

ResearchOnline policies

This document sets out the policies for metadata, full-text, content and preservation in [ResearchOnline](#), the research portal for Glasgow Caledonian University.

ResearchOnline OAI Base url: <https://researchonline.gcu.ac.uk/ws/oai>

Metadata Policy for information describing items in the repository

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record are given.

Data Policy for full-text and other full data items

1. Anyone may access full items free of charge.
2. Single copies of full items can be:
 - (a) reproduced in any format or medium
 - (b) 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
3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
4. Some full items are individually tagged with different rights permissions and conditions.
5. This repository is not the publisher; it is merely the online archive.
6. Mention of the repository is appreciated but not mandatory.

Content Policy for types of document & data set held

1. This is an institutional or departmental repository.
2. The repository is restricted to:
 - (a) Journal articles
 - (b) Conference and workshop papers
 - (c) Unpublished reports and working papers
 - (d) Books, chapters and sections

(e) Patents

3. Deposited items may include:

(a) accepted versions (author's final peer-reviewed drafts)

(b) published versions (publisher-created files)

4. Items are individually tagged with:

(a) their version type and date.

(b) their peer-review status.

(c) their publication status.

5. Principal Languages: English

Submission Policy concerning depositors, quality & copyright

1. Items may only be deposited by academic staff of the institution, or their delegated agents.

2. Authors may only submit their own work for archiving.

3. Eligible depositors must deposit bibliographic metadata for all their publications.

4. The administrator only vets items for relevance to the scope of the repository, valid layout & format, and the exclusion of spam

5. The validity and authenticity of the content of submissions is checked by internal subject specialists.

6. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.

7. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained indefinitely.

2. No functional specification policy has been defined.

3. No file preservation policy defined.

4. Items may be removed at the request of the author/copyright holder, but this is strongly discouraged.

5. Acceptable reasons for withdrawal include:

(a) Proven copyright violation or plagiarism

(b) Legal requirements and proven violations

(c) National Security

(d) Falsified research

6. Withdrawn items are not deleted per se, but are removed from public view.
7. Withdrawn items' identifiers/URLs are retained indefinitely.
8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
9. Errata and corrigenda lists may be included with the original record if required.
10. If necessary, an updated version may be deposited.
 - (a) The item's persistent URL will always link to the latest version.
11. No closure policy defined.

This document was created using the OpenDOAR policy tool. This resource is available at:
<http://sherpa.ac.uk/policytool/>