



## **Institutional Repository Policy**

### **1. Introduction**

The National University of Science and Technology (NUST) Institutional Repository (IR) referred herein as NuSpace, provides a central platform to collect, organise, preserve, disseminate and showcase the intellectual output of the University. NuSpace supports the university's strategic goal to "enhance research, teaching and learning and community scholarly engagement" It is maintained by the University Library as a service to the NUST research community and other scholars worldwide.

### **2. Content**

NuSpace should reflect the intellectual output of university faculty, researchers, staff and students. Educational and research-oriented content in any standard digital format should be collected. These can be, but not limited to;

- research articles, (which may include (a) unpublished pre-prints (not peer-reviewed) (b) post-prints (final peer-reviewed drafts) (c) published versions). Post-prints and published versions are the preferred options.
- full-text books, and book chapters,
- electronic theses and dissertations,
- conference proceedings,
- posters and presentations,
- design plans and models,
- technical reports,
- working papers,
- research data,
- images,
- and audio-visual recordings of performances and documentaries.

These items may be born-digital or digitally reformatted. Any works created outside the university or without the guidance, sponsorship, observation, or approval of a university department, organization, or research center may not be accepted into the IR. Requests for any new collections and significant sub collections to be added to NuSpace may be referred to the IR Team.

### **3. Access**

NuSpace is intended as a resource for open access where material should be made available to the public freely, except where there is an embargo, copyright, licensing or other restrictions.

#### **4. Submission**

- a) Authors may only submit their own work.
- b) Where an item has multiple authors and they have retained copyright in the work, the depositing author must obtain permission from all the other contributing authors before depositing the work.
- c) NuSpace is not an exclusive repository; authors may also deposit their work in other repositories if desired or required.
- d) 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.
- e) Changes to deposited items are not permitted, but *errata* and *corrigenda* lists may be included with the original record if required, or if necessary, an updated version may be deposited.
- f) The validity and authenticity of the content of any submissions is the sole responsibility of the depositing authors.

#### **5. Withdrawal of items**

- a) The Librarian or their nominee will, upon notification, consider removing any material on receipt of a complaint.
- b) Acceptable reasons for considering a withdrawal request include: copyright violation or plagiarism; legal requirements and proven violations; national security; falsified research.
- c) Where the complaint is found to be valid the item in question will be removed from public view.

#### **6. Preservation**

- a) NUST Library will endeavour to provide continued readability and accessibility of all items deposited in NuSpace. It may not be possible to guarantee the readability of some unusual file formats.
- b) Items will normally be retained within NuSpace indefinitely.
- c) Withdrawn items are not deleted *per se*, but are removed from public view and their identifiers/URLs are retained indefinitely.
- d) URLs will continue to point to "tombstone" citations, to avoid broken links and to retain item histories.
- e) In the event of NuSpace being closed down, NUST Library will make all reasonable endeavours to transfer the database to another appropriate archive.

## 7. Copyright policy

- a) Any copyright violations are entirely the responsibility of the authors/depositors.
- b) If NUST Library receives proof of copyright violation, the relevant item will be removed immediately.
- c) All articles need to have copyright/self-archiving rights from publishers where the articles will be published.
- d) For all submitted items the Repository Administrator will check the Publisher's policy. Most policies are documented via the SHERPA/ROMEEO database or other resources used for copyright management in institutional repositories such as copyright Knowledge bank.
- e) If the copyright is owned by someone else e.g publisher, the author must seek copyright clearance from the publisher to use the material elsewhere by submitting the **Permission Letter** from the publisher. Otherwise, NUST Library will offer copyright checking on behalf of authors.
- f) For future contracts, authors can try to modify the copyrights transfer agreement by use of **Author addendum** to allow such archiving by including a clause such as 'I retain the right to distribute my paper for free for scholarly/scientific purposes, in particular, the right to self-archive it publicly online in web-based institutional repository such as NuSpace.