IT Carlow Institutional Repository Policies

1. Introduction

The Institute of Technology Carlow’s Institutional Repository is an online, open access collection of research output by academic staff, researchers and students of IT Carlow. The content is made fully and freely available in accordance with copyright holder permissions. Research materials are centrally stored and preserved and the open access repository showcases the Institute’s intellectual output. Open access to the results of research enhances the visibility and the impact of the work, the author and IT Carlow.

The IT Carlow Institutional Repository is part of Research@THEA which is an open access repository that launched in 2017 as a service for capturing, storing, preserving and showcasing the research output of all the Institutes of Technology in Ireland. The Research@THEA repository is available at http://research.thea.ie/ and IT Carlow’s Institutional Repository is accessible at http://repository.itcarlow.ie and https://research.thea.ie/handle/20.500.12065/2164.

2. Content and Collections

IT Carlow Institutional Repository holds peer-reviewed and non-peer-reviewed research output from the Institute including; journal articles, conference items, books and book chapters, reports, reviews, working papers, patents and datasets. All new research Masters and Doctoral theses awarded by the Institute, and not covered by embargo, are also made available on the Institutional Repository.

It is recommended by the Institute that all academic staff and researchers deposit their research output in the Institutional Repository. The repository accepts the following scholarly materials:

- Ph.D. Theses
- Research / Masters Theses
- Research papers
- Books/Book chapters
- Journal articles
- Technical reports
- Book reviews
- Working papers
• Conference papers
• Any other worthy scholarly material including research based visual exhibits.

The following materials will not be accepted:
• Learning objects (lecture notes, power point presentations)
• Materials whose copyright is being challenged
• Undergraduate theses
• Taught theses.

The Institutional Repository will be organised in a hierarchy of communities, sub-communities and collections.

3. Benefits of Depositing Content in the Institutional Repository

There are significant benefits to having your research outputs available via open access in the Institutional Repository, including:

• Maximise the visibility and impact of your research, your research becomes universally accessible on the web and searchable through Google, Google Scholar and all other major search engines;
• Potentially lead to increased citations (open access citation advantage);
• Ensure compliance with major funding organisations’ requirements e.g. Science Foundation Ireland, the Irish Research Council and the EU via Horizon 2020;
• Provide usage metrics including the countries that are reading your paper;
• Provide a permanent web link (URL) for your research output to ensure it is preserved digitally;
• Provide safe long-term archiving of your work.
• Showcase IT Carlow’s research output on one platform, thereby enhancing our reputation and international standing.

4. Copyright

All material deposited in the repository must be compliant with Irish copyright legislation. Please refer to: http://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html. Copyright and Intellectual Property Rights violations relating to any work deposited in IT Carlow Institutional Repository are the sole responsibility of the author. If IT Carlow Library receives notice of alleged copyright or Intellectual Property Rights violation, the item will be withdrawn in accordance with the withdrawal process.
For items where publisher agreements exist, publishers’ policies must be honoured. A list of publishers’ copyright and self-archiving policies can be found on the Sherpa-Romeo site http://www.sherpa.ac.uk/romeo/.

There may be works from time to time which have confidential company information or contain information which contains patentable and other forms of intellectual property which may have to be embargoed for a certain length of time to enable protection and exploitation. In such cases, the metadata only will be publicly available. Embargoes will be reviewed on an annual basis.

The final responsibility for copyright compliance will lie with the author. IT Carlow Library will implement a submission procedure with a copyright check, but the author’s word on compliance will be accepted. More information on the rights and responsibilities of the depositor can be found in Appendix 1: Deposit Agreement.

5. Licensing

All material in the repository will be licenced under a Creative Commons Attribution-NonCommercial-ShareAlike (CC BY-NC-SA) by default. Authors or collection administrators may apply other Creative Commons Licences as appropriate to collections or individual submissions. The author in consultation with Head of Postgraduate Studies and/or the Director of the Office of Institute Planning and Research will have the final authority to decide which licence is applied. Please see http://creativecommons.org/licenses/ and http://creativecommons.org/licenses/by-nc-sa/3.0/ie/.

6. Take Down Policy

The Institutional Repository aims to be a permanently available record of the research output and publications of IT Carlow. If, however, there is a complaint regarding the right of a work to be included in the repository, the work will be withheld, or withdrawn if the work is already included in the repository, pending investigation. The Library reserves the right to remove any content at any time.

7. Preservation

Items will be retained indefinitely and will be migrated to new file formats where necessary to ensure continuing readability and accessibility. The IT Carlow Institutional Repository and Research@THEA
will follow international best practice for the preservation of digital content but cannot guarantee perpetual preservation.

8. How to Deposit Content

Items can be deposited to the Institutional Repository in two ways:

1. **Mediated Deposit:** If you have Content you would like to deposit, simply email it to: repository@itcarlow.ie.

2. **Self Deposit:** When registered in Research@THEA, staff/researchers can directly deposit their own content by logging in and going to the relevant Institute (IT Carlow), then My Account - Submissions ([http://research.thea.ie/submissions](http://research.thea.ie/submissions)). Click on “start a new submission”. Choose the relevant collection (e.g. discipline/subject area) you wish to deposit it in and fill out all the mandatory fields. This material will then be cleared and published online by the Library.

As part of the submission process, depositors will be asked to accept the terms and conditions of the Deposit Agreement (see Appendix 1).
Appendix 1

Deposit Agreement
This agreement sets out the rights and responsibilities of the THEA repository and the Depositor.
The “work” will mean any text, image, abstract or data stored in electronic format.
The agreement will apply to the staff and students of the THEA community who wish to deposit research material on open access to be made available via the World Wide Web (WWW).
The Depositor will accept and agree to the conditions of the deposit agreement.

Rights and responsibilities of the repository
The Depositor agrees to grant the THEA community the right to:

1. Store, display and publish the work deposited on open access to the WWW for non-commercial purposes only and subject to the Creative Commons Licence.
2. Preserve the work to ensure its availability regardless of technology changes.
3. Provide metadata of the work to public access catalogues.
4. To remove the work from the repository at any time.
5. Not be under any legal requirement to take legal action on behalf of the rights holder for any breach of copyright in the work
6. Share usage statistics detailing number of downloads, views or other relevant statistics.
7. Not be liable for any loss or damage to the work while it is stored in the repository.

Requirements and responsibilities of the Depositor

- The depositor declares that he/she is the legal copyright owner of the work and declares that the work is original and does not in any way infringe the Copyright of any third party and does not contain any defamatory material.
- Where the work has been funded, the owner has permission to deposit the work in the THEA repository for public access via the World Wide Web.
- The work must not contain any extra security settings.
- It is the final corrected version of a thesis or the post print of an article, book, or book chapter.

Please see the Versions Toolkit for further advice at http://eprints.lse.ac.uk/64948/.

The depositor gives permission to the THEA community to make the work available:

1. Immediately
2. After a period of embargo specified previously in this submission process
3. For consultation by readers in THEA
4. For public access via the WWW
5. To be sent on temporary loan if requested by another library

This deposit agreement will be subject to the laws of Ireland.