

	<h2>Institutional Repository Policy</h2>	
pol-054	Version: 1.00 Last amendment: Aug 2014	Approved By: Academic Board Date: 6 Aug 2014
	Next Review: Aug 2017	Contact Officer: Director, Office of Library Services

## INTRODUCTION

The University, through its [Strategic Plan](#) and [Research Practice Policy](#) is committed to the responsible research practices set out in the [Australian Code for the Responsible Conduct of Research](#) and in the open access policies of the National Health and Medical Research Council (NHMRC) and the Australian Research Council (ARC).

To ensure good research data management practice the Office of Library Services is responsible for the management of the University's institutional repository that provides a platform to:

- Archive, preserve and showcase the University's intellectual outputs and special collections entrusted to the University;
- Assist with the University's research data management and to adhere to requirements from ARC and NHMRC for research outputs to be available on open access wherever possible;
- Enhance awareness, use and impact of the University's research outputs; and
- Contribute to the growing international body of refereed and other research outputs that are available on open access.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003 \(NT\)](#) part 3, section 15.

## INTENT

This document outlines the requirements for deposits in the University's institutional repository and should be read in conjunction with the [Research Data Management Policy and Procedures](#) and the [Open Access Policy](#).

## RELEVANT DEFINITIONS

**In the context of this document:**

**Australian Research Council (ARC)** means the statutory agency under the Australian Government responsible for policy, programs and funding for Australian research and innovation;

**Excellence in Research for Australia (ERA)** means the national evaluation program for the quality of Australian research by eligible institutions. It is administered by the Australian Research Council;

**Grey literature** means informally published written material such as reports, patents, and technical reports from government agencies or scientific research groups, working papers from research groups or committees, and white papers;

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**Higher Education Research Data Collection (HERDC)** means the research publication data submitted each year by the University to the Australian Government;

**Institutional repository** means the software system for centralizing, preserving and disseminating in electronic form the knowledge generated by the University. The University's institutional repository is called CDU eSpace. The institutional repository is distinct from other services such as student course work, which operate on the same software;

**National Health and Medical Research Council (NHMRC)** is the statutory body of the Australian Government responsible for research funding directed towards the maintenance and promotion of public and individual health;

**Open access** means the practice of providing unrestricted access via the internet to peer-reviewed scholarly works such as theses, journal articles, scholarly monographs and chapters;

**Researcher** means any staff member, person awarded honorary or academic status by the University, student, or person otherwise associated with the University, who conducts research in the course of employment, study or a research affiliation with the University;

**Research data and primary research materials** means all data which is created by researchers in the course of their work, and for which the institution has a curatorial responsibility for at least as long as the Code and relevant archives/record keeping acts require, and third-party data which may have originated within the institution or come from elsewhere;

**Scholarly work** means original intellectual work that is validated by peers where at least one (1) of the authors or creators of the research output or other eligible type of material is a University staff member or postgraduate student at the time of the deposit or at the time the work was produced;

**Senior Executive** means a University staff member holding the position of Vice-Chancellor, Deputy Vice-Chancellor, Chief Operating Officer, Chief Financial Officer, Pro Vice-Chancellor or Deputy Chief Operating Officer of the University;

**Senior Manager** means a University staff member holding the position of Director or Head of School of the University; and

**Staff member** means anyone engaged by or associated with the University and includes all permanent, casual, adjunct, honorary or contracted staff (whether full-time or part-time), volunteers or those holding University offices or who are members of a University committee.

## **POLICY**

University scholarly works, research data and primary research materials, management records of the University's scholarly outputs, and other works listed below, deposited into the repository for preservation and access will be subject to any legal, contractual, privacy or cultural restrictions in accordance with the University's [Intellectual Property Policy](#), [Research Data Management Policy and Procedures](#) and the Commonwealth [Copyright Act 1968](#).

Intellectual property and ownership of research data and primary research materials will be managed in accordance with the University's [Intellectual Property Policy](#), [Data Management Policy and Procedures](#) and the [Copyright Act 1968](#).

Research data and primary research materials created by University researchers are subject to the Northern Territory [Information Act](#) and the University's [Records Management Policy](#).

Staff members and students are required to deposit the following into the University's institutional repository:

- University scholarly works submitted or accepted for publication in a peer-reviewed journal, conference proceedings, book, book chapter, or report. This includes all University material eligible for Higher Education Research Data Collection (HERDC) or Excellence in Research for Australia (ERA) reporting;

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- Bibliographic records for HERDC and ERA reporting, including digitised content where required for reporting;
- Higher degree by research dissertations such as Doctor of Philosophy, Doctor of Philosophy by publication, Masters by Research; Masters by Coursework containing a significant research component and Honours theses;
- Research data and primary materials with accompanying metadata records where technical specifications allow and metadata linking to the research data and primary materials where technical limitations prevent storage in the institutional repository.

Staff members and students are encouraged to deposit the following into the University's institutional repository:

- Material deposited on the advice of the relevant Senior Manager or Senior Executive such as grey literature or engineering projects;
- University scholarly works such as un-refereed research literature, journal articles, conference contributions, chapters in proceedings (the accepted draft), technical or project reports, and grey literature not submitted for publication and that can be made available via open access;
- Work/s held in another institution's open access repository belonging to a staff member who moved to the University, and is compatible with the types of materials accepted by the institutional repository; and
- Special collection materials of cultural or historical significance.

## **ESSENTIAL SUPPORTING INFORMATION**

### **Internal**

[Charles Darwin University Strategic Plan 2012-2014](#)

[Intellectual Property Policy](#)

Open Access Policy

[Records Management Policy](#)

Research Data Management Policy

Research Data Management Procedures

[Research Practice Policy](#)

### **External**

[ARC Open Access Policy](#)

[Australian Code for the Responsible Conduct of Research](#)

[Copyright Act 1968](#)

[Information Act 2002](#)

[National Health and Medical Research Council](#)

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Policy Sponsor: Academic Board  
Policy Contact Officer: Director, Office of Library Services

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## Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00	6 Aug 2014	Academic Board	Creation of original documentation and posting to CDU website

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