

University of Stirling Open Access Institutional Repository Policy

The University of Stirling:

- supports the principle that the outcomes of publicly funded research should be made available as widely as possible.
- welcomes moves by Research Councils to promote unrestricted access to the published output from the research they fund.
- aims to maximise the visibility, usage and impact of the University's research output by maximising online access to it for all would-be users and researchers worldwide.
- aims to minimise the effort that individual members of the University must expend in order to provide open online access to their research output.
- requires all staff to submit copies of their research output, after it has been accepted as suitable for publication, to the University of Stirling Institutional Repository.

It is our policy:

1. To maximise the visibility, citation, usage and impact of our research output by maximising online access to it for all would-be users and researchers worldwide.
2. To minimise the effort that each of us has to expend in order to provide open online access to our research output.
3. That all journal articles, published from January 2007, are to be self-archived in the University's Digital Research Repository (<http://dspace.stir.ac.uk>). The process of self-archiving will be supported by Information Services.

Submission Policy - concerning depositors, quality & copyright

1. Items may only be deposited by accredited members of the organisation, or their delegates.
2. Authors may only submit their own work for archiving (including co-authored papers).
3. Articles are to be submitted immediately upon acceptance for publication.

4. The author's final accepted draft should be submitted. Submission of this version complies with the policies of the majority of publishers. Where publisher conditions allow, or require it, the publishers own version, or a pre-print, will be accepted.
5. Items must be submitted in Adobe Acrobat Portable Document Format (pdf), or, where appropriate, an alternative format as agreed by the Repository Administrator.
6. The administrator will vet items for the eligibility of authors/depositors, relevance to the scope of the University of Stirling Institutional Repository, valid layout & format, and the exclusion of spam. Publisher policies will also be checked to ensure compliance.
7. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
8. Items can be deposited at any time, but will not be made publicly visible until the item has been published, and until any publishers' or funders' embargo period has expired.
9. All deposited items will contain any acknowledgements as specified by publisher policies; the Repository Administrator will ensure these are added as required.
10. Any copyright violations contained within items are entirely the responsibility of the authors/depositors.
11. If University of Stirling Institutional Repository receives proof of copyright violation, the relevant item will be removed immediately.

Compliance with Publisher and Research Funder Policies

1. Our policy is compatible with publishers' copyright agreements as follows:
 - For all submitted items the Repository Administrator will check the Publisher's policy. Most policies are documented via the SHERPA/ROMEEO database (<http://www.sherpa.ac.uk/romeo.php>) and Information Services will use this as a major support tool.
 - Many publishers will allow the peer-reviewed final draft to be self-archived, often specifying that a specific acknowledgement be used along with the self-archived item. The Repository Administrator will ensure any such acknowledgements are included in the Repository.
 - Occasionally publishers allow their own final pdf version to be self-archived, in these instances the Repository Administrator will contact the submitter to ask for the appropriate item version.
 - Occasionally publishers will not allow either the author's own final, post refereed version or the publisher's version to be self-archived. In these instances the Repository

Administrator will contact the submitter to inform them, and, if appropriate, recommend that the author's preprint version (pre-refereed version) can be submitted instead if desired by the author.

2. For all submitted items, where Research Funder information is supplied, the Repository Administrator will check the Research Funder's policies as regards ensuring Open Access to research results and publications arising from their funding. Policies are documented via the SHERPA/JULIET data base (Research Funders Archiving Mandates and Guidelines <http://www.sherpa.ac.uk/juliet/index.html>) and Information Services will use this as a major support tool. Where possible, the Repository Administrator will fulfil any archiving requirements on behalf of the submitting author, or alternatively inform them of what they need do to fulfil the conditions of funding.
3. We do not require deposit of the full text of books or research monographs.

Preservation Policy

1. Items will be retained indefinitely.
2. University of Stirling Institutional Repository will try to ensure continued readability and accessibility.
3. Items may be migrated to new file formats where necessary.
4. It may not be possible to guarantee the readability of some unusual file formats.
5. University of Stirling Institutional Repository regularly backs up its files according to current best practice.
6. The original bit stream is retained for all items, in addition to any upgraded formats.
7. Items may not normally be removed from University of Stirling Institutional Repository.
8. Acceptable reasons for withdrawal include:
 - a. Journal publishers' rules
 - b. Proven copyright violation or plagiarism
 - c. Legal requirements and proven violations
 - d. National Security
 - e. Falsified research
 - f. At University of Stirling's discretion

9. Withdrawn items are not deleted per se, but are removed from public view. Since any item that has existed at some time may have been cited, a "tombstone" marker will be supplied when the item is requested. This will include the original metadata (for verification) plus a withdrawal explanation statement. The metadata will be visible, but not searchable.
10. Items will be deleted from the Repository if there is a legal requirement to do so, or if it is deemed by the University to be in its best interests. Deletion of items will mean removal of the item itself, plus any metadata. In this instance there will be no "tombstone" marker.
11. Changes to deposited items are not permitted.
12. If necessary, an updated version may be deposited. The earlier version may be withdrawn from public view.
13. In the event of University of Stirling Institutional Repository being closed down, the database will be transferred to another appropriate archive.