

**University of Limerick Institutional Repository (ULIR)**

**Policies**

**December 2009**

## **Introduction**

The University of Limerick Institutional Repository (ULIR) is an online, open access collection of research output and archives by the University of Limerick faculty, researchers, and staff. Research materials are centrally stored and preserved and the repository showcases the university's intellectual output. All universities in Ireland have established Institutional Repositories and they are part of a growing Open Access movement.

Open access to the results of research enhances the visibility and the impact of the work, the author and the University. Many major funding bodies require that the results of research funded by them be made freely available to the public.

To increase the visibility, use and impact of its research results the University of Limerick provides an open access repository. The University strongly recommends that the publications of UL faculty and researchers be deposited in the University of Limerick Institutional Repository (ULIR).

### **1. Deposit**

The University of Limerick strongly recommends that faculty and researchers working at the University deposit copies of their published work, as specified in section 2 below, in the institutional repository of the University.

Items may be deposited by University of Limerick faculty, staff researchers and students or their delegated agents. Submissions are also welcome from visiting, honorary and emeritus faculty.

Authors are required to agree to the ULIR Deposit Agreement when submitting material.

### **2. Content**

Content will include material produced by University of Limerick faculty, staff, researchers and students in the course of their employment or study at the university. It may include material produced by currently employed faculty and staff before their employment at the University of Limerick. In the case of faculty and staff leaving the University, material produced during their period of employment by the University will be retained.

The following content will be accepted:

- Peer reviewed material: (i) peer reviewed articles that have been published or accepted for publication by recognised academic or professional journals; (ii) other peer reviewed research contributions such as conference papers, books or book chapters
- Theses or dissertations written and accepted to fulfil the postgraduate degree requirements of University of Limerick
- Special and Archival Collections
- Non peer reviewed research material such as conference contributions, public lectures, books or book chapters

- Other formal research output such as working papers, discussion papers, reports and submissions
- Datasets
- Patents

Priority will be given to published, peer reviewed research material and to University of Limerick theses.

A record of all peer reviewed research publications should be made available in the ULIR immediately following publication. A copy of the item should be made available within 6 months of publication.

The ULIR will accept and provide access to theses and other research material in accordance with university policies.

### **3. Data**

All content within ULIR is freely accessible. Copies of items may be made for personal research or study, educational, or not-for-profit purposes without prior permission or charge. The source must be acknowledged by the provision of full bibliographic details and a hyperlink to the record's permanent identifier or 'handle'. The content should not be changed.

Each item in ULIR has an associated metadata record which allows the item to be harvested by the Irish National Portal.

Where full items are harvested permanently, permission must be sought from the University of Limerick.

Content may not be sold commercially in any format or medium without formal permission of the copyright holders.

### **4. Copyright and intellectual Property**

Copyright and Intellectual Property Rights violations relating to any work deposited in ULIR are the sole responsibility of the author. If ULIR administration receives notice of alleged copyright or IPR violation, the item will be withdrawn in accordance with the withdrawal process.

Authors are reminded of their responsibility to seek permission, if needed, for any content used in their work that is not authored by themselves.

Authors are encouraged to request from publishers that the author retains the right to parallel publishing in the Institutional Repository.

ULIR respects and complies with publishers' copyright policies and checks each item deposited to ensure compliance with publisher policies

## **5. Access Restrictions**

ULIR will, where required, apply restrictions to access in accordance with the University policies and publishers' and funding agencies' requirements.

## **6. Removal of Material**

Removal of material is strongly discouraged as it will lead to broken links from university and external sources. In exceptional circumstances it may be necessary to temporarily withdraw or permanently delete items from ULIR. A request for withdrawal may be refused. The final decision on withdrawals rests with the University.

ULIR will retain and continue to make publicly available the records for withdrawn items unless the record itself is at issue.

## **7. Deletion of Items**

Items will be permanently deleted from the repository if there is a legal requirement to do so.

## **8. Preservation**

Items will be retained indefinitely and will be migrated to new file formats where necessary to ensure continuing readability and accessibility. ULIR will follow international best practice for the preservation of digital content but cannot guarantee perpetual preservation.

## **9. Disclaimer**

ULIR is an online archive not a publisher. ULIR administration checks all submissions for format, authors' eligibility and adherence to the repository content policy. Depositors must agree to the ULIR Deposit Agreement. Neither the University of Limerick nor ULIR guarantees or warrants any statements contained within items in the repository; neither do they accept any responsibility or liability for any possible mistakes contained therein.

Appendix: 1

ULIR Deposit Agreement;

## **UL DEPOSIT AGREEMENT for Authors submitting work to ULIR**

### **COVERED WORK**

I wish to deposit my material in the University of Limerick Institutional Repository. Research referred to below as "Work" is covered by this agreement and when I deposit my Work, whether personally or through an assistant or other agent, I agree to the following:

### **NON-EXCLUSIVE RIGHTS**

Rights granted to the Institutional Repository through this agreement are entirely non-exclusive. I am free to publish the Work in its present version or future versions elsewhere.

I agree that University of Limerick may electronically store, copy or translate the Work to any medium or format for the purpose of future preservation and accessibility. The University of Limerick is not under any obligation to reproduce or display the Work in the same formats or resolutions in which it was originally deposited.

### **DEPOSIT IN UNIVERSITY OF LIMERICK INSTITUTIONAL REPOSITORY**

I understand that work deposited in the institutional repository will be accessible to a wide variety of people and institutions

- including automated agents
- via the World Wide Web

I understand that once the Work is deposited, metadata will be incorporated into public access catalogues. This citation to the Work will always remain visible, although the author retains the right to update the Work. Removal of the item can be made after discussion with the institutional repository administrators.

### **I AGREE AS FOLLOWS:**

- That I have the authority of the authors to make this agreement and to hereby give University of Limerick the right to make available the Work in the way described above.

- That I have exercised reasonable care to ensure that the Work is original, and does not to the best of my knowledge breach any laws including defamation, libel and copyright.

- University of Limerick does not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.

## Appendix 2

ULIR Use Licence;

### **Attribution – NonCommercial - ShareAlike 1.0**

You are free:

- to copy, distribute, display, and perform the work
- to make derivative works

Under the following conditions:

- Attribution.

You must give the original author credit.

- Non-Commercial.

You may not use this work for commercial purposes.

- Share Alike.

If you alter, transform, or build upon this work, you may distribute the resulting work only under a license identical to this one.

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