

# Мастер класс “С чего начать:

## Подготовка и создание архивов открытого доступа»

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eIFL.net

# С чего начать

Рабочая группа:  
библиотека,  
администрация,  
IT, и т.д

# Предположение

1. *Администрация принципиально согласна создавать репозитарий открытого доступа (РОД).*
2. *Есть сервер для РОД или место на сервере*
3. *Есть менеджер.*

**(Proposed checklist for the implementation  
of an Institutional Repository (IR)  
Developed by the Department of Library Services  
in the University of Pretoria, South Africa)**

# Что нужно ✓

1. 1-4 сотрудника, с которых можно начать.
2. Анализ потребностей университета.
3. Анализ программного обеспечения.
4. Списки рассылок.
5. Имя РОД.

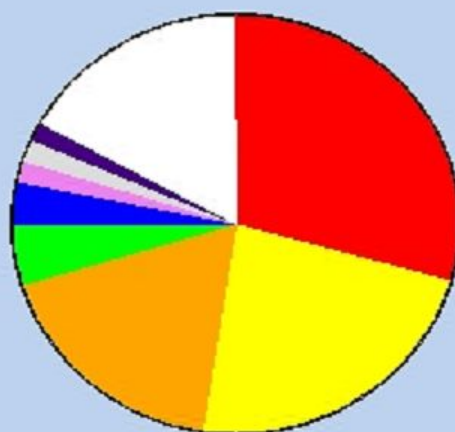
# OpenDOAR

## Directory of Open Access Repositories

[Home](#) | [Find](#) | [Suggest](#) | [Tools](#) | [FAQ](#) | [About](#) | [Contact Us](#)

### Usage of Open Access Repository Software - Worldwide

Usage of Open Access Repository Software  
Worldwide



- DSpace (411 = 29%)
- [Unknown] (322 = 23%)
- EPrints (249 = 18%)
- Digital Commons (68 = 4%)
- OPUS (51 = 4%)
- HTML (23 = 2%)
- Wildfire (23 = 2%)
- ETD-db (22 = 2%)
- [62 Others (233 = 17%)]

OpenDOAR 23-May-2009

Total = 1394 repositories

For further data, please see the corresponding [table of repositories](#) sorted by software platform.

If you would like to incorporate this chart in your own website, please copy and paste the following HTML source code into the relevant position in your web page:

```
<img src="http://www.opendoar.org/
charts.php?groupby=r.rSoftWareName&orderby=Tally
DESC&charttype=pie&width=600&height=300&caption=Usage
of Open Access Repository Software - Worldwide" width="600"
```





Home Page

Building Repositories

Expanding Content

Increasing Usage

Using RSP

Home Page &gt; Building Repositories &gt; Setting up Repositories &gt; Repository Software &gt; Software Survey March 2009

Search

## Building Repositories

- [Before you start...](#)
- [Setting up Repositories](#)
  - [Technical Requirements](#)
  - [Repository Software](#)
    - [Survey March 2009](#)
  - [Repository Services](#)
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- [Policies & Legal Issues](#)
- [Resourcing for Sustainability](#)
- [Case Studies](#)
- [Planning Checklists](#)

## Repository Software Survey, March 2009

## Product Comparison Table

Click on product name column headings to see individual data sheets with further data, links, and exemplar repositories.

Feature	<a href="#">CONTENTdm</a>	<a href="#">Digital Commons</a>	<a href="#">DigiTool</a>	<a href="#">DSpace</a>	<a href="#">EPrints</a>	<a href="#">EQUELLA</a>	<a href="#">Fedora</a>	<a href="#">intraLibrary</a>	<a href="#">Open Repository</a>	<a href="#">VITAL</a>	<a href="#">Zentify</a>
Cost:	Commercial	Commercial	Commercial	Free	Free	Commercial	Free	Commercial	Commercial	Commercial	Free
<b>Supported Item Types (Storage and rendition)</b>											
Documents (pdf, doc, ppt,...):	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard
Images (jpeg, gif, png,...):	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard
Video (mpeg, avi,...):	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	current standard	current standard	current standard
Audio (mp3, wav,...):	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	current standard	current standard	current standard
Learning objects (scom,...):	future standard	-	-	current optional	current 3rd party	current standard	current standard	current standard	current optional	current 3rd party	current standard
Other:	-	-	-	Websites, CAD drawings, 3D	Easily extensible for other types.	Can store & manage all content types	Can store & manage all content types	-	Websites, CAD drawings, 3D	-	Can store and manage all content types

## Thumbnail Previews

Image Files:	current standard	current standard	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	-
Video Files:	current standard	current standard	current standard	current standard	current 3rd party	current 3rd party	current 3rd party	-	future optional	current standard	-
PDF & Texts:	current standard	current standard	current standard	current standard	current standard	current standard	current 3rd party	-	current standard	current standard	-

## User Interface Functions

Feature	<a href="#">CONTENTdm</a>	<a href="#">Digital Commons</a>	<a href="#">DigiTool</a>	<a href="#">DSpace</a>	<a href="#">EPrints</a>	<a href="#">EQUELLA</a>	<a href="#">Fedora</a>	<a href="#">intraLibrary</a>	<a href="#">Open Repository</a>	<a href="#">VITAL</a>	<a href="#">Zentify</a>
End-user Deposition:	current standard	current standard	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	current standard
Built-in PDF Making:	current standard	current standard	-	current 3rd party	current standard	current standard	-	-	current standard	current 3rd party	-



# Вопросы

1. **Зачем** Вашей организации репозитарий?  
Цель, двигатели, и т.д.
2. **Какое место** занимает репозитарий в  
информационном пространстве  
университета?
3. **Контент?**
4. **Политика интеллектуальной  
собственности.**

# Вопросы 2

**5. Роли и ответственность.**

**6. Отчеты и статистика.**

**7. Сообщества и коллекции.**

**8. Бизнес-план.**

**9. Сервисные соглашения?**

**10. Процедуры.**

(adaptation from the Repository Support Project, the UK: <http://www.rsp.ac.uk/>)



## Что нужно 2 ✓

6. Зарегистрировать репозитарий в  
харвестерах, поисковиках,  
директориях, и т.д.

7. Менеджмент, маркетинг и тренинги.



# DRIVER Guidelines 2.0

Guidelines for content providers - Exposing  
textual resources with OAI-PMH

[November 2008]



[Guidelines for Repository Managers and Administrators on how to expose digital scientific  
resources using OAI-PMH and Dublin Core Metadata, creating interoperability by homogenising  
the repository output.]

# REPOSITORIES SUPPORT PROJECT



## Metadata

support@rsp.ac.uk

### Overview

Metadata is information about information. According to NISO it is "structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource"<sup>1</sup>. Objects stored in an institutional repository are always accompanied by metadata records. This briefing paper introduces the different uses of metadata within an institutional repository and explores how such metadata can be defined.

### Metadata in the repository

The primary function of metadata in an institutional repository is resource discovery. Resource discovery is enabled and enhanced by assigning relevant criteria to content items. This helps users identify resources, brings similar resources together, distinguishes dissimilar resources and gives location information. External systems

### Types of metadata

There are three main types of metadata:

- **Descriptive:** Facilitates resource discovery and identification; includes elements such as item titles, authors and keywords.
- **Structural:** Describes how items relate to one another; particularly important for recording versions of an item over time and for dealing with complex items such as chapters within a book.
- **Administrative:** Helps manage the resource itself; it includes rights management and preservation metadata that records how files were created and the rights associated with them.

### Defining your metadata schema

Metadata schemas are sets of metadata elements

## References & further information :

### <sup>1</sup> NISO Understanding Metadata

<http://www.niso.org/standards/resource/UnderstandingMetadata.pdf>

### <sup>2</sup> OAI-PMH - Open Archives Initiative-Protocol for Metadata Harvesting

<http://www.openarchives.org/>

### <sup>3</sup> Dublin Core

<http://www.dublincore.org/>

### <sup>4</sup> METS – Metadata Encoding & Transmission Standard

<http://www.loc.gov/standards/mets/>

### <sup>5</sup> MODS - Metadata Object Description Schema

<http://www.loc.gov/standards/mods/>

### <sup>6</sup> DIDL - Digital Item Declaration Language

<http://xml.coverpages.org/MPEG21-WG-11-N3971-200103.pdf>

### <sup>7</sup> PREMIS - PREservation Metadata Implementation Strategies

<http://www.odc.org/research/projects/pmwg/>

### <sup>8</sup> SWAP - Scholarly Works Application Profile

[http://www.ukoln.ac.uk/repositories/digirep/index/Eprints\\_Application\\_Profile](http://www.ukoln.ac.uk/repositories/digirep/index/Eprints_Application_Profile)

### <sup>9</sup> ETHOS - UK Electronic Theses and Dissertations qualified Dublin Core (UKETD\_DC)

[http://ethos toolkit.rgu.ac.uk/wp-content/ethos-content/UKETD\\_DC.htm](http://ethos toolkit.rgu.ac.uk/wp-content/ethos-content/UKETD_DC.htm)

### <sup>10</sup> Images Application Profile

[http://www.ukoln.ac.uk/repositories/digirep/index/Images\\_Application\\_Profile](http://www.ukoln.ac.uk/repositories/digirep/index/Images_Application_Profile)

### Repositories Support Project

<http://www.rsp.ac.uk>

The Repositories Support Project (RSP) aims to co-ordinate and deliver good practice and practical advice to HEIs to enable the implementation, management and development of digital institutional repositories.





## Handling Version Information

support@rsp.ac.uk

### Overview

Academic researchers typically produce many revisions of a research output, up to 60 in some cases. By adding version information to papers, with clear links to published versions, it is possible to allay concerns about the quality of different versions. The briefing paper provides recommendations for handling versions within digital repositories.

**The VERSIONS Project** conducted a study, including two surveys and 26 interviews, to address the uncertainties relating to versions of academic papers in repositories.

**The Version Identification Framework (VIF)** provides guidance and solutions for repository managers, content creators and software developers about identifying versions of any type of digital object.

**VERSIONS: User requirements and attitudes**

<b>Draft</b>	Early version circulated as work in progress
<b>Submitted Version</b>	The version that has been submitted to a journal for peer review
<b>Accepted Version</b>	Author-created version incorporating referee comments and is accepted for publication
<b>Published Version</b>	The publisher-created published version
<b>Updated Version</b>	A version updated since publication

Table 1. Recommended terms for describing versions of journal papers

81% of authors surveyed stated they would deposit their final Accepted Versions of journal articles in an institutional repository 'if invited to do so'. Adding version information to authors' papers, with clear links to published versions, helps allay concerns about the quality of accepted versions and about potential loss of downloads for published versions.





## Workflows

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### What are workflows?

Workflows are a break-down of the administrative tasks needed within a repository. They allow the various activities involved in running a repository to be assigned to the individuals or groups who are best able to deal with them.

The process of defining workflows is closely aligned with a stakeholder analysis of those involved with the repository: once you have identified the benefits and issues relevant to each stakeholder group, the next step is to ask exactly *how* users are going to interact with the repository software, and what specific tasks they are going to complete.

### The benefits of submission workflows

There are several benefits to creating submission workflows within the repository:

- **Streamlines the deposit process** – a comprehensive submissions workflow minimises effort and simultaneously ensures capture of all required information without duplication of effort or heroic measures.
- **Encourages user deposits** – A user-friendly submissions workflow can encourage academics to deposit more items.
- **Integrates quality assurance** – building checking stages into workflows allows items or metadata to be double checked for accuracy and consistency early in the life of the item.







### Using RSP

Search

## Tools and Add-ons

- PDF-making | SHERPA/ReMEO | OpenDOAR Policy Tool

**PDF-Making Software**

Although their usefulness is a matter of debate, the most common file format used in Open Access repositories is PDF (Portable Document Format). PDF was originally developed by Adobe, and Adobe Acrobat Professional remains the gold standard package for generating PDFs (n.b. not just the Adobe Acrobat reader). It is expensive, but in a mediated repository service, it is appropriate for mediators to have the full version.

The situation is more problematic, however, with self-deposition. Authors need to be able to create PDFs themselves, and it probably will not be justifiable on cost grounds to give them all the full Adobe Acrobat. Furthermore, some repositories have reported that people having to locate and install their own PDF making software can be a barrier to deposition. Even the adjustment to printing rather than saving documents to turn them into PDFs can be confusing for some authors. And merging separate files and images to form a single document can also be a significant challenge.

Cheaper or free alternatives to Adobe Acrobat are available that may be suitable for institution-wide distribution. A notable example is the MS Office 2007 add-in `SaveAsPDF.exe` that can be installed locally to allow easy conversion to PDF. Products include:

- **Adobe Acrobat**
  - <http://www.adobe.com/products/acrobat/>
- **2007 Microsoft Office Add-in - 'Save as PDF'**
  - <http://www.microsoft.com/downloads/>
- **PDF Converter Pro** - Nuance Communications
  - <http://www.nuance.com/pdfconverter/>
- **pdfFactory**

# Сервисы

Актуальные CV

Бек-ап

Статистика использования

Списки публикаций, библиография

Печать по востребованию

Менеджмент и оценка качества исследований

Персональные веб-страницы

Маркетинг

Виртуальная среда обучения

Трудоустройство студентов

# OpenDOAR

## Directory of Open Access Repositories

[Home](#) | [Find](#) | [Suggest](#) | [Tools](#) | [FAQ](#) | [About](#) | [Contact Us](#)

### The Directory of Open Access Repositories - OpenDOAR

[Search for repositories](#) | [Search repository contents](#) | [List of repositories](#) | [Repository Statistics](#)

OpenDOAR is an authoritative directory of academic open access repositories. Each OpenDOAR repository has been visited by project staff to check the information that is recorded here. This in-depth approach does not rely on automated analysis and gives a quality-controlled list of repositories.

As well as providing a simple [repository list](#), OpenDOAR lets you [search for repositories](#) or [search repository contents](#). Additionally, we provide tools and support to both repository administrators and service providers in sharing best practice and improving the quality of the repository infrastructure. Further explanation of these features is given in a project document [Beyond the list](#).

The current directory lists repositories and allows breakdown and selection by a variety of criteria - see the [Find](#) page - which can also be viewed as [statistical charts](#). The underlying database has been designed from the ground up to include in-depth information on each repository that can be used for search, analysis, or underpinning services like text-mining. The OpenDOAR service is being developed incrementally, developing the current service as new features are introduced. A list of [Upgrades and Additions](#) is available.

Developments will be of use both to users wishing to find original research papers and for service providers like search engines or alert services which need easy-to-use tools for developing tailored search services to suit specific user communities.

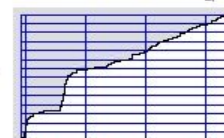
The importance and widespread support for the project can be seen in its funders, led by the [Open Society Institute](#) (OSI), along with the [Joint Information Systems Committee](#) (JISC), the [Consortium of Research Libraries](#) (CURL) and [SPARCEurope](#).

OpenDOAR has also been identified as a key resource for the Open Access community ([K.B. Oliver & R. Swain, 2006](#) - PDF), and was one of the services which contributed to SHERPA being awarded the [SPARC Europe Award for Outstanding Achievements in Scholarly Communications](#).

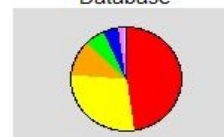
More information on the project is available on this site through the [About](#) page.

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OpenDOAR has  
over 1300 listings!



Growth of the OpenDOAR Database



Repositories by Continent





OpenDOAR - Open Access Repositories - Opera

File Edit View Bookmarks Widgets Feeds Tools Help

New tabOpenDOAR - Open Ac...

http://www.opendoar.org/find.php

Find in pageFind next

VoiceAuthor modeShow imagesFit to width100%

OpenDOAR

Directory of Open Access Repositories

HomeFindSuggestToolsFAQAboutContact Us

Search or Browse for Repositories

Recent AdditionsRSS1 Feed

Any Subject AreaAny Content TypeAny Repository Type

Any CountryAny LanguageAny SoftwareSearch

Summaries20 per page.Sort by: Repository NameNew Query

To search the contents of the repositories listed in OpenDOAR, please see our [trial search page](#).

Results 1 - 20 of 1394.

Page: << Previous 1 2 3 4 5 6 7 8 9 10 Next >>

[MyManuskrip: Digital Library of Malay Manuscripts \(Pustaka Digital Manskrip Melayu\)](#)

**Organisation:** [Faculty of Computer Science and Information Technology, University of Malaya](#) (UM), Malaysia

**Description:** This site provides access to the manuscript content and manuscript research from Malaysia. The interface is in English.

**Software:** Greenstone

**Size:** 50 items (2008-09-22)

**Subjects:** Multidisciplinary; History and Archaeology; Library and Information Science

**Content:** Books; Multimedia

**Languages:** English

**Policies:** Metadata re-use policy explicitly undefined; Full data item policies explicitly undefined; Content policies explicitly undefined; Submission policies explicitly undefined; Preservation policies explicitly undefined

[11th Joint Symposium on Neural Computation](#)

**Organisation:** [Caltech](#) (California Institute of Technology), United States

**Description:** This is a closed subject based repository containing papers from this 2004 conference. Part of the Caltech Online Digital Archives (CODA) project.

**OAI-PMH:** <http://jnc.library.caltech.edu/perl/oai2>

**Software:** EPrints

**Size:** 30 items (2009-02-10)

**Subjects:** Computers and IT

**Content:** Conferences

**Languages:** English

**Policies:** Metadata re-use permitted for not-for-profit purposes; Harvesting full data items by robots prohibited; Content policies explicitly undefined; Submission policies defined; Preservation policies not stated

[Aalborg University - Electronic Library](#)

**Organisation:** [Aalborg Universitetsbiblioteks, Aalborg Universitet](#), Denmark

OpenDOAR - Open ...Final 18thofmay200...OA policy and legal ...eIFL

EN20:02

# OpenDOAR

## Directory of Open Access Repositories

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## Tools for Repository Administrators

### Application Programmers' Interface (API)

The API is a machine-to-machine interface that lets applications run a wide variety of queries against the OpenDOAR Database and return the results as XML data. You can choose to retrieve just repository titles & URLs (suitable for OAI-PMH harvesting), or all the available OpenDOAR data, or intermediate levels of detail. You can then incorporate the output into your own applications and 'mash-ups'. [PowerPoint Demo](#)

### OpenDOAR Charts

The chart pages that can be viewed using OpenDOAR's [Find](#) facility also provide HTML source code to let you copy and paste the charts into your own web pages. These are dynamic, so the charts will reflect the changes to OpenDOAR as it is updated. Our JISC [PowerPoint Demo](#) shows how to use this tool.

### Email Distribution Service

This service has been set up to provide repository administrators, service providers and researchers with a bespoke email redistribution service. Through using a series of menus and options on the [request form](#) it is possible to address directly a specific portion of the OpenDOAR listed repositories. Emails are filtered by OpenDOAR staff in terms of content and suitability before redistribution. See the [service scope](#) for full details.

### Policies Tool

Using check boxes and pick lists, this tool helps administrators to formulate and/or present their repository's policies. Having a clear policy on the re-use of deposited items helps search service providers, which in turn helps to maximise the impact of your organisation's research, and to further the aims of the Open Access movement. Output options include: HTML for use in your website, and text formatted for EPrints configuration files. [PowerPoint Demo](#)

### OpenDOAR Search

We have launched a trial service of [OpenDOAR Search](#), which uses the excellent [Google Custom Search Engine](#) to offer full-text search of repositories listed in OpenDOAR. This service does not use the OAI-PMH protocol, or the metadata held within repositories. Instead, it relies on Google's indexes, which in turn rely on repositories being suitably structured and configured for the Googlebot web crawler.

If you are an administrator and your material is not being retrieved, first check that your repository is listed in [OpenDOAR](#). If it is listed, you may need to review your set-up against Google's [Guidelines for Webmasters](#) and see the related pages in the [Webmaster Help Center](#), especially the FAQ on [how Google crawls sites](#).

There is also more [general advice](#) for configuring your repository to work with Google, given by [Peter Suber](#).

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## Policies Tool

[Introduction](#) | [Purpose of this Tool](#) | [Non-Aims](#) | [Policies Covered](#) | [Customisation](#) | [EPrints Software](#) | [Demonstration](#)

Repository name \*

Repository URL \*

OAI Base URL \*

\* Optional but recommended information.

## Introduction

In a survey for OpenDOAR in early 2006, Peter Millington discovered that about two thirds of Open Access repositories did not have publicly stated policies for the permitted re-use of deposited items or for such things as submission of items, long term preservation, etc. This complicates matters for organisations wishing to provide search services, which in turn reduces the visibility and impact of these repositories.

## Reference

Peter Millington (2006) [Moving Forward with the OpenDOAR Directory](#), 8th International Conference on Current Research Information Systems, Bergen, 11th-13th May 2006

## Purpose of this Tool

To improve the situation, OpenDOAR has created this simple tool to help repository administrators to formulate and/or present their repository's policies. It provides a series of check boxes and pick lists for all the key policy options, which can be very quickly selected.

We have even provided recommended options for minimum compliance with the aims of the Open Access movement, and for optimising usage of your repository. For example, the minimum policy recommends allowing re-use of metadata for not-for-profit purposes, but prohibits commercial re-use. On the other hand, the optimum policy also allows free commercial re-use because the extra exposure this gives to your material probably outweighs any disadvantages.

Several output formats are provided, including: HTML (for inclusion in your website), plain text, and source code for EPrints software configuration files ([see below](#)). Other formats may follow. We welcome suggestions.

## Non-Aims

This tool is not intended to generate policy statements for legal purposes. The emphasis is on clear plain language for repository users. If your lawyers wish to be more specific, we recommend you put legal statements on separate web pages. This tool lets you include links to such pages, if you wish.

## Policies Covered

- **Metadata Policy**- for information describing items in the repository.

Access to metadata; Re-use of metadata

- **Data Policy** - for full-text and other full data items.



OpenDOAR - Define Repository Policies - Opera

File Edit View Bookmarks Widgets Feeds Tools Help

New tabOpenDOAR - Define Re...

http://www.opendoar.org/tools/policytool.php

Find in pageFind nextVoiceAuthor modeShow imagesFit to width150%

OpenDOAR

Directory of Open Access Repositories

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Define Repository Policies

Unnamed Repository

OAI Base URL: Not known

POLICIES

Metadata Policy for information describing items in the repository

Policy not yet defined

Add

Data Policy for full-text and other full data items

Policy not yet defined

Add

Content Policy for types of document & data set held

Policy not yet defined

Add

Submission Policy concerning depositors, quality & copyright

Policy not yet defined

Add

Preservation Policy

Policy not yet defined

Add

OUTPUT OPTIONS

☒ Define Repository Policies

☐ HTML Source

☐ Text Only

☐ EPrints 2 or

☐ 3 Web Page

☐ EPrints Config Source

OK

Reset

Exit

OpenDOAR - Define...

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OA policy and legal ...

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# OpenDOAR

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## Metadata Policy for information describing items in the repository

The policy currently declared in the OAI configuration is:

Unable to harvest the current policy - no OAI Base URL available.

Use this form to specify your policy in standard *OpenDOAR* Terms, or...

+ [Set OpenDOAR minimum recommended options](#)

‡ [Set optimum recommended options](#)

### Access to Metadata

- ☐ Anyone may access the metadata free of charge. +‡
- ☐ Access to some or all of the metadata is controlled.

### Re-Use of Metadata

- ☐ No metadata re-use policy defined. Assume no rights at all have been granted.
- ☐ Metadata re-use policy (*Please specify*):

- ☐ The metadata **may** be re-used in any medium without prior permission +‡
  - ☐ for not-for-profit purposes +‡
  - ☐ and re-sold commercially ‡
  - ☐ the OAI Identifier or a link to the original metadata is given. +‡
  - ☐ the repository is mentioned.
- ☐ The metadata **must not** be re-used in any medium for
  - ☐ commercial purposes +
  - ☐ not-for-profit purposes - without formal permission.

### For more information

# OpenDOAR

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Use this form to specify your policy in standard *OpenDOAR* Terms, or...

+ [Set OpenDOAR minimum recommended options](#)

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- ☒ The metadata **may** be re-used in any medium without prior permission +‡
  - ☒ for not-for-profit purposes +‡
  - ☒ and re-sold commercially ‡
  - ☒ the OAI Identifier or a link to the original metadata is given. +‡
  - ☐ the repository is mentioned.
- ☐ The metadata **must not** be re-used in any medium for
  - ☐ commercial purposes +
  - ☐ not-for-profit purposes - without formal permission.

### For more information





[Home](#) | [Find](#) | [Suggest](#) | [Tools](#) | [FAQ](#) | [About](#) | [Contact Us](#)

OAI Base URL: Not known

**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.

Edit

### Data Policy for full-text and other full data items

Policy not yet defined

Add

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

Policy not yet defined

Add

### Submission Policy concerning depositors, quality & copyright

Policy not yet defined

Add

## Preservation Policy

Policy not yet defined

Add

## OUTPUT OPTIONS

## Define Repository Policies

### Nottingham ePrints

OAI Base URL: <http://eprints.nottingham.ac.uk/perl/oai2>

#### 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.

[Edit](#)

##### **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 harvested by robots except transiently for full-text indexing or citation analysis
4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. This repository is **not** the publisher; it is merely the online archive.
6. Mention of the repository is appreciated but not mandatory.

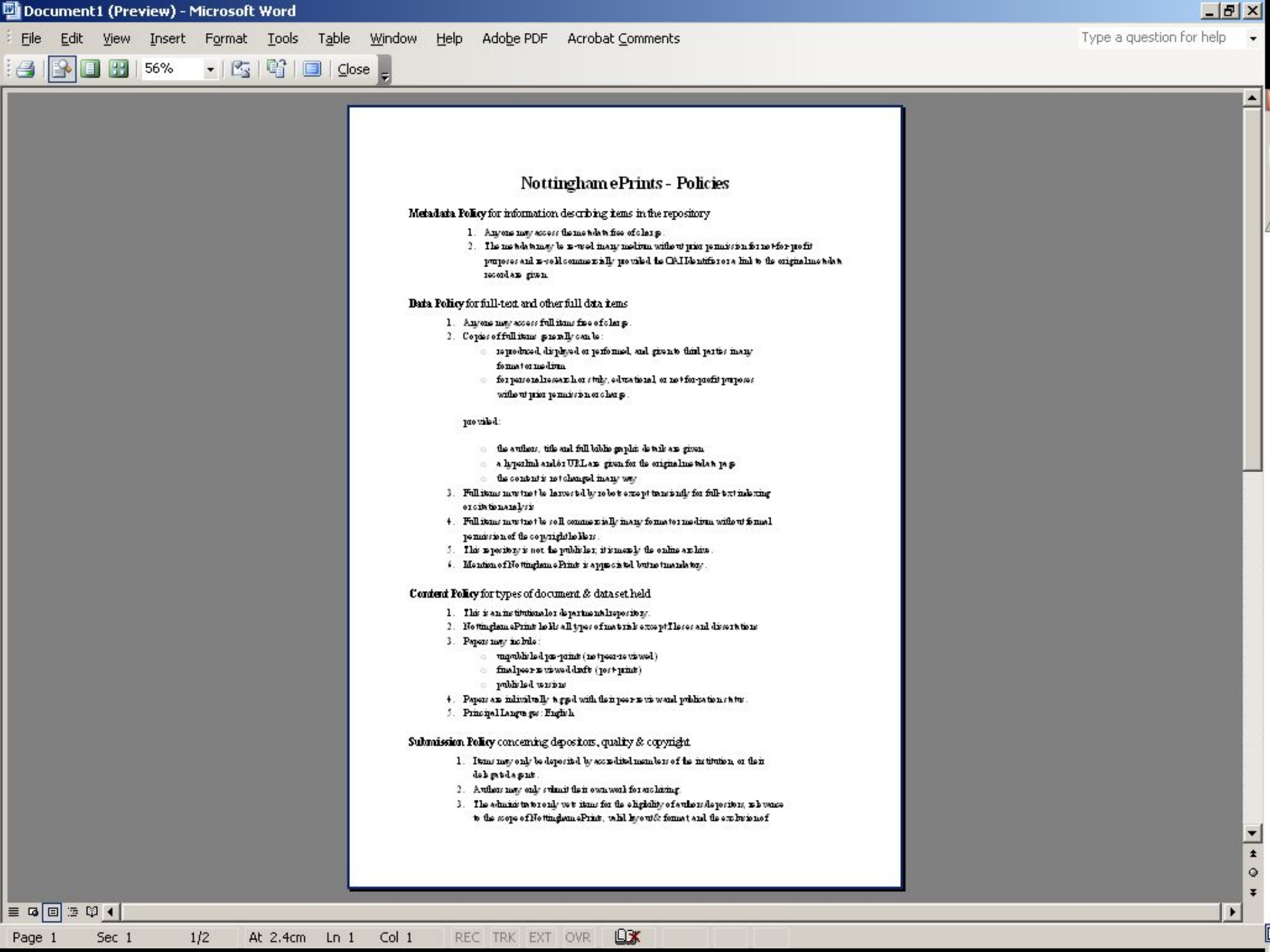
[Edit](#)

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

1. This is an institutional or departmental repository.
2. The repository holds all types of materials except: Theses and dissertations
3. Papers may include:
  - o unpublished pre-prints (not peer-reviewed)
  - o final peer-reviewed drafts (post-prints)
  - o published versions
4. Papers are individually tagged with their peer-review and publication status.
5. Principal language: English

[Edit](#)





## Nottingham ePrints - 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 may be commercially provided to the CRI if the user is a link to the original metadata record as 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:
  - 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:

- the authors, title and full bibliographic details are given
- a hyperlink and/or URL are given for the original metadata page
- the content is not changed in any way

3. Full items may not be altered by no text except those solely for full-text making or citation analysis
4. Full items may not be re-used commercially in any format or medium without formal permission of the copyright holder.
5. This repository is not the publisher, it is merely the online archive.
6. Mention of Nottingham ePrints is appreciated but not mandatory.

### Content Policy for types of document & dataset held

1. This is an institutional departmental repository.
2. Nottingham ePrints holds all types of material except theses and dissertations.
3. Papers may include:
  - unpublished pre-print (not peer-reviewed)
  - final peer-reviewed draft (post-print)
  - published versions
4. Papers are individually tagged with the peer-reviewed publication status.
5. Principal Language: English.

### Submission Policy concerning depositions, quality & copyright

1. Items may only be deposited by accredited members of the institution or their designated part.
2. Authors may only submit their own work for archiving.
3. The authors to be only use items for the eligibility of authors deposition, submission to the scope of Nottingham ePrints, will be given format and the contribution of

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- Open Access Support
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## 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:
  - 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 harvested by robots except transiently for full-text indexing or citation analysis
4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. This repository is **not** the publisher; it is merely the online archive.
6. Mention of Nottingham ePrints is appreciated but not mandatory.

### Content Policy

for types of document & data set held

# Спасибо SHERPA!

Особенно

Peter Millington, Technical Development Officer

# Политики открытого доступа (ОД)

**Требовать или рекомендовать**  
  
лучше **требовать**

(Based on **Open access policy options for funding agencies and universities**  
The SPARC Open Access Newsletter, issue #130 and The SPARC Open Access  
Newsletter, issue #127,

by Peter Suber:

<http://www.earlham.edu/~peters/fos/newsletter/02-02-09.htm>

and <http://www.earlham.edu/~peters/fos/newsletter/11-02-08.htm>)

# Политики ОД

**Зеленый или золотой пути?**

Рекомендовать золотой  
(публикации в журналах ОД)

требовать – зеленый  
(репозитарии ОД)

# Политики ОД

## Что архивировать?

Окончательную отрецензированную  
версию авторской рукописи

Данные

Обязательна ссылка на напечатанную  
статью для цитирования

Рекомендовать и другие материалы



# Политики ОД

## Что архивировать?

Результаты исследований,  
профинансированных частично или  
полностью

# Политики ОД

## Эмбарго?

Не больше 6 месяцев  
Чем короче, тем лучше

# Политики ОД

## Исключения?

Патенты

Книги

Гостайна

и т.д.



## navigation

- Main Page
- Recent changes
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- Projects
- Categories
- Practice editing
- Help

## community

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- Countries
- Web chat
- Mailing list
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## search

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- Show collection (0 articles)
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## toolbox

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page discussion view source history

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## Otago Polytechnic/Intellectual property

< [Otago Polytechnic](#)



### Contents [hide]

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- 3 National Guidelines
- 4 Policy and Procedures
  - 4.1 Definitions of IP
- 5 Policy
  - 5.1 Ownership of IP and outputs arising from intellectual activity
  - 5.2 Students IP
  - 5.3 Māori IP
  - 5.4 Attribution of Ownership of IP
  - 5.5 Disputes
  - 5.6 Plagiarism
- 6 Referral Documents

## Purpose

Otago Polytechnic wishes to foster research and development that advances knowledge and scholarship; and to support projects where that leads to marketable products or services.

The Polytechnic:

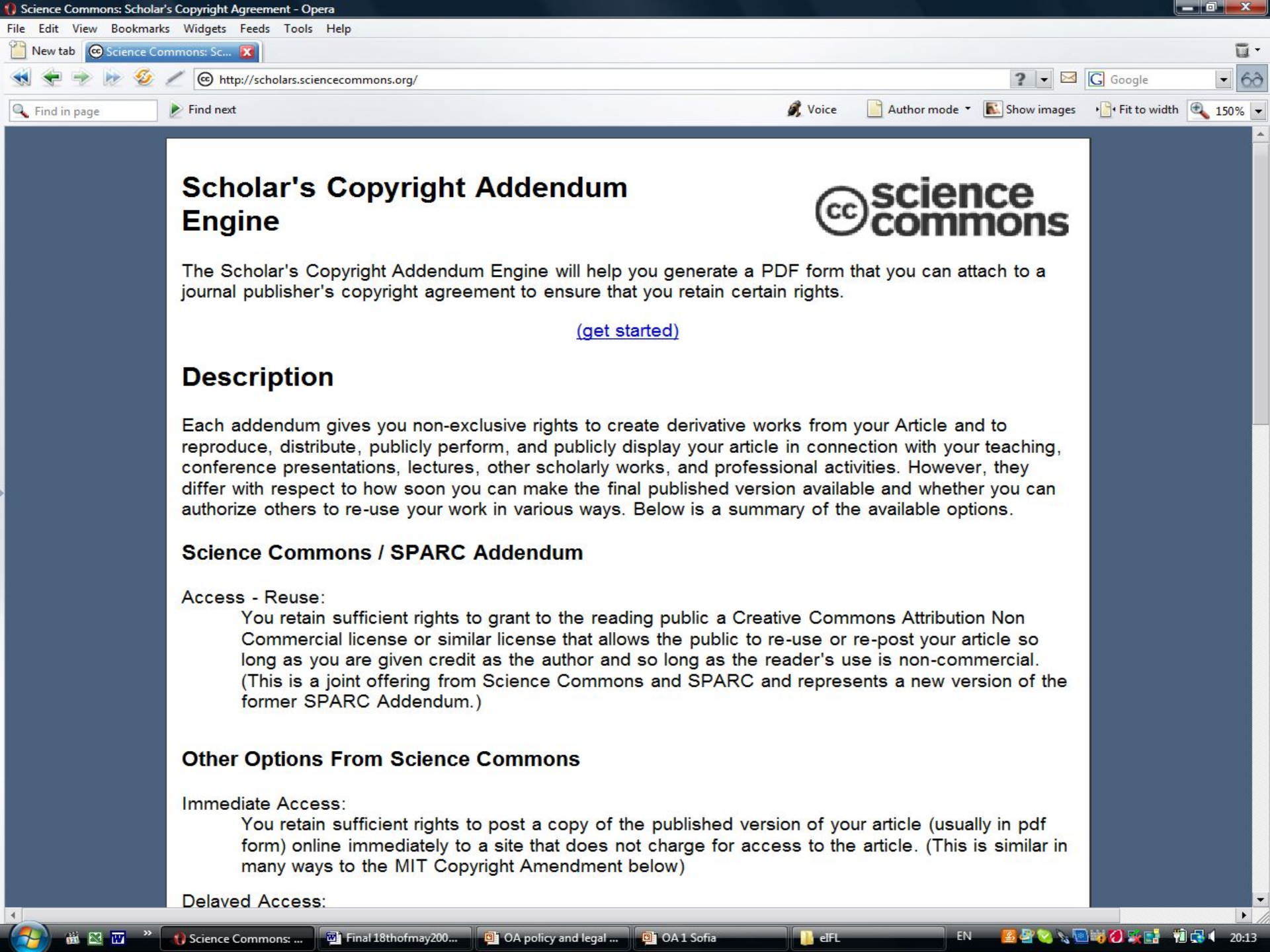
- has a preference for the open sharing of information, knowledge and resources
- recognises that intellectual property (IP) is owned by the creator, unless there are specific agreements to the ownership of IP by others, and
- wishes to foster the empowerment of individuals in their endeavours in a protective and/or promotional framework for individual creators associated with Otago Polytechnic.

The policy recognises that the Polytechnic will accrue benefits from the outcomes of the IP created by the intellectual activity of its staff and students and the dissemination and sharing of these outcomes.

The Polytechnic wishes to support free and open access to IP generated through the "Creative Commons" attribution process.

All IP that is brought into the Polytechnic belongs with the creators/owners of that IP.





# Scholar's Copyright Addendum Engine



The Scholar's Copyright Addendum Engine will help you generate a PDF form that you can attach to a journal publisher's copyright agreement to ensure that you retain certain rights.

[\(get started\)](#)

## Description

Each addendum gives you non-exclusive rights to create derivative works from your Article and to reproduce, distribute, publicly perform, and publicly display your article in connection with your teaching, conference presentations, lectures, other scholarly works, and professional activities. However, they differ with respect to how soon you can make the final published version available and whether you can authorize others to re-use your work in various ways. Below is a summary of the available options.

## Science Commons / SPARC Addendum

### Access - Reuse:

You retain sufficient rights to grant to the reading public a Creative Commons Attribution Non Commercial license or similar license that allows the public to re-use or re-post your article so long as you are given credit as the author and so long as the reader's use is non-commercial. (This is a joint offering from Science Commons and SPARC and represents a new version of the former SPARC Addendum.)

## Other Options From Science Commons

### Immediate Access:

You retain sufficient rights to post a copy of the published version of your article (usually in pdf form) online immediately to a site that does not charge for access to the article. (This is similar in many ways to the MIT Copyright Amendment below)

### Delayed Access:

- gdhjks



7. Mail the three original documents to the publisher.

20:15





... opening access to research

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## Publisher copyright policies & self-archiving

Use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.

### Search

Search ☒ **Journal titles** ☐ **Publisher names**

for

find ☐ **contains** or ☒ **starts with** or ☐ **Exact phrase only** ☐ **ISSN**

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- [White publishers](#)

[What the colours mean.](#)

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- [Publishers with Paid Options for Open Access](#)
- [Selected research funders' grant expenditure](#)
- [RoMEO Statistics](#). Proportion of RoMEO colours for listed publishers. Growth of the database.
- [Prototype API](#) documentation. This is available for m2m access: for example to be integrated into a repository's deposit process.
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- [Conditions for Re-use](#). RoMEO information is available for use by third-parties under and a Creative Commons licence.
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- JULIET: [Selected research funders' grant expenditure](#)
- **Publishers Allowing use of their PDFs in Repositories**
  - [Press Release](#) - 27-Aug-2008
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- **Publishers with Paid Options for Open Access**
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- [American Accounting Association](#) - 12-May-2009
- [American Bar Association](#) - 12-May-2009
- [International Reading Association](#) - 05-May-2009



NEED

## First Report on IPR issues

**Author(s)** *Martin Reid, UCL*



This project is funded under the *eContentplus* programme<sup>1</sup>,  
a multiannual Community programme to make digital content in Europe more accessible, usable and exploitable.



### 3. USEFUL DOCUMENTATION

#### 3.1 Model letters/emails to publishers requesting full-text deposit

3.2 *Where there is no explicit permission given to mount full-text on a repository, it is often worthwhile writing or emailing directly to the publisher. This template can be used to form a letter to a publisher requesting permission to mount material on a repository on behalf of an academic author.*

Dear [insert name of publisher's rights manager or similar],

I am contacting you on behalf of Professor/Dr [insert name of author] who is a contributing author to one of your journals.

Professor/Dr [insert name of author] is a member of staff here at the University of [name of institution] and would like to deposit the full text of the following article(s) from [insert journal name] in the University's institutional repository. Professor/Dr [insert name of author] has authorised me to do this on [his/her] behalf and to contact you to seek permission to do this.

Article:

[authors names] , [date], [title]

[journal name], [volume or number], [pages]

The institutional repository is a not-for-profit service for our academic authors, providing access to the full-text of their publications. Full bibliographic details are given for each article, including the journal of original publication, etc.

If possible, it is preferred to archive the finalised pdf version as it appears in print. The pdf version has an advantage over mounting the author's own version, in that it maintains consistency in appearance of the article wherever it is read. This also maintains a closer association of the article with the Journal, through the header-title and journal house-style.

I would be grateful if you could contact me to give your permission for including this article and to pass on any conditions that are associated. If it would be possible to use the published pdf version of the article for this purpose, then please confirm this.

Thank you for your attention with this and I look forward to hearing from you.



3.3 *Some publishers insist on the author writing or emailing them directly to request permission to mount eprints in a repository. In such cases, it may be useful to provide the author with a template such as the one below to help them construct their request.*

Dear [insert name of publisher's rights manager or similar],

I am writing to ask permission to mount a copy of an article of mine which was published in one of your journals in my institution's repository.

The article is:

[authors names] , [date], [title]

[journal name], [volume or number], [pages]

The institutional repository is a not-for-profit service for academic authors, providing access to the full-text of their publications. Full bibliographic details are given for each article, including the journal of original publication, etc.

If possible, I would like to use the finalised pdf version as it appears in print. The pdf version has an advantage over mounting my own version, in that it maintains consistency in appearance of the article wherever it is read. This also maintains a closer association of the article with the Journal, through the running headers and the journal house-style.

I would be grateful if you could contact me to give your permission for including this article and to pass on any conditions that are associated. If it would be possible to use the published pdf version of the article for this purpose, then please confirm this.

Thank you for your attention with this and I look forward to hearing from you.

## OAK Law Sample Repository Deposit Licence for Publications

**DISCLAIMER: PLEASE ENSURE THAT YOU OBTAIN LEGAL ADVICE BEFORE YOU USE THIS SAMPLE LICENCE. THIS SAMPLE LICENCE IS PROVIDED FOR ILLUSTRATIVE PURPOSES ONLY. IT WILL NOT SUIT ALL LICENSING SITUATIONS AND MAY NEED TO BE RE-DRAFTED TO MEET THE REQUIREMENTS OF YOUR INSTITUTION.**

**[Square brackets are used in this Sample Licence to indicate that information needs to be inserted or that alternative terms can be used. The requested information should be inserted or the option selected or deleted as appropriate.]**

THIS LICENCE is made on:

BETWEEN: **[Insert: Name of Institution]** ("Repository")

AND: **[Insert: Name of person depositing material into Repository]** ("Depositor")

### RECITALS

- A. The Depositor is the owner **[or co-owner]** of copyright in the material that is being deposited into the digital repository or has been authorised by the owner/s of copyright to deposit the material into the digital repository and to make it available under this Licence.
- B. The Depositor is the author **[or co-author]** of the material being deposited into the digital repository and as such has moral rights in the material.
- C. The Repository agrees to store the material in the digital repository and to make it available for access by other persons on the terms set out in this Licence.
- D. The Repository agrees to make the material available for access and viewing in the digital repository and any additional uses permitted by the End-User Agreement selected by the Depositor under this Licence.
- E. By entering into this Licence and depositing the material into the digital repository, the Depositor does not thereby assign copyright in the material and does not consent to any acts or omissions that would otherwise infringe their moral rights, except to the extent indicated in this Licence.
- F. The owner of copyright in the material reserves the right to make the material available in other locations and media.

### *Interpretation*

1. **End-User** means a person accessing the Item made available by the Repository in the digital repository.  
**Item** means the material provided by the Depositor to the Repository for inclusion in the digital repository, including the data, metadata and abstract of the material, and which is subject to the terms of this Licence.  
**Licence** means this Repository Deposit Licence.  
**End-User Agreement** means the licence selected by the Depositor under Clause 11(2) of this Licence.



#### *Term of Licence*

2. This Licence commences on the day on which it is agreed to by the parties and continues for the duration of copyright in the Item or until terminated in accordance with the terms of this Licence.

#### *Depositor's Declaration*

3. The Depositor declares that the Depositor:
- (a)
    - (i) is the owner of copyright in the Item; or
    - (ii) has the permission of the owner/s of copyright to grant to the Repository and End-Users the rights granted by this Licence; and
  - (b) has moral rights in the Item.

#### *Depositor's Representations and Warranties*

4. (1) The Depositor represents and warrants that:
- (a) the Item is the Depositor's original work, and does not, to the best of the Depositor's knowledge, infringe someone else's copyright or moral rights; or
  - (b) if the Item contains material for which the Depositor does not own the copyright, the Depositor has:
    - (i) obtained all necessary permissions from the copyright owner/s to:
      - 1. include the material in the Item;
      - 2. provide the Item to the Repository; and
      - 3. grant to the Repository and End-Users the rights given under this Licence; and
    - (ii) clearly identified and acknowledged all third-party owned copyright materials within the text or content of the Item.
  - (2) The Depositor warrants that the Item does not contain any defamatory, offensive or other unlawful matter and makes no improper invasion of the privacy of any person.
  - (3) The Depositor warrants that neither the execution of this Licence nor the performance by the Depositor of its obligations under this Licence will cause the Depositor to be in breach of any agreement to which the Depositor is a party or is subject.
  - (4) If the Item is based upon work that has been sponsored or funded by an agency or organisation other than the Repository, the Depositor represents that the Depositor has fulfilled any right of review or other obligation required of the Depositor under the contract or agreement with that agency or organisation.

#### *Grant of Rights by Depositor to Repository*

##### *Copyright*

5. (1) In consideration of the Repository storing and making the Item available through the digital repository, the Depositor grants to the Repository the non-exclusive right to reproduce, adapt, publish, communicate and distribute the Item for the purpose of:





- (a) making the Item available in the digital repository for End-Users to:
  - (i) access and view the Item, and
  - (ii) make such additional uses of the Item as permitted under the terms of the End-User Agreement, if any, selected by the Depositor from the licence options set out in Clause 11(2);
- (b) modifying the Item as required for the technical operation or organisation of the digital repository, and
- (c) making and keeping copies of the Item for use by the Repository for security, back-up and preservation.

#### *Moral Rights*

- (2) The Depositor consents to any act or omission by the Repository in relation to the Item which would otherwise infringe the Depositor's moral rights in the Item provided the act or omission is required for, and directly related to, the technical operation or organisation of the digital repository.

#### *Depositor's Rights*

- 6. (1) The Depositor reserves the right to use the Item and future versions of it in other ways, locations and media.
- (2) The Depositor may, from time to time, provide the Repository with updated versions of the Item and the Repository shall:
  - (a) include the updated version in the digital repository and,
  - (b) upon request by the Depositor:
    - (i) delete earlier version/s as specified; or
    - (ii) retain the earlier version/s as specified.
- (3) To avoid doubt, the parties acknowledge that by entering into this Licence and depositing the Item into the digital repository, the Depositor does not:
  - (a) assign copyright in the Item, in whole or in part, to the Repository, or
  - (b) subject to Clause 5(2), consent to any act or omission in relation to the Item which would otherwise infringe their moral rights.

#### *Repository's Warranties and Obligations*

- 7. (1) The Repository undertakes that it will not alter or deal with the Item except as permitted by this Licence.
- (2) The Repository agrees to clearly identify –
  - (a) the title of the Item;
  - (b) the author(s) of the Item; and
  - (c) where the Item has been published, citation details of the published version,
 in accordance with the details of the Item provided to the Repository by the Depositor.

#### *Repository's Limitation of Liability*

- 8. (1) The Repository is not responsible for any mistakes, omissions, or legal





infringements within the Item nor is it obliged to undertake legal action on the Depositor's behalf in respect of the Item.

- (2) The Depositor agrees that if the Repository identifies the Item in the manner described in Clause 7(2), the Repository will be considered to have attributed the authorship of the author/s of the Item, in satisfaction of the author/s' moral right of attribution.

#### *Assignment of Depositor's Rights to a Third Party*

9. (1) The Depositor may assign all or any of the Depositor's rights in the Item under this Licence [ , subject to Clause 9(2) and 9(3)].
- [(2) Upon assignment of copyright in the Item to a third party, the Depositor must inform the Repository of the assignment and provide to the Repository detailed contact information to facilitate the Repository making contact with the assignee.]
- [(3) The Depositor agrees that in the event of assigning copyright in the Item to a third party, the Depositor shall use its best endeavours to secure from the third party assignee all necessary rights to enable the Depositor to continue the operation of this Licence on the basis of:
- (a) the Depositor being a licensee of the copyright owner in the Item; and
  - (b) with a view to continuing unaltered the operation of this Licence.]

#### *Termination*

10. (1) The Repository may at any time immediately and without notice terminate this Licence upon the occurrence of any of the following events:
- (a) where it is discovered that the Item contains or describes research that has been falsified or produced as a result of fraudulent or deceptive actions by any person;
  - (b) where it is discovered that the Item is not the Depositor's own work;
  - (c) where the Item infringes the legal rights of any third party;
  - (d) where the Item contains defamatory, offensive, confidential or culturally sensitive information that necessitates removal of the Item from the digital repository; or
  - (e) where it is discovered that the Depositor is not the owner of copyright or does not have the permission of the owners of copyright or moral rights in the Item to deposit it into the digital repository under this Licence.
- (2) The Repository shall, upon demand being made by the Depositor, promptly remove the Item from the digital repository.
- (3) The Repository will remove the Item from the digital repository within 7 days of termination of this Licence, however the metadata describing the Item will be retained and a copy of the Item will be archived by the Repository but will not be publicly accessible.
- [(4) Where copyright in the Item has been assigned to another party and the Depositor has been unable, despite its best endeavours in accordance with Clause 9(3), to secure the rights necessary to enable the



continuing operation of this Licence, this Licence shall automatically terminate.]

#### End-User Agreement

11. (1) The Depositor authorises the Repository to make the Item available for access by End-Users:
- (a) for viewing in the digital repository; and
  - (b) for such additional uses permitted under the terms of the End-User Agreement, if any, selected by the Depositor from the licence options set out in Clause 11(2)(a) to (c).

*Note: If the Depositor wishes to grant rights to End-Users that go beyond those described in Clause 11(1)(a) (that is, to access and view the Item in the digital repository), the Depositor must select ONE of the licence options set out in Clause 11(2) by clicking on the box corresponding to the appropriate licence option.*

*If no additional licence option is selected in Clause 11(2), the Repository is only permitted to make the Item available for access and viewing by End-Users in the digital repository.*

- (2) The Depositor authorises the Repository to make the Item available for use by End-Users in accordance with the terms of the End-User Agreement indicated below:
- (a) an End-User Agreement provided by the Depositor, which is set out as Attachment 1 to this Licence; or
  - (b) an End-User Agreement provided by the Repository, which is set out in Attachment 1 to this Licence; or
  - (c) the Creative Commons Licence specified by the Depositor.

Click ONE of the following boxes to indicate which End-User Agreement applies to the Item:

- ☐ End-User Agreement provided by Depositor (as set out in Attachment 1) – Clause 11(2)(a).
- ☐ End-User Agreement provided by Repository (as set out in Attachment 1) – Clause 11(2)(b)
- ☐ Creative Commons licence:
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  - ☐ Attribution-Share Alike
  - ☐ Attribution-No Derivatives
  - ☐ Attribution-Non Commercial
  - ☐ Attribution-Non Commercial-No Derivatives

☐ Attribution-Non Commercial-Share Alike

- (3) The Repository will take all reasonable steps to ensure that the terms of this Licence, including the terms of the End-User Agreement selected by the Depositor under Clause 11(2), are brought to the attention of End-Users accessing the Item in the digital repository.
- (4) To avoid doubt, this Licence does not extinguish any rights available to End-Users under the *Copyright Act 1968*, including but not limited to fair dealing for personal research or study.

*Governing Law*

12. This Licence is governed by the law of the State of **[Insert: Name of State in which the Repository is located]**

**[OPTIONAL CLAUSE – Delete if not required]**

*Depositor's Indemnity*

13. The Depositor indemnifies the Repository against any claim that may arise regarding the Item, the Repository's use of the Item and any breach by the Depositor of its obligations, representations and warranties under this Licence.]

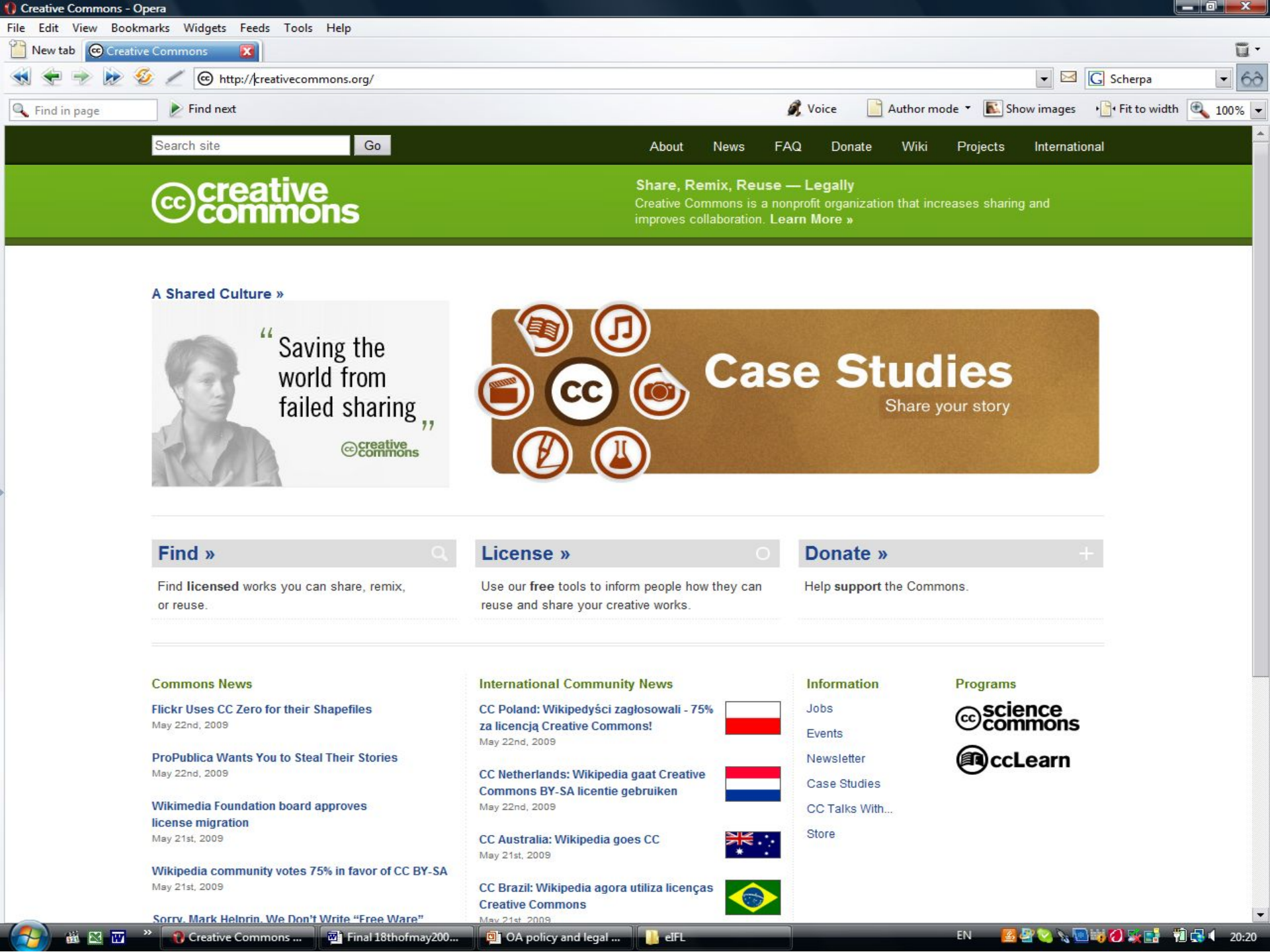
**Execution**

- ☐ I ACCEPT the terms of this Licence  
☐ I DO NOT ACCEPT the terms of this Licence

**ATTACHMENT 1**

End-User Agreement provided by Depositor – Clause 11(2)(a)  
or  
End-User Agreement provided by Repository – Clause 11(2)(b)





# Спасибо! Вопросы?

Ирина Кучма

iryna.kuchma[at]eifl.net; [www.eifl.net](http://www.eifl.net)



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