

Rules and Regulations

Metadata

Access to metadata: Anyone can access the metadata without restrictions.

Re-use of metadata: The metadata may be re-used in any medium without prior permission for non-profit purposes if the link to the original metadata record is provided. The metadata must not be re-used in any medium for commercial purposes without formal permission.

Full-text

Access to content: Anyone can access full-text items free of charge when applicable.

Re-use of content: Copies of full items can be reproduced, displayed or performed and given to third parties in any format or medium, for personal research or study, educational, or not-for-profit purposes without prior permission if :

- The authors, title and full bibliographic details are given
- A hyperlink and/or URL are given for the original metadata page
- The content is not changed in any way

Full items must not be sold commercially in any format or medium without formal permission of the copyright holders

Items with usage restrictions will be:

- Present as abstract or metadata only records, with pointers to the full-text; or,
- Stored in a restricted area of the repository.

Vetting of items

The University Archives & Special Collections staff will check items for the eligibility of authors/depositors, relevance to the scope of the repository, valid format, and the exclusion of spam. *The legality and authenticity of the content of submissions is the sole responsibility of the depositor.* Any copyright infringement, defamatory, obscene or otherwise illegal material within the items is entirely the responsibility of the authors/depositors. If the repository receives evidence of copyright violation or other illegality, access to the relevant item will be removed immediately.

Notice and takedown

- A notice and takedown procedure applies if proof of copyright infringement or complaint for other reasons such as data protection or alleged research misconduct is received.
- All complaints will be acknowledged and investigated.
- Valid complaints will be referred to appropriate authorities within the University and legal advice taken where necessary.
- The item concerned will be temporarily removed if the complaint is deemed to be valid, pending an agreed solution. The item will be entirely removed in cases of uncertainty.
- The depositor of the content will be contacted to notify him/her of the complaint.
- Each case will be judged individually, encouraging resolution between the parties concerned.
- Both the complainant and depositor will be informed of the outcome of the investigation and any action taken, which may include one of the following:
 - Content remains in the repository or is replaced unchanged.
 - Content is amended and returned to the repository.
 - Content is permanently removed from public view.
 - Records and metadata relating to the resource will be retained (unless they are found to violate any person's legal rights).

Preservation

- Items will generally be retained indefinitely, subject to periodic review, or otherwise for a period of time agreed with the copyright holder.
- The repository will try to ensure continued readability and accessibility.
- Items will be migrated to new file formats where necessary.
- It may not be possible to guarantee the readability of some unusual file formats.
- The repository regularly backs up its files according to current best practice.
- URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories, with:
 - A link to a replacement version, where available.
 - A note explaining the reasons for withdrawal.
 - If necessary, an updated version may be deposited.

Revision of Items in LAUR (adding new version)

- LAUR has been established as a permanent archive. Authors or editors of works should ensure that the works they submit are factually accurate and that they have the right to make them publicly available.
- In cases where authors or editors have substantially reworked the content and wish to make a newer version available, they are encouraged to submit the new or revised version as a new item. It is the policy of LAUR to retain the original version of works submitted to the archives. In exceptional cases, an earlier version may be completely removed from the archive, at the author's request.

Withdrawing Material.

- LAUR has been established as permanent archives. In exceptional cases, authors, and editors may request that works be removed from the archives. Ordinarily, content will not be removed simply because the author has produced a revised version of a work.
- When LAUR staff removes content, the description (metadata) for the work will remain as a placeholder in the archives, with its affiliated handle, or URL. A brief statement explaining the reason for withdrawal of the content will be added to the descriptive metadata.
- No materials will be removed without the authors' knowledge. The LAUR staff reserves the right to remove items from the repository if notified by a third party of potential copyright infringement. In such cases, authors will be notified.

Reasons for withdrawal include:

- Journal publishers' rules.
- Proven copyright violation or plagiarism.
- Legal requirements and proven violations.
- National Security.
- Falsified research.
- Ethical or moral concerns.

What Happens If You Leave the University?

If authors who have submitted work to LAUR leave the University, their work will be retained in the archives. If they would like to have new contact information added to their items, LAUR staff will make the necessary changes.