

# The University of Canterbury Research Repository Metadata, Preservation and Reuse Statement

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## Metadata

- Information describing items in the repository
- Anyone may access the metadata free of charge
- Metadata is shared under a Creative Commons 0 1.0 Universal license.
- The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.

## Data

- Full-text and other full data items
- Access to some or all full items is controlled.
- All full items are individually tagged with differing rights permissions and conditions.

## Content

### Types of document & data set held

- This is an institutional or departmental repository.
- University of Canterbury Research Repository holds all types of materials.
- Deposited items may include:
  - working drafts
  - submitted versions (as sent to journals for peer-review)
  - accepted versions (author's final peer-reviewed drafts)
  - published versions (publisher-created files)

Principal Languages: English; Maori

## Submissions

### Depositors, quality & copyright

- Items may only be deposited by accredited members, academic staff, registered students, and employees of the institution, or their delegated agents.
- Eligible depositors must deposit full texts of all their publications, although they may delay making them publicly visible to comply with publishers' embargos.
- The administrator only vets items for the eligibility of authors/depositors
- The validity and authenticity of the content of submissions is the sole responsibility of the depositor.

- Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
- If University of Canterbury Research Repository receives proof of copyright violation, the relevant item will be removed immediately.

## Preservation

- Items will be retained indefinitely.
- University of Canterbury Research Repository will try to ensure continued readability and accessibility.
- It may not be possible to guarantee the readability of some unusual file formats.
- University of Canterbury Research Repository regularly backs up its files according to current best practice.
- Items may be removed at the request of the author/copyright holder, but this is strongly discouraged.
- Acceptable reasons for withdrawal include:
  - Journal publishers' rules
  - Proven copyright violation or plagiarism
  - Legal requirements and proven violations
  - Falsified research
- Withdrawn items are not deleted per se, but are removed from public view.
- Withdrawn items' identifiers/URLs are not retained.
- The metadata of withdrawn items will not be searchable.
- If necessary, an updated version may be deposited.
- The earlier version may be withdrawn from public view.
- There will be links between earlier and later versions, with the most recent version clearly identified.
- In the event of University of Canterbury Research Repository being closed down, the database will be transferred to another appropriate archive.