



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



BUCKS KNOWLEDGE ARCHIVE POLICY

Contents

Background	2
Metadata	2
Data	2
Content	2
Submission	3
Preservation	3
Notice and Takedown	4
Accessibility	5

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This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the Academic Quality Directorate.

Background

- 1 The Bucks Knowledge Archive (BKA) is the institutional repository of Bucks New University. This policy covers the use and management of the repository and will be reviewed on a regular basis and in line with current practices.

Metadata

- 2 Anyone may access the metadata free of charge.
- 3 The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the Open Archives Initiative (OAI) Identifier or a link to the original metadata record are given.
- 4 The metadata must not be re-used in any medium for commercial purposes without formal permission.

Data

- 5 Anyone may access items free of charge so long as they remain unchanged and unless the item's accompanying rights declaration states otherwise. Please note some data may only be available to Bucks New University staff/students.
- 6 Single copies of full items can be reproduced for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided:
 - a the authors, title and full bibliographic details are given;
 - b a hyperlink and / or URL are given for the original metadata page; and,
 - c the content is not changed in any way.
- 7 Full text items must not be sold commercially in any format or medium without formal permission of the copyright holders.
- 8 Some full text items are individually tagged with different rights permissions and conditions.
- 9 This repository is not the publisher; it is merely the online archive for material.

Content

- 10 This is an institutional research repository.
- 11 BKA may include the following types of research outputs produced by academic staff:
 - Full text research outputs such as journal articles, books, conference papers and commissioned reports.
 - Non textual research outputs such as a digital representation of an image, artefact or composition, or recordings of performances.
 - Buckinghamshire New University doctoral theses.

The repository is not intended to provide access to non-scholarly outputs, teaching materials, software, patents or web material with no evidence of underpinning research.

12 Items will normally be tagged with:

- their version type and date
- their peer-review status
- their publication status

13 Principal Language: English.

Submission

14 Staff can email bkasubmit@bucks.ac.uk with a copy of their research output for inclusion in the repository.

15 Items may only be deposited by employees, or accredited members of Bucks New University.

16 The administrator and support team vets items for the eligibility of authors/depositors, relevance to the scope of BKA and valid layout & format.

17 The validity and authenticity of the content of submissions is the sole responsibility of the depositor.

18 Third party copyright remains the responsibility of the creator of the Work – permission to reproduce must be obtained before submitting material to BKA.

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 If BKA receives proof of copyright violation the Notice and Takedown policy will be invoked.

Preservation

21 Items will be retained indefinitely.

22 BKA will try to ensure continued readability and accessibility where possible.

23 Items may not normally be removed from BKA. For example, if any employee leaves Bucks New University items will remain in the repository. Copies or links to material can be provided for an institutional repository at the new place of employment.

24 Errata and corrigenda lists may be included with the original record if required.

25 Changes to deposited items are not permitted; however, if necessary, an updated version may be deposited.

26 In the event of BKA being closed down, the database will be transferred to another appropriate archive.

- 27 As stated above, items may not normally be removed from BKA. However, acceptable reasons for withdrawal may include:
- Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National security
 - Falsified research
- 28 In these circumstances, please refer to the Notice and Takedown policy below for further guidance.

Notice and Takedown

- 29 The University has made every reasonable effort to ensure that BKA content complies with UK law. However, should you feel that certain content in some way infringes UK law or rights, Buckinghamshire New University will, upon notification, review the legal status of the relevant material and remove it if the complaint is found to be valid.
- 30 Valid grounds for the removal of content from BKA include:
- Violation of intellectual property rights, including copyright.
 - Breach of moral or other rights protected by law (e.g. derogatory treatment of work, libel, data protection, privacy).
 - Ethical issues including plagiarism, falsified research, or failure to adhere to ethical guidelines.
- 31 If you believe you have legitimate grounds to complain about any item in BKA, please notify the Repository Manager by email at bkasubmit@bucks.ac.uk including the following information:
- Name and Title
 - Organisation
 - Email address
 - Address and telephone number
 - Outline of complaint, including any evidence or proof
 - Title of the item/publication
 - Item URL.
- 32 On receipt of a complaint, the Repository Manager will acknowledge receipt of the complaint by email and make an initial judgement as to the validity of the complaint.
- 33 At this initial stage, if there appear to be grounds for complaint, the resource will be removed from public view, pending verification of the complaint.
- 34 The complaint will be investigated in full and professional legal advice sought where necessary. Both the complainant and the contributor will be contacted and informed of the outcome of the investigation, including any action taken.

Accessibility

- 35 The repository is committed to making as much of the repository content as is practical full accessible to all audiences.