

edShare@GCU Policies

Metadata Policy for information describing items in the repository

1. Anyone may access the metadata free of charge.
 2. The metadata may be reused in any medium without prior permission for non-commercial purposes provided the OAI Identifier or a link to the original metadata record is given.
 3. The metadata must not be reused in any medium for commercial purposes without formal permission from the repository administrator(s).
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Data Policy for full text and other full data items

1. Access to some or all full items is controlled.
 2. All full items are individually tagged with differing rights permissions and conditions. These should be checked before reusing an item.
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Content Policy for types of document and data set held

1. This is an institutional repository.
 2. edShare@GCU is restricted to educational resources, including:
 - Learning objects
 - Multimedia and audio-visual materials
 - Teaching materials
 - Images
 - Exam papers
 - Any other items which can be classed as educational resources. Please contact the repository administrator(s) if you have any queries.
 3. The principal language of materials held in the repository is English; items in other languages may also be deposited.
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Submission Policy concerning depositors, quality and copyright

1. Items may only be deposited by employees of the organisation, or their delegated agents.
2. Deposit by external individuals or organisations only by prior arrangement with the repository administrator(s).
3. Authors may only submit their own work for archiving.
4. The repository administrator(s) only vet items for relevance to the scope of edShare@GCU.

5. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
 6. Once deposited, records cannot be withdrawn without the prior consent of the repository administrator(s).
 7. Acceptable reasons for withdrawal include:
 - (a) Proven copyright violation or plagiarism
 - (b) Legal requirements and proven violations
 - (c) National security
 - (d) At the discretion of edShare@GCU administrator(s)
 8. If edShare@GCU receives proof of a copyright violation, the relevant item will be withdrawn immediately. Please see our Takedown Policy for more information.
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Preservation Policy

1. Items will be retained indefinitely.
2. edShare@GCU will try to ensure continued readability and accessibility.
 - (a) Items will be migrated to new file formats where necessary.
 - (b) Where possible, software emulations will be provided to access un-migrated formats.
 - (c) It may not be possible to guarantee the readability of some unusual file formats.
3. edShare@GCU regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items.
5. Items may not normally be removed from edShare@GCU.
6. Acceptable reasons for withdrawal include:
 - (a) Proven copyright violation or plagiarism
 - (b) Legal requirements and proven violations
 - (c) National security
 - (d) At the discretion of edShare@GCU administrator(s)
7. Withdrawn items are not deleted per se, but are removed from public view.
8. Withdrawn items' identifiers/URLs are retained indefinitely.

9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.

10. Changes to deposited items are not permitted, although:

- (a) Errata and corrigenda lists may be included with the original record if required.
- (b) Metadata may be updated at any time.
- (c) If necessary, an updated version may be deposited.

11. The repository has no defined closure policy.