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

   - Nazarbayev University Repository is mentioned

3. For more information, please see webpage: http://http://nur.nu.edu.kz/policies

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:

   - displayed or performed, and given to third parties

   - 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

1. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

2. This repository is **not** the publisher; it is merely the online archive.

Content Policy

for types of document & data set held

1. This is an institutional or departmental repository.

2. Nazarbayev University Repository holds all types of materials.

3. Deposited items may include:

- working drafts

- submitted versions (as sent to journals for peer-review)

- accepted versions (author's final peer-reviewed drafts)

- published versions (publisher-created files)

4. Items are individually tagged with:

- their version type and date.

- their peer-review status.

- their publication status.

5. Principal Languages: English; Russian; Kazakh

Submission Policy

concerning depositors, quality & copyright

1. Items may only be deposited by accredited members, academic staff, registered students, and employees of the institution, or their delegated agents.

2. Authors may only submit their own work for archiving.

3. Eligible depositors must deposit bibliographic metadata for all their publications.

4. Eligible depositors must deposit full texts of all their publications, although they may delay making them publicly visible to comply with publishers' embargos.

5. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of Nazarbayev University Repository, valid layout & format, and the exclusion of spam

6. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.

7. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.

8. Any copyright violations are entirely the responsibility of the authors/depositors.

9. If Nazarbayev University Repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained indefinitely.

2. Nazarbayev University 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.

    - It may not be possible to guarantee the readability of some unusual file formats.

3. Nazarbayev University 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 not normally be removed from Nazarbayev University Repository.

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 not deleted *per se*, but are removed from public view.

8. Withdrawn items' identifiers/URLs are retained indefinitely.

9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories, with:

    - a link to a replacement version, where available

    - a note explaining the reasons for withdrawal

10. The metadata of withdrawn items will not be searchable.

11. Changes to deposited items are **not** permitted.

12. *Errata* and *corrigenda* lists may be included with the original record if required.

13. 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.

14. In the event of Nazarbayev University Repository being closed down, the database will be transferred to another appropriate archive.