KAR policies

Contents

Metadata policy

Metadata Policy for information describing items in the repository

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.

Data policy

Data Policy for full-text and other full data items

1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
    a. reproduced, displayed or performed, and given to third parties in any format or medium
    b. for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

    provided:

    c. the authors, title and full bibliographic details are given
    d. a hyperlink and/or URL are given for the original metadata page
    e. the content is not changed in any way
3. Full items must not be harvested by robots except transiently for full-text indexing or citation analysis
4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. Some full items are individually tagged with different rights permissions and conditions.
6. Mention of the repository is appreciated but not mandatory.

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Content policy

Content Policy for types of document and data set held

1. This is an institutional or departmental repository.
2. The repository holds all types of materials except:
   a. datasets
   b. special materials: Materials created as part of a taught course, eg dissertations, undergraduate work
3. Items are individually tagged with:
   a. their version type and date.
   b. their peer-review status.
   c. their publication status.

Submission policy

Submission Policy concerning depositors, quality and copyright

1. Items may only be deposited by accredited members of the institution, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. Eligible depositors must deposit bibliographic metadata for all their publications.
4. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout & format, and the exclusion of spam
5. The validity and authenticity of the content of submissions is checked by internal subject specialists.
6. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
7. Any copyright violations are entirely the responsibility of the authors/depositors.
8. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation policy

1. Items will be retained indefinitely.
2. The repository will try to ensure continued readability and accessibility.
   a. Items will be migrated to new file formats where necessary.
3. The repository regularly backs up its files according to current best practice.
4. Items may not normally be removed from the repository.
5. Acceptable reasons for withdrawal include:
   a. Proven copyright violation or plagiarism
   b. Legal requirements and proven violations
   c. National Security
   d. Falsified research
6. Withdrawn items are not deleted per se, but are removed from public view.
7. Withdrawn items' identifiers/URLs are retained indefinitely.
8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
9. Errata and corrigenda lists may be included with the original record if required
10. If necessary, an updated version may be deposited.
11. In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Document review date

This policy will be reviewed annually by RTDG.

Policy created: 13/09/2019

Policy reviewed: date