Preservation Policy

1. Items will be retained indefinitely.
2. KUIR will try to ensure continued readability and accessibility.
   * Items will be migrated to new file formats where necessary.
   * Where possible, software emulations will be provided to access un-migrated formats.
3. KUIR regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Acceptable reasons for withdrawal include:
   * Proven copyright violation or plagiarism;
   * Legal requirements and proven violations;
   * National Security;
   * Falsified Research.
6. Withdrawn items' identifiers/URLs are retained indefinitely.
7. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
8. Changes to deposited items are not permitted.
9. If necessary, an updated version may be deposited.

OPEN ACCESS

Ask me about OPEN ACCESS

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LIBRARY & INFORMATION CENTER

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Baku AZ1096, Azerbaijan

Tel.: +99412 421-79-16

E-mail: dspace@khazar.org

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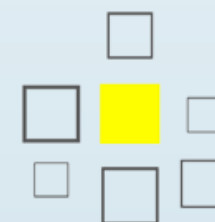
D SPACE

Metadata Policy

For information describing items in the repository:
1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided:
   * the OAI Identifier or a link to the original metadata record are given
   * Khazar University İnstitutional Repository (KUIR) is mentioned.

Data Policy

For full-text and other full data items:
1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
   * reproduced, displayed or performed, and given to third parties in any format or medium;
   * 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.
3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

Content Policy

For types of document & data set held:
1. KUIR holds all types of materials.
2. Deposited items may include:
   * working drafts;
   * submitted versions (as sent to journals for peer-review);
   * accepted versions (author's final peer-reviewed drafts);
   * published versions (publisher-created files).
3. Items are individually tagged with:
   * their version type and date;
   * their peer-review status;
   * their publication status.
4. Principal Languages: Azeri, English and Russian.

Submission Policy

Concerning depositors, quality & copyright:
1. Items may only be deposited by accredited members of the institution, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. Eligible depositors must deposit full texts of all their publications, although they may delay making them publicly visible to comply with publishers' embargos.
4. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of DSpace, valid layout & format, and the exclusion of spam
5. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
6. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
7. Any copyright violations are entirely the responsibility of the authors/depositors.
8. If KUIR receives proof of copyright violation, the relevant item will be removed immediately.