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## Policies

### Content Policy

for types of document & data set held

1. This is an institutional or departmental repository.
2. Subject Specialities:
  - o Media, communication and production
  - o Business, enterprise and management
  - o Health and Medicine
  - o Psychology and sociology
3. eResearch holds the following types of materials:
  - o peer reviewed journal articles
  - o books and book chapters (with exceptions of text books, technical chapters or teaching material)
  - o conference proceedings with papers
  - o government reports, where open access is permissible
  - o working papers, where open access is permissible
  - o editorials, including guest editorials, in prestigious journals
  - o practice as research
  - o items in press, but not items submitted for review
  - o authors may contact the relevant Theme Lead to discuss the inclusion of other materials not listed here
4. Papers may include:
  - o final peer-reviewed drafts (post-prints)
  - o published versions
5. Papers are individually tagged with their peer-review and publication status.
6. Principal Languages: English

### Submission Policy

concerning depositors, quality & copyright

1. Items may only be deposited by accredited members of the institution, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. Eligible depositors must deposit full texts of all their publications, as per Queen Margaret University's Open Access Archiving Policy. They may delay making them publicly visible to comply with publishers' embargos.
4. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of eResearch, valid layout & format, and the exclusion of spam
5. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
6. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
7. Any copyright violations are entirely the responsibility of the authors/depositors.
8. If eResearch receives proof of copyright violation, the relevant item will be removed immediately.

### Preservation Policy

1. Items will be retained indefinitely.
2. eResearch will try to ensure continued readability and accessibility.
  - o Items will be migrated to new file formats where necessary.
  - o Where possible, software emulations will be provided to access un-migrated formats.
3. eResearch 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 eResearch.
6. Acceptable reasons for withdrawal include:
  - o Proven copyright violation or plagiarism
  - o Legal requirements and proven violations
  - o National Security
  - o Falsified research
7. Withdrawn items are deleted entirely from the database.
8. Withdrawn items' identifiers/URLs are not retained.
9. Changes to deposited items are **not** permitted.
10. *Errata* and *corrigenda* lists may be included with the original record if required.
11. If necessary, an updated version may be deposited.
  - o The earlier version may be withdrawn from public view.
  - o The original URL will be linked to the latest version.
12. In the event of eResearch being closed down, the database will be transferred to another appropriate archive.

### 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 for personal research or study, educational, or not-for-profit purposes without prior permission or charge.provided:
  - o the authors, title and full bibliographic details are given
  - o a hyperlink and/or URL are given for the original metadata page
  - o the content is not changed in any way
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.
5. This repository is **not** the publisher; it is merely the online archive.
6. Mention of eResearch is appreciated but not mandatory.

### 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 provided:
  - o the OAI Identifier or a link to the original metadata record are given
  - o eResearch is mentioned
3. The metadata must not be re-used in any medium for commercial purposes without formal permission.