Policy of the Kyiv-Mohyla Academy National University

Institutional Repository

eKMAIR

1. **Collections policy**

   1.1. Repository Structure

   Repository has a three-level structure: Community / Фонд, Sub- Community / Під-фонд, Collection / Колекція. Depositing materials is possible only in the Collection (which is part of the Community). The Sub-Community level is non-mandatory and is used as needed. Communities are created for faculties. Inside the Communities, faculties are divided into Collections of University's units. Other NaUKMA scientific departments (research centers, Doctoral School, Scientific Library, and Research Departments) can deposit their materials in unitary community 'Scientific departments of NaUKMA'. In case some departments were not included into this list (e.g. NaUKMA Administration, Center for Strategic Development, International Office, Computer Center of NaUKMA etc.) they can deposit materials to the Community 'NaUKMA departments'. Communities consist of Collections that reflect actual University structure. Collections that do not belong to existing NaUKMA units, arise for the types of materials without relevant index in Repository, however, they need to stand separately due to their importance, e.g. patents. The exceptions are:

   - Community "Dissertations", which contains dissertations, annotations, and abstracts;

   - Community "NaUKMA Publications", which is compiled of serial and non-serial NaUKMA papers due to the request of chief editor and after subscription of author's agreement;

   - Community "NaUKMA Conferences and seminars", for unpublished conference materials;

   - Community "Students' papers", which includes diploma's thesis and other works of NaUKMA students, deposited by request of research advisor or department;

   - Community "Materials of different researchers and organizations", where some authors and organizations, which are not integrated into the University structure, but connected to NaUKMA (Doctor Honoraris Causa or professors), or who need a platform to publish their researches, may deposit their works.

   Creation of Collections, not provided by this structure, is impossible. In the event that the University's unit ceases to exist, its Collection gets a mark - "The unit has ceased to exist".

   1.2. Roles given to the users of archive:

   Author (rights ADD) – can add materials without ability to edit and delete them. The role of Author can be given to regular and visiting faculty, post-graduate and doctoral school students, staff

of departments, faculties and other university units that perform research or generate materials, which might be deposited to the Repository.

Moderator (rights ADD and WRITE) – are representatives of departments (units), assigned to each Collection after formal request from the head of their unit, addressed to the Library Director. Moderator is obliged to perform necessary training, provide support and consult staff of their division, create archives if asked by the authors, and edit uploads of their division.

Coordinator of the Archive (rights - ADMIN) – are representatives of the Library who are responsible for the training and consulting the Moderators, giving certain rights to different Authors, for the quality of metadata and deleting uploads. Coordinator of the Archive can create Collections and Sub-Communities inside the structure by the formal request of divisions' directors , in case of necessity to create Collection or Sub-Community for new types of materials.

2. Content policy

2.1. Who can deposit materials to eKMAIR?

Teachers, staff from all departments of the University, postgraduate students and doctoral students, honorary doctors and professors, can deposit materials to eKMAIR. Depositing materials whose authors do not belong to one of the above categories occurs in agreement of each individual case with the director of the library. Each University unit may appoint a responsible officer (moderator) who has the right to archive the documents to the repository on behalf (see p.1.2.). Authors can add materials to the archive on their own, or entrust the moderator or librarian. The author must own copyrighted material (see p.3).

2.2. What materials can I deposit?

The NaUKMA repository can host scientific and educational materials of the following types: articles (preprints, postprints and published versions), books and sections of books, dissertations and abstracts of dissertations, scientific and technical reports, presentations, datasets, conferences materials, educational materials etc. For scientific materials, placement of not peer-reviewed content is allowed.

Materials have to be completed and ready to be deposited, in digital format or digitized, created, funded or submitted by NaUKMA departments. The author of the work must be ready and able to provide NaUKMA with the right to maintain and distribute his work through eKMAIR (see p. 3). If the material is part of a research series, other studies in this series should also be presented in eKMAIR in order to assemble the most complete set. Text collections, collective monographs and serial publications of NaUKMA are placed in the repository after the signature of the copyright agreement divided into separate articles or sections in the collection (see p.1.1).

Depositing materials, which are not specified in p.2.2. of the Policy, is separately agreed with the Library Director. In case of self-archiving by the author of materials that contradict the

policies of the repository, the administrator must notify the author of such violations. In the event that the author fails to make the appropriate changes, the administrator of the repository has the right to remove such materials.

2.3. Materials format

The repository supports and allows you to archive all the formats in which the materials are created. For text documents and presentations, PDF format is recommended. All other materials may be deposited in a form that is easy to distribute and reuse.

3. Copyright and licenses

3.1. Transfer of non-exclusive copyrights

The author must possess copyrights on the deposited material. If the depositor puts the material in eKMAIR by himself, or asks NaUKMA Scientific Library to put this material in eKMAIR on a by-order basis, he agrees with the terms of the Author's Agreement on the transfer of non-exclusive rights of the work's usage through eKMAIR: "By agreeing with this license, you (the author or copyright owner) grant NaUKMA non-exclusive rights to present, transfer, and distribute this material globally in electronic format. You agree that NaUKMA may transfer this material to any data storage device or format necessary for its storage. You also agree that NaUKMA may have more than one copy of the material for safety, insurance and preservation. You confirm that this material is your original work and/or you have the right to put it in an institutional repository. You also confirm that this material does not violate any copyright. If you do not possess the copyright for the materials, you confirm that you have obtained all necessary permissions from the parties to whom these rights belong and they fully agreed upon this material's content. "

Virtual agreement with this license is sufficient for articles, sections of books, presentations and other materials that belong to author and do not require additional approvals. For the disposal of individual works (monographs, textbooks), collections, serials and materials, whose authors do not belong to the NaUKMA community and/or are being funded by another institution, it is necessary to sign the author's agreement concerning the transfer of non-exclusive rights of work's usage. To deposit the dissertational texts, it is necessary to receive confirmation from the head of the Doctoral School or the research advisor, - concerning that this dissertation's text is final and it is going through a thesis defense, as well as to sign the author's agreement. Deposition of students' qualification works takes place through agreement with the representatives of the university department after diploma defence.

Full texts cannot be deposited in eKMAIR if they are under the publisher's embargo period; articles that are going through publication process in journals cannot be deposited, unless the journal policy allows it (www.sherpa.ac.uk/romeo). If the eKMAIR coordinator receives a

confirmation of the material's copyright infringement, the relevant document shall be removed from the repository. The depositor takes responsibility for the observance of copyrights.

3.2. Policies of authorship

Anyone can use full texts or other data contained in the repository. Materials in eKMAIR are in the open access and can be reproduced, submitted or transferred to a third party and stored in databases in any format and on any non-commercial data storage device without prior agreement. This should include a bibliographic description sufficient for the recognition of the work and a link to the original metadata page. The mention of the institutional repository of the National University of Kyiv-Mohyla Academy (eKMAIR) is welcomed, but not binding.

The content of the material cannot be changed in any way. Bots and harvesters cannot collect full-text materials and other digital data, except for purpose of indexing full-text articles or citation analysis.

For works deposited in NaUKMA repository for the first time, archiving date is equal to the date of publication and serve as a warrant in disputes concerning illegal copying and assignment of authorship.

The metadata for materials placed in the repository belong to the National University of Kyiv-Mohyla Academy and may be used for non-commercial purposes without prior approval, with reference to the original metadata record and eKMAIR reference. Metadata can not be used for commercial purposes without prior official approval.

3.3. Creative Commons' license

For documents deposited in NaUKMA institutional repository, in addition to general policies of authorship (see section 3.2), authors can choose one of the [Creative Commons licenses](). If the deposited material has the copyright of publisher or other organization, depositor cannot assign such material to the Creative Commons license.

3.4. Access Policies

All materials in eKMAIR and their metadata are open-source, free of charge for Internet users, and do not require authentication or authorization to use them. If the material has any restrictions (it is under the embargo period, is subject to exclusive licensing conditions, etc.), it cannot be placed in the NaUKMA repository.

4. Metadata

To enter material' information in the NaUKMA repository, [Dublin Core Schema]() metadata set is used.

Depositors with ADD and ADMIN rights can enter metadata; authors with ADD, WRITE, and ADMIN rights can edit, work on errors, do mismatch repair in metadata (see section 1.2). In NaUKMA institutional repository there is no metadata validation process, which is making it

available immediately. Depositors are responsible for the metadata's quality of presentation. The Archives Coordinator monitors all contributions and ensures metadata compliance with repository standards.

5. Revocation policy

The depositor or the organization in legal order may initiate revocation of the materials. All requests for revocation pass through the eKMAIR coordinator. In the place of the reference to revised material, its metadata remains in eKMAIR with a note about revocation.