

RCM Research Online: Repository Policies

Metadata Policy: for information describing items in the repository

- Anyone may access the metadata free of charge.
- The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record are given.
- The metadata must not be re-used in any medium for commercial purposes without formal permission.

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

- Anyone may access full items free of charge.
- Single copies of full items can be:
- reproduced, and displayed or performed in any format or medium
- for personal research or study, educational, or not-for-profit purposes without prior permission or charge.
- Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

Content Policy: for types of document and data set held

- This is an institutional repository.
- The repository holds all types of materials.
- Items are individually tagged with:
- their peer-review status.
- their publication status.
- Principal Languages: English

Submission Policy: concerning depositors, quality and copyright

- Items may only be deposited by accredited members of the organisation, or their delegated agents.
- Authors may only submit their own work for archiving.
- The administrator only vets items for the exclusion of spam
- The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
- Items may not be deposited until any publishers' or funders' embargo period has expired.
- Any copyright violations are entirely the responsibility of the authors/depositors.
- If the repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

- Items will be retained indefinitely.
- The repository will try to ensure continued readability and accessibility.
- The repository regularly backs up its files according to current best practice.
- Items may not normally be removed from the repository.

Acceptable reasons for withdrawal include:

- Proven copyright violation or plagiarism
- Legal requirements and proven violations
- National Security
- Falsified research
- Removal of test data

Withdrawn items may not be fully deleted per se, but only removed from public view. Withdrawn items' identifiers/URLs are retained indefinitely. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.

Changes to deposited items are not permitted unless authorised by the RCM Research Office.

If necessary, an updated version may be deposited.

In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Takedown Policy

The RCM safeguards the inadvertent inclusion of infringing material by undertaking to remove any work that is found to violate the intellectual property (IP) rights of a third party. Any claims or statements regarding copyright ownership or other legal agreements made by authors in the process of upload will be taken at face value by repository administrators. If a takedown request or complaint is received from the owner of IP rights vested in a work held on the RCM Repository, or their representative, claiming infringement of those rights, the infringing work will be immediately removed from public view pending investigation by the RCM Repository Steering Group.

Bibliographic metadata will remain on the repository as a permanent trace. If there is proof of copyright violation then the research paper/work in question will immediately be removed from public view.

Complaints should be sent in writing to research@rcm.ac.uk