QUT Library Collection Development Manual

3. Practices

3.4. Digital Repository

3.4.3 QUT ePrints

Identification Block

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<thead>
<tr>
<th>QUT Library Collection Development Manual</th>
<th>3.1.2 Clients</th>
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<tr>
<td>Contact Officer</td>
<td>Manager, Library Research Support</td>
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<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
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<tr>
<td>Approval Date</td>
<td>2019</td>
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<tr>
<td>Date of Next Review</td>
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Policy Statement

1. Introduction / Background
2. Scope of current collecting
3. Access and metadata

3.4.3 QUT Deposits: QUT ePrints

Introduction / Background

QUT ePrints is a digital collection of research outputs created by QUT staff and higher degree research students. It includes bibliographic details and, where possible, a freely accessible version of the full-text or equivalent. QUT ePrints is a University initiative but responsibility for its development, promotion and ongoing management rests with the Library (Division of Administrative Services).

The purpose of the collection is to enhance the visibility, accessibility and reach 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 for QUT. For more information on the University Open Access policy, refer to MOPP F/1.3 Open access for QUT research outputs (including theses).
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 refereed chapters in published conference proceedings (author's accepted manuscript) at the post-peer review stage.
  - Digital theses (Higher Doctorate, Doctor of Philosophy (PhD), Professional Doctorate, Masters of Philosophy (MPhil) and Research Masters) submitted by higher degree research candidates via the Research Examinations section.

- The following materials **may** be included in QUT ePrints
  - Preprints (pre-peer review manuscripts) and working papers.
  - Books and book chapters.
  - Research related reports.
  - Unrefereed contributions to a journal (letters, editorials, reviews)
  - Research-related articles submitted to specialist publications (unrefereed).
  - Conference contributions (open access full-text required if unpublished)
  - Creative works with a research component

**Eligibility**

At least one of the authors or creators of the research output must be a QUT staff member, postgraduate student, or affiliate 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.
- Material that includes confidential information.
- Material that would, if published, infringe a legal commitment by the University and/or the author.
- Metadata-only records for unpublished works.

**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.

**Access and metadata**

QUT ePrints is accessible via the QUT Library web site. It is an “Open Access” collection; all of the metadata and a significant proportion of the documents in the collection are freely accessible to anyone with Internet access. The content of the repository is indexed by general search engines such as
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 the Bielefeld Academic Search Engine BASE. The metadata is also harvested by the National Library of Australia (NLA) 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 ePrints 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 or Creative Commons Licences 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 non-commercial purposes without prior permission or charge, provided:
    - the author names, title and full bibliographic details are given
    - a hyperlink and/or URL are given for the original metadata page
    - 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

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<th>Date</th>
<th>Sections</th>
<th>Source</th>
<th>Details</th>
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<tr>
<td>8 Dec 2005</td>
<td>[policy section]</td>
<td>Associate Director, Information Resources via IRMG</td>
<td>Reviewed – no change</td>
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<tr>
<td>19 Jan 2009</td>
<td>Title</td>
<td>ADIR</td>
<td>Restructure of CDM contents page requiring renumbering of certain policies</td>
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<td>14 October 2011</td>
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<td>ADIRRS</td>
<td>General review. Update of background, scope and access sections. Merging of CDM 3.4.5 OAI Metadata for Repositories</td>
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<td>21 July 2014</td>
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<td>Scholarly Communications Librarian ADIRRS via IRC</td>
<td>Minor revision to exclusions and eligible depositors. Removal of reference to QUT Digital Repository.</td>
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<td>1 August 2014</td>
<td>All</td>
<td>PA to Associate Directors, Library Services</td>
<td>Format overhaul in accordance with new Library look and feel</td>
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<tr>
<td>23 May 2019</td>
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<td>Scholarly Communications Librarian</td>
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