HEFT Repository Policy

Heart of England NHS Foundation Trust is working towards adopting the OpenDOAR's optimum recommendations for repository policy. These policies are in a state of development at present, and may change.

Position Statement

HEFT in implementing a Repository, is aiming that eventually all of its staff deposit bibliographic information for all research outputs in the repository, so that there is a comprehensive institutional record of research activity

The Trust requires that the final version of any journal and conference articles are deposited, and made open access where this is permitted by the publisher, to maximise the visibility and impact of research.

Metadata Policy

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the Open Archives Initiative [OAI] Identifier or a link to the original metadata record are given.

Data Policy

1. Anyone may access full items free of charge, when these are available on the Repository.
2. Copies of full items generally 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 or charge.

   provided:

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

Content Policy

1. This is an institutional or departmental repository.
2. HEFT Repository includes **references** to all types of materials [see list of materials]
3. Items are individually tagged with:

- - their version type and date.
  - their peer-review status.
  - their publication status.
4. Principal language: English

Submission Policy

1. Items may only be deposited by accredited members of the organisation, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of HEFT Repository, valid layout & format, and the exclusion of spam
4. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
5. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
6. Any copyright violations are entirely the responsibility of the authors/depositors.
7. If HEFT Repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained indefinitely.
2. HEFT will try to ensure continued readability and accessibility.
   - Items will be migrated to new file formats where necessary.
   - Where possible, software emulations will be provided to access un-migrated formats.
3. HEFT regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may not normally be removed from HEFT.
6. Acceptable reasons for withdrawal include:
   - Proven copyright violation or plagiarism
   - Legal requirements and proven violations
   - National Security
   - Falsified research
7. Withdrawn items are not deleted *per se*, but are removed from public view.
8. Withdrawn items' identifiers/URLs are retained indefinitely.
9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
10. Changes to deposited items are **not** permitted.
11. *Errata* and *corrigenda* lists may be included with the original record if required.
12. If necessary, an updated version may be deposited.
13. In the event of the HEFT Repository being closed down, the database will be transferred to another appropriate archive.

List of materials [recommended by Repository Support Project]

1. Publications
   - Articles – full text or links to citation & abstract
   - Books
   - Book chapters
   - Conference or workshop items including posters
2. Theses & Dissertations
   - Doctoral
   - Masters
3. Resources used to support teaching & learning
   - Curricula & syllabuses
   - Course validation documents
   - Course materials
   - Assessment materials
   - Study skills support & revision materials
   - Student produced work
4. Audio visual items
   - Images
   - Video
   - Audio
   - Podcasts
5. Grey literature
   - Technical reports
   - Project reports
   - Documentation & manuals
   - Working papers & discussion papers

Definitions

Conference Paper
A paper which is presented at a conference or meeting of practitioners in a given profession

Copyright
A collection of legal rights that attach to an original work when it is created. Copyright allows the copyright owner to control certain acts to do with their work (e.g. copying) and to prevent others from using the protected material without permission

Digital repository
An online archive where authors can deposit their work, thus making the work freely available in digital form

Embargo period
A period of time imposed by an author, funder, research participant or publisher, which prohibits open access of the published work, but after which an author may self-archive

Metadata
The information that describes the material deposited in a repository. It includes the name of the article, the name of the author, the date of publication, and other relevant details

Open access (OA)
Is the free (gratis) online availability of the research results that authors give away themselves, provided by authors upon acceptance for publication and made permanently available without restriction of use. Open access aims to disseminate knowledge and materials broadly and freely across the Internet, and in doing so remove most of the traditional access restrictions to these materials, such as cost and geographical barriers

Post-print
The final version of an academic paper before publication, incorporating the revisions made as a result of the peer review process or as accepted for publication if no changes were made

Pre-print
The version of an academic paper which is submitted by an author for peer review

Refereed
This is also known as peer review or expert review. A refereed article is one in which the author's work and ideas have been subject to the scrutiny of others who are peers or experts in the field

Tombstone citation
A bibliographic reference to a "dead" deposition, i.e. where the full text is no longer available in the repository

Self-archive
The process of depositing one's own material in an online repository