

RESEARCH ARCHIVE POLICY

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1. PURPOSE

The Lincoln University Research Archive (LURA) is an open access repository that has been developed to provide Lincoln University faculty and researchers with stable, long-term storage for their research outputs in digital form. It captures, indexes, preserves and distributes the intellectual output of Lincoln University's academics and researchers, thereby enabling online access for all potential users and researchers worldwide. This policy establishes the organisation-wide framework within which the Research Archive is created and managed.

2. DEFINITIONS

Open access	free, permanent online access for anyone, world-wide
Metadata	information about the document, usually name of the author, title, subject, keywords and date
Preprint	any version of an article before the final, refereed, revised, accepted draft
Postprint	any version of an article from the refereed, accepted, final draft onwards, including post publication corrections and revisions
Harvesting	the automated gathering of information from a number of different sites to allow combined searching at another single site

3. POLICY CONTENT AND GUIDELINES

3.1. Scope of the Archive

The Lincoln University Research Archive will contain, in digital format, the publicly available research and scholarly output of the staff and postgraduates of Lincoln University and its subsidiaries.

The following materials are to be included:

- ❖ Theses.
- ❖ Serial publications: discussion papers, working papers, etc.
- ❖ Refereed research articles and contributions at the postprint stage.
- ❖ Refereed research literature at the preprint stage.
- ❖ Un-refereed research literature: conference papers, chapters in proceedings, etc.
- ❖ Research monographs and book chapters.
- ❖ Audio-visual presentations and datasets associated with research will be considered for inclusion on a case-by-case basis.

The full text of all deposited material will be made available unless embargoes are applied for commercial or legal reasons, or if there is any contravention of IP rights or copyright law. In these cases the metadata only will be made accessible.

Metadata will be added to all material deposited in the archive to facilitate identification and searching. Metadata will be made available for harvesting by national and international search engines, e.g. OAlster and Google Scholar.

3.2. Responsibility

The University Library will be responsible for managing the content of the archive, including the software and information architecture. The Library will be responsible for managing the hardware during the pilot phase of the project, thereafter it is recommended ITS assume responsibility.

3.3. Deposit

Deposit of material in the Archive will be the responsibility of the authors, as advised and supported by the University Library.

While deposit of theses will be mandatory from 2008 onwards, deposit of all other materials in the Archive will be voluntary.

It is required that a deposit licence is agreed to before any items are deposited in the Archive. The licence is available at <http://www.lincoln.ac.nz/libr/ra/licence.htm>

Guidelines specifying process for deposit are available at <http://www.lincoln.ac.nz/libr/ra/faq.htm>

3.4. Copyright

All material deposited in the Archive is subject to New Zealand copyright law.

It is not required that the copyright in any material be assigned to the Lincoln University Research Archive; it remains with the copyright owner.

This policy is compatible with publishers' copyright agreements as follows:

- ❖ Copyright for un-refereed preprints resides entirely with the author before it is submitted for peer-reviewed publication.
- ❖ Copyright for the peer-reviewed postprint will depend on the wording of the copyright agreement the author has signed with the publisher.

Guidance on copyright arrangements and standards for publishers is available from the Library's website.

3.5. PBRF

Deposit in the Lincoln University Research Archive does not remove the necessity to deposit evidence of research outputs for PBRF evidence portfolios and ResearchMaster with Divisional Publication Secretaries. The University Library and the Research Office will work together to minimise duplication of effort required to input research outputs in response to PBRF requirements and other administrative matters.

4. LINKS WITH OTHER POLICIES, SUBSIDIARY RESOURCES AND REFERENCES

- ❖ [Lincoln University Research Archive Deposit License](#)
- ❖ [Use of Theses Form](#)
- ❖ [Theses Declaration Form](#)
- ❖ [Policy on Intellectual Property](#)
- ❖ [LURA Deposit Guidelines](#)

5. RESPONSIBILITY AND APPROVAL

Approval of this policy to be granted by SMG

Overall responsibility for this policy rests with the Assistant Vice-Chancellor (Academic)

Enquiries about this policy may be made to the University Librarian

6. REVIEW

This version was approved on:	29 September 2008
This version was approved by:	SMG
This policy will be reviewed by:	September 2010

KEY WORDS

research, archive, repository