

CReaTE Repository Policy Document

The Canterbury Research and Theses Environment (CReaTE) provides a digital collection of the research output of the University, which is institutionally defined and is in a standardised format. It thereby facilitates an open access system of storage and retrieval of information from the digitised content.

Where copyright permits, the published version or the authors' version will be placed in the repository. The Repository Administrator will ensure that all copyright restrictions are strictly adhered to and items will not be authorised for deposit in the repository until all copyright checks have been undertaken by the Administrator.

Metadata

(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 is given.

Data

(for full-text and other full data items)

3. Anyone may access full items free of charge.
4. Copies of full items generally can be reproduced, displayed or performed, and given to third parties in any format or medium for personal research or study, educational, or not-for-profit purposes without prior permission or charge.
5. Where items are used as outlined in (4), the authors, title and full bibliographic details must be provided; a hyperlink and/or URL are given for the original metadata page; and the content is not changed in any way.
6. Full items must not be harvested by robots except transiently for full-text indexing or citation analysis.
7. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

Content

(for types of document & data set held)

8. This is an institutional repository.
9. The repository will accept any material that relates to research output in any format, including multimedia.
10. Deposited items may include unpublished pre-prints (not peer-reviewed), final peer-reviewed drafts (post prints) or published versions.
11. Items are individually tagged with their version type and date, peer-review status and their publication status.
12. The repository principally contains content in English.

Submission

(concerning depositors, quality & copyright)

13. Items may only be deposited by accredited members of Canterbury Christ Church University, or their delegated agents.
14. The administrator will vet items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout and format, and the exclusion of spam.
15. The administrator will take all reasonable efforts to ensure that copyright restrictions are adhered to and items will not be authorised for deposit in the repository until all copyright checks have been undertaken.
16. Canterbury Christ Church University accepts legal liability for any accidental breaches of copyright arising from publication of research outputs on CReaTE.
17. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
18. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
19. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation

20. Items will be retained indefinitely.
21. The repository will try to ensure continued readability and accessibility. If necessary, items will be migrated to a new file formats to ensure access and, where possible, software emulations will be provided to access un-migrated formats.
22. The repository regularly backs up its files in accordance with current best practice.
23. The original bit stream is retained for all items, in addition to any upgraded formats.
24. Items may not normally be removed from the repository.

25. Acceptable reasons for withdrawal include:
 - Journal publishers' rules
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National Security
 - Falsified research
26. Withdrawn items are not deleted per se, but are removed from public view.
27. Withdrawn items' identifiers/URLs are retained indefinitely.
28. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories, with a link to a replacement version (where available) or a note explaining the reasons for withdrawal
29. The metadata of withdrawn items will not be searchable.
30. Errata and corrigenda lists may be included with the original record if required.
31. If necessary, an updated version may be deposited.
32. In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Takedown

(for the withdrawal of items from the repository)

If you feel that content in CReaTE infringes UK law, please notify CReaTE by emailing create.library@canterbury.ac.uk including the URL of the record and the reason for the withdrawal request.

33. Your complaint will be acknowledged and an initial assessment will be undertaken the same day CReaTE staff become aware of the complaint. We aim to acknowledge and assess the complaint on the day of receipt or the next working day thereafter.
34. Where grounds for complaint are plausible, the material will be withdrawn from public view.
35. It may be necessary for us to seek legal advice before the complaint can be fully resolved.
36. If the complaint is well founded, the material will be permanently withdrawn from the repository. In some cases a metadata record may remain. This will be agreed on a case by case basis.