

## ResearchOnline Takedown Policy

This policy refers to requests for removal of material from the Glasgow Caledonian University research portal, ResearchOnline.

If the Library is notified of a potential breach of copyright, or receives a complaint indicating an infringement of publishers' rules or other relevant concern, the material will be removed from the public research portal pending further investigation by the Library repository team.

Removal requests should be emailed to [repository@gcu.ac.uk](mailto:repository@gcu.ac.uk) or sent to Repository Team, The Library, Glasgow Caledonian University, Cowcaddens Road, Glasgow G4 0BA.

Requests should include the following:

1. Your contact details
2. The full details of the material
3. The URL of the material in ResearchOnline
4. A full explanation of the request e.g. copyright infringement, offensive material, academic plagiarism, misattribution, misuse or falsification of data
5. For copyright related requests, proof that you are the rights holder or an authorised representative.

Upon receipt of a removal request the repository team will:

1. Acknowledge receipt of your compliant within 5 working days
2. Make an initial assessment of the validity of the request
3. If the request is deemed invalid the repository team will respond to you with details
4. If the request is deemed valid the material will be removed from ResearchOnline pending a fuller investigation:
  - a. The contributor who deposited the material may be contacted and notified that the material is subject to a removal request
  - b. The repository team will aim to resolve the issue swiftly and amicably with the following possible outcomes:
    - i. The material is reinstated on ResearchOnline unchanged
    - ii. The material is replaced on ResearchOnline with changes
    - iii. The material is permanently withdrawn from the website and the bibliographic record will remain
5. Where material is permanently withdrawn from ResearchOnline the withdrawn item's identifier/URL will be retained indefinitely. Such URLs will continue to point to 'tombstone' citations, to avoid broken links and retain item histories.