

## Repository 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 provided the OAI Identifier or a link to the original metadata record are given.
3. For more information, please see webpage: <http://repository.stiesia.ac.id/>

### 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:
  - reproduced, and displayed or performed 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 original copyright statement is given
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.
5. For more information see webpage: <http://repository.stiesia.ac.id/>.

### 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. Deposited items may include:
  - 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. For more information, please see webpage: <http://repository.stiesia.ac.id/>

### Submission Policy

concerning depositors, quality & copyright

1. Items may only be deposited by accredited members, academic staff, registered students, and employees 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. No embargo policy defined.
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.
9. For more information see webpage: <http://repository.stiesia.ac.id/>

### Preservation Policy

1. Items will be retained indefinitely.
2. The 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. The repository regularly backs up its files according to current best practice.
4. Items may be removed at the request of the author/copyright holder, but this is strongly discouraged.
5. Acceptable reasons for withdrawal include:
  - Journal publishers' rules
  - Proven copyright violation or plagiarism

- Legal requirements and proven violations
  - National Security
  - Falsified research
6. Withdrawn items are not deleted *per se*, but are removed from public view.
  7. Withdrawn items' identifiers/URLs are retained indefinitely.
  8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
  9. The metadata of withdrawn items will not be searchable.
  10. Changes to deposited items are **not** permitted.
  11. If necessary, an updated version may be deposited.
  12. In the event of the repository being closed down, the database will be transferred to another appropriate archive.
  13. For more information see webpage: <http://repository.stiesia.ac.id/>