Sussex Research Online Policy

The following policy was approved at Research and Knowledge Exchange Committee March 2014.

A.   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, as well as to assist with research assessment and Open Access (OA) compliance. The repository will be the primary source of research output metadata for the institution.

3.   SRO also holds the theses of Doctoral Degrees awarded by the University of Sussex, BSMS and Institute of Development Studies. Theses are added to SRO by the Library on successful completion. Any embargo, applied for via the Student Progress and Admissions Office and approved by the University will be duly applied to the work concerned.

4.   This policy is an enhancement of those approved by Information Services Committee in May 2007 and August 2011. The effective date for the policy is March 2014.

B.   Principles

5.   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 data associated with the output (where required).

6.   Metadata about published outputs will generally be made publicly available after the item has been accepted for publication.

7.   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. 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.

8.   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 and that the funder is correctly referenced

9.   The repository will hold all relevant research output metadata for a researcher, including that generated before they joined the University, if desired.

C.   Submission, metadata, and preservation

10.   **Submission** 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
- Datasets
- Multimedia and audio-visual materials
- Funded research project reports
- Software
- Patents
- Open Educational Resources

11.   Full-text research outputs should be deposited in the following order of preference, copyright permitting: a) final published copy b) author's submission copy c) unpublished pre-print (before peer review).

12.   Items may only be deposited by accredited members of the University of Sussex, or their delegated agents.

13.   Eligible depositors must deposit metadata for their research outputs.

14.   Eligible depositors are required to ensure the deposit of full texts of all their research outputs where possible at the earliest opportunity. Access to full-text items will be restricted where required to comply with publishers' embargos or contract terms. This requirement applies to material produced after the date of this policy, and is not retrospective, although researchers are able to deposit any of their previous outputs.

15.   Authors/depositors should ensure that items comply with relevant law, such as third-party copyright and data protection.

16.   Library staff will check newly submitted items for eligibility, validate and enhance metadata, and where appropriate, make efforts to ensure appropriate permissions are received from the copyright holder (e.g. the publisher).

17.   If the repository receives proof of copyright violation, the relevant item will be removed immediately in accordance with the Take-down policy.

C.1   Reuse of metadata

18.   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.

C.2   Research output files and data

19.   Anyone may access full-text items free of charge where they are not embargoed.

20. 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.

21. Research data which is linked to a research output may be deposited in SRO so long as another more appropriate subject or funder repository cannot be identified, data is anonymised where necessary (and complies with relevant legislation), and can be technically stored and downloaded from SRO. The University reserves the right to move research data into a separate local repository at a later date.

C.3   Preservation

22. SRO is a permanent record and the University is committed to ensuring its research outputs are accessible indefinitely.

23. Items may not normally be removed from the repository unless for reasons outlined in the separate Take-down policy.

D.   Review and management

24. The policy is reviewed annually and is managed by the Library in consultation with Research and Knowledge Exchange Committee.