



## About Otago

*Mō Otāgo*

# Institutional Research Repository Policy

Category	Research
Type	Policy
Approved by	Council, 21 April 2009
Date Policy Took Effect	1 January 2010
Last Approved Revision	23 February 2016
Sponsor	Deputy Vice-Chancellor (Research and Enterprise)
Responsible Officer	University Librarian
Review Date	23 February 2021

## Purpose

The purpose of this policy is to establish a framework within which the University's institutional research repository (OUR Archive) is managed, in order to ensure that OUR Archive reflects and strengthens the University's long-established tradition of research excellence.

## Organisational Scope

All users of the University's institutional research repository (OUR Archive).

## Definitions

**Electronic Theses (eTheses)** Electronic versions of theses produced towards doctoral or research Master's degrees.

**Metadata** Structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource.

**OUR Archive** The University of Otago's institutional research repository of electronic publications.

**Pre-print** The version of a paper or other proposed academic publication prior to peer-review.

**Post-print** The finalised version of a paper or other proposed academic publication, accepted for, but prior to, publication.

## Policy Content

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### 1. Purpose of OUR Archive

(a) OUR Archive will showcase the depth and quality of the University of Otago's research to the world.

### 2. Deposits

(a) OUR Archive shall contain only scholarly and research outputs of the University of Otago and applies to research or scholarly manuscripts written while the author is a student or staff member of the University.

(b) The digital versions of research outputs eligible for deposit are based on the Research Output Types as recognised by the Tertiary Education Commission (TEC). These include original research as embodied in publications, public presentations, artistic works, technical reports, working papers, and doctoral and research Master's theses.

(c) The 'final corrected version' of an eThesis, as approved through the University's relevant examination processes, will be the only version that is made available and/or preserved in OUR Archive.

(d) All material deposited in OUR Archive is subject to applicable copyright law. An author who is no longer the copyright owner will need to have the copyright holder's permission to make their material available in OUR Archive.

### 3. Availability and Access

(a) In administering OUR Archive, the Library will adhere to any availability restrictions laid down by the copyright holder and/or embargoes or other access restrictions approved by authorised University staff or bodies.

(b) Full-text access will only be provided after it has been confirmed that the copyright holder

of a research output has given permission for it to be accessible from OUR Archive. Where full-text access cannot be provided, OUR Archive may allow metadata and/or abstract access.

(c) Taking into account access restrictions as outlined in clauses 3(a) and 3(b), the order of preference for the availability of material in OUR Archive is:

- i. Published version
- ii. Post-print version
- iii. Pre-print version
- iv. Meta-data, including abstract

(d) For material deposited in OUR Archive for which the author is the copyright owner, an appropriate licence will be applied in agreement with the author, for example Creative Commons. The licence will outline what rights an end-user has in relation to the deposited work.

#### 4. Retention and Withdrawal

(a) Any research output which, meeting the conditions specified under clause 2, is deposited in OUR Archive will be retained, even if the item cannot currently be made available as a result of copyright or other access restrictions.

(b) Previously deposited material may be withdrawn from OUR Archive under the following conditions:

- i. Proven copyright violation or plagiarism
- ii. Legal requirements or proven legal violations
- iii. National security
- iv. Falsified research

Withdrawn items may not be deleted from OUR Archive, but will be removed from public view; metadata associated with withdrawn items may be retained indefinitely.

#### 5. Disclaimers

(a) In administering OUR Archive, the Library reserves the right to alter the format and/or file-type of the deposited work to improve access or for preservation-purposes.

(b) The University does not accept liability for any losses or damage arising directly or indirectly from reliance on the information contained within OUR Archive.

## Related Policies, Procedures and Forms

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- o University of Otago Publications/Outputs Guidelines
- o Examination and Assessment Regulations 2014

- New Zealand Copyright Act 1994
- Copyright (New Technologies) Amendment Act 2008

## Contact for Further Information

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If you have any queries regarding the content of this policy or need further clarification, contact the University Librarian at [howard.amos@otago.ac.nz](mailto:howard.amos@otago.ac.nz).