



## Institutional Research Repository

### Guidelines

#### **Purpose**

ScholarlyCommons@AUT is an institutional research repository created to:

- ensure the long term preservation of AUT University's research and scholarly output in digital format;
- disseminate the scholarly output of AUT University's researchers;
- provide open access to the full-text of items in the repository.

#### **Scope of the repository**

The repository will contain, in digital format, the publicly available research and scholarly output of the staff and postgraduate students of AUT University.

#### **Content**

1. The content of the repository is restricted to:
  - Research outputs which meet the requirements for the PBRF evidence portfolio and which comply with the publisher's permission policy with regard to open access and archiving;
  - Theses, exegeses and dissertations submitted for doctoral and masters degrees and which have passed examination.
2. The full-text of all deposited material will be made available on open access unless the content is restricted or embargoed because of copyright or other legal and/or ethical considerations. Items for which full-text is not available will not be included.
3. Embargoed items will be excluded from the repository until such time as the embargo is lifted or has expired.

#### **Metadata**

Metadata will be added to all deposited items to facilitate identification and discovery. Metadata will be made available for harvesting by national and international search engines and research hubs such as Kiwi Research Information Service, OAlster and Google Scholar.

#### **Responsibilities**

The Library will be responsible for managing the content in the repository, according to these guidelines, as well as the software and information architecture. Authorised Library staff may correct or complete metadata.

## **Deposit**

Postgraduate students are responsible for the online deposit of their thesis, exegesis or dissertation with the advice and support of Library staff. This has been mandatory since 2007. A deposit agreement must be completed at the time of online deposit.

For research outputs, the metadata will be extracted from the data submitted by AUT authors to *Research Elements*, the research management system. Where the author has submitted the compliant version of the digital object (usually the postprint) to *Research Elements* and granted the licence, this will be loaded in the repository by Library staff. Otherwise Library staff will contact the author to request the appropriate version.

## **Copyright**

1. All material deposited in the repository is subject to New Zealand copyright law.
2. Copyright ownership is not assigned to the repository; it remains with the copyright owner.

## **Preservation**

Items in the repository will be retained indefinitely and backed up regularly. Items will be migrated to new file formats where necessary to maintain access.

## **Withdrawal of items**

Authorised Library staff may remove items from the repository for any of the following reasons:

- Non-compliance with journal publishers' rules;
- Proven copyright violation or plagiarism;
- Legal requirements and proven violation

Withdrawn items will be deleted entirely and their identifiers will not be retained.

## **PBRF requirements**

Deposit of items in the repository does not remove the necessity to deposit evidence of research outputs in the University's research management system, *Research Elements*. The Library and the University Research Office will work together to minimise duplication of effort required to input research outputs in response to PBRF requirements and other administrative matters.

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