



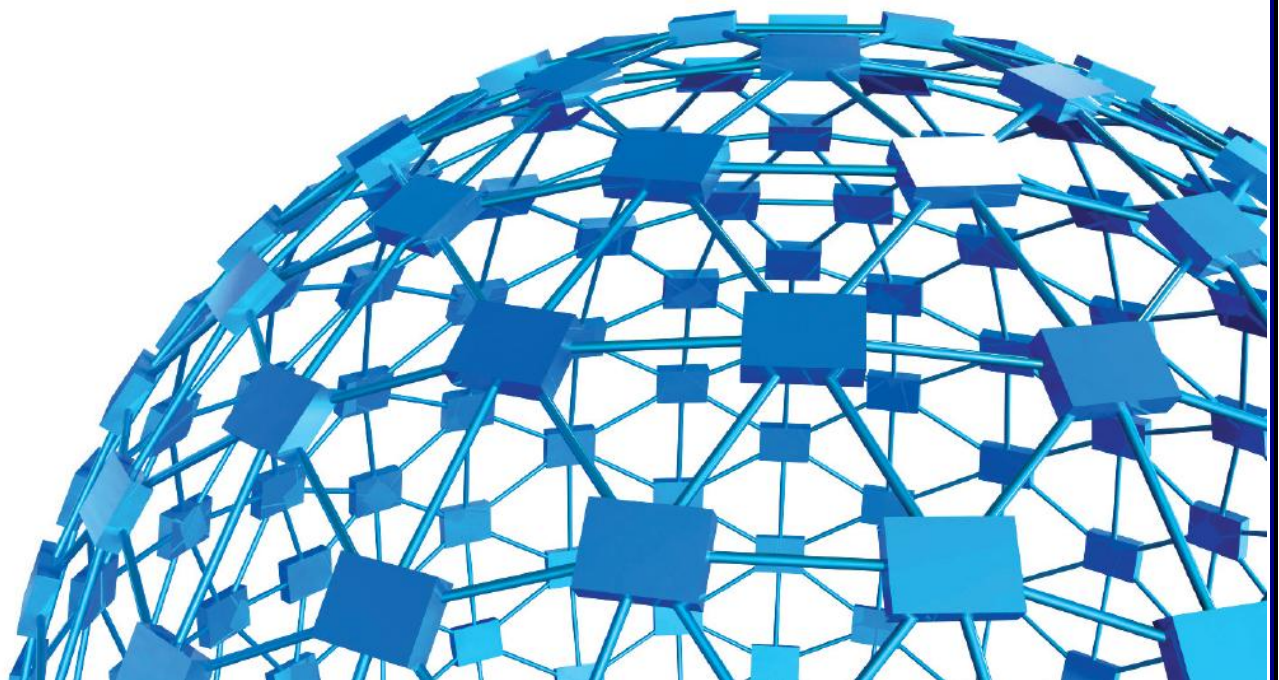
**University of Salford**  
A Greater Manchester University

# USIR

## Policy Document

### CONTENTS

1 OVERVIEW .....	2
2 USIR CONTENT POLICY .....	3
3 SUBMISSION .....	4
4 METADATA .....	5
5 DATA .....	5
6 SELECTION, RETENTION, REPLACEMENT & WITHDRAWAL.....	5
7 INTELLECTUAL PROPERTY .....	7
8 QUALITY CONTROL.....	7
9 EDITORIAL RIGHTS.....	7
10 PRESERVATION .....	7
11 CHANGES TO THIS POLICY .....	8
12 DATE OF NEXT REVIEW .....	8



## 1 OVERVIEW

The primary aim of the University of Salford Institutional Repository (USIR) collection is to increase the impact of the University's research and to provide feedback to University of Salford researchers, the University, and other stakeholders.

The USIR collection is a digital repository of research material created by researchers of the University of Salford and showcases the research and scholarly output of the University across all subjects and disciplines.

The USIR collection will:

1. Provide free, searchable access to this output and make possible its long-term archiving and preservation.
2. Provide a permanent record of the intellectual output of the University of Salford.
3. Operate as a non-profit, non-commercial, open access, Institution-wide repository with the aims of preserving and disseminating the scholarly output and other selected outputs of the University.

The University of Salford has an Open Access Policy which requires that, from 1<sup>st</sup> January 2010, a **record** of all new research output be deposited in USIR.

As of 8<sup>th</sup> June 2011, it is also mandatory for all **REF submissable outputs** to be included in the repository (i.e. any output of national or international significance published since 1<sup>st</sup> January 2008).

For all REF submissable outputs, and other research published in the form of peer reviewed journal articles, authors should, wherever possible, retain the copyright so that the **full text/documentary output** can also be made available in the repository. This can be the final peer-reviewed, pre-publication version of the output, where copyright restricts the use of the published version.

The deposit of other research outputs (i.e. published, accepted for publication, or in the public domain) and in other formats is also strongly encouraged.

Help and advice regarding deposit is available from the USIR Team: [usir@salford.ac.uk](mailto:usir@salford.ac.uk)

### **Please note that:**

USIR is an online archive: deposit of materials does not constitute publication and has no impact on the ownership of copyright or any other intellectual property rights that may subsist in the deposited materials.

All materials contained within USIR shall comply with copyright legislation and where appropriate, publishers' copyright policies.

## 2 USIR CONTENT POLICY

This section of the policy defines the materials which can be submitted to and stored in USIR.

### 2.1 Discipline/Subject

Items will be accepted from any discipline produced by eligible authors including cross-disciplinary items.

### 2.2 Types of Material

**Research output that is mandated, by the University of Salford's Open Access Policy, to be deposited in USIR:**

- 2.2.1 Journal articles produced while employed by the University of Salford, since 1<sup>st</sup> January 2010, and published in peer-reviewed journals.
- 2.2.2 REF submissible outputs (i.e. any output of national or international significance) published since 1<sup>st</sup> January 2008.

**The following types of material are not yet mandated, but the deposit of these items is strongly encouraged:**

- 2.2.3 Research theses successfully submitted and passed by University of Salford for that degree's award. This must be the final passed version with all corrections included.

Awards currently eligible are:

- PhD
- MPhil
- MSc by research
- MRes
- DProf
- DLit
- DMA
- DSc
- LLM

- 2.2.4 Conference and workshop items:
  - a) Conference and workshop items by University of Salford authors, e.g. papers, presentations, posters.
  - b) Conference and workshop items by non-University of Salford authors. Proceedings, papers and other research materials resulting from conferences, research activity or other research focussed events organised by University of Salford academics and taking place at the University of Salford.
- 2.2.5 Books and book sections.
- 2.2.6 Datasets.
- 2.2.7 Multimedia, audio-visual materials, still images and software.
- 2.2.8 Official University documents that require global accessibility and indexing.
- 2.2.9 Technical reports, commissioned reports, and other un-refereed research output.
- 2.2.10 Newsletters of significant research groups.
- 2.2.11 Other material produced by academic/research staff.

### 2.3 Status

- 2.3.1 USIR includes both peer reviewed and non peer reviewed items.
- 2.3.2 USIR includes both published and non-published items.
- 2.3.3 Research papers are individually tagged with their publication and peer review status.

## 2.4 Language

Principal language: ENGLISH

## 2.5 File Formats

2.5.1 Only digital items will be accepted (currently resources are not available to offer a digitisation service).

2.5.2 File types currently supported by USIR are:

HTML	PDF
Postscript	Plain text
Rich text (RTF)	Microsoft PowerPoint
Microsoft Excel	Microsoft Word
Image (JPEG)	Image (PNG)
Image (GIF)	Image (BMP)
Image (TIFF)	Video (MPEG)
Video (QuickTime)	Video (AVI)
Video (WMV)	Video (MP4)
Video (Flash)	Video (AVCHD)
XML	N3
RDF/XML	Archive (BZ2)
Archive (TGZ)	Archive (ZIP)
Audio (WAV)	Audio (MP3)
Audio (OGG)	Audio (FLAC)
Audio (WMA)	

2.5.3 All file types will be considered for acceptance (some older, obsolete and obscure file formats may present compatibility problems. In such cases USIR staff will contact the depositor).

2.5.4 Files may be converted to more common /current formats by USIR staff for compatibility (cross platform) reasons.

## 3 SUBMISSION

3.1 The University of Salford has an open access mandate, which:

3.1.1 requires that a record of any research output produced whilst employed by the University since 1<sup>st</sup> January 2010 be deposited in USIR.

3.1.2 requires that, when research papers have been accepted for publication in a peer-reviewed journal, the metadata (title, authors, institutional affiliation, name of journal that has accepted the paper) should be deposited.

3.1.3 requires that the full text of all REF submissable outputs be exposed as soon as publisher restrictions will allow.

3.1.4 strongly encourages authors to retain ownership of the copyright of published outputs where possible.

3.2 Items may only be deposited by accredited members of the University, or their delegated agents.

3.3 Authors may only submit their own work, work which they have contributed to and may be attributed to.

3.4 Where an item has multiple authors and they have retained copyright in the work, the depositing author must obtain permission from all the other contributing authors before depositing the work.

3.5 USIR is not an exclusive repository; authors may also deposit their work in other repositories if desired or required.

3.6 Deposit of full items will be encouraged at the earliest possible opportunity, but where a depositing author has assigned copyright, the full item will not be made publicly visible until any publishers' or other embargo periods have expired.

- 3.7 The USIR team will assess items for the eligibility of authors/depositors, relevance to the scope of USIR, valid layout and format, and the exclusion of spam.
- 3.8 The USIR team will, within reason, check all published output to ensure that to the best of their knowledge copyright is not infringed. Legally, the responsibility for ensuring copyright is not breached lies with the depositing author (see section 7 for policy on intellectual property)
- 3.9 The validity and authenticity of the content of any submissions is the sole responsibility of the depositing authors. Although it is not mandated, USIR is happy to include papers authored by University of Salford staff while employed by other institutions, as this can help give our staff a comprehensive listing of their research.
- 3.10 Help and advice regarding deposit is available from the USIR Team: [usir@salford.ac.uk](mailto:usir@salford.ac.uk)

#### 4 METADATA

- 4.1 The metadata schema used throughout by USIR will be principally based on Dublin Core.
- 4.2 Where necessary to facilitate the full description of a resource, other elements and element refinement as defined by the Dublin Core Metadata Initiative will be used.
- 4.3 University of Salford community-specific metadata elements will be used where no suitable Dublin Core element or element refinement exists.
- 4.4 Anyone may access the metadata free of charge.
- 4.5 The metadata may be reused in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record is given, and the repository is mentioned and should be cited as University of Salford Institutional Repository.

#### 5 DATA

- 5.1 Items (full items or objects (in any format) where the copyright resides with the author or the University of Salford) are available free of charge.
- 5.2 Items can generally be: reproduced, displayed or performed, and given to third parties in any format or medium for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided:
  - a. the authors, title and full bibliographic details are given, where available, and
  - b. a hyperlink and/or URL are given for the original metadata page, and the content is not changed in any way.
- 5.3 Items may be harvested by robots transiently for full text indexing or citation analysis.
- 5.4 Where items are harvested permanently permission must be sought from the University of Salford.
- 5.5 Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

#### 6 SELECTION, RETENTION, REPLACEMENT & WITHDRAWAL

##### 6.1 Selection and retention:

- 6.1.1 Digital items produced as a result of research activity at the University of Salford and deposited by an eligible depositor will be accepted and retained in USIR unless:
  - The item infringes copyright or other rights.
  - The item is in a format which cannot be stored or displayed satisfactorily.
  - The item has a virus or other technical problem.
- 6.1.2 If a depositor leaves the employment of the University of Salford, their items will be retained in USIR.

##### 6.2 Replacement:

A depositor may request that an item is replaced by another version if, for example, an error is discovered in the content. The replacement item may use the same record as the original.

### **6.3 Notice and take down policy:**

USIR will, upon notification, consider removing any material on receipt of a complaint.

Complaints include contact from the owner or representative of the owner with Intellectual Property Rights in all or part of the resource; the creator of all or part of the resource who has moral rights or any individual or organisation who believes that any of the material held on the Institutional Repository is in some way illegal.

Complaints will include notice of:

- Unauthorised use by reason of reproduction and/or making available the protected material.
- Breach of the moral right (paternity/integrity/right not to have work subjected to derogatory treatment).
- Issues on grounds other than copyright and/or related rights (e.g. defamation, breach of confidence, data protection).

### **6.4 Notice and take down procedure:**

To make such a complaint, the complainant should contact the Repository Manager ([usir@salford.ac.uk](mailto:usir@salford.ac.uk)) specifying the particular item that is the subject of the complaint and the grounds for the complaint. On receipt of the complaint, the Repository Manager will make an initial assessment of the validity of the complaint and will acknowledge its receipt.

Where the complaint is valid and to be pursued, the content that is subject to complaint will be temporarily removed from the repository pending an agreed solution.

The Repository Manager will then contact the contributor of the material and inform them that the item is subject to complaint and under what allegations. The Repository Manager will seek advice from the Governance Services Unit. If they are unable to provide the necessary expertise it may be necessary to engage other professional opinion. All attempts will be made to resolve the issue swiftly and amicably to the satisfaction of both the complainant and the contributor.

If a resolution is found through mediating between the parties, this will be enacted/initiated. This will involve one of the following outcomes:

- The resource need not be changed (the resource is replaced in USIR).
- The resource is replaced in USIR with changes or made restricted access.
- The resource is permanently removed from USIR.

### **6.5 Withdrawal**

- 6.5.1 Items will only be deleted from USIR if there are legal or University Intellectual Property Right problems or other exceptional circumstances. Items may be withdrawn from open access if necessary and placed in a closed access archive.
- 6.5.2 Records of items will only be withdrawn from view for reasons such as their being found to violate the legal rights of any person.
- 6.5.3 USIR shall retain the right to remove the work(s) for professional or administrative reasons, or if it is found to violate the legal rights of any person.
- 6.5.4 Items removed from view will be traced (but to avoid loss of the historical record) in the form of a note in the <Description.provenance> field of the Dublin Core record. The content of the note should be one of the following:
  - removed from view at request of the author
  - removed from view at USIR's discretion
  - removed from view by legal order.
- 6.5.5 A metadata record(s) indicating the work(s) was/were stored in the IR will remain in perpetuity.



- 6.5.6 USIR staff will withdraw items if:
- They have a virus or other technical problem.
  - There is an infringement or suspected infringement of rights or similar situation.
- 6.5.7 The depositor may request the work(s) is/are removed at any point in the future and can request that their own items are withdrawn from open access view in USIR and stored as a closed access item.

## 7 INTELLECTUAL PROPERTY

- 7.1 If USIR receives proof of copyright violation, the relevant item will be removed immediately.
- 7.2 All depositors will be required to agree to a non-exclusive USIR DEPOSIT AGREEMENT in order to give permission for their work to be held in USIR, to provide for the distribution of their work, and to allow ongoing preservation of both their work and/or the related metadata.
- 7.3 It is the responsibility of the depositing author to alert the USIR team if an item has not been peer-reviewed and may contain any potentially saleable intellectual property.
- 7.4 Every time your work is accessed online via USIR, the end user agrees to respect the original copyright of your work, which you have granted access to.
- 7.5 Where research is generated as a result of collaboration between multiple authors. USIR will accept an author signature on behalf of his/her co-author/s in good faith. Should there be an objection raised, the material in question will be withdrawn subject to further investigation of the complaint.

## 8 QUALITY CONTROL

As the material in USIR will have a bearing on the reputation of the University, all submissions will be subject to the following quality control criteria:

- 8.1 USIR staff will review and assess all submissions before making them available via USIR for:
- a. Eligibility of the depositor/author
  - b. Valid metadata
- 8.2 The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.
- 8.3 Any submissions not meeting the submission criteria will be returned to the depositor together with reasons for refusal.

## 9 EDITORIAL RIGHTS

- 9.1 The Repository Manager will retain the right to exclude any item submitted.
- 9.2 The Repository Manager will be able to make minor edits, return items for amendments for technical and indexing purposes, determine accessibility based on copyright agreements, and convert files to commonly used formats, etc.
- 9.3 USIR staff may add or edit metadata for cataloguing and indexing purposes.

## 10 PRESERVATION

- 10.1 University of Salford will endeavour to provide continued readability and accessibility of all items deposited in USIR.
- 10.2 Items will normally be retained within USIR indefinitely.
- 10.3 Withdrawn items are not deleted *per se*, but are removed from public view and their identifiers/URLs are retained indefinitely.
- 10.4 URLs will continue to point to “tombstone” citations, to avoid broken links and to retain item histories, with a link to a replacement version where available.

10.5 In the event of USIR being closed down, the University of Salford will make all reasonable endeavours to transfer the database to another appropriate archive.

#### **11 CHANGES TO THIS POLICY**

This Policy will be determined by the Repository Manager with approval from the Research Committee and Senate.

#### **12 DATE OF NEXT REVIEW**

The implementation of this policy will be reviewed no later than June 2012.