Sussex Research Online Policy

# Introduction

1. The University has established an online repository, Sussex Research Online (SRO), to manage its research outputs. This document provides the principles under which the repository is operated, and the requirements of researchers, departments and schools as to their interactions with it.
2. SRO is a permanent record and online archive of research outputs from the University of Sussex, including the Brighton and Sussex Medical School. It provides access to the metadata and, where possible, a publicly available copy, of the output, with an aim to maximise the visibility of, and access to, the University’s research. The repository will be the primary source of research output metadata for the institution.
3. The University maintains a separate register and repository for its research data, the Sussex Research Data Repository (SURE).
4. SRO also holds the theses of Doctoral Degrees awarded by the University of Sussex and BSMS. Theses are added to SRO by the Library on successful completion. Any embargo, applied for via the Research Student Administration Office and approved by the University, will be duly applied to the work concerned.
5. This policy is an enhancement of that approved by Information Services Committee in May 2007, and last updated in June 2015. The effective date for the policy is October 2017.

# Principles

1. The repository is the sole location for institutional records of research and related outputs. It will include metadata about each output, the content of the output (subject to copyright), and a link to the data associated with the output (where required).
2. Metadata about published outputs will generally be made publicly available after the item has been accepted for publication.
3. All researchers (staff and postgraduate research students) associated with the University are required to ensure the deposit of metadata for all research and related outputs.
4. They are also required to ensure the deposit of the content of the output, where possible and permitted by the copyright owner. The Library will provide support in checking copyright conditions.
5. The corresponding author (or the lead University author if the corresponding author is not at the University) is responsible for ensuring: that the published output is properly recorded; that all University authors (staff and students) are correctly linked to the output; that the output is correctly linked to any project through which the research was funded; that the funder is correctly referenced; and that the underlying data is linked to the output.
6. The repository will hold all relevant research output metadata for a researcher, including that generated before they joined the University, if desired.

# Submission, metadata and preservation

1. SRO will accept any material that relates to research output in any format including multimedia. Materials include:
* Journal articles
* Books, chapters, and sections
* Conference and workshop papers/posters
* Doctoral theses
* Papers in a working paper series
* Multimedia and audio-visual materials
* Funded research project reports
* Patents
* Open Educational Resources
1. Items may only be deposited by accredited members of the University of Sussex, or their delegated agents.
2. Eligible depositors must deposit metadata and full texts for their research outputs. Access to full-text items will be restricted where required to comply with publishers' embargos or contract terms.
3. In the case of journal articles and conference proceedings with an ISSN, researchers are required to deposit the Accepted Manuscript[[1]](#footnote-1) (AM) within 90 days of acceptance to ensure compliance with future Research Excellence Frameworks (see the University’s [Statement on Open Access to Research](https://www.sussex.ac.uk/webteam/gateway/file.php?name=150331-oa-statement-march-2015.pdf&site=269)).
4. University authors must ensure that items comply with funder Open Access requirements and relevant law, such as third-party copyright and data protection.
5. Library staff will check newly submitted items for eligibility, validate and enhance metadata, and where appropriate, make efforts to ensure copyright compliance.
6. The metadata, as available via the OAI-PMH interface and other means, may be harvested and re-used in any medium without prior permission. It has a CC-0 licence.
7. Anyone may access full-text items free of charge where they are not embargoed.
8. For all documents, full-text items and other files, all rights are reserved by the original copyright holder unless otherwise stated. Individual items may state specific rights information.
9. SRO is a permanent record and the University is committed to ensuring its research outputs are accessible indefinitely.
10. Items may not normally be removed from the repository unless for reasons outlined in the separate [Take-down policy](http://www.sussex.ac.uk/library/documents/sussex-research-online---takedown-policy.pdf).

# Review and management

1. The policy is reviewed annually and is managed by the Library in consultation with Research and Knowledge Exchange Committee. This policy was approved at Research and Knowledge Exchange Committee in October 2017.
1. The Accepted Manuscript is the author’s final version post-peer review but not the final copy-edited PDF. [↑](#footnote-ref-1)