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University Policy on Open Access Institutional Repository

Purpose of the policy and summary of issues it addresses:

This policy defines the scope, roles and responsibilities, and legal requirements for management and development of the UWA Open Access Institutional Repository(the Repository).

The Repository is an initiative of the University Library and contributes to the commitment of the University to support research activities. It provides an open access platform to capture, store, index, and distribute globally a wide range of research outputs, including masters and doctoral theses, produced by the University's researchers and postgraduate students. The aim of the Repository is to promote the University's research profile by exposing UWA research outputs online. This will assist in increasing citation rates and the impact of UWA research.

The Repository is a complement to traditional research publishing channels, not a replacement. It provides University researchers and postgraduate students secure, stable and long term storage for their material in a centralised location.

Definitions:

OAI - [Open Archives Initiative](#)

UWA - [The University of Western Australia](#)

Policy statement:

Content

The Repository will contain research outputs and masters and doctoral theses from members of the UWA community in a digital format. Research outputs are defined as scholarly works that meet the following criteria.

Material stored in the Repository must:

1. Be scholarly or research oriented.

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Function Information Management
Contact Position Huang, Wendy
Authoring Organisational Unit Library - Information Services
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2. Be validated through peer review processes or by satisfying the requirements of academic publishing standards or gallery processes.
3. The creator or author must have an affiliation with UWA as a staff member or postgraduate student.

The following types of material are included in the Repository:

1. Journal articles
2. Books
3. Book chapters
4. Conference publications
5. Refereed designs
6. Creative, performance-based and visual arts outputs that have research components
7. Masters and doctoral theses

Where permission to provide the final version of published material is not available, the final pre-publication version will be added to the Repository, if permitted by the publisher and available from the author.

The following types of material are NOT included in the Repository:

1. Material intended for commercial purposes
2. Material containing confidential or proprietary information
3. Material restricted due to cultural sensitivity
4. Material that would infringe a legal obligation of UWA and/or the author(s) or creator(s), or the legal rights of a third party.

Copyright

The Repository is managed in accordance with the [UWA Intellectual Property Policy](#) and Australian Copyright Law.

Copyright owners retain the copyright for their material stored in the Repository. The Library makes every endeavour to observe and abide by current publishers' policies and Australian Copyright Law in relation to open access institutional repositories.

Author(s), creator(s) and contributor(s) warrant that all necessary copyright clearances have been obtained for any third party material used in their material.

Guidance on copyright arrangements and publishers policies is available at the Repository web site.

Roles and Responsibilities

Research Services is responsible for collecting details of the University's research outputs, and identifying those research outputs which meet the eligibility criteria, stated in this policy, for inclusion in the Repository.

The Graduate Research and Scholarships Office is responsible for collecting masters and doctoral theses, and forwarding them to the Library for inclusion in the Repository. They are also responsible for obtaining copyright warranties and Restriction Certificates, which they forward together with the theses.

The Library is responsible for sourcing research outputs, processing masters and doctoral theses, and providing metadata to assist in making the material accessible online. In addition, the library is also responsible for day to day management and maintenance of the Repository including copyright compliance, software support and OAI compliance.

ITS is responsible for management and maintenance of the hardware and network infrastructure of the Repository. In addition, ITS is responsible for routine backup of the Repository.

Wherever possible links should be made between material in the Repository and individual staff profile pages or personal web pages

Access

The material in the Repository is intended to be freely accessible via the Repository's web site and most common search engines such as Google Scholar, Australian Research Online and OAIster

All material in the Repository contains bibliographic details (Metadata) such as author, title etc which is made available for harvesting by most common search engines.

Wherever possible, the full text of the material is made freely available subject to copyright law and license agreements. In those cases where full text can't be made available, the Repository provides detailed metadata and location information.

Related forms: (Link)

TRIM File No: F32908	Contact position: Project Manager Information Technology Services
Related Policies or legislation:	

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