Ahmedabad University

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Policy on Institutional Repository, Ahmedabad University Library System

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Policy on Institutional Repository, Ahmedabad University Library System

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1. *Institutional Repository (IR) of Ahmedabad University*

The Institutional Repository (IR) of the University Library System is an intellectual output of Ahmedabad University. It is an effort to collect, organise, preserve and provide access to the contents created by Ahmedabad University Community. It is a state-of-the-art platform for the Ahmedabad University community to demonstrate their research productivity in the broader range. It contains various scholarly documents like Books, Book Chapters, Journal articles, Conference papers, Course files like Teaching notes, Student statistics, etc., Theses & Dissertations, Question papers, and many more in different formats and media. Metadata and abstracts of publications are given for the documents covered under copyright. Full-text access is made available for the documents available in open-access platforms. Institutional Repository at Ahmedabad University is accessible only to Ahmedabad University Patrons.

2. *Contents (Communities) in an institutional repository.*

- **Course File** – Course outline, readings, Hand-outs, Teaching notes, Student statistics, Quizzes, and Tests.
- **Dissertations**- PhD theses (Dissertations), Student theses
- **Faculty Publications** like Book Chapters, Books and Monographs, Conference / Seminar – Volumes, Conference / Seminar / Workshop - Papers and Presentations, Journal Articles, Newspaper and Magazine Articles, Patents, Projects / Reports, Unpublished Articles (Whitepapers)
- **Images** – Campus pictures, events, programs
- **Institutional Publications**- Journals, Newsletters, handbooks, etc.
- **Invited talks**- PPT, Audio, Video
- **Newspaper and Magazine Clippings**
- **Official Documents** - Reports, Statistics, circulars, policies, MoMs, MoUs
- **Research Data**- Raw data of all kind of research, Consultancy/Projects, field survey, , etc.
- **Old Question Papers**
- **Field Assignments**
- **Students' Projects**

3. *Content submission terms and conditions*

All the contents are uploaded by the library staff with approval from the respective authorities, as mentioned in the below paragraphs. The contents may be uploaded or fetched through an automated system by integrating with the internal/external applications. The terms and conditions of submission are mentioned below.

Theses and Dissertations:

All the Theses and Dissertations of Ahmedabad University shall be uploaded in the Institutional repository through library staff unless there is any written request from the concerned authority/supervisors not to upload the contents in IR. The respective program office provides the contents in a softcopy in PDF format or editable document format.

Faculty Publications:

Faculty Publications like Book Chapters, Books and Monographs, Conference / Seminar – Volumes, Conference / Seminar / Workshop - Papers and Presentations, Journal Articles, Newspaper and Magazine Articles, Patents, Projects / Reports, and Unpublished Articles are uploaded by the library staff. The contents are to be given by IQAC. Only metadata and abstract will be made available to the users if the full text is unavailable.

Institutional publications:

Institutional publications like Journals, Newsletter, Handbook and etc., are uploaded by the library staff in IR with written permission from the concerned office. Only metadata and abstract will be made available to the users if the full text is unavailable.

Images, Videos, Invited talks, and office documents

These contents are uploaded in IR with appropriate written permission from the concerned authority. Only metadata and abstract will be made available to the users if the full text is unavailable.

Course files, including Old Questions papers, Teaching resources, and Research data:

The course files, including Course outlines, readings, Hand-outs, teaching notes, Student statistics, Quizzes, Tests, Old question papers, teaching resources, field assignments, Student projects, and raw research data, will be provided by the respective program office to the library to upload to IR. The contents may be fetched through an automated system by integrating with the internal/external applications

4. Access permission:

1. All the bona fide members of Ahmedabad University i.e. Faculty, Students, Research Scholars, and non-teaching staff, may access all the items except course files. Course files excluding old question papers are accessible to faculty, library staff, and limited non-teaching staff approved by the Authorities. Old Question papers are available to All the users of Ahmedabad University.

2. External library members (Alumni Members, Institutional and Individual/Guest Members) may access the contents within the library premises.

3. The contents are copyrighted and will be used for personal research, educational, and not-for-profit purposes.

4. All the contents are free and can be accessed without prior permission.
5. This license allows re-users to copy and distribute the material in any medium or format in un-adapted (As is) format only.
6. The re-users are expected to attribute the due credit to the creator/owner.

5. Retention Period:

1. All the items can be retained for an indefinite period. However, the retention period may be considered for review once in five years.
2. Regular backup is to be taken as per the institutional policy.
3. Items may be removed/altered at the request (direction) of the authority.
4. Contents may be changed or altered to upgraded format as per the need for renovated infrastructure.