

**Repositories – Examples of Deposit Guidelines:-**

**Who can deposit; what can be deposited; and what can't be deposited. (Vicki - 3.11.06)**

**Monash**

Accessed 24.10.06

### **Who can Deposit**

Academic staff and postgraduate students of Monash University will be able to deposit papers into the archive.

### **What can be deposited**

Research that can be included in the repository are digital research objects, and research collections that have been created by, associated to, or sponsored by Monash University.

- The creator has an affiliation with Monash University. The creator may be a Monash staff member or student within a Monash research centre. They may also be a visiting scholar.
- The research publication, object or collection is associated to, or sponsored by Monash University. For example, a Monash sponsored conference may publish conference proceedings where the authors are not Monash staff or students.
- The publication, object or collection must be scholarly or research oriented.

Acceptable digital copies of research are:

- journal articles
- research papers/reports
- working papers
- technical reports
- conference papers
- books
- book chapters
- theses (PhD only)
- small-sized datasets accompanying papers/articles/reports
- images used for research
- multimedia objects
- rich media

### **What can't be deposited**

The following types of research publications or collections should not be deposited:

- Material intended for commercialisation

<b>Swinburne</b>	<b>26.10.06</b>
	<p><b>Who can deposit</b></p> <p>Academic staff and postgraduate students of Swinburne will be able to deposit papers into the archive.</p>
	<p><b>What can be deposited</b></p> <p>Research that can be included in the repository are digital research objects, and research collections that have been created by, associated to, or sponsored by Swinburne University of Technology.</p> <ul style="list-style-type: none"> <li>• The creator has an affiliation with Swinburne. The creator may be a Swinburne staff member or student within a Swinburne research centre. They may also be a visiting scholar.</li> <li>• The research publication, object or collection is associated to, or sponsored by Swinburne University of Technology. For example, a Swinburne sponsored conference may publish conference proceedings where the authors are not Swinburne staff or students.</li> <li>• The publication, object or collection must be scholarly or research oriented.</li> </ul> <p>Acceptable digital copies of research include:</p> <ul style="list-style-type: none"> <li>• Journal articles</li> <li>• Research papers/reports</li> <li>• Discussion papers</li> <li>• Working papers</li> <li>• Technical reports</li> <li>• Conference papers</li> <li>• Books</li> <li>• Book chapters</li> <li>• Theses</li> </ul>
	<p><b>What can't be deposited</b></p> <p>The following types of research publications or collections should not be deposited:</p> <ul style="list-style-type: none"> <li>• Material intended for commercialisation</li> <li>• Research publications or collections which contain confidential material</li> <li>• Research publications or collections which, if disseminated by Swinburne Research Bank will infringe a legal obligation of Swinburne University of Technology and/or the author/s or the legal rights of the third party</li> </ul>
<b>Uni NSW</b>	<b>26.10.06</b>

**Who can deposit**

UNSW staff and students who possess a current staff/student number and an activated Unipass can deposit research publications into the ARROW@UNSW repository.

**What can be deposited**

ARROW@UNSW holds research publications, objects or collections if:

The creator has an affiliation with UNSW. The creator may be a UNSW staff member or student within a UNSW School or Centre. They may be a visiting scholar to UNSW.

The research publication, object or collection is associated to, or sponsored by UNSW. For example, a UNSW affiliated Centre may publish a series of papers where the authors are not UNSW staff or students.

The publication, object or collection must be scholarly or research oriented.

Please deposit digital copies of research such as:

- \* journal articles
- \* research papers/reports
- \* working papers
- \* technical reports
- \* conference papers
- \* books
- \* book chapters
- \* theses (honours only as postgraduate theses are captured through ADT)
- \* small-sized datasets accompanying papers/articles/reports
- \* images used for research
- \* multimedia objects
- \* rich media

<b>QUT</b>	<b>24.10.06</b>
	<b>Who can deposit</b>

Only registered users can deposit papers in QUT ePrints. Registration is restricted to QUT staff and QUT postgraduate students.

Only papers authored by current QUT staff or QUT postgraduate students can be deposited in QUT ePrints.

Papers can be deposited by a person other than the author of the document providing the following conditions are met:

- the depositing is done with the author's permission.
- the depositing is done by a registered user.
- the author(s) is involved in the selection of appropriate keywords and ASRC subject headings for the paper
- the author(s) confirms that they have retained the right to self-archive the work or they have obtained the necessary permissions from the copyright owner and that the document does not contain material (images etc) for which any necessary copyright clearance has not been obtained.

### **What can be deposited**

#### **What types of papers will be accepted?**

Journal articles, conference papers, conference proceedings, conference posters, books, book chapters, theses, working papers, departmental technical reports, research reports, significant project reports and data sets will all be accepted. If you would like to deposit something that falls outside of this range, please contact the QUT ePrints Administrator to discuss its suitability [eprints@qut.edu.au](mailto:eprints@qut.edu.au)

### **What can't be deposited**

#### **Are any types of papers unsuitable for QUT ePrints?**

Yes. The following materials are unsuitable for QUT ePrints:

- material intended for commercialisation of any kind
- papers which contain confidential material
- papers which, if disseminated, would infringe a legal commitment by the University and/or the author.

<b>Uni Tasmania</b>	<b>3.11.06</b>
	Server current unavailable – moving to a new server – will available again mid November 2006
<b>USQ</b>	<b>30.10.06</b>

## Who can deposit

### Who can deposit papers?

Papers can be deposited by USQ staff and approved USQ students. In the case of student papers, USQ ePrints staff will do the actual depositing into the archive on behalf of students. Student deposits will be dissertations forming part of a coursework Masters or Doctorate degree, or research reports forming a substantial part of an undergraduate degree (where submission is approved by the Dean of Faculty).

## What can be deposited

### What types of material can I deposit?

USQ ePrints will archive output from the University's research and scholarly activity. Items deposited should meet acceptable standards of intellectual quality, and could include the following types of material:

- Articles in journals, magazines or newspapers, either preprint (pre-refereeing and publication version) or postprint (refereed, published final version);
- Books or book chapters;
- Reports such as technical reports or project reports;
- Working papers or discussion papers;
- Manuals or documentation (if displaying scholarly content);
- Conference papers or conference poster papers;
- Dissertations forming part of a coursework Masters or Doctorate degree (PhD and Research Masters dissertations should be submitted to the [Australian Digital Theses](#) archive, not USQ ePrints);
- Research reports forming a substantial part of an undergraduate degree (where submission is authorised by the Dean of the Faculty);
- Patents, published;
- Unpublished manuscripts of literary work or art work if accompanied by text material;
- Inaugural lectures and Professorial lectures;
- Drafts of works;
- Enduring teaching material of a substantial nature, eg unpublished case studies, that form stand-alone pieces of scholarly value;
- Data sets and other ancillary research material; and
- Other "grey" literature as determined by the USQ ePrints Management Committee.

Any queries about what constitutes "acceptable standards of intellectual quality" will be resolved by the relevant Dean or Section Head.

<b>Flinders</b>	<b>31.10.06</b>
	<b>Who can deposit</b>
	Couldn't locate on website
	<b>What can be deposited</b>
	<p><b>What kinds of materials can I deposit?</b></p> <p>The system will accept any file format (but see below for preservation implications). Communities may set their own guidelines regarding the types of content they want to deposit. Examples of appropriate content may include statistical datasets, working papers, technical reports, and other scholarship not usually submitted for peer-reviewed publications, along with previously published material under certain conditions (see our separate FAQ on <a href="#">Copyright and Publication</a> ). We prefer that document be saved as PDF (Portable Document Format) rather than Word files. If you are not certain how to convert to PDF please email <a href="mailto:Katie.cavanagh@flinders.edu.au">Katie.cavanagh@flinders.edu.au</a> and she will help you sort it out.</p>
	<b>What can't be deposited</b>
	Couldn't locate on website
<b>ANU</b>	<b>1.11.06</b>

## Who can deposit

Couldn't locate specifics on website. Could only find the following statement :-

Any material deposited in Demetrius is the fruit of intellectual endeavour by one or more persons working on campus (or associated with the ANU in some other way).

And the policy statement on Open Doar website for ANU is as follows:-

Any institutional academic, researcher or project can use the service.

## What can be deposited

### What can I deposit? What is 'material'?

The range of content we accept is so broad that it's hard to be specific. In general, we will store on your behalf any academic output, whether it is primary research, papers or teaching and learning resources. Any academic, researcher or project can use the service. All the material should be in digital form: it doesn't matter whether it's sound, images, text or data sets.

### Collection Guide

All Collections in Demetrius are visible to the global Internet, and thus Collection builders must be aware that their collections must conform to the following:

- Collections must be produced, submitted or sponsored by authorised ANU teaching and research areas
- The work must be education- or research-oriented
- The work must be in digital form at the time of submission
- The work should be complete and ready for distribution
- The author/owner should be willing and able to grant ANU the right to preserve and distribute the work
- If the work is part of a series, other works in that series should also be contributed so that the repository can offer as full a set as possible
- All collections are subject to the general publication policy of ANU
- Access restrictions based on a user name and password system can be applied to limit access to items or



## Who can Deposit

Who can deposit material?

Authorised staff and students of Curtin University can deposit material into the repository.  
Research papers will have been produced as a member of Curtin University.

Research output by visiting or adjunct academic staff will also be accepted, provided the research is related to the visiting academic status and reflects Curtin's involvement.

Students will usually be postgraduate research students, but can include undergraduates, where those students are working in conjunction with academic staff on specific research and publications.  
The research must have been performed as a student of Curtin University of Technology.

Before depositing for the first time, you must complete a [Client Agreement Form](#).  
Please fax or send by internal mail (contact details are on the form). You need only complete this form once.

## What can be deposited

What kinds of research can be deposited?

Material can be included in the repository if it is any of the following:

- \* refereed / peer reviewed and published
- \* refereed / peer reviewed and in-press
- \* produced by a University research centre and approved by an authorised person within the centre
- \* defined under Section C: Research Outputs Material within the research performance Index specifications and has been awarded RPI points

What types of material can be deposited?

- \* journal articles
- \* conference papers
- \* departmental technical reports
- \* working paper series
- \* newspaper or magazine articles
- \* book chapters
- \* datasets



**Who can deposit**

The collection will be restricted to deposits of full text electronic research output by academic staff, postgraduate students and (where appropriate) general staff of the University of Melbourne. Contributors may include outsiders if they are co-authoring with University of Melbourne authors or are affiliated closely with the University, eg are emeritus professors or hold honorary appointments.

**What can be deposited**

Formats will include the following:

- pre-prints
- working papers
- published articles (post-prints)
- books/monographs
- book chapters
- online journals
- research reports
- inaugural lectures
- draft or final conference papers
- data sets
- theses
- any other form of research output which can be technically loaded to the repository. This would exclude software programs and websites, for example.

**What can't be deposited**

Couldn't locate specifics on website

<b>Uni. QLD</b>	<b>3.11.06</b>
	<b>Who can deposit</b>
	Academic staff and postgraduate students of the University of Queensland, both past and present, may deposit papers in the ePrintsUQ archive.
	<b>What can be deposited</b>
	Documents deposited in the archive consist of book chapters, working papers, journal articles, conference papers, preprints and some theses. Staff and postgraduate students, both past and present, of the University of Queensland are welcome to deposit papers in the archive. Alternatively, you can forward papers to the ePrint Archive Co-ordinator who is happy to upload the papers on your behalf.
	<b>What can I archive?</b>
	ePrintsUQ accepts all significant stages of research, from the pre-refereed pre-print to the peer-reviewed, published post-print, to post-publication updates. These may be full sets of conference proceedings, individual conference papers or posters, newspaper or journal articles, books, book chapters, online journals, working papers or departmental technical reports. Some theses may also be accepted.
	<b>What can't be deposited</b>
<b>CQU</b>	<b>3.11.06</b>
	No information on their website as yet

**Policy considerations:**

**Are deleted records persistent?**

If you remove a record for any reason – does the citation remain with information about the deletion. A lot of policies on Open Doar seem to have this – as the preservation policy.

Vicki Picasso