



**RESEARCH  
REPOSITORY POLICY**

# RESEARCH REPOSITORY POLICY

A HANDBOOK FOR STAFF AND STUDENTS OF THE UNIVERSITY OF THE SOUTH PACIFIC

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## 1. Purpose

The USP Research Repository ([www.repository.usp.ac.fj](http://www.repository.usp.ac.fj)) collects, maintains, promotes and disseminates the research and scholarly outputs of the University.

## 2. Scope

The objectives of the repository are to:

- Promote and make accessible the research undertaken by USP;
- Promote collaborations with other researchers world-wide;
- Act as an archive of USP research and scholarly output; and
- Assist with compiling information on the quantity and quality of research outputs.

## 3. Eligible depositors

This policy applies to the research and scholarly output of the following:

- USP academic and comparable professional staff;
- USP technical and research support staff;
- USP adjunct appointments; and
- USP students enrolled at the University (especially research higher degree candidates).

## 4. Eligible material

The list of items able to be deposited includes traditional types of research outputs such as books, book chapters, refereed journal articles and conference proceedings. Also eligible are non-traditional types of research outputs such as original creative works, live performance works, recorded creative works, artefacts, music compositions, and curated or produced exhibitions and shows. In addition, recognised scholarly outputs such as published technical reports and working papers, government submissions, projects funded by USP, and ancillary research material such as data sets, statistics, and surveys will be eligible for deposit. A full list of eligible items is included in Appendix 1 on page 6.

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All deposited items must conform to copyright law and to the permission policies of individual publishers.

Authors are strongly encouraged to submit full-text versions of their work. Acceptable versions of deposited papers are:

- Accepted versions (the final peer-reviewed draft). This is in a format that is not the same as the published work. For example, the author cannot use the publisher-generated pdf file. Therefore authors must submit their own accepted manuscript version to the repository; or
- Published versions if publisher permission is obtained.

Research documents that have been approved for publication but have yet to be published are also acceptable for deposit in the repository. Once the published version is available, the repository will then be updated.

## 5. Excluded material

The repository will not accept:

- Material intended for commercialisation or where there is intellectual property (e.g. patents designs etc) to be protected;
- Material where the author has entered into a contract that would not permit inclusion in a research repository;
- Material containing trade secrets or confidential information;
- Material that does not respect cultural sensitivities;
- Material that is defamatory, deceptive, or is in contravention of the law;
- Material breaching copyright or the intellectual property rights of any third party; and
- Material that is generated as part of University administrative procedures such as annual reports and committee papers.



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### 6. Submission Procedures

The standard process will be that items are deposited to the repository by University staff outlined in 3.1 above. Materials submitted to the repository must comply with the Submissions Procedures to be given open access online.

Items may only be deposited by the eligible depositors outlined in 3.1 above, or by other staff of the University depositing on their behalves as their delegated agents. Eligible depositors must deposit the bibliographic metadata for all their publications. Full text files must also be submitted.

The administrator will be vetting items for the eligibility of authors/depositors, the relevance of deposited items to the scope of the USP Research Repository, copyright permissions and the format, validity and completeness of deposited metadata items.

Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired or if it meets the definitions of accepted versions of deposited papers outlined above.

Any copyright violations will entirely be the responsibility of the authors whose work is deposited.

### 7. Copyright and Access

By depositing research material in the USP Repository, the copyright owner is providing the university with a non-exclusive right to make the material freely available online. The deposit of work into the repository does not transfer copyright to the University of the South Pacific. Creators retain the copyright for all unpublished works posted in the repository.

Authors are encouraged to retain copyright in their work where possible. Where a publisher insists on a transfer of copyright, authors should assert their right to deposit their work in the USP Repository. Inclusion, use and access to works in the repository are subject to copyright law and agreement with the



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copyright owner.

The following authority has been obtained for the deposit of the work in the repository:

- The author owns the copyright and authorises deposit in the repository; or
- Permission has been obtained from the copyright owner to deposit work in the repository; or
- The publisher as copyright owner has given permission for the work to be held in the repository.

Where copyright restricts the deposit of the full work, then an abstract or descriptive information about the work may be included in the repository.

Works in the repository should not be copied to other websites or servers (e.g. Faculty or Institute web sites) since this may infringe copyright. However, links can be provided by other sites to the work in the repository.

The validity and authenticity of the work is the sole responsibility of the author. The Manager of the USP Repository will assist in determining the copyright conditions of any work to be deposited in the repository.

### 8. Removing Material

Subsequent to consultations with the Faculty Associate Deans of Research and the Research Office, materials may be removed from public viewing in the following circumstances:

- Proven copyright infringement; or
- Content plagiarises, libels or infringes a legal commitment by the University and/or the author; or
- Breaching of the University's Code of Conduct; or
- Author requests removal and the University approves its removal.

Authors must request in writing and provide a rationale to remove works from public viewing in the repository. All transactions as such will be noted for tracking purposes.



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## 9. Full-text/Full-data Items

While the most preferred format for text files displayed in the repository is searchable pdf files, the repository will accept most file formats. The repository will accept files up to 100MB. In the case of larger files, the Research Office may need to assess its appropriateness for deposit.

All items deposited in the repository may be accessed free of charge. No prior permission is required for the downloading of copies of full items from the repository provided that downloaded items are used for personal research or study, educational and not-for-profit purposes.

Where copyright restricts the deposit of full items, single copies will be stored in a database managed by the Research Office. Access to these items will be given only for the reasons provided in the preceding paragraph above.

Given that the USP Research Repository is a digital archive with open access online, full items must not be traded commercially in any format or medium without consent from copyright holders.

## 10. Metadata

Bibliographic metadata must be completed as fully as possible. Compulsory items in the repository are individually marked and metadata for these items must be completed for successful deposit of an item. The metadata can be accessed free of charge. No prior permission is required for the use of metadata in any medium provided that it is only used for not-for-profit purposes and the USP Research Repository is mentioned.

## 11. Preservation of items

The Research Office staff managing the USP Research Repository will ensure that there is continued readability and accessibility of the repository site. Items deposited will be retained indefinitely and will be backed up regularly. Items that are withdrawn are not deleted per se, but are removed from public view. While item histories are retained, the metadata of withdrawn items are not searchable. In the event that the USP Research Repository is being closed down, the database will be transferred to another appropriate archive.

Type	Definition
Book	Authored book
Book Chapter	An edited section in a book
Book, Journal, Proceedings Edited	Any books, journal or proceedings that consist of contributions from a number of authors and have been edited by an editor or a group of editors
Book Review or Scholarly Comment	A book review or a scholarly comment
Conference Proceedings	A paper that has been accepted for publication in a journal or conference proceeding after being peer-reviewed and presented
Creative Works	Any written or recorded original piece of work that has been publicly and commercially distributed and/or exhibited
Journal Article	A peer-reviewed article published in a journal
Professional and Technical Reports	For professional and technical reports
Show/Exhibition	An artist's exhibition or site specific performance-based deposit
Other	Something within the scope of the repository, but not covered by the other categories. May include a sound recording, conference and workshop presentations, ancillary research material such as data sets & experimental data, an image, a magazine article in a scholarly magazine, a published patent, a teaching resource, a video and working and discussion papers.



**CONTACT:  
FOR MORE INFORMATION**

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