

Policies

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 and re-sold commercially provided:
 - the OAI Identifier or a link to the original metadata record are given
 - Medical Academic Repository is mentioned

Data Policy

for full-text and other full data items

1. Anyone may access full items free of charge.
2. Single copies of full items can be:
 - reproduced, displayed or performed, given to third parties, and stored in a database in any format or medium
 - for personal research or study, educational, or not-for-profit purposes without prior permission or charge.provided:
 - the authors, title and full bibliographic details are given
 - a hyperlink and/or URL are given for the original metadata page
 - the content is not changed in any way
3. Full items must not be harvested by robots except transiently for full-text indexing or citation analysis
4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. Some full items are individually tagged with different rights permissions and conditions.
6. Mention of Medical Academic Repository is appreciated but not mandatory.

Content Policy

for types of document & data set held

1. This is an institutional or departmental repository.
2. Subject Specialities:
 - Agriculture, Food and Veterinary
 - Biology and Biochemistry
 - Chemistry and Chemical Technology
 - History and Archaeology
 - Language and Literature
 - Ecology and Environment
 - Business and Economics
 - Health and Medicine
 - Education
 - Law and Politics
 - Library and Information Science
 - Management and Planning
 - Psychology
3. Medical Academic Repository holds all types of materials.
4. Deposited items may include:
 - submitted versions (as sent to journals for peer-review)
 - accepted versions (author's final peer-reviewed drafts)
 - published versions (publisher-created files)
5. Items are individually tagged with:
 - their version type and date.
 - their peer-review status.
 - their publication status.
6. Principal Languages: English; Bulgarian

Submission Policy

concerning depositors, quality & copyright

1. Items may only be deposited by accredited members, academic staff, and registered students of the organisation, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of Medical Academic Repository, valid layout & format, and the exclusion of spam

4. The validity and authenticity of the content of submissions is checked by internal subject specialists.
5. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
6. Any copyright violations are entirely the responsibility of the authors/depositors.
7. If Medical Academic Repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. No retention period defined.
2. Medical Academic Repository will try to ensure continued readability and accessibility.
 - Items will be migrated to new file formats where necessary.
 - Where possible, software emulations will be provided to access un-migrated formats.
3. Medical Academic Repository regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may be removed at the request of the author/copyright holder, but this is strongly discouraged.
6. Acceptable reasons for withdrawal include:
 - Journal publishers' rules
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National Security
 - Falsified research
7. Withdrawn items are deleted entirely from the database.
8. Withdrawn items' identifiers/URLs are not retained.
9. The metadata of withdrawn items will not be searchable.
10. *Errata* and *corrigenda* lists may be included with the original record if required.
11. If necessary, an updated version may be deposited.
 - The earlier version may be withdrawn from public view.
 - The item's persistent URL will always link to the latest version.
 - There will be links between earlier and later versions, with the most recent version clearly identified.
12. No closure policy defined.