

# Glossary

---

## Access

The process of data and information retrieval from storage media, through the use of catalogs, indexes and/or other tools.

## Acquire

To take physical and legal custody of data and information.

## Author final version

This refers to the final author-created post-refereed version of journal articles accepted for publication, sometimes referred to as the "post-print" or "accepted" version. It is not the same as the published version, which includes publisher logos, formatting and copyright notices.

## Digital object

An entity in which one or more content files and their corresponding metadata are united, physically and/or logically, through the use of a digital wrapper.

- *Complex digital object*: Includes two or more content files (and their format variants or derivatives) and corresponding metadata. The content files (such as pages) are related as parts of a whole and are sequenced logically.
- *Simple digital object*: Is comprised of a single content file (and its format variants or derivatives) and the metadata for that file.

## Digital object identifier

Digital object identifiers are permanent identifiers provided by some publishers for digital objects. The identifiers appear as a sequence of punctuated digits and letters, for example "10.1000/182." If the publisher requires you to provide the DOI for an article entered into the repository, it can be provided as part of a URL by preceding the DOI with the prefix "http://dx.doi.org/" (for instance, "http://dx.doi.org/10.1000/182"). This URL can then be provided using the "Link to published article" field.

## Fair use

A provision of copyright law that outlines the extent to which copyrighted work can be used or reproduced without seeking the permission of the copyright holder. Libraries rely on fair use to be able to provide access to research material, and scholars depend on it to allow them to cite the research of others in their work.

### Embargo

Publishers often impose conditions on the deposit of full text items in repositories, including a time delay following publication. Publisher embargo periods can be checked using the [SHERPA/ROMEIO](#) database. Funders may also require a period of non-disclosure. Thesis authors may request an embargo on the release of their work, for example, in order to protect commercially exploitable IPR.

### Intellectual property

The requirement to deposit research output must take into account the university's Intellectual Property Policy. This policy outlines the type of material that may be generated by staff and students, such as inventions, and the methods for the protection and exploitation of intellectual property rights.

### Meta data

Metadata is information used to help, find, use and manage information resources, structured into fields with defined syntax. The repository uses metadata conforming to the global Dublin Core standard, ensuring the effective exchange of information.

### Open Access

If an article is "Open Access," it may be freely accessed by anyone in the world via an Internet connection, ensuring that the potential readership of Open Access articles is much greater than that of articles where the full text is restricted to subscribers. There is evidence that making research material Open Access increases the number of readers as well as citations of the article — increasing citations by 300% in some fields. (SHERPA, 2006: <http://www.sherpa.ac.uk/>). A directory of quality-controlled Open Access journals is available at <http://www.doaj.org/>.

### Self-archiving

Placing a copy of your work in a digital repository.

### Takedown policy

A takedown policy tries minimize institutional risk from inappropriate material being made available through the repository. Where grounds for complaint are plausible, content will be removed from the repository while the complaint is investigated.

### Third-party content

Content generated by someone other than the author(s) of the material. Permission is required for substantial inclusion of such content before the material can be made publicly available. There are no rules to determine if third-party content is "substantial," meaning that each case needs to be judged individually.