UNIVERSITY OF HUDDERSFIELD

REPOSITORY POLICY DOCUMENT (Revised June 2008)

The Institutional Repository of the University of Huddersfield provides a digital collection of the research output of the University, which is institutionally defined and is in a standardised format. It thereby facilitates an open access system of storage and retrieval of information from the digitised content.

The major benefit to the university is in enabling the dissemination of scholarly work in a coherent manner, whilst also contributing to a managed approach to research output nationally and internationally. University researchers will benefit from the increased impact of their work, automatic updates to their CV and a central archive from their research output. The repository is cumulative and perpetual.

All research material should be deposited in the repository from 2008. Exceptions will be permitted only by agreement with the Dean of the School or the Pro-Vice Chancellor for Research.

Where copyright allows, the published version or the authors' version will be placed on Open Access. Otherwise material will be placed in the restricted area of the Repository. The Repository Administrator will ensure that all copyright restrictions are strictly adhered to.

1. **WHO CAN JOIN**

2. **WHAT CONTENT CAN BE INCLUDED IN THE REPOSITORY**

3. **APPROPRIATE SUBMISSION - Copyright**

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9. **ADMINISTRATION AND TRAINING**

1. **WHO CAN JOIN**
   Any University of Huddersfield member of staff, researcher or postgraduate research student, can deposit material in the first phase of the repository. [1]
   Where deposited material has multiple authors:
   - At least one author must be a member of the University of Huddersfield
   - The submitting author must seek the permission of co-authors

2. **WHAT CONTENT CAN BE INCLUDED IN THE REPOSITORY**
   The research element is the first phase of the Repository and includes the following, either on Open Access or in the restricted area, depending on copyright regulations. Abstracts of restricted items will be included on Open Access.

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[1] 'Researcher' includes all contracted staff as well as visiting, emeritus and honorary fellows or professors

- Authors' versions or published papers in peer-reviewed journals; in edited journals; in edited conference proceedings; in edited working paper series and in published monographs and book chapters
- Other textual material supporting non textual research outputs e.g. exhibition catalogues
- Non textual research outputs e.g. artworks; recorded music and electronic databases
- Post graduate theses registered with the research office, unless the sponsoring body withheld permission for commercial or other sensitivities

RSS feeds will be provided from deposits in the Repository to automatically update authors' university web sites in a standardised format.

The second phase of the Repository may include the following items to be placed on restricted access
- Undergraduate theses
- Masters' level dissertations
- Raw data (consideration will be given to inclusion of raw data on public access, where required by a sponsoring body via links. At this stage templates will be devised for data submission/storage)
- Digital learning objects e.g. flash animations, computer simulations, interactive quizzes, podcasts and other audio and multimedia resources

3.   APPROPRIATE SUBMISSIONS
The following must be considered:

- **Copyright**
  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.
  When content has already been published in a commercial journal, agreement with the journal publisher must be established.
  Intellectual property rights are owned by the University in the case of material produced under its auspices.
- **Format**
  The preferred textual format is PDF. Formats should comply with disability legislation
- **Collaborative Work**
  Must be correctly attributed

4.   REMOVING CONTENT
Removal from public view will be allowed, if requested by the author or the institution, in certain circumstances, e.g.
- to comply with journal publisher rules
- where defamatory or where confidential material has accidentally been disclosed
- where the author has replaced the paper with an updated version
- where the content has been upheld by the wider research community as plagiaristic
- where the content does not conform to existing legislation

5.   WITHDRAWN ITEMS
A record will still be kept of the publication retaining existing links and item histories, with
- a link to the replacement version where available
- a note explaining the reason for withdrawal

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

6.   AUTHOR AGREEMENTS/ VERSION STATEMENTS
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.

7.   PERSISTENT ACCESS
The University of Huddersfield is committed 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.

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

9.   ADMINISTRATION AND TRAINING
The service will be managed and mediated by the University library, including the uploading of articles; adding of metadata and provision of training.

Revised Friday, 13 June 2008