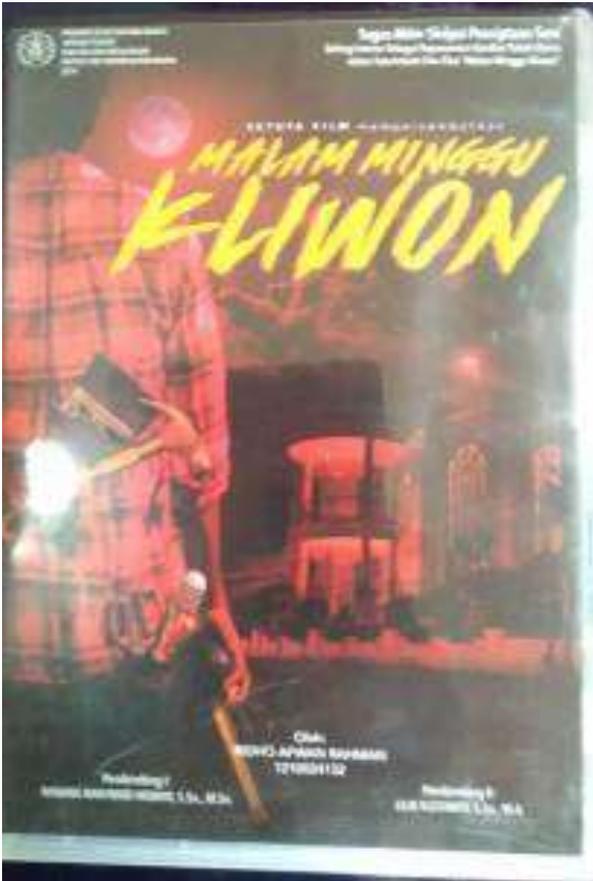
Contoh lembar pengesahan yang telah dilengkapi Kode Prodi dan Nomor NIDN Dosen. Untuk format tata letak dan tata bahasa dipersilahkan menyesuaikan kebijakan masing-masing prodi/jurusan



# Contoh Cover Karya Berbentuk Cetak



# Contoh Cover Luar DVD Karya



# Tempat Penyerahan TA



Foto : Meja pengumpulan Bendel TA + Naskah karya + DVD karya



Naskah fisik TA, naskah karya & DVD karya diletakkan di meja yang sudah disediakan di Ruang Karya Tulis Lt. 2 UPT Perpustakaan ISI Yogyakarta

# BEBAS PUSTAKA

**TANGGAL: 31 Januari – 16 Februari 2024**

1. Sudah melakukan upload mandiri
2. Tidak mempunyai pinjaman buku dipergustakaan dan di Sepatu Jolifa dan tanggungan denda keterlambatan
3. Sudah mengumpulkan bendel TA, Naskah Karya Dan VCD/DVD karya

Untuk mengecek status pinjaman buku bisa melalui  
<https://opac.isi.ac.id/index.php?p=member>  
kemudian login dg Member ID & password **NIM**

Mulai tanggal 18 Maret 2020 s.d 8 September 2022 ini tidak diberlakukan denda keterlambatan karena pandemi.

Konsultasi bebas pustaka melalui whatsapp di nomer 089606967323 (Bu Endarti) pada jam kerja.



# Tempat Pengembalian Buku

Layanan pengembalian buku dilayani di loket pengembalian buku Lt 1 perpustakaan.



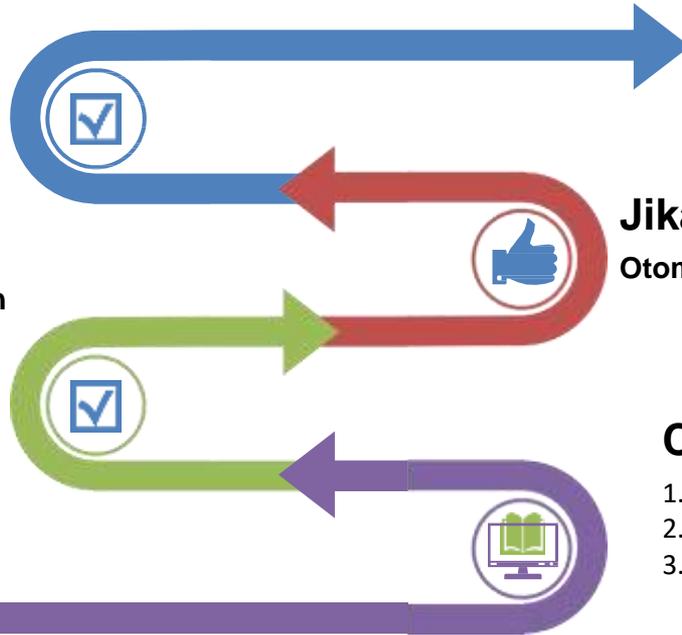
Foto : Lobi masuk perpustakaan untuk pengembalian buku

# Alur Bebas Pustaka



**Pustakawan mengecek kelengkapan persyaratan wisuda calon wisudawan**

1. Unggah mandiri
2. Penyerahan fisik bendel dll
3. Tidak mempunyai pinjaman/tanggungan



**Jika lengkap**  
Otomatis BEBAS PINJAM

## **Calon wisudawan**

1. Melakukan unggah mandiri TA
2. Menyerahkan bendel TA dll secara fisik
3. Menyelesaikan semua urusan administrasi



## ATTENTION !

Pastikan saat mengumpulkan persyaratan fisik, calon wisudawan sudah upload ke Digilib

# Kontak Person Petugas



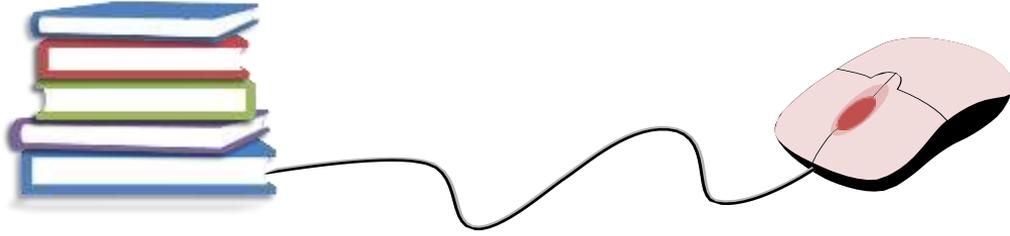
- Layanan aktivasi unggah mandiri:  
085227009819 (Pak Jody) &  
08988494946 (Pak Iyut)
- Layanan Penyerahan TA dll:  
081904003010 (Bu Yuyun)
- Layanan Bebas Pinjam:  
089606967323 (Bu Endarti) &  
087739708049 (Bu Susi)
- Layanan Perpustakaan Pascasarjana:  
082136741233 (Bu Ida) &  
08156855525 (Pak Agung)

Mohon menghubungi petugas melalui whatsapp pada jam kerja



- Verifikasi kelengkapan persyaratan calon wisudawan dapat dilihat di: <https://bit.ly/revdigilib>
- kekurangan persyaratan masing-masing calon wisudawan akan tertulis rinci di link tsb.
- jika nama Anda sampai batas waktu tertentu tidak ada dalam daftar berarti “aman”
- Sesungguhnya link ini adalah daftar CEKAL !
- Mahasiswa boleh mengikuti prosesi wisuda meskipun masih dalam daftar cekal, tetapi sebelum persyaratan administrasi di perpustakaan lengkap maka ijazah belum bisa diambil.

# Unggah Mandiri



## GAMBARAN (ALUR) PROSES

1. Watermark Tugas Akhir
2. Registrasi Akun
3. Unggah File Tugas Akhir
4. Unggah Lembar Persetujuan Publikasi

Sebagai gambaran, masing-masing proses akan dijelaskan secara singkat satu per satu, setelah itu kita akan praktek unggah mandiri.

# Watermark Semua Halaman

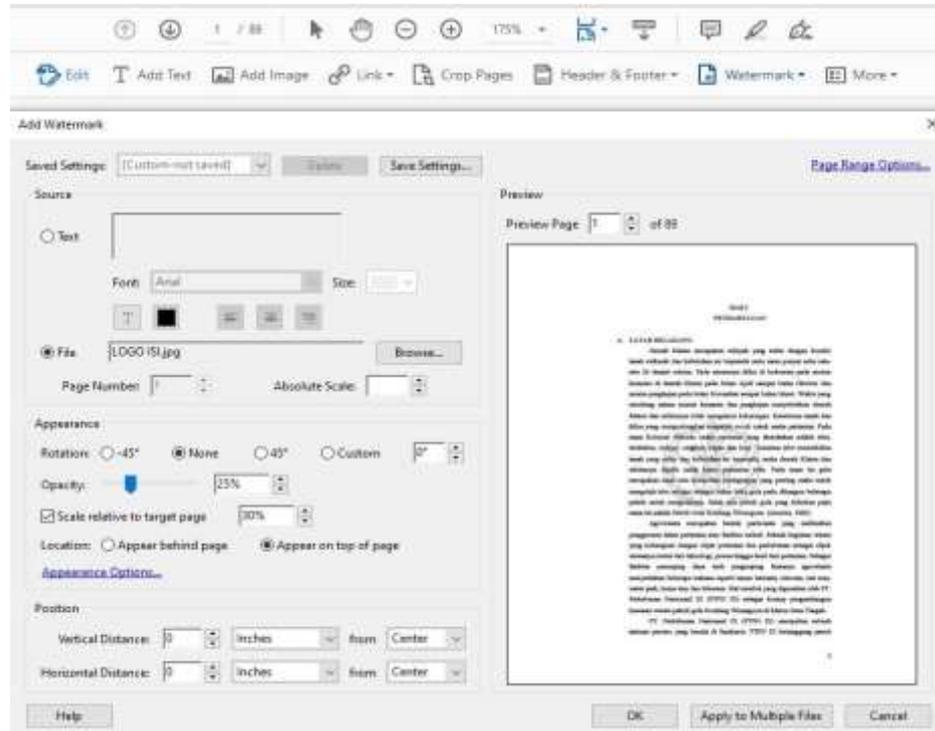
Software:  
adobe acrobat, nitro, foxit,  
deftpdf, dan sebagainya atau  
watermark secara online.

## A. Latar Belakang

Fotografi sudah tidak asing di zaman modern saat ini, siapapun pernah mendengarnya dari kalangan anak-anak sampai dewasa. Hal ini disebabkan karena teknologi yang semakin maju, dan ilmu pengetahuan yang semakin luas, bahkan sebagian orang sudah menganggap fotografi sebagai suatu lahan pekerjaan yang menjanjikan. Pada dasarnya fotografi merupakan ungkapan bahasa gambar untuk menyampaikan sebuah pesan dan disampaikan kepada orang lain, sehingga saat ini fotografi menjadi sebuah alat berkomunikasi atau sebagai media untuk bercerita. Dalam teori yang digali dari Paul Messaris, gambar-gambar yang dihasilkan manusia, termasuk fotografi, bisa dipandang sebagai sesuatu keberaksaraan visual. Dengan kata lain, gambar-gambar itu bisa dibaca. Sehingga, kesimpulan pendapat ini, gambar-gambar pun merupakan bagian dari suatu cara berbahasa. Jika berbahasa bisa diandaikan sebagai produk pikiran, dan pada gilirannya menjadi produk kebudayaan sehingga tercipta wacana pengetahuan maka demikian pula halnya dengan kehadiran gambar-gambar (Aji darma, 2016: 21-26).

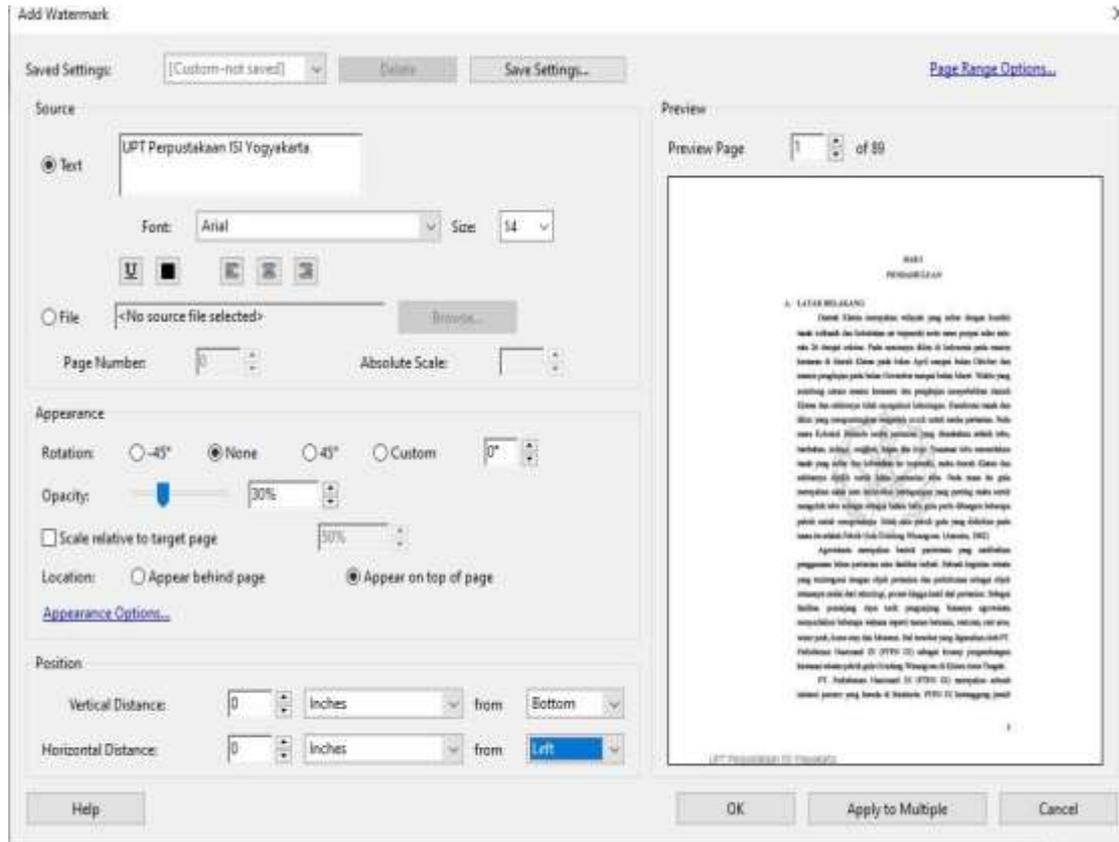
Kedatangan fotografi di Indonesia tidak serta merta menjadi sebuah perkembangan teknologi, namun menjadi awal peradaban seni yang telah dicatat oleh sejarah bagaimana Negara ini mampu menerima peran fotografi di segala bidang. Selain itu pengetahuan sejarah fotografi memberikan kepada kita kerangka tubuh keilmuan yang tumbuh dan berkembang dengan berbagai aspek

# Watermark Logo



Logo ISI Yogyakarta dapat diunduh dari internet dengan format jpg.

# Watermark Tulisan “UPT Perpustakaan ISI Yogyakarta”



# Registrasi/ Pendaftaran Akun

Ketik [digilib.isi.ac.id](http://digilib.isi.ac.id) pilih menu *Request Username and Password*.

---

Welcome to Digilib

 Welcome to Digilib. [Click here to start customising this repository.](#)

 Atom  RSS 1.0  RSS 2.0

[Request Username and Password Repository](#)  
Request Username and Password Repository - Hanya Untuk Unggah Mandiri Civitas Akademika ISI Yogyakarta.

[Petunjuk Teknis Unggah Mandiri](#)  
Petunjuk Teknis Unggah Mandiri - Hanya Untuk Unggah Mandiri Civitas Akademika ISI Yogyakarta.

[Latest Additions](#)  
View items added to the repository in the past week.

[Search Repository](#)  
Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.

[Browse Repository](#)  
Browse the items in the repository by subject.

**Verifikasi pendaftaran akun mulai 31 Januari 2024**



# MULAI MENGUNGGAH

Login menggunakan username & password yang sudah dikirimkan melalui email.



 **Institutional Repository**  
Institut Seni Indonesia Yogyakarta

UPT Perpustakaan ISI Yogyakarta  
Jln. Parangtritis KM 6,5 Yogyakarta  
(0274) 384106  
<http://lib.isi.ac.id/>

Home About Browse **Digilib**

[Login](#) | [Create Account](#)

Welcome to Digilib

✓ Welcome to Digilib. [Click here to start customising this repository.](#)

[Atom](#) [RSS 1.0](#) [RSS 2.0](#)

[Request Username and Password Repository](#)  
Request Username and Password Repository - Hanya Untuk Unggah Mandiri Civitas Akademika ISI Yogyakarta.

[Petunjuk Teknis Unggah Mandiri](#)  
Petunjuk Teknis Unggah Mandiri - Hanya Untuk Unggah Mandiri Civitas Akademika ISI Yogyakarta.

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[Browse Repository](#)  
Browse the items in the repository by subject.

[About this Repository](#)  
More information about this site.

Kemudian masukkan username dan password



The screenshot shows the login interface of the Institutional Repository for Institut Seni Indonesia Yogyakarta. At the top left is the logo and name of the repository. To the right, contact information for UPT Perpustakaan ISI Yogyakarta is provided, including the address, phone number (0274) 384106, and website URL (http://lib.isi.ac.id/). Below this is a navigation bar with links for Home, About, and Browse, and a search bar. The main content area is titled 'Login' and contains a message: 'Please enter your username and password. If you have forgotten your password, you may [reset it](#).' There are two input fields: 'Username' and 'Password', followed by a 'Login' button. A note below the fields states 'Note: you must have cookies enabled.' At the bottom of the page, there is a footer with technical information and a logo for 'eprints'.

**Institutional Repository**  
Institut Seni Indonesia Yogyakarta

UPT Perpustakaan ISI Yogyakarta  
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☎ (0274) 384106  
🌐 <http://lib.isi.ac.id/>

Home About Browse

[Login](#) | [Create Account](#)

### Login

Please enter your username and password. If you have forgotten your password, you may [reset it](#).

Username:

Password:

Note: you must have cookies enabled.

Digitis is powered by [eprints](#), which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [More information and software credits](#)

Anda Patrocinasi by [00454150](#) [eprints](#)

# Klik New Item

The screenshot displays the Institutional Repository website for Institut Seni Indonesia Yogyakarta. The page features a header with the university's logo and name, contact information for UPT Perpustakaan ISI Yogyakarta, and a navigation menu. The main content area is titled "Manage Deposits" and contains a green notification bar with a plus icon and the text "Item successfully removed". Below this bar, a "New Item" button is highlighted with a red rectangular box. The footer includes a disclaimer and various social media icons.

Institutional Repository  
Institut Seni Indonesia Yogyakarta

UPT Perpustakaan ISI Yogyakarta  
Jln. Pananglima Kili 6,2 Yogyakarta  
0274 284196  
http://ib.isi.ac.id

Home About Contact

Manage Deposits

Item successfully removed

New Item

ISI Yogyakarta is a member of the Group of Electronic and Online Repositories of the University of Indonesia. See a list of members and addresses.

ISI Yogyakarta is a member of the Group of Electronic and Online Repositories of the University of Indonesia. See a list of members and addresses.

ISI Yogyakarta is a member of the Group of Electronic and Online Repositories of the University of Indonesia. See a list of members and addresses.

# Pilih Item Type: Thesis

The screenshot shows a web browser window displaying the Institutional Repository website of Institut Seni Indonesia Yogyakarta. The page is titled "Edit Item: Article #7232" and features a navigation menu with options like "Type", "Upload", "Details", "Subjects", and "Deposit". A modal window titled "Item Type" is open, listing various categories with radio buttons. The "Thesis" option is selected, indicated by a blue dot. The "Thesis" description reads: "A thesis or dissertation." Other options include Article, Book Section, Monograph, Conference or Workshop Item, Book, Patent, and Artifact. The browser's address bar shows the URL: "digilib.isi.ac.id/cgi/userx/home?screen=EPrint:Edit&printid=7232&stage=type". The website header includes the logo and name of the Institutional Repository, along with contact information for UPT Perpustakaan ISI Yogyakarta.

UPT Perpustakaan ISI Yogyakarta  
Jln. Parangtritis KM 6.5 Yogyakarta  
(0274) 384106  
http://lib.isi.ac.id/

Home About Browse

Logged in as: H Nurcahyadi Nurcahyadi | Manage records | Manage records | Profile | Saved searches | Review | Admin | Edit object metadata | Logout

Edit Item: Article #7232

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel Next >

**Item Type**

- Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**  
A chapter or section in a book.
- Monograph**  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**  
A book or a conference volume.
- Thesis**  
A thesis or dissertation.
- Patent**  
A published patent. Do not include as yet unpublished patent applications.
- Artifact**

form-PERNYATA...docx

Tampilkan semua

11:53 27/01/2021

E-SEP v.2.0 - Renc... x (T) WhatsApp x PANDUAN UNGG... x UPT Perpustakaan x PESAN LAYANAN x Edit Item Article # x Lembar Pernyata... x

Tidak aman | digilib.isi.ac.id/cgi/users/home?screen=EPrint:Edit&printid=7232&stage=type

Apl Gmail YouTube Maps

# Institutional Repository

## Institut Seni Indonesia Yogyakarta

UPT Perpustakaan ISI Yogyakarta  
Jln. Parangtritis KM 6,5 Yogyakarta  
(0274) 384106  
http://lib.isi.ac.id/

Home About Browse

Logged in as IH Nurcahyadi Nurcahyadi | Manage deposits | Manage records | Profile | Saved searches | Review | Admin | Edit page options | Logout

Edit Item: Article #7232

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel **Next <**

### Item Type

- Article  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section  
A chapter or section in a book.
- Monograph  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book  
A book or a conference volume.
- Thesis  
A thesis or dissertation.
- Patent  
A published patent. Do not include as yet unpublished patent applications.
- Artifact

form-PERNYATA...docx

Sampikan semua x

11:53 27/01/2021

Klik Next

# Klik Pilih File, Telusuri atau Browse

The screenshot shows a web interface for editing a document. At the top, there is a navigation bar with links: [Home](#) | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#). Below this, the page title is "Edit item: Thesis #7232". A breadcrumb trail shows: Type → Upload → Details → Subjects → Deposit. Below the breadcrumb are four buttons: "< Previous", "Save and Return", "Cancel", and "Next >".

The main content area is titled "Add a new document". It contains the following text: "To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents." Below this is a note: "You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing."

There are three tabs: "File", "From URL", and "From Youtube". Under the "File" tab, there is a "Pilih File" button highlighted with a red rectangle. To the right of this button is the text "Tidak ada file yang dipilih". At the bottom of the main content area are four buttons: "< Previous", "Save and Return", "Cancel", and "Next >".

# Klik Show Option

[Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)

Edit item: Thesis #7232



Item has been removed.

Type →

Upload →

Details →

Subjects →

Deposit

< Previous

Save and Return

Cancel

Next >

## Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File

From URL

From Youtube

Pilih File

Tidak ada file yang dipilih



Text

Bagus Dwi Danang\_2020\_FULL TEKS.pdf

3MB



Show options +

< Previous

Save and Return

Cancel

Next >

## Tampilan *Show Option* untuk naskah *full text*

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL From Youtube

Pilih File Tidak ada file yang dipilih

Text  
Bagus Dwi Danang\_2020\_FULL TEKS.pdf  
Restricted to Registered users only  
3MB

Hide options

Content: UNSPECIFIED

Type: Text

Description:

Visible to: Registered users only

License: Registered users only

Embargo expiry date: Year: Month: Unspecified Day: ?

Language: Indonesian

Update Metadata

Kemudian isikan Type: **Text**, Visible to: **Repository staff only**, dan Language: **Indonesia**, dan selanjutnya klik **Update Metadata**.

Menambahkan file yang akan diupload, klik Pilih File, browse lagi

The screenshot displays a web interface for adding a new document. At the top, there is a navigation bar with buttons for 'Type', 'Upload', 'Details', 'Subjects', and 'Deposit', along with '< Previous', 'Save and Return', 'Cancel', and 'Next >' buttons. Below this is a section titled 'Add a new document' with instructions on how to upload files. It includes a 'File' tab, 'From URL', and 'From Youtube' options. A 'Pilih File' button is highlighted with a red box, and the text 'Tidak ada file yang dipilih' is visible. At the bottom, there is a preview of a document titled 'Sagus Dwi Danang\_2020\_FULL TEKS.pdf' and a 'Show options +' button.

Type → Upload → Details → Subjects → Deposit

< Previous Save and Return Cancel Next >

### Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL From Youtube

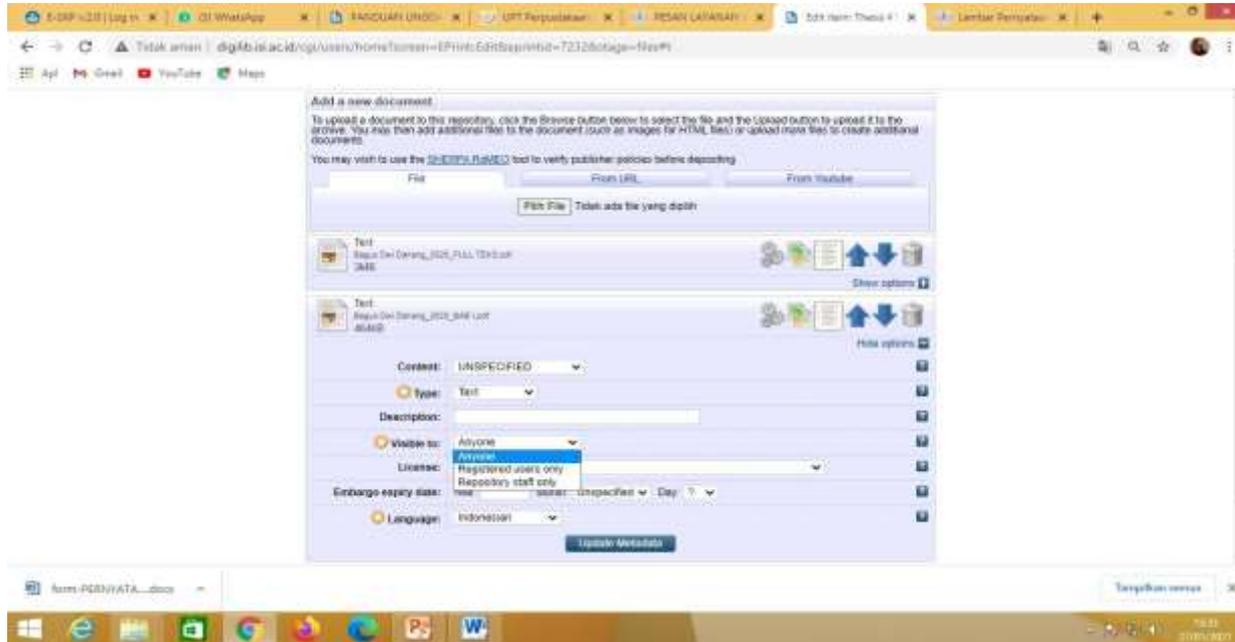
**Pilih File** Tidak ada file yang dipilih

Text  
Sagus Dwi Danang\_2020\_FULL TEKS.pdf  
Restricted to Registered users only  
3MB

Show options +

< Previous Save and Return Cancel Next >

# Tampilan Show Option BAB I



Kemudian Isikan Type: **Text**, visible to: **Anyone**, Language: **Indonesia**, dan selanjutnya klik **Update Metadata**.

# Menambah file yang akan diupload, klik Pilih File, browse lagi

Edit item: Thesis #7232

Type → **Upload** → Details → Subjects → Deposit

**< Previous**   **Save and Return**   **Cancel**   **Next >**

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

Tidak ada file yang dipilih

	Text Bagus Dwi Danang_2020_FULL TEKS.pdf 3MB	  	  
			Show options 

	Text Bagus Dwi Danang_2020_BAB 1.pdf 464kB	  	  
			Show options 

**< Previous**   **Save and Return**   **Cancel**   **Next >**

# Tampilan hasil unggah Bab V

The screenshot displays a web browser window with the URL `diglib.kib.ac.id/cgi-bin/home/home.pl?mode=Edit&paperid=72322&stage=Final`. The page title is "Edit Item: Thesis #7232". Navigation buttons include "Type", "Upload", "Details", "Subjects", and "Deposit". A "Previous" button is also visible. The main content area is titled "Add a new document" and includes instructions for uploading files. Below the instructions, there are three rows of document entries, each with a "Show options" button. The "Show options" button for the third document is highlighted with a red box. The bottom of the page features a footer with the text "Digitized by ePrints" and the eprints logo.

Kemudian Klik Show Option

## Tampilan Show Option Bab V



Kemudian isikan Type: **Text**, visible to: **Anyone** dan Language: **Indonesia**, dan selanjutnya klik **Update Metadata**.



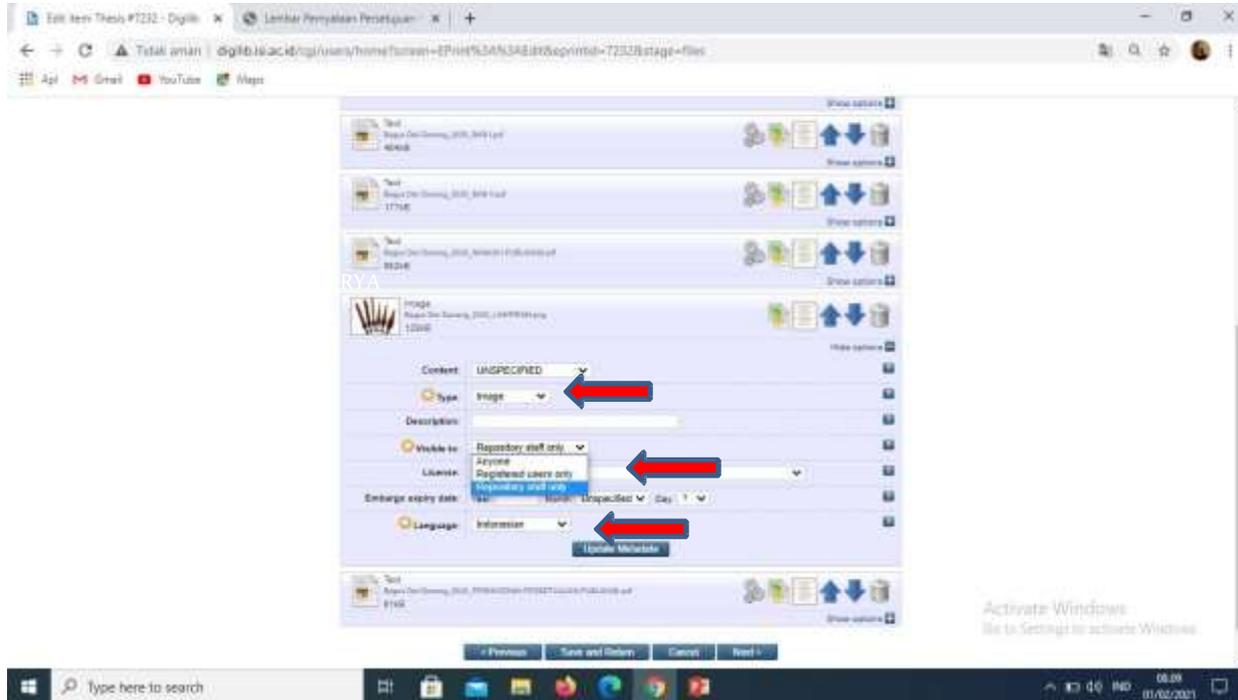


# Tampilan hasil unggahan Karya



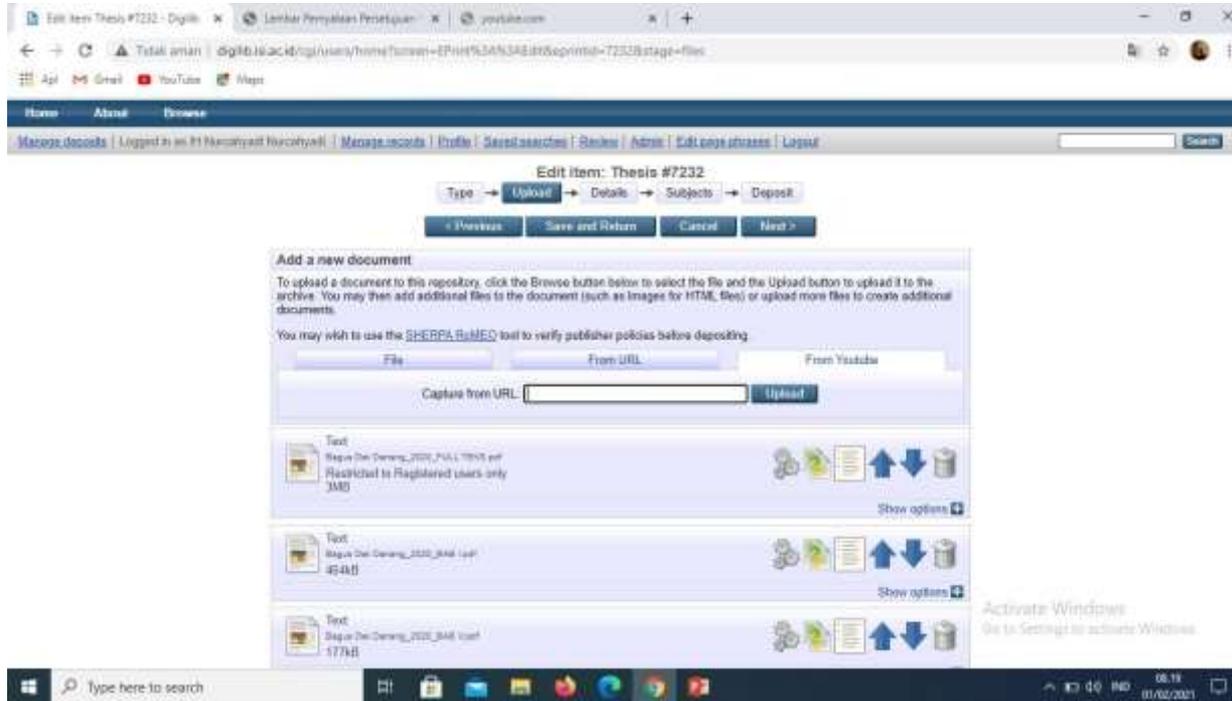
Kemudian Klik Show Option

## Berikut tampilan Show Option Karya



Kemudian Isikan Type: **Text**, **Spreadsheet**, **Slideshow**, **Image**, **Audio**, **Video**, **Archive**, atau **Other**, Visible to **Repository staff only**, dan Language: **Indonesia** dan selanjutnya klik **Update Metadata**.

Apabila Karya berisi audio visual dengan ukuran besar dan durasi lama maka dibuatkan edisi ringkas atau trailernya



Untuk versi full video dapat diupload di youtube

Untuk memasukkan versi full video klik **detail** kemudian tempatkan link youtube di kolom Official URL

The image shows a web browser window displaying a form for entering publication details. The form is titled "Publication Details" and includes several sections:

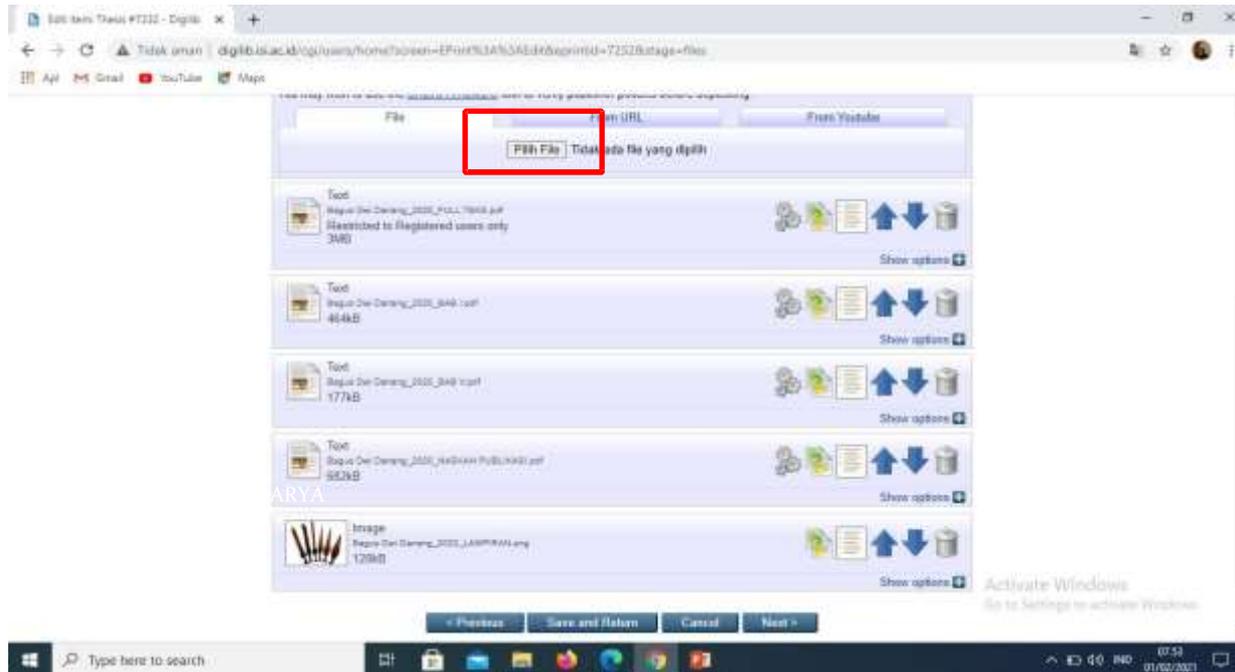
- Refereed:** Radio buttons for "Yes, this version has been refereed" (selected) and "No, this version has not been refereed".
- Status:** Radio buttons for "Published", "In Press", "Submitted", and "Unpublished".
- Journal or Publication Title:** A text input field.
- ISSN:** A text input field.
- Publication:** A section containing the "Official URL:" field, which is highlighted with a red rectangular box.
- Number:** A text input field.
- Page Range:** A text input field with "to" as a separator.
- Date:** A date selector with "Year", "Month", and "Day" dropdowns.
- Date Type:** Radio buttons for "UNSPECIFIED", "Publication", "Submission", and "Completion".
- Identification Number:** A text input field.
- Related URL:** A text input field with a "More field used" button and a dropdown menu currently set to "UNSPECIFIED".

At the bottom of the form, there is a "Publish" button.

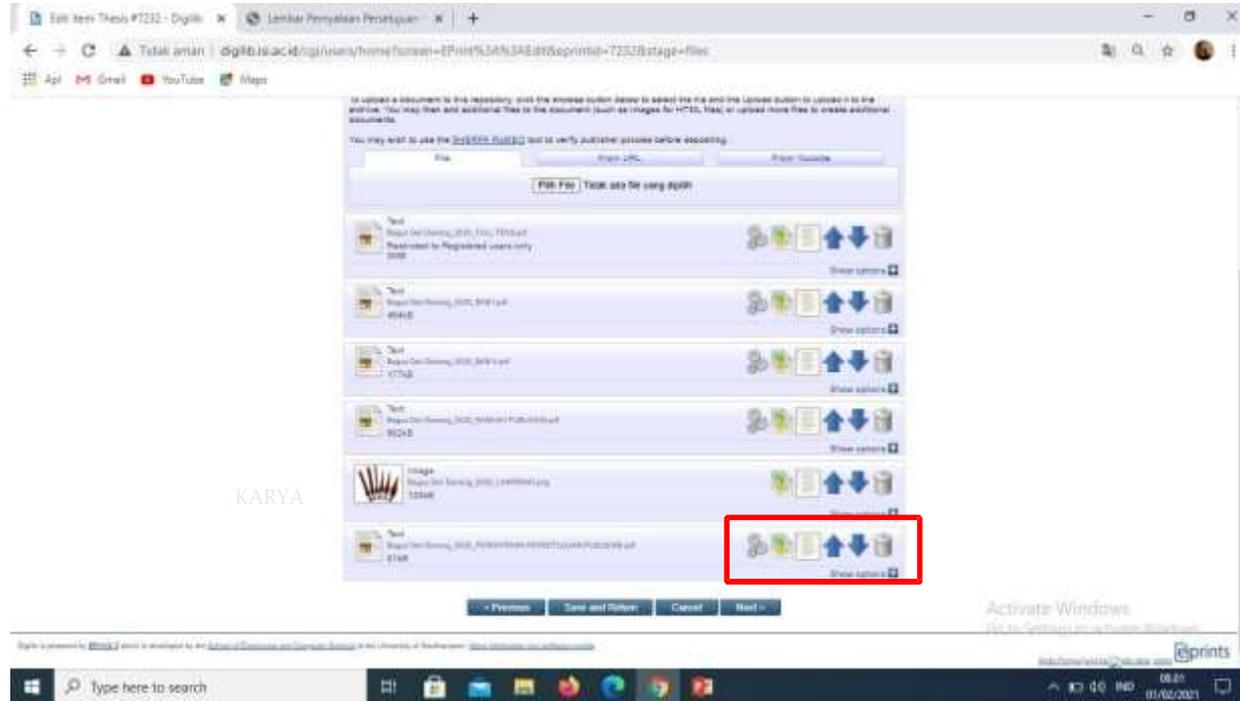
Klik Pilih File, unggah file berikutnya, yaitu Lembar Persetujuan Publikasi. Telusuri atau Browse lagi.

Lembar Persetujuan Publikasi bisa diunduh melalui

<https://lib.isi.ac.id/persetujuanpublikasi>

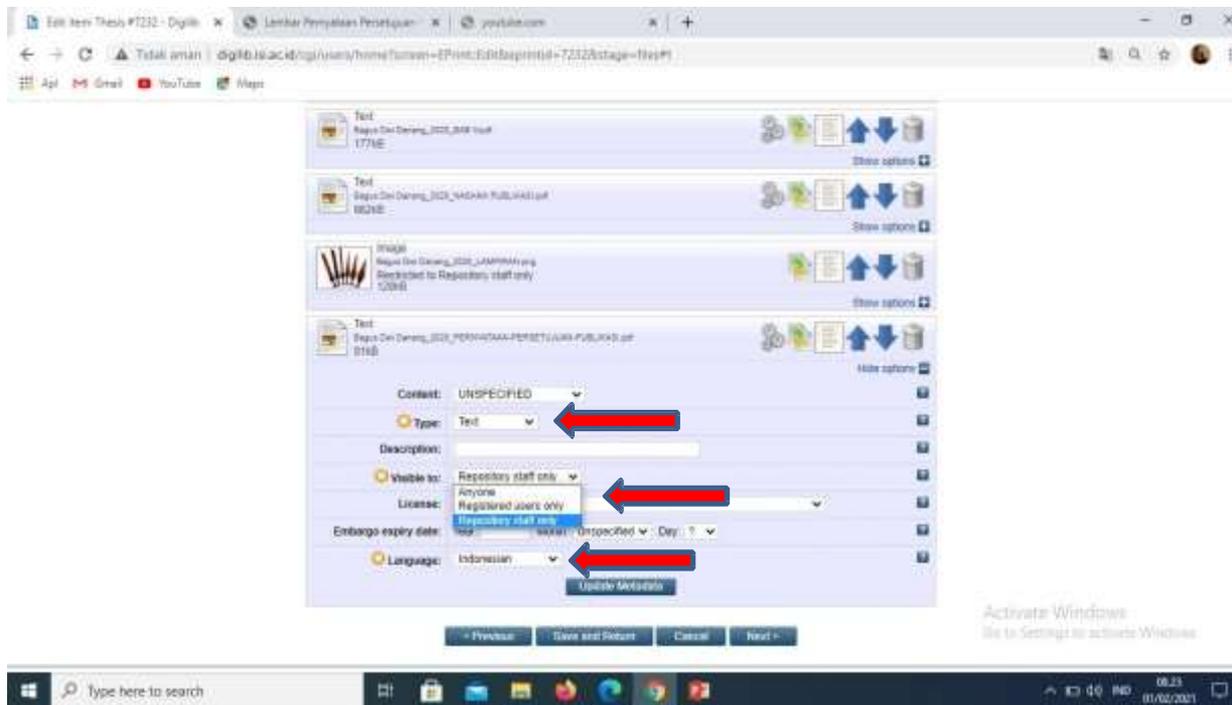


# Tampilan hasil unggahan Pernyataan Persetujuan Publikasi



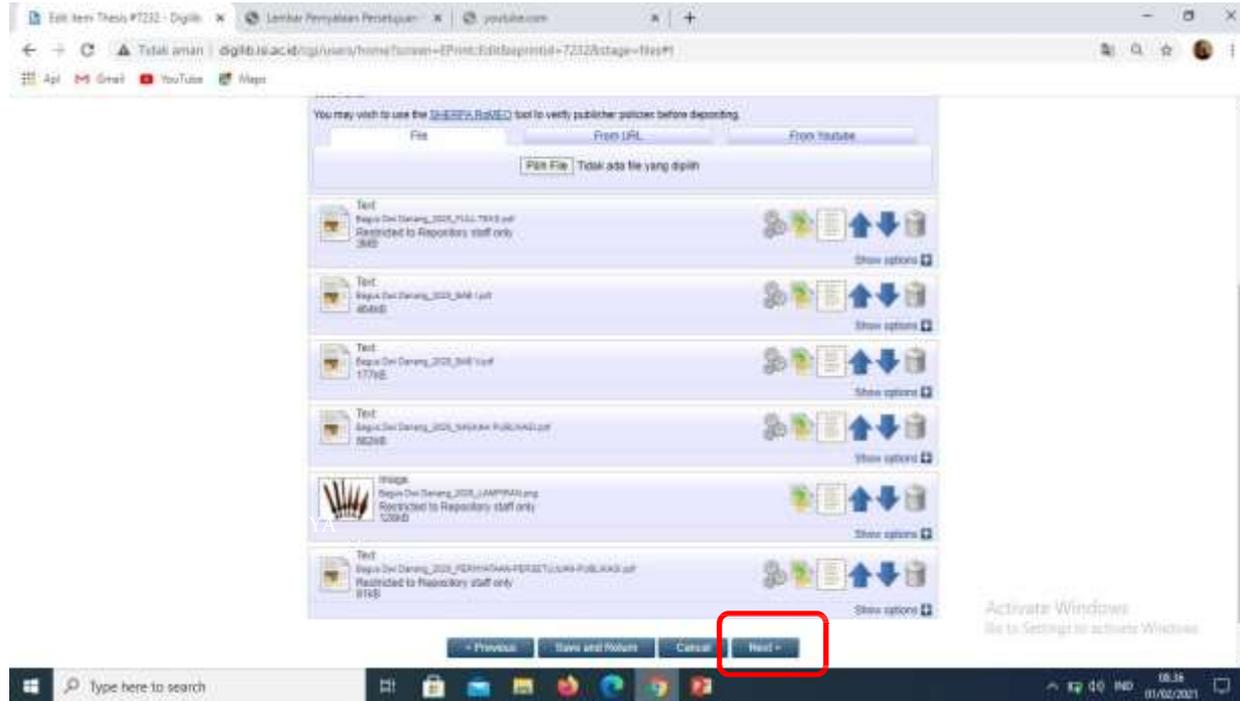
Kemudian Klik Show Option

# Berikut tampilan Show Option, Pernyataan Persetujuan Publikasi



Kemudian Isikan Type: **Text**, visible to: **Repository Staff only**: dan language: **Indonesia** dan selanjutnya klik **Update Metadata**.

Setelah semua file terunggah, kemudian klik Next



Selanjutnya mengisi data bibliografi, yang bertanda 🌟 wajib di isi

## 1. Judul

Perhatikan pengetikan huruf kapital sesuai contoh

Home About Browse

[Manage deposits](#) | Logged in as samiyati SM samiyati | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Logout](#)

Edit item: Camera Angle sebagai Penguat Karakter Tokoh Utama dalam Sinematografi Film Fiksi  
"Hipokrit"

Type → Upload → **Details** → Subjects

< Previous Save and Return Cancel Next >

**Title**

Camera Angle sebagai Penguat Karakter Tokoh Utama dalam Sinematografi Film Fiksi "Hipokrit"

## 2. Abstrak

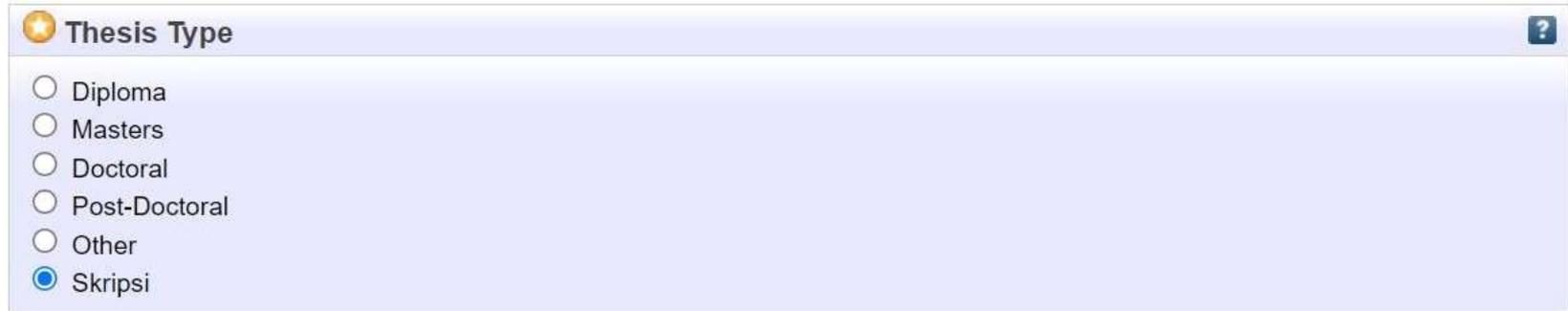
The screenshot shows a web browser window with the URL `digilib.isiac.id/cgi/users/home?screen=EPrint:Edit&eprintid=8636&stage=core#`. The page title is "Edit item: Camera Angle sebagai Penguat Karakter Tokoh Utama dalam Sinematografi Film Fiksi 'Hipokrit'". The navigation menu includes "Type", "Upload", "Details", and "Subjects". Below the navigation are buttons for "< Previous", "Save and Return", "Cancel", and "Next >".

The form has three main sections:

- Title:** Camera Angle sebagai Penguat Karakter Tokoh Utama dalam Sinematografi Film Fiksi "Hipokrit"
- Abstract:** dari true character seorang tokoh di dalam film fiksi. Konsep penciptaan karya ini ditentukan pada sinematografi di dalam film dengan menggunakan konsep camera angle. Camera angle menentukan sudut pandang (titik atau sudut darimana sesuatu dilihat) penonton dan area yang tercapuk atau terakur di dalam shot. Camera angle diaplikasikan dengan mengatur atau memposisikan subjective camera angles, level angle, subject angle dan subject size.  
kata kunci: Camera angle, sinematografi, karakter, film
- Thesis Type:** Diploma

A red arrow points to the Abstract text area. The Windows taskbar at the bottom shows the date 05/08/2021 and temperature 26°C Kabut.

### 3. Thesis Type

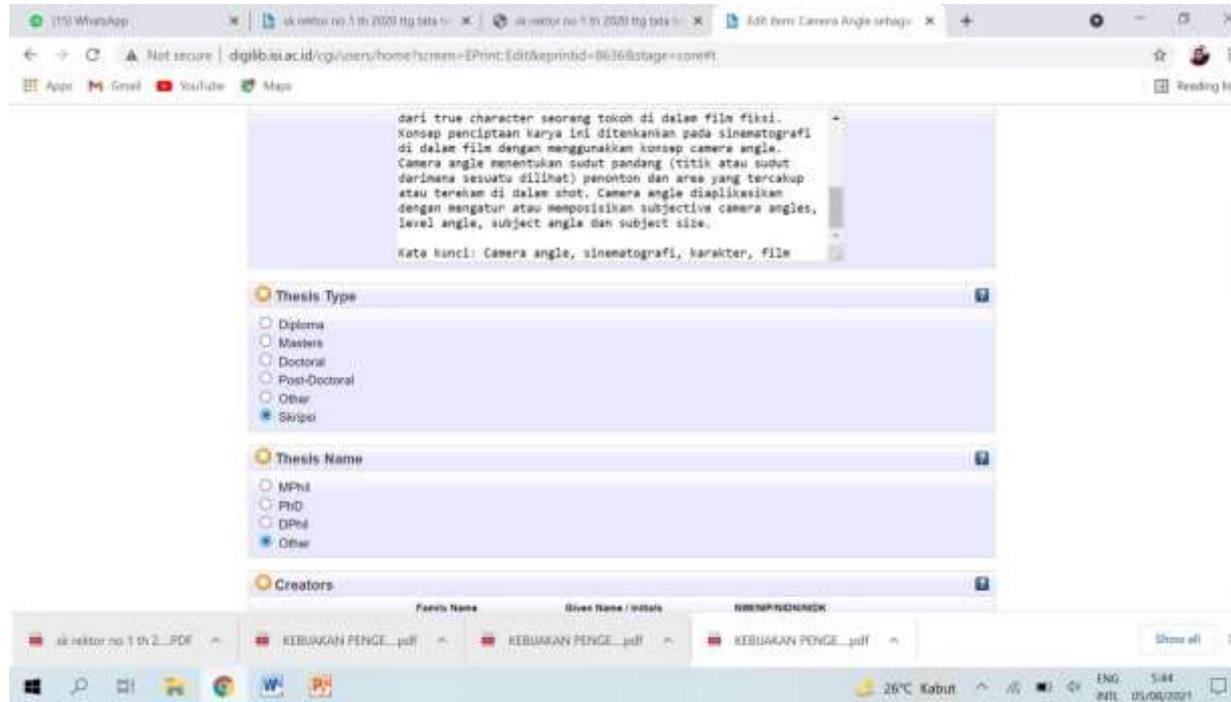


The image shows a software window titled "Thesis Type" with a light blue header and a white body. The title bar includes a yellow circular icon on the left and a question mark icon on the right. The main area contains a list of six thesis types, each preceded by a radio button. The "Skripsi" option is selected, indicated by a blue dot in its radio button.

- Diploma
- Masters
- Doctoral
- Post-Doctoral
- Other
- Skripsi

Pilih sesuai tipe thesisnya apakah diploma, master, doctoral, dan skripsi.

## 4. Thesis Name



Pilih gelar kelulusan yang sesuai

## 5. Creators: masukkan nama pengarang/penulis dan nomor identitas dengan ketentuan:

- Given Name/initials berisi satu kata nama depan (huruf kapital pada huruf depan saja)
- Family Name berisi nama selain nama depan (huruf kapital pada huruf depan saja)
- NIM berisi nomor mahasiswa dengan penulisan huruf kecil semua dan tanpa spasi  
contoh: Ryanta Ronaldy Dharmawan

The screenshot shows a web browser window displaying a form for entering creator information. The form is titled "Creators" and includes several sections:

- Thesis Name:** A section with radio buttons for "Doctoral", "Post-Doctoral", "Other", and "Skripsi".
- Thesis Name:** A section with radio buttons for "MPhil", "PhD", "DPhil", and "Other".
- Creators:** A table with columns for "Family Name", "Given Name / initials", and "NIM". The first row is filled with "Ronaldy Dharmawan", "Ryanta", and "nim1510757032". There are "More input rows" buttons for this section.
- Corporate Creators:** A section with three empty rows and "More input rows" buttons.

The browser window shows the URL "digilib.ui.ac.id/cgi/users/home/screen=EditUserprintid=8636&stage=caraR". The taskbar at the bottom shows the system tray with the date "17/11/2021" and time "5:22".

## 6. Contributors: isikan identitas dosen pembimbing

- Contribution dipilih Contributor
- Given name/initials diisi satu kata pada nama depan (huruf kapital, huruf depan saja)
- Family name berisi nama selain given name (huruf kapital, huruf depan saja)
- NIDN berisi nomor induk dosen dengan penulisan huruf kecil semua dan tanpa spasi.

Untuk nomor NIDN dosen dapat membuka laman berikut <https://pddikti.kemdikbud.go.id/dosen> atau dalam lembar pengesahan.

The screenshot shows a web browser window with the URL `digilib.lia.ac.id/cgi/users/home/screen=SPriv:EditBepnmbj-85388stage-core17`. The main content area is a form titled "Contributors".

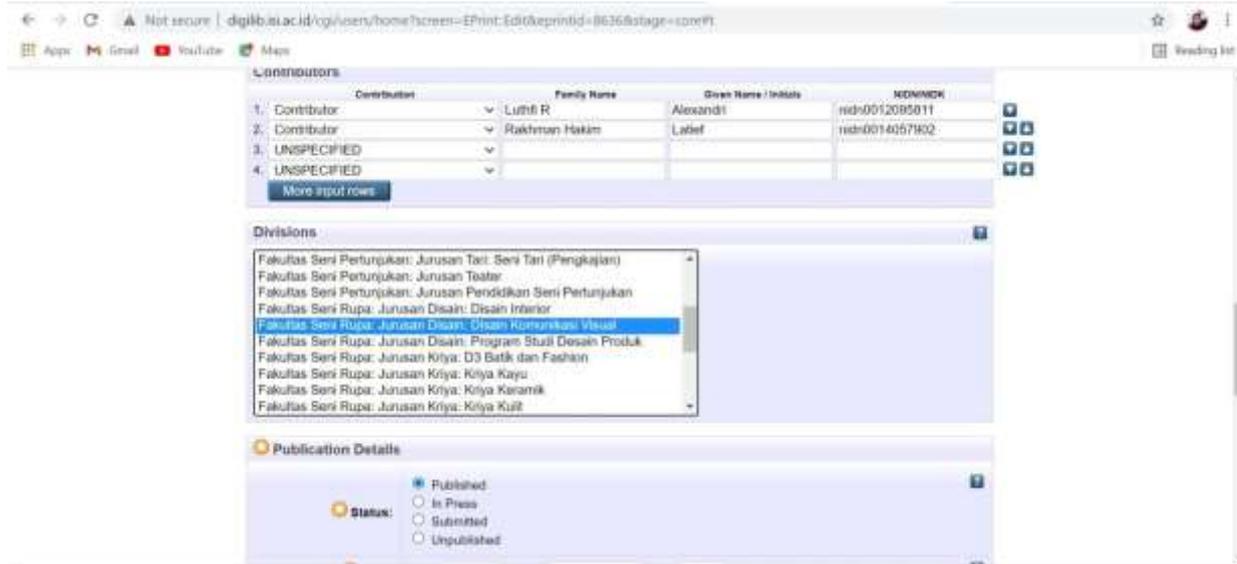
The "Contributors" section contains a table with the following data:

Contribution	Family Name	Given Name / Initials	NIDN/NIDK
1. Contributor	Luthfi R	Alexandri	nidn0012095811
2. Contributor	Rahman Hakim	Latif	nidn0014057902
3. UNSPECIFIED			
4. UNSPECIFIED			

Below the table is a "More input rows" button. Below the table is a "Divisions" dropdown menu with the following options:

- Fakultas Seni Media Rekam: Jurusan Televisi: Program Studi S1 Televisi
- Fakultas Seni Media Rekam: Jurusan Fotografi
- Fakultas Seni Media Rekam: Jurusan Televisi: Program Studi D3 Animasi
- Fakultas Seni Pertunjukan: Jurusan Etnomuskologi
- Fakultas Seni Pertunjukan: Jurusan Karawitan
- Fakultas Seni Pertunjukan: Jurusan Musik
- Fakultas Seni Pertunjukan: Jurusan Pendidikan
- Fakultas Seni Pertunjukan: Jurusan Tari: Seni Tari (Penciptaan)
- Fakultas Seni Pertunjukan: Jurusan Tari: Seni Tari (Pengkajian)

## 7. Divisions: diisi nama program studi atau jurusan



The screenshot shows a web browser window with a URL starting with 'digilib.ui.ac.id'. The page contains a form with several sections:

- Contributors:** A table with columns for Contributor, Family Name, Given Name / Initials, and NIDN/NIK. The first two rows are filled with 'Luthfi R. Alexandri' and 'Rakhtan Hakim Label' respectively. The last two rows are 'UNSPECIFIED'. A 'More input rows' button is visible below the table.
- Divisions:** A dropdown menu showing a list of faculties and departments. The selected option is 'Fakultas Seni Rupa: Jurusan Desain: Desain Komunikasi Visual'.
- Publication Details:** A section with a 'Status:' label and radio buttons for 'Published', 'In Press', 'Submitted', and 'Unpublished'. The 'Published' option is selected.

## 8. Publication Details

The screenshot shows a web browser window displaying a 'Publication Details' form. The form is for a user named 'Fakultas Seni Rupa, Jurusan Kriya, Kriya Kulit'. The form fields are as follows:

- Status:**  Published,  In Press,  Submitted,  Unpublished
- Date:** Year: 2020, Month: July, Day: 17
- Date Type:**  Publication,  Submission,  Completion
- Official URL:**
- Institution:**
- Department:**  (highlighted with a red box)
- Number of Pages:**
- Related URLs:**  URL Type: UNSPECIFIED

At the bottom of the form, there is a 'Funders' section and a 'More input rows' button. The browser's taskbar shows several PDF files open and the system tray displays the date as 01/08/2021.

Kode prodi dapat dilihat pada laman:

[https://pddikti.kemdikbud.go.id/data\\_pt/MjJCNzAwQjltNzFBRS00QjA2LTgzQjltMkEyMTAwNjQ1NTA5](https://pddikti.kemdikbud.go.id/data_pt/MjJCNzAwQjltNzFBRS00QjA2LTgzQjltMkEyMTAwNjQ1NTA5)

## 9. Contact Email Address

Ketikkan alamat email penulis

The screenshot shows a web browser window with the URL `diglib.us.ac.id/cgi/users/home/screen=EditEprintId=7232&stage=core#1`. The page contains several input sections: 'Funders', 'Projects', 'Contact Email Address', 'References', 'Uncontrolled Keywords', 'Additional Information', and 'Comments and Suggestions'. The 'Contact Email Address' section is highlighted with a red rectangular box. Below the input sections are navigation buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The footer of the page includes the text 'Diglib is powered by ePrints 3 which is developed by the School of Electronics and Computer Science at the University of Southampton. More information and software tools.' and the 'eprints' logo.

## 10. References

**Funders** ?

1.  ▼

**More input rows**

**Projects** ?

1.  ▼

**More input rows**

**+ Contact Email Address**

**+ References**

**+ Uncontrolled Keywords**

**+ Additional Information**

**+ Comments and Suggestions**

**< Previous** **Save and Return** **Cancel** **Next >**

Klik tanda  kemudian isi daftar pustaka

# 11. Uncontrol Keywords

## Ketikkan kata kunci

The screenshot shows a web browser window with a URL bar containing 'diglib.ac.id/cgi/users/home/footer-ePrint:EditBagprintId=7232&stage=coreft'. The main content area is divided into several sections:

- References:** A list of bibliographic entries, including:
  - Keramik Dekoratif Fungsional, Yogyakarta.
  - Gustani, SP. (2007), Butir-butir Mutiara Estetika Timur: Ide Dasar
  - Penciptaan Seni Kriya Indonesia, Pratista, Yogyakarta
  - Engarso, F.X. Bodulidodo. 2013. Teknik Gambar Sketsa Arsitektur. Yogyakarta. KANISIUS
  - Sanyoto, S.E. 2005. Dasar-dasar Tata Rupa & Desain (NIRMWA). Yogyakarta.
  - Sobur, Alex. 2003. Semiotika Komunikasi. Bandung, Remaja Rosdakarya
  - Hirudinjio, Budihardjono (1992), Ide Dalam Seni, dalam Laporan Tugas Riset
- Uncontrolled Keywords:** A text input field containing the text "Pedang Kayu, Icon Yogyakarta". This section is highlighted with a red rectangular box.
- Additional information:** A section with a collapsed arrow icon.
- Comments and Suggestions:** A section with a collapsed arrow icon.

At the bottom of the interface, there are navigation buttons: "< Previous", "Save and Return", "Cancel", and "Next >".

The footer of the page includes the text: "Diglib is powered by Z39.50-2 which is developed by the School of Information and Computer Science at the University of Southampton. More information and software credits." and the "eprints" logo.

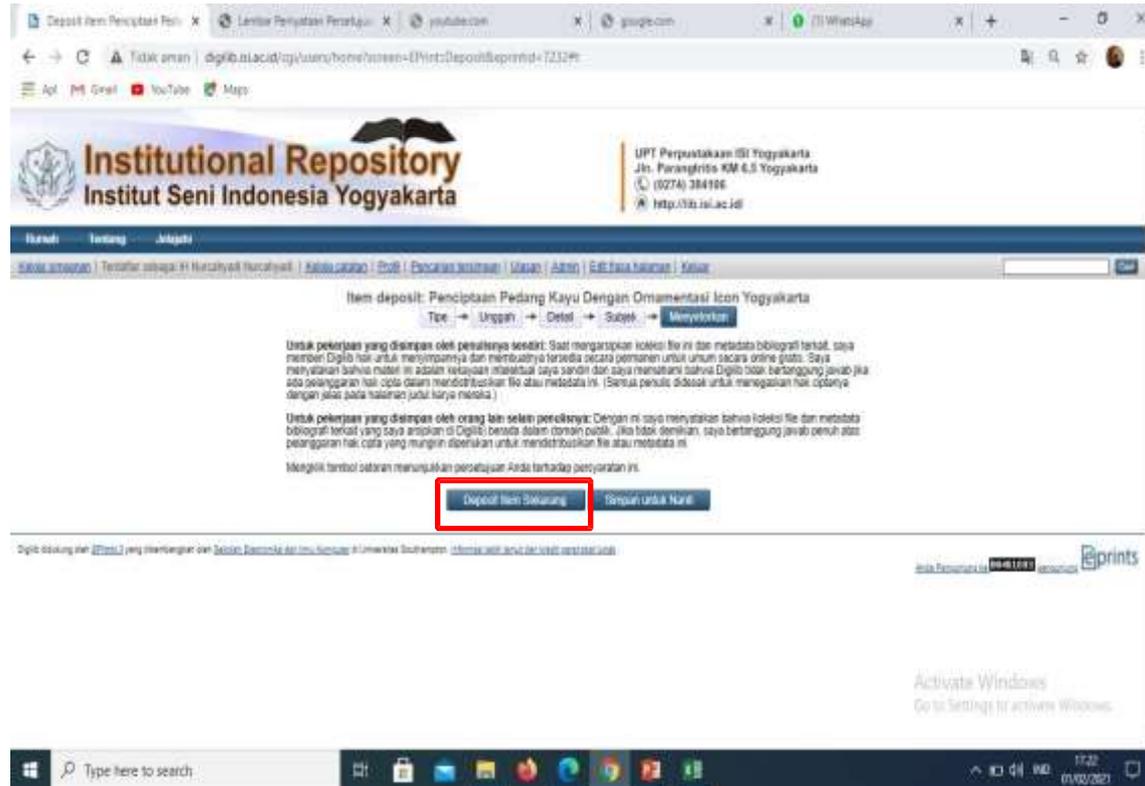
The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the date "11/02/2021" and time "11:42".

## 12. Isian tampilan subjek



Pilih subjek yang sesuai, kemudian klik next/berikutnya

## 13. Klik **Deposit Item Now**



The screenshot shows a web browser window displaying the Institutional Repository page for Institut Seni Indonesia Yogyakarta. The page title is "Item deposit: Penciptaan Pedang Kayu Dengan Ornamenasi Ikon Yogyakarta". The page content includes a navigation menu, a search bar, and a main section with two paragraphs of text and two buttons: "Deposit Item Sekarang" (highlighted with a red box) and "Bersedia Untuk Nanti". The browser's address bar shows the URL "http://diglib.isii.ac.id/". The Windows taskbar is visible at the bottom of the screen.

Pastikan sudah klik **Deposit Item Now** sebelum mengakhiri input dengan klik logout.



TERIMAKASIH

Matur nuwun

## Kontak Perpustakaan



perpus\_isi\_jogja



perpusisijogja



lib@isi.ac.id



<https://lib.isi.ac.id>



<https://digilib.isi.ac.id>



@isiUPT



# Jam Layanan Perpustakaan

**Senin – Kamis : 07.30 – 16.00 WIB**

Istirahat : 12.00 – 13.00 WIB

**Jum'at : 07.30 – 16.30 WIB**

Istirahat : 11.30 – 13.00 WIB