

## COPYRIGHT

To address the copyright issue, when items are submitted to DSpace, authors grant to the KUIR the non-exclusive rights to reproduce, distribute, and migrate their submissions.

Authors also represent that each submission is their original work, and that they either holds copyright, or have obtained permission of the copyright owner to grant the Khazar University non-exclusive distribution rights.



LIBRARY & INFORMATION CENTER

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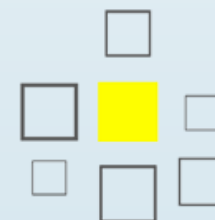
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# OPEN ACCESS INSTITUTIONAL REPOSITORY

## “GUIDE”



# DSPACE

## General Information

**Khazar University Institutional Repository (KUIR)** is suite of services offered by the Library in support of the university's research output. Repository content consists of collections of research materials in digital formats produced by Khazar University's faculty and those with whom they collaborate.

These collections are managed, preserved and distributed by the KUIR library on base of DSpace platform.

Materials in the repository are selected by the university's research faculty and will be research materials of interest to their colleagues, collaborators and students. They may consist of pre- and post prints of scholarly articles as well as materials cited in those articles such as images, videos, and datasets.

Khazar University faculty need to take an active role in selecting the materials they want to preserve for future use. It should also be recognized that the repository is a complement to, not a substitute for university Web site, and KUIR other print and electronic collections.

### DSpace community retains the right to:

- \* Establish policy regarding content to be submitted, within the DSpace policy;
- \* Decide who may submit content within the community;
- \* Determine access to content at the item level either to the group only, to Khazar University only, or unrestricted;
- \* Receive a copy of submitted material on request;
- \* Customize interfaces to community content at the institutional repository level.

## Role of the Khazar University Library & Information Center

This section addresses the services that were identified by the Khazar University faculty as being important for KUIR and the role the Library r will play in delivering those services.

- \* Seek out and set up new DSpace communities as outlined above;
- \* Determine if newly proposed user communities satisfy the criteria given above and authorize those that do;
- \* Run and maintain the hardware and software of the Repository and pursue upgrades as needed;
- \* Assure the continuation of key communities, especially by verifying the existence of a community leader;
- \* Maintain a loose oversight to ensure that the materials that communities archive are at least generally in compliance with the collection criteria.

Library provides the resources and technologies necessary to migrate and update the files stored here. The KUIR Library will assure the preservation of the supported files for as long as departments and the university choose to provide support for DSpace collections.

## What can be placed in the KUIR?

Approved materials include the following research outputs:

- \* Outstanding Academic Papers by students and staff;
- \* Free eBooks and eJournals;
- \* Theses on all levels - bachelors' and masters papers, PhD dissertations;
- \* Books and book chapters;
- \* Conference papers;
- \* Working papers;
- \* Data sets;
- \* Presentations;
- \* Published patents;
- \* Multimedia objects.

### ACCESS

The material in the Repository is intended to be freely accessible via the Repository's web site and most common search engines such as Google Scholar.

All material in the Repository contains bibliographic details (Metadata) such as author, title etc. which is made available for harvesting by most common search engines.

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 provides detailed metadata and location information.