Bradford Scholars Policies Document

This document describes in detail Bradford Scholars policies on material that can be submitted to and stored in the repository, criteria for eligibility to deposit material along with our policy on long term preservation of material and quality control. The Policy Document also highlights the selection, retention and withdrawal procedures relating to research material held in Bradford Scholars.

Visit the Library's help sheets & documentation page at http://www.bradford.ac.uk/library/documents/index.php if you require this document in another format.

T +44 (0)1274 233400
F +44 (0)1274 233398
lib-webadmin@bradford.ac.uk

University of Bradford Institutional Repository
Bradford Scholars
http://bradscholars.ac.uk

Table of Contents

1. INTRODUCTION

The primary aim of the University of Bradford Institutional Repository – Bradford Scholars - is to increase the impact of the University's research and to provide feedback to the University of Bradford researchers, the University, and other stakeholders.

Bradford Scholars is a digital repository of research material created by researchers of the University of Bradford and showcases the research and scholarly output of the University across all subjects and disciplines.

Bradford Scholars will:

- provide free, searchable access to this output and make possible its long-term archiving and preservation.
- provide a permanent record of the intellectual output of the University of Bradford.
- operate as a non-profit, non-commercial, open access, Institution-wide repository with the aims of reserving and disseminating the scholarly output and other selected outputs of the University.

Please note that:
Bradford Scholars is an online archive: deposit of materials 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 Bradford Scholars shall comply with copyright legislation and where appropriate, publishers' copyright policies.

2. BRADFORD SCHOLARS CONTENT POLICY

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

2.1 Discipline/Subject

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

2.2 Types of Material

The Collection will exist of the following types of digital material:

- Journal articles, communications and short papers (pre- and post-print: pre-prints are versions of the paper before peer-review and post-print is the version of the paper after peer-review with revisions having been made).

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

    Awards currently eligible are:

    - o PhD
    - o MPhil

    Conference and workshop items:

    - o Conference and workshop items by University of Bradford authors e.g. papers, presentations, posters.
    - o Conference and workshop items by non-University of Bradford authors. Proceedings, papers and other research materials resulting from conferences, research activity or other research focussed events organised by University of Bradford academics and taking place at the University of Bradford.

- Books and book sections.
- Datasets.
- Multimedia, audio-visual materials, still images and software.
- Technical reports, commissioned reports, and other un-refereed research output.
- Newsletters of significant research groups.
- Other material produced by academic/research staff and approved by Head of Research Group or Head of School or Department.

- Citations without accompanying full objects of the above mentioned materials when copyright, confidentiality and/or unavailability of appropriate versions so dictate.

2.3 Status

- Bradford Scholars includes both peer-reviewed and non peer-reviewed items.

- Bradford Scholars includes both published and non-published items.

- Research papers are individually tagged with their publication and peer-review status.

2.4 Language

Principal language: ENGLISH

2.5 File Formats

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

- Accepted file formats include:
  - Adobe® PDF (.pdf)
  - Audio Interchange File Format (.aiff, .aif, .aifc)
  - Basic Audio (.au, .snd)
  - Cascading Style Sheets - CSS (.css)
  - Broadcase Wave Format (.wav)
  - Extensible Markup Language - XML (.xml)
  - Filemaker Pro (.fm)
  - Graphics Interchange Format (.gif)
  - Hypertext Markup Language - HTML (.htm, .html)
  - Kodak Photo CD image (.pcd)
  - Microsoft Office Excel® (.xls)
  - LateX document (.latex)
  - Machine-Readable Catalogue Records - MARC
  - Mathematica Notebook (.ma)
  - Microsoft Office Excel® (.xls)
  - Microsoft Office Powerpoint® (.ppt)
  - Microsoft Office Word® (.doc, .docx)
  - Microsoft Project® (.mpp, .mpx)
  - Microsoft Visio® (.vsd)
  - Microsoft Windows Bitmap® (.bmp)
  - Moving Picture Experts Group (.mpeg, .mpg)
  - MPEG Audio (.mpa, .abs)
  - Plain Text (.txt, .asc)
  - Photoshop (.psd, .pdd)
  - Portable Network Graphics (.png)
  - Postscript Files (.ps, .eps, .ai)
  - RealAudio file (.ra, .ram)

- o Rich Text Format (.rtf)
- o SGML application (.sgm, .sgml)
- o Tag Image File Format (.tiff)
- o TeX dvi format (.dvi)
- o Tex/LateX document (.tex)
- o Video Quicktime (.mov, .qt)
- o WordPerfect 5.1 document (.wpd)

- Only digital items will be accepted. In some exceptional circumstance will printed formats be accepted for digitisation by Bradford Scholars staff.

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

3. SUBMISSION

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

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

- Where an item has multiple authors and they have retained copyright in the work, the depositing author's permission is considered sufficient to grant the Repository Staff the license to upload the work into Bradford Scholars.

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

- 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.

- The Bradford Scholars team will only assess items for the eligibility of authors/depositors, relevance to the scope of Bradford Scholars, valid layout and format, correct metadata and the exclusion of spam.

- The validity and authenticity of the content of any submissions is the sole responsibility of the depositing authors.

4. METADATA

- The metadata schema used throughout by Bradford Scholars will be principally based on Dublin Core.

- 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.

- University of Bradford community-specific metadata elements will be used where no suitable Dublin Core element or element refinement exists.

- Anyone may access the metadata free of charge.

- 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 Bradford Scholars.

- The metadata must not be re-used in any medium for commercial purposes without formal permission.

5. DATA

- Items are available free of charge.

- 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:
    - the authors, title and full bibliographic details are given, where available, and;
    - a hyperlink and/or URL are given for the original metadata page, and the content is not changed in any way.

- Items may be harvested by robots transiently for full text indexing or citation analysis.

- Where items are harvested permanently permission must be sought from the University of Bradford.

- Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

- Some full items are individually tagged with different rights permissions and conditions.

- In most cases the repository is **not** the publisher; it is merely the online archive.

6. SELECTION, RETENTION, REPLACEMENT & WITHDRAWAL

6.1 Selection and retention:

- Digital items produced as a result of research activity at the University of Bradford and deposited by an eligible depositor will be accepted and retained in Bradford Scholars unless:
    - The item infringes copyright or other rights.
    - The item is proven to include falsified research.

- o The item fails to meet legal requirements.
- o The item is in a format which cannot be stored or displayed satisfactorily.
- o The item has a virus or other technical problem.

- If a depositor leaves the employment of the University of Bradford, their items will be retained in Bradford Scholars.

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.

- a published version becomes available and needs to replace an un-published version on the repository.

The replacement item may use the same record as the original.

6.3 Notice and take down policy:

Bradford Scholars 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 Bradford Scholars Manager (lib-webadmin@bradford.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 Bradford Scholars 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 Bradford Scholars Manager will then contact the contributor of the material and inform them that the item is subject to complaint and under what allegations. The Bradford Scholars Manager will seek advice from the University's legal advisers. 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 Bradford Scholars).
- The resource is replaced in Bradford Scholars with changes or made restricted access.
- The resource is permanently removed from Bradford Scholars.

6.5 Withdrawal

Items will only be deleted from Bradford Scholars 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.

- Records of items will only be withdrawn from view for reasons such as their being found to violate the legal rights of a third party.
- Bradford Scholars shall retain the right to remove the work(s) for professional or administrative reasons.

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 Bradford Scholars' discretion.
- removed from view by legal order.

A metadata record(s) indicating the work(s) was/were stored in the repository will remain in perpetuity.

Bradford Scholars 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.

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 Bradford Scholars and stored as a closed access item. The final decision remains at the discretion of the University.

7. INTELLECTUAL PROPERTY

- If Bradford Scholars receives proof of copyright violation, the relevant item will be removed immediately.

- All depositors will be required to agree to a non-exclusive Bradford Scholars DEPOSIT AGREEMENT in order to give permission for their work to be held in Bradford Scholars, to provide for the distribution of their work, and to allow ongoing preservation of both their work and/or the related metadata.

- Every time your work is accessed online via Bradford Scholars, the end user agrees to respect the original copyright of your work, which you have granted access to.

- Where the University of Bradford, student or member of staff owns the copyright to the work placed in Bradford Scholars, the **Attribution-Non-Commercial-NoDerivative Works 2.0 UK: England & Wales** Creative Commons end-user license will be applied. The Creative Commons license may be viewed at *http://creativecommons.org/licenses/by-nc-nd/s.0/uk/.*

- Where research is generated as a result of collaboration between multiple authors Bradford Scholars will accept an author undertaking on behalf of his/her co-authors that the author has the co-authors' authority to enter into the agreement on their behalf. 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 Bradford Scholars will have a bearing on the reputation of the University, all submissions will be subject to the following quality control criteria:

- Bradford Scholars staff will review and assess all submissions before making them available via Bradford Scholars for:

  - Eligibility of the depositor/author.
  - Valid metadata.

- The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.

- Any submissions not meeting the submission criteria will be returned to the depositor together with reasons for refusal.

9. EDITORIAL RIGHTS

- Bradford Scholars Manager will retain the right to exclude any item submitted.

- Bradford Scholars 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.

- Bradford Scholars staff may add or edit metadata for cataloguing and indexing purposes.

10. PRESERVATION

- University of Bradford will endeavour to provide continued readability and accessibility of all items deposited in Bradford Scholars.

- Items will normally be retained within Bradford Scholars indefinitely.

- **Withdrawn** items are not deleted *per se*, but are removed from public view and their identifiers/URLs are retained indefinitely.

- 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.

- When an item is completely **removed** from Bradford Scholars, no metadata or tombstone is retained.

- In the event of Bradford Scholars being closed down, the University of Bradford 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 Bradford Scholars Manager with approval from the University of Bradford legal advisors.

12. DATE OF NEXT REVIEW

December 2012.