

Repository Policies

[Surrey Open Access Mandate](#)

[Content Policy](#)

[Submission Policy](#)

[Metadata Policy](#)

[Access and Reuse Policy](#)

[Take-down Policy](#)

[Preservation Policy](#)

[Policy for Theses Available via EThOS](#)

Surrey Open Access Mandate

The University of Surrey has an open-access mandate since 2005. The mandate was last updated in 2011.

Research Output Collection & Open Access Policy.

The University of Surrey requires that from *1st April 2016*:

1. All academic and research staff send bibliographic information for all of their research outputs to the SRI team for uploading in the repository.
2. All academic and research staff send the full text of the final refereed, revised, accepted version (author's version) of their peer-reviewed journal articles and conference proceedings to the SRI team immediately upon acceptance by the journal. The acceptance e-mail should also be forwarded to the SRI team.
3. Author's versions deposited in SRI Publications Database will then be made available on the University open access website (SRI Open Access), where publishers' copyright terms allow.

In addition, academic and research staff are encouraged to send:

- (a) peer-reviewed papers published before 1st April 2016,
- (b) book chapters or extracts from edited or authored books (author's version),
- (c) non-refereed material that demonstrate relevance to the Faculty's academic objectives, such as invited talks, conference presentations, posters and research reports. Where this material is made open access, it should be clearly labelled as non-peer-reviewed in SRI Open Access.
- (d) papers produced when researchers were employed elsewhere.

Content Policy

for types of document & data set held

1. This is an institutional 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

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. The administrator only vets items for the exclusion of spam
4. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
5. Items may not be deposited until any publishers' or funders' embargo period has expired.
6. Any copyright violations are entirely the responsibility of the authors/depositors.
7. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

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. The metadata must not be re-used in any medium for commercial purposes without formal permission.

Access and Reuse Policy

for full-text and other full data items

1. Anyone may access full items free of charge.
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.
 - c. The author and copyright author must be acknowledged with a full citation.
3. No commercial activity related to any of the repository content is permitted, unless under agreed licence

Take-down Policy

1. If you have a legitimate complaint about material in Surrey Research Insight please send the following information to the SRI Open Access Site Administrator at sriopenaccess@surrey.ac.uk: your contact details, the title and ID code of the resource and the nature of your complaint. The following are legitimate complaints:
 - a. it infringes your intellectual property rights
 - b. it infringes your moral rights
 - c. it is offensive or unacceptable in some other way.
2. On receipt of a complaint:
 - a. The Site Administrator will review the complaint. If considered reasonable the item will immediately be removed from public view.
 - b. The complainant and the contributor of the material will be notified of the action taken.
 - c. If the item was removed from public view the complaint will be reviewed by the SRI Team and if necessary legal advice will be sought.
 - d. The outcome of the review will be notified to the complainant and the contributor of the material.
 - e. The resource will be restored to public view or permanently withdrawn from SRI.
3. Any personal information provided in your complaint shall be processed in accordance with legal requirements and the University's policies regarding the lawful processing of personal information.

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 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. 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.

Policy for Theses Available via EThOS

1. The theses included in EThOS and SRI are protected by copyright law. The author of each thesis is clearly stated as the copyright owner of the thesis, and a citation to the thesis is provided.
 2. Terms of access and re-use are the same as stated in the Access and Re-use Policy above.
 3. In the event of breach of copyright, or if an author requests, the thesis will be removed immediately.
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