

# Sussex Research Online

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The University of Sussex takes rights management seriously and only makes content available on Sussex Research Online (SRO) in accordance with current UK legislation. To accommodate the possibility that a rights holder may come forward and request the removal of content from SRO, the University has in place the following take-down policy.

## Take-down policy

If you are a rights owner and are concerned that you have found material on SRO for which you have not given permission, which represents a breach of copyright, IP infringement (trademark infringement, patent infringement), defamation, plagiarism, breach of confidence or data protection please contact us in writing or by email stating the following:

1. Your contact details including name, postal address and email address
2. The full bibliographic details of the material
3. The exact and full URL where you found the material
4. A statement confirming that you are the rights owner or are authorised to act for the rights owner and appropriate proof to support this statement
5. The reason you are requesting the removal of the material from SRO

Please send to:

The Librarian  
University of Sussex  
Brighton  
BN1 9QL

[sro@sussex.ac.uk](mailto:sro@sussex.ac.uk)

The take-down policy will be invoked as follows:

1) The Library will acknowledge receipt of your complaint by email (or letter) and will make an initial assessment of the validity and plausibility of the complaint. If this initial assessment finds that the complaint is invalid then the complainant will be contacted and the material will continue to be available on SRO

2) If the initial assessment finds the complaint plausible then the material will be temporarily removed from SRO pending an agreed solution

- The Library will then contact the contributor, if possible, who deposited the material and notify them that a complaint has been received. They will be asked to comment on the complaint and provide a response
- The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:
  - a. The material is replaced on SRO unchanged
  - b. The material is replaced on SRO with changes agreed by all interested parties

- c. The material is permanently removed from SRO for an agreed period of time or, in exceptional circumstances, permanently
- If the contributor and the complainant are unable to agree a solution, the Librarian will take the decision to either overrule the complainant and reinstate the material on SRO or will uphold the complainant and permanently remove the material from SRO. This may take some time if it is necessary to seek legal advice to resolve the complaint

The complainant will be offered one level of appeal to the Chair of the University Research Governance Committee.

**March 2013**