

## e-space Policies

**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 and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.

**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:
  - (a) reproduced, displayed or performed, and given to third parties in any format or medium
  - (b) for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

provided:

- (a) the authors, title and full bibliographic details are given
  - (b) a hyperlink and/or URL are given for the original metadata page
  - (c) 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.
  4. This repository is not the publisher; it is merely the online archive.
  5. Mention of **e-space** is appreciated but not mandatory.

**Content Policy** for types of document & data set held

1. This is an institutional or departmental repository.
2. **e-space** is restricted to:
  - (a) Research papers (pre- and post-prints)
  - (b) Bibliographic references
  - (c) Conference and workshop papers
  - (d) Unpublished reports and working papers
  - (e) Books, chapters and sections
  - (f) Board of Governors Minutes
3. Papers may include:
  - (a) unpublished pre-prints (not peer-reviewed)
  - (b) final peer-reviewed drafts (post-prints)
  - (c) published versions
4. Peer-review and publication status is indicated in the metadata.

## e-space Policies

### Submission Policy concerning depositors, quality & copyright

1. Items may be deposited only by accredited members of the organisation, or their delegated agents.
2. Authors may submit only their own work for archiving.
3. The administrator vets items only for the eligibility of authors/depositors, relevance to the scope of **e-space**, valid layout & format, and the exclusion of spam.
4. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
5. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
6. Any copyright violations are entirely the responsibility of the authors/depositors.
7. If **e-space** receives proof of copyright violation, the relevant item will be removed immediately.

### Preservation Policy

1. No retention period defined.
2. **e-space** will try to ensure continued readability and accessibility.
3. **e-space** regularly backs up its files according to current best practice.
4. Items may be removed at the request of the author/copyright holder.
5. Acceptable reasons for withdrawal include:
  - (a) Journal publishers' rules
  - (b) Proven copyright violation or plagiarism
  - (c) Legal requirements and proven violations
  - (d) National Security
  - (e) Falsified research
  - (f) Obsolete file formats
6. Withdrawn files are deleted entirely from the database. Metadata may be retained.
7. Withdrawn files identifiers/URLs are retained for as long as the metadata is retained.
8. Errata and corrigenda lists may be included with the original record if required.
9. If necessary, an updated version may be deposited.
  - (a) The earlier version may be withdrawn from public view
  - (b) The original URL will be linked to the latest version
10. Items are allocated a checksum to facilitate the detection of alterations.
11. No closure policy defined.