

Repository Policy - ResearchOnline

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About ResearchOnline

Glasgow Caledonian University has established the institutional repository [ResearchOnline](#). It is the digital repository of research outputs and activities produced by Glasgow Caledonian University.

The purpose of the repository is to provide open access to scholarly outputs and activities of Glasgow Caledonian University. The main aim of this repository is to increase the visibility of its research output and, at the same time, provide free access, in compliance with the [Open Access policy](#) of Glasgow Caledonian University passed by Senate in 2014.

The aim of this policy is to ensure that the contents of ResearchOnline reflect and strengthen Glasgow Caledonian University's tradition of research excellence, by increasing the visibility of Glasgow Caledonian University's research and providing open access to its research outputs. This policy also establishes the framework within which ResearchOnline is managed.

The repository uses the Pure current research information system (developed and maintained by [Elsevier](#)) with a research portal, ResearchOnline. Authors, activities and funding information are presented in ResearchOnline. ResearchOnline also enables metadata export and displays Altmetric scores and Scopus citations.

Designated Community

The Designated Community of ResearchOnline includes the following user groups:

- Internal users: members, staff or faculty of Glasgow Caledonian University. They can deposit their research outputs in the repository, browse and search the metadata and, in most cases, download content from all repository collections.

- External users: local and international professional researchers, citizen scientists, teachers, students, informed citizens, the general audience, etc. They can browse and search the metadata and download the Open Access content from the repository.

Metadata Policy

- Anyone may access the metadata free of charge.
- The metadata may be re-used in any medium for not-for-profit purposes provided:
 - The OAI Identifier or a link to the original metadata record is given.
 - Glasgow Caledonian University is attributed.
- The metadata may not be re-used for commercial purposes without prior approval from Glasgow Caledonian University.
- Glasgow Caledonian University is dedicated to providing high-quality and machine-readable item-level metadata.
- Mention of ResearchOnline is appreciated but not mandatory.
- Metadata relating to the following content stored within Pure and available from ResearchOnline are validated or approved by an administrator:
 - Author Collaborations
 - Events (relating to Research Outputs)
 - External Organisations
 - Journals
 - Projects
 - Publishers
 - Student Theses
 - Research Outputs
- Metadata relating to the following content stored within Pure and available from ResearchOnline are not validated or approved by an administrator. Responsibility for the accuracy of this data lies with the depositing user:
 - Activities
 - Events (relating to Activities)
 - Prizes

Data Policy

- Access to some items is restricted.
- All items are individually tagged with appropriate permissions and terms of use.
- Single copies of data can be:

- reproduced and displayed or performed in any format or medium
 - for personal research or study, educational, or not-for-profit purposes without prior permission or charge
- Data must not be used commercially in any format or medium without formal permission of the copyright holders.
- Mention of ResearchOnline is appreciated but not mandatory.

Content Policy

- ResearchOnline is an institutional repository.
- ResearchOnline includes the following item types:
 - articles
 - preprints
 - conference and workshop papers
 - theses and dissertations
 - reports and working papers
 - books, chapters and sections
 - patents
- Items are individually tagged with their type, date and version.
- Principal languages for content:
 - English

Submission Policy

- Items may only be deposited by authorised users of ResearchOnline with appropriate credentials.
- Authorised users include:
 - librarians
 - staff
 - researchers
 - Associates
- The submission process must conform to the submission guidelines in the Pure User Manual and meet minimum data standards.
- Items can be deposited at any time but will not be made publicly accessible before any publishers' or funders' embargo period has expired.
- Repository administrators will ensure compliance with any national or international legal regulations (copyright, licences) and publisher embargoes.
- Copyright and moral rights for the outputs made accessible in ResearchOnline are retained by the authors and/or other copyright owners and it is a condition of accessing publications that users recognise and abide by the legal requirements associated with these rights.

- The repository [takedown policy](#) outlines how suspected copyright breaches should be reported and how these will be dealt with by the repository administrator.
- By depositing metadata and content into ResearchOnline, the depositors accept the terms and conditions defined in this Repository Policy.

Versioning Policy

- If necessary, an updated version of an output may be deposited.
 - The earlier version may be withdrawn from public view.

Privacy Policy

- Whenever a user visits the repository, the following information is automatically collected and stored:
 - IP address
 - HTTP 'referrer'
 - type of browser and operating system
 - date and time
 - pages visited
 - location
- This information is only used internally for technical troubleshooting, to improve the usability of the repository, and to record aggregate statistics. The system collects personal information submitted during the deposit process. Submitted information will be used only for the purpose for which it was submitted and will not be shared with third parties or used for commercial purposes.
- Google Analytics is used to analyse the use of this repository. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.

Curation Policy

- Initial items are retained unchanged.
- Annotations or edits can be made only if permitted by relevant licences.
- The provided levels of curation include:
 - basic metadata curation (brief checking, adding basic metadata, etc.).

Preservation Policy

- Items will be retained indefinitely.
- ResearchOnline regularly backs up its files according to current best practice.
- ResearchOnline will try to ensure continued content readability and accessibility of the deposited items.
- Items may not normally be removed from the repository.
- Acceptable reasons for withdrawal include:
 - publishers' policies and requirements
 - proven copyright violation or plagiarism
 - legal requirements and proven violations
 - national security
 - falsified research
- Withdrawn items remain available for audit purposes to administrators only.
- Data may be removed at the request of the author/copyright holder, but metadata with explanatory notes about interventions must remain.
- Withdrawn items are not deleted per se but are removed from public view.
- Identifiers/URLs of withdrawn items will be retained transiently. ResearchOnline may reveal a deleted status for records upon harvesting requests.
- No preservation or closure/succession policy is defined.

Harvesting Policy

- The metadata may be re-used by harvesters and aggregators without prior permission for not-for-profit purposes provided:
 - The OAI Identifier or a link to the original metadata record is given.
 - Glasgow Caledonian University is mentioned.
- Data can be harvested by robots and aggregators for full-text indexing or analysis in accordance with copyright legislation and any applicable licences.

Policy Revisions

This policy is subject to revision whenever deemed necessary by changed circumstances or changes in best practice.