

Repository Policy

Purpose and Context

The policy exists to manage the archive of research outputs in the University Repository, and any new material that is added to it.

Scope

The policy applies to University staff and postgraduate research students who use, or have used the University Repository. This policy will apply from 1st January 2018.

1. Introduction

- 1.1 The University Repository is the archive of research outputs of the University from 2007 to 2017. From 2018 research outputs not covered below will be uploaded to PURE.

2. Who can deposit material

- 2.1 Any University of Huddersfield member of staff, researcher or postgraduate research student (including contracted, visiting, emeritus and honorary staff), can deposit material although from 2018 most categories of material will be deposited in PURE.
- 2.2 Where deposited material has multiple authors at least one author must be a member of the University of Huddersfield and the submitting author must seek the permission of co-authors.

3. What content can be included in the Repository

- 3.1 Post graduate theses registered with the research office, unless a sponsoring body has withheld permission for commercial reasons or there are issues of confidentiality
- 3.2 Research outputs including articles, presentations and other material produced by support staff at the University
- 3.3 Publications of the University Press

4. User agreement

- 4.1 A user agreement for the Repository is available at:
http://eprints.hud.ac.uk/Repository_User_Agreement.pdf.

5. Copyright

- 5.1 Authors retain the copyright for all content posted in the repository. The agreement specifies a non-exclusive right to use, so that the author is free to reuse the content elsewhere.

- 5.2 When content has already been published in a commercial journal, agreement with the journal publisher must be established.
- 5.3 Intellectual property rights are owned by the University in the case of certain material as set out in the University's Intellectual Property Policy.
- 5.4 Collaborative work must be correctly attributed

6. Deposit of material

- 6.1 Terms and conditions for depositors are available at http://eprints.hud.ac.uk/Repository_Deposit_Agreement.pdf
- 6.2 The procedure for submitting material is available at http://eprints.hud.ac.uk/submission_procedure.pdf
- 6.3 The policy and procedure for submitting e-theses is available at <https://www.hud.ac.uk/media/policydocuments/Repository-E-Theses-Policy.pdf>

7. Removal of content

- 7.1 Removal from public view will be allowed, if requested by the author or the institution, in certain circumstances, e.g.
 - 7.1.1 to comply with journal publisher rules
 - 7.1.2 where defamatory or where confidential material has accidentally been disclosed
 - 7.1.3 where the author has replaced the paper with an updated version
 - 7.1.4 where the content has been upheld by the wider research community as plagiaristic
 - 7.1.5 where the content does not conform to existing legislation
 - 7.1.6 where legal action has been threatened or any impropriety has been alleged, in relation to the material.

8. Withdrawn items

- 8.1 A record will still be kept of the publication retaining existing links and item histories, with a link to the replacement version where available. Changes to the deposited item are not permitted, but an updated version may be deposited and the earlier item withdrawn from public view on request. Errata and corrigenda lists may be added or included in the original bibliographic record.

9. Author agreements / Version statements

- 9.1 The status of the submission should be clearly stated i.e. pre-refereed or post-refereed; and whether it is the author's pre-refereed /post-refereed version or the published pre-refereed/post-refereed version. This terminology, as adopted by the JISC Versions Identification Framework, will most clearly define the pre-print /post-print status.

10. Persistent access

- 10.1 The University of Huddersfield is committed to use reasonable endeavours to provide persistent access to content in the Repository, but this applies only to material housed on servers maintained directly or under contract by the University. Links and access to content of any format referenced outside the Repository cannot be guaranteed.

11. Standards

- 11.1 Quality standards will be applied to metadata (indexing data) to allow the repository to be cross-searchable nationally and internationally.

12. Administration

- 12.1 The service is managed and mediated by Computing and Library Services

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Repository Policy
Version Number:	1.1
Equality Impact Assessment:	29/11/2017
Approved by:	University Research Committee
Date Approved:	05/12/2017
Date for Review:	05/12/2018
Author:	Head of Academic Services, Computing and Library Services.
Owner (if different from above):	
Document Location:	https://www.hud.ac.uk/media/policydocuments/Repository-Policy.pdf
Compliance Checks:	Operational Working Group to regularly review for compliance
Related Policies/Procedures:	List any applicable University regulations/policies/procedures that may impact upon the procedure.

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V1.1	Dec 2017	Final version for URC	Head of Academic Services, Computing and Library Services.
V1.0	Oct 2017	First draft of new policy	Head of Academic Services, Computing and Library Services.