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BNU Knowledge Archive Policy

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Purpose

- 1 The BNU Knowledge Archive (BKA) is the institutional repository, primarily for research publications and other scholarly materials from Buckinghamshire New University (BNU). BKA is an open archive and provides access to materials for learning and teaching, research, public engagement and outreach. It refers to all materials managed by the University's repository and is comprised of digitised primary source collections.
- 2 BNU staff submit their papers to BKA. This creates a digital publication list by individual authors and by subject area. This information is publicly visible and is used to satisfy open access requirements for the Research Excellence Framework (REF).
- 3 You can search the archive for information about BNU research papers and scholarly outputs (metadata). Where permitted, you can also access the full text of the papers/ outputs (data). See full definitions and details below.
- 4 This policy covers the use and management of the repository. It describes who can use the services, the type of content held, the terms and conditions of access and preservation actions.
- 5 You can contact the staff who manage the repository by email at bkasubmit@bucks.ac.uk . The URL for BKA is bnu.repository.guildhe.ac.uk/.
- 6 By using BNU Knowledge Archive (BKA) you agree to abide by UK copyright law and by the University's policies.

Metadata

for information describing items in the repository

- 7 Anyone may access the metadata free of charge.
- 8 The metadata may be re-used in any medium without prior permission for personal research or study, educational, or not-for-profit purposes provided the Open Archives Initiative (OAI) Identifier or a link to the original metadata record are given. The content of items must not be changed in any way.
- 9 The metadata must not be re-used in any medium for commercial purposes without formal permission.

Data

for full-text and other full data items

- 10 Anyone may access items free of charge.
- 11 Copies of full items generally can be reproduced for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided:
 - the authors, title and full bibliographic details are given
 - a hyperlink and/or URL are given for the original metadata page
 - the content is not changed in any way
- 12 Full items must not be sold commercially in any format or medium without formal permission of the copyright holders
- 13 Some full items are individually tagged with different rights permissions and conditions.
- 14 This repository is not the publisher; it is merely the online archive.

Content

for types of document & data set held

- 15 This is an institutional research repository, primarily for research outputs and other scholarly materials.
- 16 Papers are individually tagged with their peer-review and publication status.

Submission

concerning depositors, quality & copyright

- 17 Items may only be deposited by employees, or accredited members of BNU.
- 18 All publications on the repository must conform with the publisher's requirements; for example publications may be under embargo for a defined period and/ or subject to varying degrees of open access requirements. Each publisher has different requirements.
- 19 Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
- 20 Eligible depositors must deposit bibliographic metadata for all their publications.

- 21 Responsibility for ensuring the validity and authenticity of items, and the copyright compliance of provided files, rests with the creator(s) of the output described by the item.
- 22 The Research and Enterprise team (RED) have administrative rights to the system and publications go 'live' upon their review and approval. The RED team will check the publisher restrictions to ensure the appropriate and compliant version is deposited. This will be either the authors' accepted manuscript or the published version.
- 23 If BKA receives proof of copyright violation the Notice and Takedown policy will be invoked.
- 24 Submissions can be made by emailing bkasubmit@bucks.ac.uk

Preservation

- 25 Items will be retained indefinitely.
- 26 BNU will try to ensure continued readability and accessibility where possible.
- 27 Items may not normally be removed from BKA.
- 28 Acceptable reasons for withdrawal include:
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National security
 - Falsified research
- 29 Withdrawn items are not deleted per se, but are removed from public view.
- 30 Changes to deposited items are not permitted; however, if necessary, an updated version may be deposited.
- 31 *Errata* and *corrigenda* lists may be included with the original record if required.
- 32 If necessary, an updated version may be deposited.
 - a. The earlier version may be withdrawn from public view.
 - b. The item's persistent URL will always link to the latest version.
- 33 In the event of BKA being decommissioned, the database will be transferred to another appropriate archive/ database.

Request for withdrawal of an item

- 34 BNU has made every reasonable effort to ensure that BKA content complies with UK law. However, If you feel that content in BKA infringes UK law, please notify BNU by sending an email to bkasubmit@bucks.ac.uk including the URL of the record and the reason for the withdrawal request.
- 35 Your request will be acknowledged and an initial assessment will be undertaken as soon as possible after BNU staff become aware of the request. We aim to acknowledge and assess the request within 10 working days of receipt.
- 36 Where grounds for withdrawal are plausible, the resource will be permanently removed from public view and a metadata record will remain with a note explaining the reasons for withdrawal.
- 37 It may be necessary for us to seek legal advice before the request can be fully resolved.
- 38 Both the requestor and the contributor will be contacted and informed of the outcome of the investigation, including any action taken.

Table of Definitions

Errata	A list of corrected errors appended to a book or published in a subsequent issue of a journal.
Corrigenda	Something to be corrected, typically an error in a printed book.

Appendix: Equality Impact Assessment

1. What is changing and why?				
This policy has been updated in line with the current BNU template and a definitions table added. No further substantial changes have been made.				
2. What do you know?				
This policy clarifies the terms of use around the BNU Knowledge Archive. It is important for users to understand the terms of reference as BNU is required to adhere various external governance and compliance rules.				
3. Assessing the impact				
	Could benefit	May adversely impact	What does this mean? <i>Impacts identified from what you know (actual and potential)</i>	What can you do? <i>Actions (or why no action is possible) to advance equality of opportunity, eliminate discrimination, and foster good relations</i>
a) How could this affect different ethnicities? <i>Including Gypsy, Roma, Traveller, Showmen and Boaters, migrants, refugees and asylum seekers.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact differently between people of different ethnicities in any way.	We remain open to feedback from stakeholder groups for possible amendments to the policy.
b) How could this affect cisgender and transgender men and women (including maternity/pregnancy impact), as well as non-binary people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact differently between people of different genders in any way.	We remain open to feedback from stakeholder groups for possible amendments to the policy.
c) How could this affect disabled people or carers? <i>Including neurodiversity, invisible disabilities and mental health conditions.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BKU is a digital repository. An accessibility statement is publicly available and includes provisions which enables the users to: <ul style="list-style-type: none"> change colours, contrast levels and fonts zoom in up to 300% without the text spilling off the screen 	We remain open to feedback from stakeholder groups for possible amendments to the policy.

			<p>navigate most of the website using just a keyboard</p> <ul style="list-style-type: none"> • navigate most of the website using speech recognition software • listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver) • the website text is as simple as possible to understand. <p>In the statement, we also recognise that there are some parts of the repository which may not be accessible. To mitigate this, we have provided contact details via an email address and telephone number, with a response timeframe of seven days.</p>	
d) How could this affect people from different faith groups?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact differently between people of different faiths in any way.	We remain open to feedback from stakeholder groups for possible amendments to the policy.
e) How could this affect people with different sexual orientations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact differently between people of different sexual orientations in any way.	We remain open to feedback from stakeholder groups for possible amendments to the policy.
f) How could this affect different age groups or generations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact differently between people of age groups in any way, however we do have an accessibility statement in place on the public repository (see comments in section 3.c.)	We remain open to feedback from stakeholder groups for possible amendments to the policy.
g) How could this affect those who are married or in a civil partnership?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact differently between people in a partnership in any way.	We remain open to feedback from stakeholder groups for possible amendments to the policy.
h) How could this affect people from different backgrounds such as: socio-economic disadvantage,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact people from different backgrounds in any way. The accessibility statement on the public facing pages provides alternative way to obtain	We remain open to feedback from stakeholder groups for possible amendments to the policy.

homeless, alcohol and/or substance misuse, people experiencing domestic and/or sexual violence, ex-armed forces, looked after children and care leavers.			repository items if the user is not able to access them using the repository (see comments in section 3.c). A benefit of this policy is that it may remove paywalls and increase the availability of materials.	
i) How could this affect people with multiple intersectional experiences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This policy does not distinguish or impact people with multiple intersections experiences in any way.	We remain open to feedback from stakeholder groups for possible amendments to the policy.
4. Overall outcome				
No major change needed <input checked="" type="checkbox"/>	Adjust approach <input type="checkbox"/>	Adverse impact but continue <input type="checkbox"/>	Stop and remove <input type="checkbox"/>	
5. Details of further actions needed				
I do not believe any further actions or changes to the proposed policy are needed as a result of this impact assessment.				
6. Arrangements for delivery and future monitoring				
The policy will be available on the University website and will be reviewed in line with the University policy review timetable.				
7. Completed by:	Kate Heyworth	Research Excellence and Governance Manager	Date	29/02/2024
8. Signed off by:	Florin Ioras	Director of Research and Enterprise	Date	29/02/2024



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