ENLIGHTEN: PUBLICATIONS - INSTITUTIONAL REPOSITORY COLLECTION POLICY

Purpose:

Enlighten: Publications allows for the curation and long-term preservation of works arising from research activity at the University of Glasgow. The repository aims to enhance the visibility, discoverability, and on-going impact of these works by providing public and open online access to them wherever possible. This includes exposing bibliographic data about these works to relevant discovery services. Enlighten: Publications is also used to manage and fulfil the University's Open Access obligations, as required by research assessment exercises, and as stipulated by research funding bodies.

Scope:

This policy extends to research works arising from research activity at the University of Glasgow authored by staff from any job family.

Policy:

1.)   Content:

1.1)   The Enlighten: Publication repository is intended to expose and preserve research works and creative outputs arising from research conducted at the University of Glasgow, or associated research institutes. This includes research works arising from learning, teaching, and scholarship activities. Such works typically include journal articles, conference papers, book chapters, monographs, but can also encompass scholarly grey literature, such as technical reports, working papers, and so forth. Enlighten: Publications does not gather research data or software, theses, or open educational resources, all of which are the concern of other related Enlighten services.

1.2)   Enlighten is not intended to host works that arise from the routine work of the University, for example administrative documents or reports. Other types of records should be directed towards services designed for that purpose. The University Records & Information Management Service can assist in identifying appropriate services: recman@gla.ac.uk.

1.3)   The collection focus of Enlighten: Publications are the research works of the University of Glasgow, as prescribed in point 1.1.

1.3.1) The affiliation named on the work shall be the determining factor of whether the work should be deposited. Work completed at other institutions should be deposited at their respective institutional repositories or, if unavailable, a suitable subject repository.

1.3.2) It is strongly recommended that researchers use ORCID (Open Researcher and Contributor ID), a unique, persistent identifier of authorship which is free to researchers. ORCIDs maintain a personal profile of the researcher and their work. ORCIDs are embedded within university staff profiles, so details of prior work will remain easily accessible.

1.4) Enlighten: Publications is unsuitable for use as a platform to publish work in lieu of other established publishing routes. Where items would typically be published either in print or digital format through recognised publication channels then this should be done. It is recognised that some types of research output are not always officially published elsewhere, for example reports and other grey literature. This does not preclude these from being deposited and made available where we can, as such works can demonstrate significance and impact.

1.5) Enlighten: Publications is unsuitable for the deposit, storage, and curation of works published by staff prior to their affiliation to, or employment at, the University of Glasgow.

1.6) The Policy acknowledges that bibliographic data pertaining to works noted in point 1.5 nevertheless remain important to demonstrate expertise, esteem, and research pedigree at the institution. Technical mechanisms at the University of Glasgow will ensure those works not deposited in Enlighten: Publications are given due prominence elsewhere (e.g. on staff profile pages on the University website, within research management activities, etc.).

1.7) In reference to point 1.5, the Policy acknowledges that there will be instances in which it would be beneficial for specific works that have not been created under the auspices of University of Glasgow to be deposited, stored, and curated in Enlighten: Publications. This may be necessary to preserve the eligibility of works for national research assessment exercises, to ensure compliance with any relevant open research policies, or to facilitate academic promotion or zoning. Works published prior to employment at, or affiliation with, the University of Glasgow will therefore fall within the scope of the Policy, contingent upon a compelling use case and the supply of accompanying machine-readable text(s) or digital object(s).

1.8) If it is felt that a research work either does, or does not, need to be added to the repository for any exceptional reason, other than or contrary to, those circumstances outlined above, please contact research-enlighten@glasgow.ac.uk for consideration. The repository administrators reserve the right to add any work created at the University.

1.9) Application of the Collections Policy will commence on 29 April 2024 and will apply to research works authored at prior institutions after the date of policy implementation. The Policy will not be applied retrospectively, and research works already deposited in Enlighten: Publications are therefore unaffected.

2.) Access and withdrawal:

2.1) University of Glasgow strongly supports Open Access and endeavours to make as much of the University's research works as openly available as possible. The outputs of research will always be made openly available, where this is practically and legally permissible. Such activity is designed to increase the visibility and discovery of the institution's research work, thereby ensuring it generates the impact it deserves. It also ensures that University of Glasgow staff and students comply with any mandates in place, such as those relating to national research assessments or research funding mandates.

2.2)   All deposits are considered permanent. While every effort to ensure content of the repository complies with UK rights and laws, there may be occasions in which there is sufficient reason to request the removal of an item in the Enlighten: Publications, e.g. issues with intellectual property, copyright, data protection, or other legal matters. Such cases can be directed to research-enlighten@glasgow.ac.uk, with the following essential details:

- Bibliographic details of the work(s), including the full web link.
- The nature of your complaint and action requested.
- If your complaint or request relates to copyright or related rights, confirmation that you are the rights holder or affected subject, or an authorised representative of the rights holder or affected subject.
- Your contact details.

Where the grounds for complaint appear to be reasonable, the work(s) in question will be temporarily removed, pending further investigation. If the complaint is found to be legitimate, the work(s) will be permanently removed from the repository.

Bibliographic metadata relating to the work (e.g. author, title, abstract etc.) may remain available as a complete record of the research output, as evidence of the research undertaken at University of Glasgow.

2.3)   The repository management reserves the right to remove any item. We will not seek permission for this but will endeavour where possible to inform authors of this action and the reasons for removal.

3.)   Contributors:

3.1)   Those depositing work to the repository must be affiliated with the University of Glasgow and have valid GUID credentials. Contributors may include:

- University of Glasgow staff, postdoctoral researchers, other researchers affiliated with the university (i.e., visiting, honorary, or temporary staff), postgraduate students.

3.2)   Depositors or their permitted representatives, should only deposit their own work or that for which they have permission to deposit from the authors or creators involved.

4.)   Submission:

4.1)   Notification of newly accepted publications should be directed to research-openaccess@glasgow.ac.uk to ensure Open Access requirements, research funder obligations, and available publishing options can be considered. All other works should be emailed to research-enlighten@glasgow.ac.uk

4.2)   Enlighten: Publications administrative staff will deposit items to the repository on behalf of eligible authors. Contact research-enlighten@glasgow.ac.uk for advice on this.

4.3)   Enlighten: Publications administrative staff will review content being deposited to the repository during the deposit process, or in reviewing the deposit of other eligible depositors. They will review contents to ensure adherence to this policy and to ensure the Research Publications and

<u>Copyright Policy</u> and/or publisher copyright policies and any embargo periods are respected.

Authors and/or creators of the work, however, are solely responsible for the authenticity, legality, and validity of the content of those works. Any violations of these found within those works will be assessed as per point 2.2 of this document and we reserve the right to seek further advice where necessary.