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INSTITUTIONAL REPOSITORY POLICY OF KDU (IR@KDU)

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1) INTRODUCTION

Institutional Repository of KDU (IR@KDU) is a collection of the university's intellectual output. IR@KDU collects, manages and provide access to scholarship, research and other materials that represent the intellectual and creative output of KDU. Further, IR@KDU will offer an opportunity to bring visibility to KDU and individual faculty members around the globe. Institutional Repository Policy of KDU provides guidelines for content selection, submission, supervision, and access for digital assets of KDU. Institutional Repository Policy of KDU is one component of the library's policyframework, and should be considered in the context of other existing Library policies.

2) SCOPE

This policy applies to:

- All staff including Academic and Administrative, Students (graduate & undergraduate), other research scholars of KDU.
- All copyright scholarly and artistic content created by KDU staff, students (graduate & undergraduate) and Higher Degree Researchers
- Research data and other materials that reflect the University's intellectual output
- This policy does not apply to:
 - Materials provided in a format which cannot be deposited for technical reasons
 - Materials that violate copyright, intellectual property rights, or right of privacy
 - Confidential materials and commercial sensitive materials
 - Material that contains offensive, defamatory or unlawful content
 - Draft papers or draft version of papers released for discussion

3) OBJECTIVES

The Institutional Repository of KDU (IR@KDU) intends to:

1. Collect all the intellectual output of KDU in a single location for easy identification, access and retrieval.
2. Store and preserve the University's intellectual outputs.
3. Offer long-term access to avariety of intellectual outputs of KDU and other special collections on Open Access whenever possible.
4. Acquire global visibility for University's intellectual, professional and creative outputs with the possibility of higher citation rates and particularly the possibility for their increased scientific impact.

5. Encourage collaboration and sharing of scholarly materials among members of academic staff and students within and outside the country.

4) PRINCIPLES AND VALUES

The University management has an obligation and responsibility to establish the supporting structures to ensure the implementation of the policy. The Librarian and the IR admin shall be responsible for management of the IR. Its responsibilities will be to:

- a) Verify online submissions, validate and enhance associated metadata and ensure research outputs are accurately displayed online.
- b) Organizing copyright clearances to facilitate open access to research outputs wherever possible.
- c) Initiate and maintain internet harvesting protocols for the University's research and scholarly output.
- d) Ensure that the IR activities are coordinated by an IR administrator who will perform the day today functions of the repository.
- e) Faculty Deans and Directors will be responsible for ensuring that academic staff and students are aware of their obligations to submit their scholarly and research outputs to IR.
- f) Monitor and evaluate the continuous improvement of IR through stakeholders' feedback where necessary by the Librarian.

5) POLICY STATEMENT

Institutional Repository of KDU (IR@KDU) is committed to provide permanent records of research outputs and other scholarly works, and maximize their visibility, usage and impact through global access.

6) DEFINITIONS

Citation Rates:	A citation rate is the average number of citations received by a group of papers published in one research field in a given year.
Contributors:	A contributor is a person who submit and upload the digital items into the repository.
Copyright:	The exclusive legal rights granted by a government to author, editor, compiler, composer, playwright, publisher, or distributor to publish, produce, sell, or distribute copies of a literary, musical, dramatic, artistic, or other work, within certain limitations.

Deposit:	A deposit represents a bundle of submitted information. Typically, a deposit consists of descriptive metadata, access conditions and copyright information, and any relevant uploaded files. This entire set of saved information is the deposit record.
Digital Assets:	A digital asset is anything that is stored digitally and is uniquely identifiable that organizations can use to realize value.
Embargo Period:	An embargo period is a period of time after an article has been published and before early versions of the article can be made available as Open Access.
Institutional Repository of KDU (IR@KDU):	is a set of services that the KDU offers to the members of its community for the management and dissemination of digital materials created by KDU and its community members. It includes intellectual output of KDU community including both staff and students in the form of digital materials, including long-term preservation where appropriate, as well as organization and access
Intellectual Property:	Tangible products of the human mind and intelligence entitled to the legal status of personal property, especially works protected by copyright, inventions that have been patented, and registered trademarks.
Metadata:	Data that describes other data. For items in open access repositories, this usually consists of a full bibliographic reference, abstract, keywords and similar information.
OAI protocol:	The Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) is a protocol developed for harvesting metadata descriptions of records in an archive so that services can be built using metadata from many archives.
Open Access:	Permanent, free online access to research and scholarly publications through a central repository on the public internet.

Post-print:	The post-print is the author's final manuscript of the publication, which is submitted to the publisher for publication.
Pre-print:	The original version of a manuscript as it is submitted to a journal or other publication before peer review and subsequent changes.
Privacy:	The right of an individual (or group) to keep information about personal and professional life from disclosure, especially to government and commercial enterprises, and to remain free from surveillance except as authorized under provisions of law.
Scientific Impact:	Scientific impact reflects the influence that a finding or publication has on science or on society. Such impact can be short term or long term and it is important not to emphasize one over the other to too great an extent.
Self-Archiving:	Self-archiving is the act of (the author's) depositing a free copy of an electronic document into the institutional Repository in order to provide open access to it.
SHERPA/RoMEO Database:	Sherpa Romeo is an online resource that aggregates and analyses publisher open access policies from around the world and provides summaries of publisher copyright and open access archiving policies on a journal-by-journal basis.

7) RESPONSIBILITY

IR@KDU is open to submission of content from KDU staff, students, any University department or unit. Responsibilities are vested for each party to deposit the items into the Repository. Finally, the Librarian is responsible for maintain and management of IR@KDU.

7.1) Contributors

Contributors of the IR@KDU agree to:

- Grant IR@KDU the right to deposit, openly disseminate, and preserve the content.
- Provide proof of copyright to their work or have express permission to deposit the work.

7.1.1) Individual Scholars:

- Ensure their research output that are not able to harvested are reported to the Institutional Repository (IR) in a timely manner.
- Provide Accepted Manuscript of research outputs to the library to be made available on Open Access wherever possible.
- Provide the research output in a file format that can be stored and made available on Open Access in the Institutional Repository (IR).
- Ensure their profile information is current and complete.

7.1.2) Library:

- Automatically harvest publications metadata (maintained & updated through OAI protocol) of KDU scholars from available sources into the Institutional Repository.
- Provide platform for manual submission of research assets to the Institutional Repository.
- Create Researcher records for eligible staff, students and Higher Degree Researchers of KDU.
- Ensure publications are available on Open Access wherever possible.
- Ensure Open Access Publications are made available according to the publisher's terms and conditions and in accordance with copyright requirements.
- Provide training and assistance to Researchers on matters associated with the institutional repository. Specially provide assistance regarding copyright, intellectual property, or licensing.
- Provide quarter reports on outputs reported or harvested into the Institutional Repository to the office of Research Dean and other Deans for the purpose of identifying research outputs to be recorded in the University research database for internal and external reporting on research outputs such as Annual Research Excellence Awards.

7.1.3) IT section:

- Ensure uninterrupted access to the IR@KDU
- Facilitate to ensure up to date information on staff across the university website.

8) IMPLEMENTATIONS

The policy will capture the following areas when it is implementing.

8.1) Selection & Submission Types

IR@KDU seeks to offer access to content that represents the University's intellectual and creative output. Acceptance and access are depended upon appropriate formatting, metadata, and clearance of copyright, licensing, and intellectual property issues.

Examples of scholarly, research, and artistic content include, but are not limited to:

Publications: Journal articles, book chapters, monographs, etc. (including previously published articles/chapters, pre-prints and post-prints)

Dissertations: Abstracts of PhD dissertations

Theses: abstract of masters and undergraduate theses

Conference Proceedings, Abstracts and Posters: Digital versions of conference papers and posters

University-based publications: Newsletters, prospectus, silhouette, institutional reports etc.

Open Access Journals: Open access journals produced by KDU staff, or students

Visual publications: visual publications related to university events including, Sport activities, General convocation, Colours nights, foreign visits etc.

8.2) Submission Guidelines

- Online registration with KDU IR by depositors shall be mandatory before they are permitted to deposit content into IR.
- Content must be submitted in digital format.
- Formats of the content should be open, sustainable, and well-used in their fields. accordingly, the following formats are preferred for preservation purposes:

Textual – PDF/DOC, TXT, HTML, XML

Images – TIFF, JPEG

- Deposited content should be in a completed state ready for archiving, content that is in-progress and/or regularly updated will not be accepted.
- Contributors must provide appropriate metadata in order to ensure content discoverability (e.g., author, journal title, etc.).
- Contributors must be able to acknowledge that all requisite copyright, licensing, and /or intellectual property clearance has been obtained for the deposited content. Therefore, authors are entirely responsible for any copyright violation.

- If the contributor is unable to grant the right to public access, and unable to deposit the work itself, the contributor may request that IR@KDU offer a citation for the copyrighted work that links to the work.
- Contributors may request removal or revision of previously submitted content.

Even though the contributor is no longer affiliated with KDU, all content deposited will be retained by IR@KDU.

8.3) Access & Withdrawal

Users of IR@KDU agree to respect intellectual property by appropriately citing any content used.

Content deposited in IR@KDU is permanently available unless due to some technical issues or other factors beyond the control of IR@KDU.

In certain exceptional circumstances, IR@KDU may consider removing publicly accessible content upon request. These cases include potential privacy or rights violations.

All request for removal, update, or revision must be submitted in writing to the Librarian.

8.4) Copyright & Intellectual Property

Authors/creators retain the copyright to the works deposited in IR@KDU. The contributor of the content must hold either the copyright or the right to deposit for open-access, and be willing and able to provide permission for IR@KDU to make the content publicly accessible.

If the copyright holds by the publisher for the content, it is the responsibility of the contributor to obtain permission from the publisher to deposit the work. In such cases, contributors must obtain express permission for release from the copyright holder and submit this with their content upon deposit with IR@KDU.

In case of finding embargo period of the journals, contributors can refer to SHERPA/RoMEO database (see <http://www.sherpa.ac.uk/romeo.php>). SHERPA service and the SHERPA partnership are both based at the Center for Research Communications at the University of Nottingham and they provide compiling summaries of publisher self-archiving policies to find out embargo periods of journals.

If copyright issue cannot be resolved, authors can publish their abstracts in the IR@KDU providing a link to the full-text article for easy reference.

9. POLICY REVIEW AND AMENDMENTS

In line with the dynamic nature of information communication in the scholarly environment, the University management shall facilitate the review and possible amendment of this policy when it is needed. This shall ensure that it remains relevant and addresses the needs of the University community.

-THE END-