

edShare@GCU Takedown Policy

edShare@GCU is hosted by Glasgow Caledonian University. All material held within edShare@GCU is intended for educational use only.

Due to the nature of online content we recognise that from time to time material published in edShare@GCU may be in breach of copyright law or include personal or sensitive data. If you find any material within the repository for which you have not given permission or, in terms of copyright law, is not covered by an exception, please contact us to request the removal of the material. When contacting us you should include the following information:

1. Your name and contact details
2. Full details of the material
3. URL of the material in edShare@GCU
4. A full explanation of the request e.g. copyright infringement, IPR infringement, data protection infringement
5. For copyright related requests, proof that you are the rights holder or an authorised representative.

Please send any removal request to edshare@gcu.ac.uk or

Digital Development Team
The Library
Glasgow Caledonian University
Cowcaddens Road
Glasgow, G4 0BA
Scotland, United Kingdom

Upon receipt of a removal request the following procedure will be followed:

1. The edShare@GCU repository administrators will acknowledge receipt of your complaint and make an initial assessment of the validity and plausibility of the request
2. If the request is deemed valid the material will be temporarily removed from edShare@GCU
3. The edShare@GCU repository administrators will contact the contributor who deposited the material. The contributor will be notified that the material is subject to a removal request, under what grounds, and will be encouraged to explain the circumstances leading to the publication of the material in question
4. The contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:
 - The material is replaced on edShare@GCU unchanged
 - The material is replaced on edShare@GCU with changes
 - The material is permanently withdrawn from the website
5. Where material is permanently withdrawn from edShare@GCU the withdrawn item's identifier/URL will be retained indefinitely.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.