The Library
University of Colombo

Policy Guidelines

University of Colombo – Institutional Repository

Institutional Repository Procedures
University of Colombo

In the electronic publishing era, academic institutions have increasingly recognized institutional repositories as an essential infrastructure of scholarly dissemination. University of Colombo Institutional Repository is a digital research archive consisting of accessible collections of literary work representing the intellectual capital of the institution. It is both the right and the responsibility of the University to manage the digital scholarship its communities produce, maximize access to research outputs, and increase the institution and authors' visibility and academic prestige. The repository system at the University of Colombo enables the university to capture, preserve, and distribute the University's intellectual output. It serves as a metadata bank for Articles, Technical Reports, Conference Papers/ Proceedings, Audio files, Video files, Books and Book Chapters, Theses and Dissertations. The University is committed to maximizing the public value of research outputs and supporting researchers to enhance their scholarly profiles by submitting literary work to the University's Institutional Repository. The University of Colombo Library has created the following procedural document and policy statements about various aspects of managing the institutional repository. This document outlines the procedures for submitting scholarly work to the University's Institutional Repository, hereafter referred to as "UoC- IR".

➢ WHO can join?

University of Colombo undergraduate & postgraduate students, academic staff, Research Assistants are eligible to join.

To manage submissions efficiently, without increasing the workload on the individual faculty member or researcher, the Library has assigned a senior staff member for each faculty to communicate and assist regarding the repository and to maintain its uniformity.

➢ WHAT can it include?

The IR is intended primarily as a repository for previously published work and not an independent publishing platform for new research articles.

Supported material types

Researchers may submit work for which they are the sole rights holders or have obtained permission to offer from all co-authors and the publisher. The repository accepts a wide range of digital materials, including text, images, video, and audio files. Possible kinds of content include, but are not limited to the following:

a) Documents (e.g., articles, preprints, technical reports, conference papers)
b) Books / Book chapters
c) Theses and dissertations
d) Computer programs
e) Visualizations, simulations, and other models
f) Multimedia publications
g) Patent
h) Trademarks

Supported Formats

The Institutional Repository supports various formats such as .docx, .pdf, .mp3, .mp4, .jpeg. We recommend that you submit your documents in one of the access-level-formats mentioned above. It should be the original format of your publication.

➢ HOW can you participate?

Individuals:

The self-uploading facility will be provided only the official mails. Please use the self-uploading guidelines to assist your uploading. You should review our license and the copyright disclaimer (Annexure 1) and indicate your consent to its terms. Alternatively, you may send your files via email to the respective senior staff member in the Library. In this case, you must also complete the copyright disclaimer and send them along with it. In either case, IR Committee in the Library will review your publisher policies, and the work will be posted as soon as the review is complete.

The respective senior staff member in each faculty acts as a channel for information and disseminates to the researcher's all the relevant documents or communications regarding the procedures and policies for the repository. It includes, but is not limited to, information on author copyright responsibilities.

Steps of Submission for Authorized Contributors

1) Register the repository and edit his/her user profile
2) Post submission to a specified Collection
3) Enter metadata for a submission, using standard forms with Community-specific default values
4) Upload files
5) Grant permission to the Library to publish and preserve the material.
6) Receive updates by the coordinators on the progress of an item through the submission workflow process
7) View pending submissions in a personalized area called My DSpace and authorized for publishing.

➢ WHAT are the conditions for submission?

General

Work published in the repository will be available for free to the general public via the internet. End-users of this database, including the general public, will have the right to download and use the work for personal and non-commercial purposes by proper acknowledgement.

Authors must grant a non-exclusive authority via the copyright disclaimer to the University/Library to publish their work in the Institutional Repository. Because the agreement is non-exclusive, authors retain ownership of the copyright in the creation and may continue to use and license the work without further obligation to the University.

Policies

Institutional Repository complies with and is subject to the following policies.

- Faculty Handbook: Faculty Rights and Responsibilities
- Intellectual Property Act, No. 36 of 2003.
- Copyright disclaimer

Warranties

Researchers must ensure that the University's use of the work in the repository will not breach any other person's intellectual property, privacy or other legal rights. Likewise, if the creation of the work was sponsored or supported by a party other than the University (e.g., a government agency or corporate sponsor), authors must have complied with any prior review or other obligations or requirements imposed by the sponsor agreement. As part of the submission process, authors will warrant that to the best of their knowledge, the work does not contain anything false, defamatory, unlawful, misleading or deceptive, or otherwise violates any law.

➢ WHAT about the author's rights?

The University does not seek a transfer of rights from authors, nor does it intend to force a particular model of scholarly publication.

Copyright

The researcher should obtain consent from the publisher to self-archive the content. The researcher should check the terms of their agreement with the journal whether it is allowed or not. The material could be studied using Sherpa Romeo, an online resource that aggregates and analyses publisher open access policies. It has compiled a list of many journals' "Copyright Policies" about "self-archiving." Suppose a submitter is interested in including a reprint of a journal article in his/her repository. In that case, the faculty member should check their agreement with the journal to see if it is allowed. If it would not violate copyright, he or she is welcome to do so. The researcher should agree to the following disclaimer (http://archive.cmb.ac.lk:8080/research/).

"I understand the copyright status of the publications which I intend to upload to the Institutional Repository and the full responsibility to maintain the copyright of the publishers in all material I upload to the Institutional Repository maintained by the Library, University of Colombo".

➢ IR server maintenance and backups

The repository server locates at NOC. They are responsible for maintaining and taking backups monthly or at a frequency prescribed in their operations or sending their backup to the server in a different location for an emergency case.

Disclaimer

Name   :

Designation   :

Faculty   :

I understand the copyright status of the publications which I intend to upload to the Institutional Repository and the full responsibility to maintain the copyright of the publishers in all material I upload to the Institutional Repository maintained by the Library, University of Colombo.

*Also, hereby I declare that I have read the Institutional Repository Policy Guidelines (*http://archive.cmb.ac.lk:8080/research/RepositoryPolicyGuidelines.pdf*) and agreeing to its terms and conditions.*

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        Date   Signature