
Falmouth University Research Repository Policies

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Data policy

This section has been provided for information concerning the data policies around full-text and other full content items.

Access to some or all 'full' items - eg an entire book - is controlled.

Copies of full items generally are/can be displayed or performed solely for personal research or study, educational, or not-for-profit purposes, unless the author/submitter provides prior permission or will do so on receipt of a charge. This is provided that, in any instance, the authors, title and full bibliographic details are given along with a hyperlink and/or URL for the original metadata page. The original copyright statement is presented along with the original rights permission statement, also ensuring that the content is not changed in any way.

In addition it must be noted that:

- Full items must not be able to be harvested by robots
- Full items must not be able to be sold commercially in any format or medium without formal permission of the copyright holders
- Some full items will be individually tagged and can contain within them different rights permissions and conditions
- FURR is not the publisher; it is merely the online archive of related University content

Metadata policy (key record information policy)

With regard to describing items in the repository it should be noted that:

- Anyone may access the key information/metadata free of charge
- The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the unique identifier within the repository is provided as a link or the link to the original source record is given
- The records metadata must not be re-used in any medium for commercial purposes without formal permission from the author/submitter

It should also be noted that:

- Anyone may access metadata free of charge where it is accessed in FURR
- Metadata can be freely re-used for not-for-profit purposes subject to restrictions defined on the record/item itself
- The metadata may be re-used in any medium without prior permission for not-for-profit purposes and commercially provided the user sites the unique repository identifier or a link to the original metadata record is given

Content policy

The content policy is provided below with regard to the types of document and related data sets held. This is an institutional or departmental repository.

Falmouth University Research Repository is restricted to any research output with the correct, validated metadata created by the FURR administrator or approved member of staff/student. This can have any format including multimedia.

Types of material

The types of material include but are not limited to:

- Books, chapters and sections
- Bibliographic references
- Conference and workshop papers
- Datasets
- Images
- Journal articles
- Multimedia and audio-visual materials
- Patents
- Photographs
- Software or programmes
- Theses and dissertations
- Unpublished reports and working papers (as submitted to the commissioning body)
- Websites
- Definitions

Text

The deposited textual items may sit under the following definitions:

| | |
|-----------------|---|
| Pre-publication | This is the status of the submission prior to its peer review, eg a draft or a version submitted for publication but not yet peer reviewed. |
|-----------------|---|

| | |
|---------------------|---|
| Pending publication | This is the final draft of the author/submitter manuscript that is accepted for publication, which can include any adjustments or modifications made as the basis of the reviewing parties' suggestions but before it has undergone any copy-editing and proof-reading and subsequent correction. |
| Published item | This is the article as it is published and it will contain any relevant publisher's logo and adhere to their layout requirements. |

Text items will always be tagged with:

- Their type (eg book, journal article)
- Their status and version (pre-print, post-print, publisher created file)

Static images

Static images should be marked with a watermark containing copyright marker/indication of restrictions/rights. However, it is entirely up to the submitter and any related licence holders to agree on whether the item is marked or not. The repository will not do this as a matter of course. A static image in this instance includes the opening still of any online player 'thumbnail' that users will click on where technology/the programme allows.

Moving images

Moving images should be marked with text providing an opening statement, which should indicate the copyright status. However, it is entirely up to the submitter and any related licence holders to agree on whether the item is marked or not. In addition, a static image

includes the opening still of any online player 'thumbnail' that users will click on where technology/the programme allows.

Principal language

The principal language is English. An abstract of 300 words in English, outlining the nature of the research and its main methods and outcomes, will be required for all foreign language material.

Sensitive data

The University will not be restrictive with regard to content. However, where content is found to be in breach of any legal or regulatory statutes, it could lead to redaction or removal of the item from the repository. Where this is principally likely to occur is with sensitive data, such as that of an age-restricted nature, commercially sensitive or generally sensitive nature. This is data whose audience must be restricted for legal, regulatory or commercial reasons and it must be marked as such.

In instances where the nature of the content was, for example, pornographic, the metadata would be included but the content itself restricted, eg use of a contact email or telephone numbers to request access to the entire work or elements that are of an explicit nature. It must be noted that any such submission, where providing a web link/hyperlink, must include a statement warning of the content's nature or indicating that it will not be accessible without suitable security checks (ie third-party site requiring login credentials or age validation and so forth).

It should be noted that items are, where possible, tagged with their peer-review and publication status.

Data quality for submissions

Due to the arts-based nature of the University, data quality of submitted textual, visual and audio items can in some instances be deliberately downgraded or adapted to be poor for specific reasons. However, as a guideline for the minimal standards expected for submissions, with regard to each element, the following sections define the minimal expectations.

We have provided these guidelines to ensure that Falmouth University provides researchers and (for open access) the public with high quality work, which will showcase the submitter and University.

It is important to note that submitted files can be of almost any type and the expectation is that the user has the software or hardware to read, listen to or watch the submission attachments or files.

As a rule of thumb the files that can be uploaded are those which do not have executable elements.

Most researchers will have the correct and sufficient software or hardware to view your submission. However, in order to ensure the widest possible audience for your research submission, it is recommended you use a common file type (eg MS Word, Adobe Acrobat, WAV, MP3 etc).

With regard to any submission, where practical and possible, consideration should be given to those with specific special needs. This is not proposed to be a mandatory element of any submission, but it should be taken into account, especially in instances where groups with specific needs are discussed or involved, since the groups themselves may wish access to the works via the repository. For example, with a visual submission such as a film, the provision of subtitles or a link to related written documentation could be provided for those with hearing difficulties. Another example would be the provision of an audio file, explaining visual content of an artwork, which could be appended or provided for those with sight difficulties.

Textual outputs

In general, the preferable minimum font size for items displayed directly in FURR should be 12 point. This refers to the font size used for data and metadata in the record. This ensures clarity for anyone viewing the submission.

This section is for guidance and is to be treated as such, and is not designed to be prescriptive or restrictive.

However, it must be noted that for the attachments (eg book, book chapter, article) the point size will be in line with the standards set by the author or publisher and the style and format of attachments is not controlled or guided by the repository. In addition, for online documents it is common to find a facility to zoom in and out, and as long as the font is legible (unless deliberately designed not to be) then the submission is considered acceptable.

Standard or basic fonts that are recommended for data and metadata:

- Arial (all types)
- Times New Roman (all types)
- Courier (all types)
- Verdana
- Calibri

If there are any concerns regarding the legibility of a submission, the designated approver for an area (course/subject lead) and the application administrator will discuss the matter with the submitter prior to approval. This will be managed by exception, and provided the text rules are taken into account, course/subject standards met, and sufficient data provided, then the submissions are generally approved.

Visual and audio-visual outputs

The preferable minimum visual pixel rate for static and moving visual images for items submitted as an attachment in FURR should be as follows:

AVID preferences

Colour space RGB601/709 (depending on set up), frame size 1920x1080, graphic format TIFF or JPEG quality 100

FCPX preference

TIFF

Vimeo and Blu-ray disc preferences

HD1920x1080 frame/resolution - H264 Blu-ray format, set as Blu-ray and PAL - file types .m4v .xmpses .wav

Vimeo preferences

H.264+Vimeo HD10825P

It should be noted that, as a precaution, a TIFF back up is also kept as master image.

The required formatting above refers to the minimal quality required to ensure the clarity of images or footage expected by the University for anyone viewing the submission.

With regard to any associated audio component of a visual submission, the standards above should ensure the audio components for the visual or audio-visual files will be of sufficient quality. By providing these basic standards, it will ensure publishing of the high quality expected by the University in terms of clarity of the images or footage for anyone viewing the submission.

This section is for guidance and is to be treated as such. It is not designed to be prescriptive or restrictive, although it is strongly advised that these minimum standards are used.

However, it must be noted that the attachments (eg photography, screen capture, film footage etc) will be set to the standards required by the author/publisher themselves; the style and format of attachments is not controlled or guided by the repository. In addition, as long as the image and sound is legible and audible (unless deliberately designed not to be) then the submission is considered acceptable.

If there are any concerns regarding the legibility of a submission, the designated approver for an area (course/subject lead) and the application administrator will discuss the matter with the submitter prior to approval. This will be managed by exception, and provided the audio/visual rules are taken into account, course/subject standards met, and sufficient data is provided, then the submissions are generally approved.

It is important to note that, where possible, any visual submission should have a watermark. This is entirely optional, and should be a visual indicator containing indication of restrictions/rights. However, it is entirely up to the submitter and any related licence holders to agree on whether the item is marked or not. The repository will not do this as a matter of course.

For moving imagery, an opening statement text should indicate the copyright status. However, it is entirely up to the submitter and any related licence holders to agree on whether the item is marked or not. In addition, a static image includes the opening still of any online player 'thumbnail' that users will click on, where technology/the programme allows.

Please see the appendices at the end of this document for more AV file types commonly found or used.

Audio outputs

A large volume of the submissions will be visually linked, however, there will be a number of solely audio files that make up part of the repository content. These can be anything from radio broadcasts to music tracks.

Use of common audio file types is recommended to ensure visibility of works across the broadest audience. For example, in everyday computing WAV, MPEG and MP3 are common formats.

However, it should be noted that there are three major groups of audio file formats:

- Uncompressed audio formats, such as WAV, AIFF, AU or raw header-less PCM
- Formats with lossless compression, such as FLAC, Monkey's Audio (filename extension APE), WavPack (filename extension WV), TTA, ATRAC Advanced Lossless, Apple Lossless (filename extension m4a), MPEG-4 SLS, MPEG-4 ALS, MPEG-4 DST, Windows Media Audio Lossless (WMA Lossless), and Shorten (SHN)
- Formats with lossy compression, such as MP3, Vorbis, Musepack, AAC, ATRAC and Windows Media Audio Lossy (WMA lossy)

This section is for guidance and is to be treated as such and is not designed to be prescriptive/restrictive. However, it is strongly advised that these minimums are used.

However, it must be noted that for the attachments themselves (eg radio broadcasts, music tracks, multi-channel audio) it will be to the standards set by the author/publisher themselves and the style and format of attachments is not controlled or guided by the repository. In addition, as long as the sound is legible (unless deliberately designed not to be) then the submission is considered acceptable.

If there are any concerns regarding the legibility of a submission, the designated approver for an area (course/subject lead) and the application administrator will discuss with the submitter prior to approval. This will be managed by exception, and provided the audio rules are taken into account, course/subject standards met, and sufficient data is provided then the submissions are generally approved.

Please see the appendices at the end of this document for more audio file types commonly found or used.

Preservation policy

FURR will follow current best practice regarding data preservation in line with industry and national guidelines.

Repository data will be backed up on a daily basis, using the appropriate internal and externally based server farms. Items may be removed at the request of the author/depositor or in instances where a complaint is made and upheld.

Items will be retained indefinitely and the repository will try to ensure continued readability and accessibility.

Items will be migrated to new file formats where necessary, for example, if an earlier version of the software becomes unsupported or unavailable.

Note that it is the responsibility of the user to have any bespoke software to view certain unique file types, therefore FURR cannot guarantee the readability of some unusual file formats.

Items may not normally be removed from FURR.

Acceptable reasons for withdrawal will include:

- Where a journal/publishers' rules are breached
- There is a proven copyright violation or plagiarism
- Breaches of legal requirements and proven violations
- In interests of national security

Withdrawn items are not deleted in full; a shell/shadow is retained for auditability. However, it is removed from all public views.

Withdrawn items' identifiers/URLs are retained transiently.

URLs, when held or captured by anyone, will continue to point to 'dead' citations. This is in order to avoid broken links and to retain auditable item histories. These contain links to a replacement version where available, along with the relevant notes explaining the reasons for withdrawal.

The record's created metadata will not be searchable for withdrawn items.

If necessary, after suitable approval, an updated version may be deposited by the originator.

The item's persistent URL will always link to the latest version, so a new approved version will replace the original record.

There will be links between earlier and later versions, with the most recent version clearly identified, and where an earlier version is withdrawn, detail will not be shown.

In the event of FURR being closed or removed, every effort will be made to transfer the data to another appropriate archive within Falmouth University.

Error and correction lists may be included with the original record if required.

If necessary, an updated version may be deposited. There will be links between earlier and later versions with the most recent version clearly identified.

In the event of the repository being closed down, the database will be transferred to another appropriate archive as necessary.

Removing all of a submitter's work

If a submitter is for example an employee and upon leaving employment with the University wishes to remove all of their work from the repository, the information in the Preservation policy concerning the retention of a shell data set, still applies. It is highly recommended that we deter removal of work since the data remaining in place benefits the submitter as much, if not more so, than the University.

The University should advise that if a submitter insists on removal, as an option metadata can remain but any attached content could be removed. This would preserve links to their websites, sales points etc, so would still be of benefit, although it should be pointed out that from an aesthetic perspective it is then not showing the submitter's work in its best light.

If the record is moved entirely, a statement to the effect of its removal will be indicated to anyone using the original links to the FURR-based entry. There is not a forwarding or redirection service provided by Falmouth University. It is either on our repository or it is not.

Notice and take down policy

Making a complaint

Should you feel there are legitimate grounds to complain about an item in FURR, please can you notify us with the reasons for your complaint or issue by email at:

repository@falmouth.ac.uk (mailto:repository@falmouth.ac.uk)

Please clearly include the reason for your complaint in your email, eg your belief that inclusion of the item infringes your copyright (eg because it has been copied and included on the repository without your permission) or your moral rights (eg your being identified as the author) or whether the entry is defamatory or is otherwise illegal or unlawful.

In the email please make sure that you include the following information:

- Your name
- Your organisation (where applicable):
- Your email address
- Your geographical address (in brief eg town and country, or in full)
- A contact telephone number (landline or mobile, including country code if outside of the UK)
- An outline of your complaint or issue with the entry
- The title of the item/publication in FURR
- The item URL stated on FURR

Response to a complaint

This is an outline of Falmouth University's actions, which follow the receipt of a complaint or issue.

We will acknowledge your email promptly, normally within two working days of receipt.

We will make an initial assessment of the complaint. If we believe, at this initial stage, that you may have legitimate grounds of complaint, we will remove the item from the public access portion of FURR, pending our more detailed investigation. If for any reason we reject your complaint, we will notify you with our reasons.

If we have removed the item from public view, we then investigate your complaint in full, which in some instances will include seeking professional legal advice where we believe this is necessary. We will also inform the original depositor of the item about the nature of your complaint to give them an opportunity to counter it if they wish to.

We will make every effort to ensure that we complete our investigation within ten working days.

We will communicate our final decision to you and to the original depositor of the item.

If our investigation finds in your favour, we will remove the item from the repository. However, it should be noted that a metadata (key information) record indicating that the item was previously stored in the repository will remain visible in perpetuity with notice that it has been removed.

It should be noted that on occasion, due to the nature of a submission, it is considered sensitive data. This can be for a broad range of reasons, mostly legal, regulatory, proprietary or corporate.

The University will not be restrictive with regard to content, however, where content is found (for example) to be in breach of any legal or regulatory statutes, it could lead to redaction or removal of the item from the repository. Where this is principally likely to occur is with sensitive data, such as that of an age-restricted nature, or commercially or generally sensitive nature, eg the content is pornographic, shows excessive violence or uses explicit language. If it is not handled appropriately, and suitable checks and balances put in place, the item is likely to be removed from view and the submitter will need to edit the visible/legible elements accordingly before it can be republished.

Data policy for reuse of research materials

The following list is provided to indicate how data and material held in the repository can be used.

Commercial reuse of full text and full data items may be permitted where it is clearly stated in the record. If you are unsure then contact the repository at:

repository@falmouth.ac.uk (mailto:repository@falmouth.ac.uk)

to obtain clarification. Access to some items may be restricted for any reason, including temporary embargo (in this instance meaning until the restriction is lifted, for example a magazine publishing date has been met or a seminar has taken place).

Where applicable anyone may access full items free of charge. Reasons it may not be free of charge include, for example, the item is a published book, and in these cases the record will often have a link to purchase it.

Copies of full items generally can be: reproduced, displayed or performed, given to third parties, and stored in a database in any format or medium. Metadata for the record will state where they are restricted in any way.

Copies of full items generally can be used for personal research or study, educational or not-for-profit purposes without prior permission or charge, provided that the user must ensure they:

- Indicate the author's title and full bibliographic details
- Provide a link to the item record (metadata)
- Clearly state any copyright or rights statement attached to the item

Full items must not be harvested by robots except transiently for full-text indexing or citation analysis. In general this will be restricted but you should contact the repository administrator: **repository@falmouth.ac.uk (mailto:repository@falmouth.ac.uk)**

to discuss your reasons if you wish to use this method or approach and it will be decided on a case by case basis whether to proceed.

Full items must not be sold commercially in any format or medium without formal permission of the copyright holders. It should be noted that if this occurs, or the University is made aware of it occurring, we will provide information to the originator that such an event has taken place.

Many of the full items are individually tagged with different rights permissions and conditions so it is pertinent that you check before taking any action.

It is important to note that the repository is not the publisher; it is merely the online archive providing access to the items and links to where they are published as a matter of course.

When quoting any reference that is used, the mention of Falmouth University Research Repository (FURR) is very much appreciated but not mandatory. This will assist other researchers in finding additional data sources as well as broadening our audience to assist in showcasing Falmouth University's academic outputs.

Summarised Open Access Research & Research Data Management policy

For our full open access policy, including eligibility for submission to the next Research Excellence Framework (REF),

download our Open Access Briefing

(/sites/default/files/download/open_access_briefing.pdf)

Falmouth University understands that open access to both research documents and collected research data allows greater visibility of research to academics and the public and can drive new research opportunities and project collaborations.

Making data open access has demonstrated a marked increase in the number of citations and the reuse of data.

The repository triggers new research opportunities and means that that data does not have to be recreated unnecessarily. This allows users to build on any existing research and provides further opportunities to identify fresh discoveries.

This policy supports Falmouth University in demonstrating publicly funded research is for the public good and, by being made freely available when it is appropriate in legal, commercial and ethical terms, it does not create any adverse risks to the originators or the University.

This policy is has been created to support researchers in complying with any funding body requirements on open access to research data. It is vital that Falmouth University meets these needs since there is a risk of income loss if funders' aims and expectations are not achieved in this regard.

Falmouth University recognises that taking a best-practice approach in research data management can drive up the levels of research excellence. Research data is a most valuable asset and, by using good management practices, it will be of benefit to the researchers, the University and the wider community.

As part of good practice, benefits achieved will be that research data is stored securely and data loss is minimised. In addition, data is recognised as being of a sufficient standard and has been validated. This ensures that when reuse and sharing of the data occurs, it does not pollute any subsequent research with dubious or poor quality data.

- Falmouth University requires that all researchers should comply with this policy with regards to open access to research data from when they sign up as a participant
- Falmouth University recognises and supports the principles of open access to research items and, where legally, commercially and ethically appropriate, to the research data of its own research community
- It is important that researchers always comply with any funder policies concerning open access publishing and research data management
- Any submitted research data will be managed to Falmouth University standards throughout the life cycle of the research data
- The standards indicated in this document, unless specifically designed to be low quality, should follow the guidelines provided here. The standards are a minimum benchmark to ensure that the works of the submitter and the University are showcased in the repository in their best light
- Any research proposals to be included in FURR must include data management plans that identify the capture of the following elements: management, integrity, confidentiality, security, selection, preservation and disposal, commercialisation, costs, sharing and publication of research data and the production of descriptive metadata to aid discovery and reuse. Each element must be captured when relevant
- Falmouth University is responsible for providing users with training, support and advice on the use of FURR and guidance on open access and research data management. In addition, the University must provide a backed-up storage service for completed digital research data and for open access research data
- The responsibility for management of research data during any project is shared jointly with investigators and researchers. Where groups of authors are involved, a selected lead author is responsible for complying with funder and University policy on open access research data
- All researchers should deposit the research papers they produce whilst they are employed at the University on FURR as soon as any publisher restrictions will allow. Embargo periods of 6-24 months are common, depending on funder requirements
- To protect the interests of small, independent learned societies and smaller, non-profit publishers, the University supports an embargo period of up to three years
- All data will be offered and assessed for deposit and preservation in a recognised format that is appropriate to the University and national and international repository standards. Exceptions are managed on a case by case basis via the FURR administrator:
[repository@falmouth.ac.uk \(mailto:repository@falmouth.ac.uk\)](mailto:repository@falmouth.ac.uk)
- Valid reasons for non-deposit will include commercial, social sensibility and confidentiality issues
- Published research must include a statement describing how and under what terms any supporting research information may be accessed
- Any research data that has been identified for retention must be registered with FURR, even if the information is retained in a national or international data service or domain repository, and even if the data is not suitable for publishing on open access

- Any data which has been identified for retention must not be deposited with any organisations that do not commit to the information being accessed and available for reuse unless it is a condition of funding or it would jeopardise or otherwise impede commercial interests
- FURR administrative and operational areas within the University will be responsible for the upkeep and review of this policy. It will be updated regularly and version controlled

Data Protection policy

It should be noted that in order to ensure we meet our legal, regulatory and social obligations with regard to the use and management of data, Falmouth University will adhere to a nationally (and internationally) recognised set of data protection rules. The data protection policy for the University can be found at

falmouth.ac.uk/information-records-management

<<http://www.falmouth.ac.uk/information-records-management>>

These should be read as a matter of course and applied to any data that is submitted for restricted or open access on FURR.

