

Operational Policies for Leeds Metropolitan Institutional Repository

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 and re-sold commercially 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. Copies of full items generally can be:
 - (a) reproduced, displayed or performed, and given to third parties in any format or medium
 - (b) for personal research or study, educational, or not-for-profit purposes without prior permission or charge.provided:
 - (a) the authors, title and full bibliographic details are given
 - (b) a hyperlink and/or URL are given for the original metadata page
 - (c) the content is not changed in any way
3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
4. This repository is not the publisher; it is merely the online archive.
5. Mention of the repository is appreciated but not mandatory.

Takedown Policy

1. Any takedown requests are taken very seriously.
2. Where a takedown request has been made, items will normally be removed from public view pending investigation.
3. In the first instance takedown requests will be reviewed by the repository team.
4. Where necessary the request will be escalated through the proper channels.
5. If there is proof of copyright violation then the research paper/work in question will be permanently removed from public view.

Content Policy for types of document & data set held

1. This is an institutional repository.
2. The repository is restricted to: Research papers (pre- and postprints)
3. Papers may include:
 - (a) unpublished pre-prints (not peer-reviewed)
 - (b) final peer-reviewed drafts (post-prints)
 - (c) published versions
4. Papers are individually tagged with their peer-review and publication status.
5. Principal Languages: English

Submission Policy concerning depositors, quality & copyright

1. Items may only be deposited by accredited members of the institution, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout & format, and the exclusion of spam
4. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
5. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
6. Any copyright violations are entirely the responsibility of the authors/depositors.
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. The repository will try to ensure continued readability and accessibility.
 - (a) Items will be migrated to new file formats where necessary.
 - (b) Where possible, software emulations will be provided to access un-migrated formats.
3. The repository regularly backs up its files according to current best practice.

4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may not normally be removed from the repository.
6. Acceptable reasons for withdrawal include:
 - (a) Proven copyright violation or plagiarism
 - (b) Legal requirements and proven violations
 - (c) National Security
 - (d) Falsified research
7. Withdrawn items are not deleted per se, but are removed from public view.
8. Withdrawn items' identifiers/URLs are retained indefinitely.
9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
10. Changes to deposited items are not permitted.
11. Errata and corrigenda lists may be included with the original record if required.
12. If necessary, an updated version may be deposited.
13. In the event of the repository being closed down, the database will be transferred to another appropriate archive.