

Dar al-Hikmah Library   
International Islamic University Malaysia

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## ***IIUM Library Policy Document***

# **INSTITUTIONAL REPOSITORY (IRep) POLICY**

Document No.:  
**IIUM/204/POLICY/LIB/04**

Effective Date:  
**22 February 2019**

Version No.:  
**01**



## Identification Block

Name of Policy	<b>INSTITUTIONAL REPOSITORY (IRep) POLICY</b>
Document Number	<b>IIUM/204/POLICY/LIB/04</b>
Policy applies to (Geographical scope)	<input checked="" type="checkbox"/> <b>All Campus Libraries</b> <input type="checkbox"/> Specific (Outline location, Campus, Organizational unit, etc.)
Policy Status	<input checked="" type="checkbox"/> <b>New Policy</b> <input type="checkbox"/> Revision of Existing Policy

Approval Authority	<b>Senate, IUM</b>
Governing Authority	<b>Library Committee, IUM</b>
Responsible Office/Custodian	<b>Chief Librarian</b>

Approval Date	<b>22 February 2019</b>
Effective Date	<b>22 February 2019</b>
Date of Last Revision	<b>Not Applicable</b>
Date of Next Policy Review*	<b>22 February 2021 (Every two (2) years)</b>

\* Unless otherwise indicated, this policy will still apply beyond the review date.

## Revision History

Requestor	Description	Submission date
<b>The Library</b>	<ul style="list-style-type: none"> <li>• <b>Review and rewrite policies following comments from Internal Audit 2018</b></li> <li>• <b>Revision leading to a new policy.</b></li> </ul>	<b>20 Dec 2018</b>

## Related Documents

Related Documents (Legislation, Policies, Procedures, and Guidelines)	<ul style="list-style-type: none"> <li>• <b>Collection Development and Management Policy</b></li> <li>• <b>Computer and Network Use Policy</b></li> </ul>
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## 1. PURPOSE & OBJECTIVES

The primary aim of the IRep is to increase the research impact of the University and to provide feedback to the researchers, the University, and other stakeholders. The collection will be a digital repository of papers that contains research and scholarly output of the University across all subjects and disciplines. The collection will provide free, searchable access to research papers and make possible its long-term archiving and presentation.

## 2. DEFINITIONS, TERMS AND ACRONYMS

These definitions relate to this policy only.

Terms/Acronyms	Definition
<b>Accepted version</b>	A manuscript that has been corrected after peer review and sent to a publisher for publication or known as a post-print. For the purposes of deposit with the institutional repository, an initial accepted version is also accepted with proof of acceptance by the publisher.
<b>Chief Librarian</b>	The person currently appointed by the University in accordance with the IIUM constitution.
<b>Institutional repository</b>	A system used to collect, preserve and disseminate the knowledge generated by the University. The university-based repository offers the members of the community the management and dissemination of digital materials created by staff of the institution and its community members.
<b>IRep</b>	IIUM Institutional Repository or in short IRep is currently using EPrint – a free software developed by the University of Southampton.
<b>Metadata</b>	Data describing a resource, or data about data.
<b>Research outputs</b>	All intellectual outputs produced or published by the staff of the university.

## 3. POLICY SCOPE/COVERAGE

### 3.1 Authorized contributors

- a. To be eligible to submit to the IRep, depositors must be IIUM staff or those appointed as researchers of IIUM at the time of publication, submission or reporting. Contributors may include researchers external to the University and IIUM adjunct appointments, if they are co-authoring with universities authors or are affiliated with the University at the time of publication. Other staff members can be designated as responsible for



contributing work on behalf of others. Depositors will be required to declare that they hold the copyright of the material submitted.

- b. The IUM Library may search, compile and manage retrospective works of IUM staff members and assist in inputting data in the repository.

### 3.2 Collection

- a. Items which may be included are articles, book chapters, monographs, conference or workshop items, books, and patents.
- b. Materials containing confidential information, unedited/unreviewed personal opinion outputs, non-academic/non-scholarly outputs, teaching materials, materials that are culturally sensitive, research students' dissertations and thesis, unrefereed draft papers or draft versions of papers released for discussion, administrative documents and records, including those associated with research projects, raw research data, materials intended for commercialization, and materials that would infringe a legal obligation of the author or the institutions that would infringe a legal right or a third party shall not be uploaded or included.

## 4. POLICY STATEMENT

- 4.1 IRep is a platform authorised by the University to manage the record and storage of the research outputs of IUM staff as contributions to their discipline or as part of scholarly discourse. A significant proportion of this is intended for publication for the general purpose of recognition, impact and contribution to knowledge. Items which represent the publicly available research and scholarly output of the University are to be located in IRep.
- 4.2 Compliance
  - a. Uploading works to the IRep is the responsibility of the authors and researchers, as advised and supported by the Library. Items are to be submitted to the Library in the electronic format through the IRep website.
  - b. The Library reserves the right to deny access to; or remove the material from the IRep.
  - c. The Library reserves the right to alter the format of the deposited work.
- 4.3 Quality assurance
  - a. The Library is responsible for ensuring quality and compliance of submissions. All submissions will be assessed before they are made available. The Library also ensures compliance of submission with established metadata and cataloguing standards within IRep.





- iii. the publisher as copyright owner allows a work to be held in the IUM Repository.
- b. IUM may choose to restrict access to works, whether in part or in full, particularly if copyright permission is in doubt or unavailable; or the full work is not possible due to copyright restrictions. In such cases, a citation, abstract and descriptive information including a link to an alternative location such as the publisher's version of the work, may be added in the repository and will be made available for external internet searches, to achieve maximum research visibility.
- c. The access policy is summarized as below:

NO.	TYPE	PUBLIC ACCESS	RESTRICTED ACCESS
1.	Article	Abstract	Author's right/permission
2.	Book Section	First page of article	Author's right/permission
3.	Monograph	Abstract	Author's right/permission
4.	Conference or workshop	Abstract	Author's right/permission
5.	Book	Table of content	Author's right/permission
6.	Patent	Abstract	Author's right/permission

#### 4.8 Preservation

- a. All research outputs deposited will be retained even if the item cannot currently be made available, as a result of copyright and other restrictions, including embargoes.
- b. The Library will try to ensure continuous readability and accessibility when a new format is necessary. The Library reserves the right to alter the format of the deposited work for the purposes of preservation.
- c. Items may be deleted from the repository if there is a legal requirement to do so, or if it is deemed to be in its best interests.
- d. In the event of the IRep being closed down, the repository will be transferred to another appropriate archive or format.

#### 4.9 Accountability

The Library may guide contributors to complete their submissions and provide training as and when required.



#### 4.10 Responsible parties

- a. The Deans and Directors of the centres and institutions of the university will be responsible to ensure that the staff are aware of their obligations to submit their research output to the IRep.
- b. The staff will be responsible to deposit materials into the IRep as soon as it becomes available. A hard copy is to be submitted to the Library for the purpose of long term preservation.
- c. The Library will be responsible for the operation and management of the IRep in verifying online submissions, validating and enhancing associated metadata and ensuring that the research outputs are accurately displayed online.
- d. The Library will be responsible for the technical management of the IRep. This include the installation, configuration, testing, maintenance of hardware and software, software design and development, and support.

## 5. IMPLEMENTATION AND COMPLIANCE

- 5.1 The Library holds the responsibility for the implementation of this policy and shall take the necessary actions in the event of violation of this policy.
- 5.2 This policy is applicable to the Library users and any infringement of the policy may be subjected to disciplinary actions and any other actions deem necessary.

## 6. MAINTENANCE OF POLICY

The Library is responsible for the formulation and maintenance of this policy.