

QUT Library Collection Development Manual

3. Practices

3.4. Digital Repository

3.4.3 QUT ePrints

Identification block

QUT Library Collection Development Manual	
3.4.3. Digital Repository: QUT ePrints	
Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
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Policy statement

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3.4.3 QUT Deposits: QUT ePrints

1. Background to collection

QUT ePrints showcases the University's research outputs. It contains records of, and where possible, digital versions of full text outputs available on open access. Outputs are "self-archived" (deposited) by QUT staff and postgraduate students.

QUT ePrints is a University initiative but responsibility for its development, promotion and ongoing management rests with the Library (Division of Technology, Information and Learning Support).

The purpose of the collection is to enhance the visibility, accessibility and impact of QUT research outputs and to contribute to the growing international corpus of refereed and other research literature that is available on open access.

In January 2004, it became University policy that all QUT staff and postgraduate students should deposit copies of materials intended for publication for the general purpose of recognition and impact. This requirement does not extend to materials intended for commercialisation or individual royalty payment or revenue for the author

or QUT. For more information on the University ePrint repository policy, refer to [MOPP F/1.3 E-print repository for research output at QUT](#)

2. Scope of current collecting

The following materials are accepted for inclusion in QUT ePrints:

The following materials **must** be included in QUT ePrints

- refereed research articles and conference papers (author's accepted manuscript) at the post-peer review stage
- digital theses submitted by research higher degree candidates via the Research Students Centre (see [F/1.10 Library treatment of theses](#)).

The following materials **may** be included in QUT ePrints

- refereed research articles and conference papers (authors' submitted manuscript) with corrigenda added following peer review if necessary
- books and book chapters
- un-refereed research literature, conference contributions, chapters in proceedings (the accepted draft)
- creative works with a research component
- descriptions of research data and datasets.

Materials to be commercialised, or which contain confidential material, or where the promulgation would infringe a legal commitment by the University and/or the author, will not be included in QUT ePrints. Materials will be organised in QUT ePrints according to the same categories used for the reporting of research to DIISR (see [Office of Research website](#)).

At least one of the authors or creators of the research output must be a QUT staff member or postgraduate student (at the time of the deposit or at the time the work was produced) for the material to be accepted for inclusion.

Exclusions

The following materials will not be included in QUT ePrints:

- Honours theses and Masters by Coursework dissertations are not accepted.
- Material that contains confidential information or would, if published, infringe a legal commitment by the University and/or the author will not be included in QUT ePrints.

Record removal

Only Library staff can retire an output once it has been deposited.

Depositors have the option to “request” the removal of any output from open access, but reasonable justification should be provided. Papers are not withdrawn if/when the author leaves QUT. The Library can assist authors who leave QUT and wish to take copies of their outputs to another institution’s repository.

3. Access and Metadata

QUT ePrints is accessible via the QUT Library web site and QUT Digital Repository. It is an “Open Access” collection; the papers may be accessed by anyone with Internet access. The content of the repository is indexed by general search engines such as Google and Yahoo.

Metadata is expressed in simple Dublin Core format and is OAI compliant. The standards used are those prescribed by [Open Archives Initiative – Protocol for Metadata Harvesting](#). The OAI compliance ensures interoperability with other eprint

archives around the world and enables the metadata to be harvested and aggregated by repository-specific search services such as [Scientific Commons](#) and [BASE](#). The metadata is also harvested by the National Library of Australia for inclusion in the [TROVE](#) discovery service. This greatly facilitates resource discovery.

Harvesters need access to information about the repository, in a specified format, to determine if their service is allowed to harvest the metadata and/or the full items and to determine if the harvested content will be suitable for inclusion in their service. This is documented in the agreed standard, the *XML Schema to describe content and policies of repositories in the e-print community in the OAI-PMH Implementation Guidelines*, which specifies documentation of:

- the nature of the content held in the repository
- the content submission 'policies'
- 'policies' for third-party use of record metadata and data (attached documents and multimedia)
- additional comments.

This sets the parameters for the information to be communicated to harvesters and other end-users of repositories managed by QUT Library. The guideline will be linked from the QUT Digital Repository website and included in the OAI-PMH feed.

- Full items may be harvested by robots for data mining purposes
- Accessible items can be viewed online free of charge
- Access to some items may be restricted temporarily or permanently
- Re-use of full items:
 - Unless contrary restrictions are indicated, copies of full items can be reproduced, displayed or performed, and given to third parties in any format or medium for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided:
 - a) the author names, title and full bibliographic details are given
 - b) a hyperlink and/or URL are given for the original metadata page
 - c) content is not changed in any way.
 - Users are warned that most of the material in QUT ePrints is protected by copyright and any further dealings in the material may be an infringement of the rights of copyright holders.
 - Where full items are harvested for re-exposure on the Internet, permission must be sought from Queensland University of Technology.

Modification history

Date	Sections	Source	Details
8 Dec 2005	[policy section]	Associate Director, Information Resources via IRMG]	Reviewed – no change
19 Jan 2009	Title	ADIR	Restructure of CDM contents page requiring renumbering of certain policies
6 July 2009	All	ADIRRS	General review
14 October 2011	All	ADIRRS	General review. Update of background, scope and access sections. Merging of CDM 3.4.5 OAI Metadata for Repositories
