The University of Bath Opus

Maximising the impact of your research

Repository Policies

These are based on the OpenDOAR Policy tool http://www.opendoar.org/tools/en/policies.php

Metadata Policy

For 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
3. The metadata must not be re-used in any medium for commercial purposes without formal permission.

Data Policy

For full-text and other full data items
1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
    o reproduced
    o for personal research or study, educational, or not-for-profit purposes without prior permission or charge.
3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
4. Some full items are individually tagged with different rights permissions and conditions.

Content Policy
For types of document & data set held
1. This is an institutional or departmental repository.
2. University of Bath Opus is restricted to:
    o Journal articles
    o Bibliographic references
    o Conference and workshop papers
    o Theses and dissertations
    o Unpublished reports and working papers
    o Books, chapters and sections
    o Datasets
    o Patents
3. Deposited items may include:
    o working drafts
    o submitted versions (as sent to journals for peer-review)
    o accepted versions (author's final peer-reviewed drafts)
    o published versions (publisher-created files)
4. Items are individually tagged with:
    o their peer-review status.
    o their publication status.

Submission Policy

Concerning depositors, quality & copyright
1. Items may only be deposited by academic staff, and registered students of the institution, or their delegated agents.
2. The administrator only vets items for relevance to the scope of University of Bath Opus, and valid layout & format
3. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
4. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.

Preservation Policy

1. Items will be retained indefinitely.
2. University of Bath Opus will try to ensure continued readability and accessibility.
3. No file preservation policy defined.
4. Items may not normally be removed from University of Bath Opus.
5. Acceptable reasons for withdrawal include:
   o Journal publishers' rules
   o Proven copyright violation or plagiarism
   o Legal requirements and proven violations
   o National Security
   o Falsified research
6. Withdrawn items are not deleted *per se*, but are removed from public view.
7. Withdrawn items' identifiers/URLs are retained indefinitely.
8. *Errata* and *corrigenda* lists may be included with the original record if required.
9. If necessary, an updated version may be deposited.
   o The earlier version may be withdrawn from public view.
   o There will be links between earlier and later versions, with the most recent version clearly identified.
10. In the event of University of Bath Opus being closed down, the database will be transferred to another appropriate archive.