



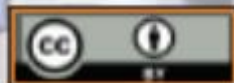
Covenant University
Ota, Canaan Land, Ogun State, Nigeria



**OPEN
ACCESS
REPOSITORY**

**Open Institutional
(Scholarly) Repository
Policy**

JUNE 2013





Covenant University Institutional Repository (CUSpace) Operations Policy - 2013

1. Introduction

- 1.1. Covenant University has set up an Institutional Repository (IR) called CUSpace to make available the scholarly articles provided by its faculty members. This repository is supported by Covenant University to ensure its availability, longevity, and functionality, to the extent that it is technologically feasible. The repository shall be backed up, mirrored, and made open to harvesting by search services such as OAIster (now part of WorldCat) and Google Scholar.
- 1.2. The content of the IR shall be interoperable, such that others can see its contents. Therefore, standardised metadata or protocol, like OAI –PMH or Dublin Core or other appropriate and versatile protocols shall be mounted to manage the IR contents.
- 1.3. The CUSpace is an open access university-based IR that offers services to the CU community and enables the submission, collation, archiving, and retrieval of digital format of research, development, learning and teaching resources that have been created, reviewed by members or donated to the CU community.
- 1.4. All operations of the IR, which include all activities as outlined above but not excluding all others that may be deemed appropriate for the IR including guidelines for contributors who wish to deposit their original output(s) shall be governed by this Policy.
- 1.5. Intellectual output for archival deposition shall include all scientific research results (whether published or not published), art works or documentary works (video/audio), cultural compilation in electronic (print/audiovisual) form, and /or Open Education Resources (OER) and other leaning resources created by the Covenant University contributors or as contributed by other.
- 1.6. Accessibility to the IR shall be provided at all times to all requiring such access, whether for deposition, perusal or retrieval.
- 1.7. Through the transferability provision, CU may further allow others to distribute the content, provided that the materials are not sold. For instance, faculty at other institutions could be given permission to make copies for free distribution directly to their students. However, CU does not have and cannot grant to others the right to sell the materials or to sell other media containing materials deposited in the Covenant University Institutional Repository.



1.8. The CU community shall be strengthened, harmonized and encouraged to engage in proactive submission with relevant motivation, training, and enlightenments to acquire the right perception and skill to drive such efforts.

2. CUSpace Services

- 2.1. CUSpace shall provide main services at no cost to the CU community and all other persons who shall use the items accessible through CUSpace.
- 2.2. CUSpace shall provide Interactive Service System where CU staff and other persons who shall use the items are enabled to effectively submit or access items.
- 2.3. CUSpace Operations Service shall be provided by the Centre for Learning Resources - CLR (Main Library) with support from the Centre for System and Information Services (CSIS) to store, preserve, back up, recover and generally monitor the CUSpace functioning system.
- 2.4. CUSpace shall provide access to research outputs and OER generated in CU from a central source.
- 2.5. CUSpace shall provide increased availability of local content in global scholarly communication platforms.
- 2.6. CUSpace shall provide increased global visibility and displays the academic and research outputs, learning and teaching resources in use/used and the impact of intellectual output from CU.
- 2.7. CUSpace shall preserve CU"s intellectual heritage for posterity.
- 2.8. CUSpace shall enhance the productivity and effectiveness of research, learning and teaching.
- 2.9. CUSpace shall improve the resources relevant to research, learning and teaching needs of CU faculty and students as well as others.
- 2.10. CUSpace shall enable collaborative research between CU researchers, teachers and students and others worldwide.
- 2.11. CUSpace shall facilitate the exchange of expertise and experiences with those researching for the creation or repurposing of learning and teaching resources.

3. Tool(S)/Protocol(S) Deployed

- 3.1. CUSpace shall use the Open Source Software Eprint, developed by the University of Southampton. CUSpace shall deploy Eprint because it is the first and one of the most



widely used free open access, institutional repository software and has a big community of users who offer assistance to each other including technical support online. It can also be used to archive different formats of items.

3.2. All items in CUSpace are and shall be searchable.

4. *CUSpace Management Committee*

The Vice Chancellor shall constitute the CUSpace Management Committee to administer the CUIR Operations Policy.

4.1. **Composition of the CUSpace Management Committee**

- i. Vice Chancellor/Vice Chancellor Designate
- ii. Director, CLR (University Librarian)
- iii. Faculty Representative from the various colleges
- iv. CSIS Director/Representative
- v. Open Access in Covenant University (OACU) Co-ordinator
- vi. Systems Librarian (CUSpace Manager from CSIS)
- vii. Institutional Repository Librarian (Collection administrator)
- viii. Registry Representative (Not below an Assistant Registrar)
- ix. Student Representative from the various colleges
- x. Legal unit representative
- xi. Webometric representative

4.2. **Functions**

The Office of the Vice Chancellor shall through the **CUSpace Management Committee** be responsible for interpreting this policy, resolving disputes concerning its interpretation and application, and recommending changes to the faculty from time to time. More specifically the committee shall:

- i. Oversee the smooth running of CUSpace services.
- ii. Determine the overall services to be offered as well as operational standards.
- iii. Determine the policies on submission and dissemination of content, licensing and copyright issues for approval by the University.
- iv. Make decisions to fit into the University's mission and strategic plan.



5. Submissions/Depositions

- 5.1. Any member of CU community can submit items to CUSpace. However, submissions are only possible after such individual must have obtained proper permission and assigned necessary rights to submit.
- 5.2. Request for permission to submit must be sent to the CUSpace Manager or Collection administrator.
- 5.3. Submissions can either be self archived (by researchers/authors) or mediated archived (by IR staff). The IR staff to ensure that only original work is deposited shall carry out quality assurance. Authors may only submit their own work.
- 5.4. Authors are expected to ensure that they do not self-archive materials that copyright has been transferred to publishers. For such articles, expressed permission shall be sought from the copyright owner.
- 5.5. Items can be deposited at any time, but shall not be made publicly visible until any publishers' or funders' embargo period has expired. Any copyright violations are entirely the responsibility of the authors/depositors.
- 5.6. An Item published in two different outlets shall not be deposited to the CU IR. This is termed by CUSpace as self-plagiarism and shall not be condoned.
- 5.7. If the CUSpace receives proof of copyright violation, the relevant item shall be removed immediately. All items submitted must be organized in an easily retrievable format. Items submitted must meet the 15 qualified **Dublin core fields** (Appendix A).

5.8. Example of Dublin Core fields for submitted/Deposit materials to the IR:

S/N	Metadata Element	Element Description	Policy
5.8.1	Creator	Main author. An entity primarily responsible for making the content of the resource. eg. A person, an organization or a service. APA bibliographic writing style as in a reference list. Syntax: surname, initials (first name) [http://en.wikipedia.org/wiki/Apa_style#Reference_list] When initial and full name are <i>both available</i> use this formatting: Omonhinmin A.C (Asotie Conrad)	Mandatory (unknown if not available and cannot be deposited)
5.8.2	Contributor	An entity responsible for making contributions to the content of the resource. APA bibliographic writing style as in a reference list. Syntax: surname, initials (first name) [http://en.wikipedia.org/wiki/Apa_style#Reference_list]	Optional



When initial and full name are *both available* use this formatting: **Omonhinmin A.C (Asotie Conrad)**. Typically, the name of a Contributor should be used to indicate the entity. Examples of contributors are: a supervisor, editor, technician or data collector.

5.8.3	Coverage	The extent or scope of the content of the resource.	Optional
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6. Submission/Deposit Management

- 6.1. Each Faculty member is encouraged to retain ownership of the copyright of published papers where possible. Each Faculty member/investigator grants to Covenant University permission to make available his or her scholarly articles and to exercise the copyright in those articles.
- 6.2. More specifically, each Faculty member grants to Covenant University a non-exclusive, worldwide license to exercise any/and all rights under copyright relating to each of his or her scholarly articles, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same, and authorship is fully credited.
- 6.3. The policy applies to all scholarly articles authored or co-authored while the person is a member of the faculty except for any articles completed before the adoption of this policy and any articles for which the faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy.
- 6.4. The Vice Chancellor or designate shall waive application of the license for a particular article or delay access for a specified period of time of not more than one year upon express direction by a Faculty member.
- 6.5. Each Faculty member shall provide an electronic copy of the author's final version of each article no later than 180 days after the date of its publication at no charge to the appropriate representative of the Vice Chancellor 's Office in an appropriate format (such as PDF) specified by the Vice Chancellor 's Office. The Vice Chancellor's Office may make the article available to the public through the institutional open-access repository (CUSpace).
- 6.6. The repository shall be required to expose from the time of deposition of the research paper the metadata (title, authors, institutional affiliation, and name of journal that has accepted/published the paper).



7. Terminology

- 7.1. **CU**- Covenant University.
- 7.2. **CUSpace** – Repository virtual management space.
- 7.3. **CU community** – Past, present and future faculty, researchers, investigators, consultants, administrators and students of all colleges, schools, departments, units, institutes, and centres in Covenant University that may have archival materials on the institutional repository.
- 7.4. **Institutional Repository (IR)** – Electronic archive of the institution accessible through the CUSpace.
- 7.5. **CUSpace Manager or Collection administrator** – Person(s) in charge of managing the Institutional repository and CUSpace outlet.

8. Appendix A

The Dublin Core Metadata Element set is endorsed in the following documents:

IETF RFC 5013, ISO Standard 15836-2009 and NISO Standard Z39.85.

Dublin Core Metadata can be used for multiple purposes, from simple resource description, to combining metadata vocabularies of different metadata standards, to providing interoperability for metadata vocabularies in the Linked data cloud and Semantic web implementations.

The Simple **Dublin Core Metadata Element Set (DCMES)** consists of 15 metadata elements:

- | | | |
|----------------|----------------|--------------|
| 1. Title | 6. Contributor | 11. Source |
| 2. Creator | 7. Date | 12. Language |
| 3. Subject | 8. Type | 13. Relation |
| 4. Description | 9. Format | 14. Coverage |
| 5. Publisher | 10. Identifier | 15. Rights |

Each Dublin Core element is optional and may be repeated. The DCMI has established standard ways to refine elements and encourage the use of encoding and vocabulary schemes. There is no prescribed order in Dublin Core for presenting or using the elements.

**Open Access @ Covenant University – OACU
August 2013**



Credit

- i. ESRC Open Access Policy. OAI address of repository:
<http://www.esrcsocietytoday.ac.uk/esrcinfocentre/oai.aspx?verb=Identify>
 - ii. Kwame Nkrumah University of Science and Technology Institutional Repository (KNUSTSpace) POLICY
 - iii. The Dublin Core Metadata Element Set, Dublin Core Metadata Initiative, August 2007
 - iv. "ISO 15836:2009 - Information and documentation - The Dublin Core metadata element set". Iso.org. 2009-02-18.
 - v. "NISO Standards - National Information Standards Organization". Niso.org. 2007-05-22.
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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:
 - o the OAI Identifier or a link to the original metadata record is given
 - o Covenant University Repository is mentioned

Data Policy

for full-text and other full data items

1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
 - o reproduced, displayed or performed, and given to third parties in any format or medium
 - o for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

provided:

- o the authors, title and full bibliographic details are given
 - o a hyperlink and/or URL are given for the original metadata page
 - o the content is not changed in any way
3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

Content Policy

for types of document & data set held

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



4. Items are individually tagged with:
 - their version type and date.
 - their peer-review status.
 - their publication status.
5. Principal Languages: English

Submission Policy

concerning depositors, quality & copyright

1. Items may only be deposited by accredited members of the institution, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. Eligible depositors must deposit full texts of all their publications, although they may delay making them publicly visible to comply with publishers' embargos.
4. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of eprints, valid layout & format, and the exclusion of spam
5. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
6. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
7. Any copyright violations are entirely the responsibility of the authors/depositors.
8. If Covenant University Repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained indefinitely.
2. Covenant University Repository will try to ensure continued readability and accessibility.
 - Items will be migrated to new file formats where necessary.
 - Where possible, software emulations will be provided to access un-migrated formats.
3. Covenant University Repository regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may not normally be removed from Covenant University Repository.
6. Acceptable reasons for withdrawal include:
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National Security
 - Falsified research
7. Withdrawn items are not deleted *per se*, but are removed from public view.
8. Withdrawn items' identifiers/URLs are retained indefinitely.
9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
10. Changes to deposited items are **not** permitted.
11. *Errata* and *corrigenda* lists may be included with the original record if required.
12. If necessary, an updated version may be deposited.
13. In the event of Covenant University Repository being closed down, the database will be transferred to another appropriate archive.