



MEMORANDUM

TO: Deans/HoDs

FROM: Publications/Outputs Office

DATE: 22 July 2009

SUBJECT: Searchable Database –Publications/Outputs 2006-2008 (2009)

Your department's publications/outputs up to and including 2008 have been loaded onto the searchable database and can be viewed at <http://www.otago.ac.nz/research/publications/>.

In the interim we are using this database to replace the paper version of the 'final verification' process which will enable outputs to be viewed on a regular basis.

We ask that staff check their individual listings and if there are any amendments to be made please advise us by using the 'feedback' buttons. All 2007 & 2008 outputs will be marked as verified if we have not had any response by the 21st August 2009.

Please send any additional outputs for 2006-2008 to this office in the usual manner by including hardcopy evidence and a completed coversheet which can be found at http://www.otago.ac.nz/research/publications_reports.html.

We are also asking for the continual submission of all 2009 outputs as they become available throughout the year. We will notify you once these have been loaded on to the database.

The searchable database will be updated weekly and will show any amendments and additions made since the previous update.

The Publications/Outputs Office
Research Division

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