

Uva Wellassa University

The adoption of the following policy is recommended by the Senate Standing Committee on Quality Assurance and the Senate of Uva Wellassa University.

Policy Title:	Policy on Institutional Repository of Uva Wellassa University
Policy Number:	UWU-P-021
Responsible Party:	Librarian/ Deputy Librarian
Effective Date:	30.08.2024
Revised Date:	

Purpose Statement

This Document describes UWU Institutional Repository policy on material and creative works that can be submitted to and stored in the repository, criteria for eligibility to deposit material along with our policy on long term preservation of material and quality control. The Policy Document also highlights the type of content, submission, maintenance, withdrawal procedures and copyright matters relating to research and creative material held in and by UWU.

Introduction

The primary aim of the UWU Institutional Repository (IR) is to increase the impact of the University's research, scholarly works and to provide feedback to the UWU scholars and the University. It is a digital repository of research and creative works produced by scholars of the UWU and showcases the scholarly output of the University across all subjects and disciplines. In addition, special effort will be taken to preserve the ritual materials and indigenous knowledge (Ola leaf manuscripts, hand written manuscript etc) by digitizing them.

UWU IR will:

- provide free, searchable access to UWU output and make possible its long-term archiving and preservation.
- provide a permanent record of the intellectual output of the UWU.
- operate as an open access and Institution-wide repository with the aims of reserving and disseminating the scholarly output and other selected outputs of the University.

Content Policy -Types of Material

UWU IR will include the following types of digital material:

- Materials produced and published by the UWU. (Journals, Books, Documentary -- Audio/Video, etc.
- Journal articles, communications and short papers (pre- and post-print: pre-prints are versions of the paper before peer-review and post-print is the version of the paper after peer-review with revisions having been made)

This document was approved by the 198th Meeting of the Council of Uva Wellassa University

- Abstract of all the publications produced and published by the UWU will be available. (Subject to copyright)
- Research theses successfully submitted and passed by UWU for that degree's award. This must be the final passed version with all corrections included. Awards currently eligible are: PG.Diploma, MA/M.Sc/M.BA., M.Phill, PhD. (Full text- Subject to the embargo policy/ decision taken by the Postgraduate Unit, UWU) However, abstract will be deposited and will available online.
- Conference and workshop items by UWU authors e.g. abstract papers, presentations, posters.
- Conference and workshop items by non-UWU authors. Proceedings, abstract papers and other research materials resulting from conferences, research activity or other research focused events organized by UWU academics and taking place at the UWU.
- Multimedia, audio-visual materials, still images produced and taken by the university.
- Other material produced by UWU staff and in line with the UWU IR policy.
- Ola leaf manuscripts from the Uva region and in the country will be digitized (Subject to the copyright) for preservation purpose.

Embargoes /Closed access

- UWU library.to provide open and public access to content in IR. Where required by publisher policies, items in UWUIR may be embargoed for a specified period of time after which they will become openly available.
- Embargoes of UWU Thesis and Dissertations deposited in UWUIR as a requirement of graduation are subject to the UWU Postgraduate unite/Supervisor Embargo Policy for Theses and Dissertations.
- The embargo period for thesis will be decided by the Post Graduate Unit/UWU.
- Permanent embargo for particular documents/ materials produced and created by the UWU is possible wherever required.
- Closed access (Within the university via intranet) is also possible for particular documents (Eg-Past papers) wherever required.

Submission

- Items may only be submitted by UWU members.
- Authors may only submit their own work, work which they have contributed to and may be attributed to.
- Where an item has multiple authors and they have retained copyright in the work, the depositing author's permission is considered sufficient to grand the UWU Repository Staff the license to upload the work into UWU IR.
- Deposit of full items will be encouraged at the earliest possible opportunity, but where a depositing author has assigned copyright, the full item will not be made publicly visible until any publishers' or other embargo periods have expired.
- The UWU IR staff will assess items for the eligibility of authors/depositors, relevance to the scope of UWU IR, valid layout and format, correct metadata.

This document was approved by the 198th Meeting of the Council of Uva Wellassa University

- The validity and authenticity of the content of any submission is the sole responsibility of the depositing authors.
-

Legal Considerations

Librarian and subject staff member/s will be responsible for operating and maintaining repositories need to ensure that all legal requirements are met.

Key copyright points.

- The best source of information on author's rights are the copyright transfer agreement or the license to publish. Authors will be asked to sign one of these on publishing your papers. Make sure your agreement covers institutional repositories.
- Copyright transfer agreements and self-archiving policies are publisher and occasionally journal specific. If authors have not kept the copy of the agreement they signed, they can visit the journal or publisher's webpage to find this information.
- *Sherpa RoMEO* service for brief summaries of publishers' self-archiving policies. Each publisher entry provides a link to the actual policy itself which provides more details.
- Authors need to Check the *ROME*O record for their publisher especially for any restrictions (embargo periods) and possible conditions (use of published PDFs).
- The *Sherpa ROME*O service only covers journal articles. For other types of materials, e.g. conference papers, Authors need to contact the publisher directly to request permission to deposit in UWU repository.
- The *Sherpa RoMEO* service is extensive and covers most of the major publishers. If authors cannot locate information on their publisher.
- Majority of publishers permit authors to self-archive the author's accepted manuscript in an Open Access repository. However, most publishers do NOT permit the deposit of the final published PDFs with publisher formatting and logos.
- UWU library staff will add copyright acknowledgements and links to original published versions to each repository record wherever required.

Metadata

Ensuring the access of resources in IR is a primary goal of UWU library. Creating, maintaining, and enhancing metadata for resources is central to this task, and UWU Library staff members will be responsible to make significant efforts to create high quality metadata and ensure the overall organizational coherency of the repository's communities and collections. Different bibliographic metadata is required before an item may be submitted. UWU Library will conduct a periodic analysis of repository records to identify areas where additional metadata would be beneficial for the long- term viability of the repository. Metadata will be created based on the Dublin Core and MARC 21 format.

Preservation and Access

UWU Library will use standard data management practices to protect items stored in UWU IR. The repository is backed and is kept secure against deletion or unauthorized modification. UWU Library assures continuing access to items deposited in UWU IR. Every item deposited will remain retrievable from the repository.

Self-archiving option

A self-archiving option for all academic staff to upload their scholarly documents to the university institutional repository will be implemented and maintained for promoting open access to research and increasing the visibility of the institution's academic output. Self-archiving option will ensure the user-friendly, intuitive, and accessible to all academic staff members.

Withdrawal of Content

Items may be withdrawn from UWU IR at the request of the author (request form will be available in the library website), the direction of the UWU administration, or by legal order. Withdrawn items will be removed from all public access, but will be retained in the repository. Withdrawal requests should be directed to the UWU librarian.

END