

# UQ eSpace Scope and Policy

## Introduction

UQ eSpace is the institutional digital repository for the University of Queensland (UQ). It is the authoritative source for the research outputs of past and present UQ staff and students and the archival home of UQ Research Higher Degree theses in only digital format. To expand the number of digital theses the UQ Library is working on a retrospective digital theses program.

UQ eSpace encourages the deposit of open access material and supports the Open Archives Initiative (OAI), thus allowing eSpace content to be harvested by Internet search engines and cross-archive search tools such as OAIster. UQ eSpace also serves to enhance discoverability and access to the rich collections of heritage and original materials held by the Library.

Principles governing the use of UQ eSpace:

### 1. Purpose

- To provide access to UQ research outputs and enhance the discoverability and impact of the research and RHD outputs of UQ staff
- To assist with external and internal reporting requirements
- To assist in meeting the requirements of the Australian Code for the Responsible Conduct of Research ([http://www.nhmrc.gov.au/files\\_nhmrc/file/publications/synopses/r39.pdf](http://www.nhmrc.gov.au/files_nhmrc/file/publications/synopses/r39.pdf))
- To provide enhanced access to original and cultural heritage materials held by UQ
- To support open access mandates

### 2. Key Customers/Clients relationships

- UQ research staff
- UQ Research Higher Degree (RHD) students
- UQ Schools and Institutes
- Other UQ organisational units – including Research and Innovation / IT / Office of DVC (Research)
- UQ Library staff
- UQ Alumni
- Members of the public

### 3. Eligible depositors

All current University staff (including visiting Faculty, honorary and adjunct staff) can <sup>1</sup> deposit work into the repository. This process requires authentication using the staff member's UQ username and password. Students can deposit research publications with 'sponsorship' from a staff member or the assistance of a Unit Publications Officer. In these instances a member of staff must deposit the work on behalf of the student. RHD students are required to submit their digital theses to UQ eSpace via a Graduate School thesis submission process. Other staff members, such as research assistants and unit publication officers may contribute works on behalf of others in their schools or centres.

New university staff are encouraged to deposit work published before they were employed at the University of Queensland. Publications data for the past six and the current year is required to populate the Q-Index. To assist in the deposit of previous works, new staff are encouraged either establish a new ResearcherID account or link an existing account to UQeSpace .

### 4. Eligible material

#### 4.1: Research Publications

- Material that meets the reporting requirements of the Australian Research Council's Excellence in Research for Australia (ERA) initiatives (<http://www.arc.gov.au/era/default.htm>) and the Department of Industry, Innovation, Science Research and Tertiary Education's Higher Education Research Data Collection (HERDC)
- <http://www.innovation.gov.au/RESEARCH/RESEARCHBLOCKGRANTS/Pages/HigherEducationResearchDataCollection.aspx>. This includes traditional types of research outputs such as books, book chapters, journal articles and fully published conference papers.
- Material that is subject to ARC, NHMRC or other mandate
- Non-traditional types of research output such as original creative works, live performance of creative works, recorded/rendered creative works and curated or produced substantial public exhibitions and events
- Research Higher Degree and other theses including Professional Doctorates, Master's and Honours and electronic versions of theses already accepted by the Library in print
- Scholarly outputs that are not peer reviewed, such as technical or working papers, scholarly book reviews or legal submissions.
- Non refereed conference items (e.g. presentations , papers and posters)

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<sup>1</sup> Deposit means to either submit metadata or metadata plus full text version

- Technical reports, commissioned reports, and other unrefereed research outputs such as working papers, seminar papers and presentations and discussion papers
- Pre-prints
- Newspaper articles
- Journals produced under the aegis of UQ academics (e.g. as editors)
- eJournals and conference proceedings including those produced at UQ or where UQ academics either edit the journal or serve on its editorial board or have had some responsibility for organising the conference
- Patents

#### **4.2 Datasets and data collections**

- Image collections
- Audio and video materials
- Research datasets - data to be offered as mediated access (by providing a contact for the data) or open access (by uploading the data or providing a DOI)

### **5. Quality Control**

The University Library retains the right to exclude items that are obscene, defamatory or that transgress existing laws and statutes.

### **6. Copyright for open access deposits**

All open access content must comply with publishers' requirements. These can usually be obtained from the publishers' websites or from services such as Sherpa/Romeo (<http://www.sherpa.ac.uk/romeo/>) and the Oaklist database (<http://www.oaklist.qut.edu.au/>). Authors can submit author versions of papers as allowed by publishers or where specific agreement has been sought using an open access addendum. A suggested addendum is available from the Library website at: <http://www.library.uq.edu.au/research-support/what-open-access-publishing>.

The copyright for all open access content posted in the repository remains with the copyright owner. The author agreement that all contributors must accept specifies a non-exclusive license to make the work available for distribution for educational and research purposes i.e. where an author owns the copyright, he or she is free to reuse the deposited content elsewhere. UQ eSpace will provide a range of Creative Commons licensing options for users depositing preprints and other material not explicitly covered by copyright agreements

UQ eSpace staff will provide advice to depositors and can seek permissions and clarifications directly from publishers.

### **7. Take down policy**

The University will comply promptly with requests to remove material from the repository if the author has a reason for the work to no longer be in the public domain. The University will also comply with any publisher requests for removal of the work because its presence in the repository contravenes the publisher's agreement with the author.

## **8. Retracted Publications**

Retracted articles will remain in UQ eSpace with a status of “Retracted”. The title field will also be annotated with [Retracted Publication]. A record will also be created to link to the publisher’s retraction notice. This acknowledges retraction as a matter of public record and, by providing the link to the Retraction Notice, keeps eSpace publication records synchronised with the version of record maintained by the publisher.

## **9. Format support for open access material**

As an open access repository the use of ‘open’ file formats and those in common usage is favoured. The preferred format for text files displayed in the repository is searchable pdf files. Acceptable formats include:

- HTML
- ASCII text
- PDF
- Word
- Excel
- Images – tiff, jpg
- Video – Mpeg4
- Audio – wav, mp3
- Zipped files

## **10. Preservation**

Over time, items stored in UQ eSpace will be preserved as deposited using a combination of techniques for data management and best practices for digital preservation. As for specific formats, however, the proprietary nature of many file types makes it impossible to make guarantees.

## **11. Persistent access**

UQ eSpace’s commitment to provide persistent access to content in the Repository applies only to material housed on servers maintained directly by the Library. Links and access to content housed outside the UQ eSpace Repository cannot be guaranteed.

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