



**DOCUMENT:** USC Research Repository Collection Development Statement

**DATE UPDATED:** March 2018

## 1.0 Purpose

The purpose of the USC Research Repository is to showcase the research output of the University of the Sunshine Coast. This maximises impact for individual researchers and highlights the University's research profile. The Research Repository provides free, searchable access to this output and makes possible its long-term archiving and preservation. It also provides access to research outputs where funding agencies and government departments mandate it.

The purpose of the USC Research Repository Collection Development Statement is to define and describe the purpose and content of the repository and provide a general framework against which current and future collection decisions can be made.

This is intended to be a dynamic document, responsive to changes in the academic and research environment.

## 2.0 Material to be Included in the Collection

- Outputs that meet internal and external reporting requirements, produced by University staff and students
- Journal articles – refereed, non-refereed, editorials, book reviews, letters, etc.
- Conference papers – refereed, non-refereed, and papers from conferences hosted by the University
- Conference items - accepted abstracts, poster sessions and power point presentations, provided the output can be made available as open access
- Books and book chapters from commercial and non-commercial publishers
- Theses accepted for HDR degrees, or Honours degrees on request from the Head of School on advice from the relevant Honours Coordinator
- Reports – technical, project or commissioned
- Research datasets
- Documentation of creative works
- Working and discussion papers
- Newsletters of significant research groups
- Journals published by the University

- Patents
- Other non-refereed outputs as determined by the Research Collections Coordinator

New USC staff are encouraged to deposit their outputs published previous to their employment with USC.

### 3.0 Material to be Excluded from the Collection

- Material intended for commercialisation (a citation may be added to the repository with details of who to contact for access to the full-text document)
- Materials which contain confidential content (a citation may be added to the repository with details of who to contact for access to the full-text document)
- Teaching materials and learning objects
- Administrative materials, such as the University annual reports, meeting minutes, committee papers or similar material which are collected in the official administrative archives
- Media coverage, e.g. interviews, appearances, etc.

### 4.0 Copyright for Open Access Deposits

The deposit of open access material into the USC Research Repository does not transfer copyright to USC. Inclusion, use and access of full text material in the repository is subject to copyright law and agreement with the copyright owner.

Authors should be prepared to grant USC a non-exclusive right to preserve and disseminate the output according to the terms of the USC Research Repository Author Deposit Agreement.

The following conditions for full text access apply:

- The author owns copyright and authorises deposit in the repository, or
- Permission has been obtained from the copyright owner to deposit within the repository, or
- The publisher as copyright owner allows it to be held within an institutional repository.

Authors should notify the Research Collections Team to confirm any existing agreements relating to the output (for example, publisher agreements) to ensure that they are not in conflict with the preservation and dissemination of the output.

Where deposit of the full text material is not possible due to copyright restrictions, a citation, abstract and descriptive information including a link to an alternative location such as the publisher's version of the material may be added to the USC Research Repository.

All items in the USC Research Repository are made available to the end user for academic non-commercial purposes only.

### 5.0 Authorised Contributors

At least one author of the research should be affiliated with USC.

Authorised contributors include:

- USC Teaching and Research Staff (including adjunct staff)
- USC Students
- USC Professional Staff

Articles from non-USC authors in USC published journals and conferences will also be permitted.

## 6.0 Take Down Policy

If an author has a reason for an output to no longer be in the public domain and would like it removed from the USC Research Repository, this can be requested in writing to the Research Collections Team. Outputs that have formed part of internal or external reporting processes will normally not be able to be removed. USC will also comply with any publisher requests to remove open access works from the USC Research Repository if it conflicts with publisher agreements with the author.

## 7.0 Retracted Publications

Retracted articles will remain in the USC Research Repository with an annotation on the metadata record that the publication has been retracted. A link will also be provided to the Retraction Notice on the publisher's website. This procedure acknowledges the retraction as a matter of public record and remains synchronised with the version of record maintained by the publisher.

## 8.0 Preservation

Over time, items stored in USC Research Repository will be preserved as deposited using a combination of techniques for data management and best practices for digital preservation. As for specific formats, however, the proprietary nature of many file types makes it impossible to make guarantees.

## 9.0 Editorial Rights

- The Research Collections Coordinator will retain the right to exclude any item submitted that does not meet Collection Development Statement requirements
- The Research Collections Coordinator will be able to return items for amendments for technical and indexing purposes, determine accessibility based on copyright agreements, and convert files to commonly used formats