**Khazar University Institutional Repository (KUIR) Policy**

**Scope**

**Contributors to Repository**

***Khazar University Institutional Repository***(KUIR) is suite of services offered by the

Library & Information Center in support of the university’s research outputs. Repository content consists of collections of research materials in digital formats produced byKhazar University faculty and those with whom they collaborate.

These collections are managed, preserved and distributed by the Khazar University Library and information Center (KULIC) on base of DSpace platform.

Contributors may include:

* Khazar University of faculty, postdoctoral researchers, and staff with academic appointments
* Khazar University graduate students
* Khazar University undergraduate students depositing:
* work that has been accepted elsewhere through a peer review process (such as a conference poster or paper)
* BA theses
* research or creative projects guided by a Khazar University faculty member
* Alumni submitting scholarly work completed at the Khazar University.

**Scope of Deposited Content**

* Deposited content can be scholarly, creative and research-related resources.
* Deposited content should be in a completed state, rather than in-progress and regularly updated.
* Contributors may deposit content created prior to joining the Khazar University.
* Contributors must be willing and able to grant the University the non-exclusive rights to both preserve and make their work available through DSpace.
* Deposited content must be in a digital format or have a link to deposited paper.
* If the deposited content is part of a series, other works in that series should also be deposited when possible so that we can offer a full and complete collection.

**Supported Content Types**

The following content types are among those that will be accepted:

* publications (including preprints)
* dissertations
* masters and undergraduate theses
* working papers and technical reports
* white papers
* conference presentations
* conference posters
* campus-based publications
* course-based publications
* audio and video recordings

**Access to Deposited Content**

All deposited content will be made available to the public, except when forbidden by contracts, rights, or when embargoed for a limited time. Wherever possible, the full text of the material is made freely available subject to copyright law and license agreements. In those cases where full text can't be made available, the Repository can provide restricted access to materials.

**File formats**

The KUI team will work to recognize and support as many file formats as possible.

All formats can be deposited, but depositers should consider depositing their items in formats that are open, sustainable, and well-used in their fields. The following formats are preferred for preservation reasons:

Textual: PDF/A, TXT, HTML, XML, CSV

Images: TIFF, JPEG 2000

Audio: WAVE, AIFF

Video: MOV, Motion JPEG 2000

Database/Spreadsheet: CSV, XML

**Withdrawal**

All deposits are considered permanent. Content may be removed in case of violation of deposit agreement or other exceptional circumstances, in which case only the record will remain with the following message: “Item withdrawn by authority of the Khazar University. If you have any questions, please contact dspace@khazar.org.”

**Copyright**

**Depositing content**

The contributor must either hold the copyright, or the right to deposit, for all contributed content. If the deposited content is unpublished, the Library recommends using a Creative Commons license, either CC-BY or CC-BY-NC. For data we recommend a Creative Commons Zero license.

By depositing their work, the contributor agrees to give the University only the non-exclusive right to disseminate and preserve the content. Preservation may require reproducing the content in different formats to ensure future accessibility.

**Privacy**

**When using the repository**

Whenever a user visits the DSpace's website, certain information is gathered and stored automatically. This information does not generally identify the user personally. Information that is automatically collected and stored when visiting the repository site includes:

* the Internet domain and IP address from which the repository was accessed
* the type of browser and operating system
* date and time
* pages visited.

**Personal information submitted by users**

The system collects personal information submitted during the deposit process and when subscribing to the repository’s alerting service

Submitted information will be used only for the purpose for which you submitted it, with the exception that the LIC may make reasonable statistical reports that do not identify particular individuals. The Library does not share this information with private organizations or allow it to be used for commercial purposes.

**Preservation**

The KULIC is committed to providing preservation of repository content. In order to better preserve this content, the LIC together with Khazar University Information Technology department will:

* assign a persistent identifier that will always point to the object and/or its metadata
* provide secure storage and backup
* perform routine fixity checks using proven checksum methods
* create provenance records and other preservation metadata to support accessibility and management over tim