

TEXT ONLY

Metadata Policy for information describing items in the repository

1. Access to some or all of the metadata is controlled.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record are given.
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. Access to some or all full items is controlled.
2. Single copies of full items can be:
 - (a) reproduced, and displayed or performed in any format or medium
 - (b) for personal research or study, educational, or not-for-profit purposes without prior permission or charge.provided:
 - (a) the authors, title and full bibliographic details are given
 - (b) a hyperlink and/or URL are given for the original metadata page
3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
4. 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. The repository holds all types of materials.
3. Items are individually tagged with:
 - (a) their peer-review status.
 - (b) their publication status.
4. Principal Languages: English; Russian; Byelorussian

Submission Policy concerning depositors, quality & copyright

1. Items may only be deposited by accredited members of the organisation, 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. The administrator only vets items for 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 the repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained indefinitely.
2. The repository will try to ensure continued readability and accessibility.
3. The repository regularly backs up its files according to current best practice.
4. Items may not normally be removed from the repository.
5. Acceptable reasons for withdrawal include:
 - (a) Proven copyright violation or plagiarism
 - (b) Legal requirements and proven violations
 - (c) National Security
 - (d) Falsified research
6. Withdrawn items are deleted entirely from the database.
7. Withdrawn items' identifiers/URLs are not retained.
8. The metadata of withdrawn items will not be searchable.
9. Changes to deposited items are not permitted.
10. If necessary, an updated version may be deposited.
11. In the event of the repository being closed down, the database will be transferred to another appropriate archive.