



**AGRI-FOOD
& BIOSCIENCES
INSTITUTE**

AFBI Institutional
Repository Policy
October 2019, Version 1

afbi



AFBI INSTITUTIONAL REPOSITORY POLICY

Reference¹:	AFBI POL 02/20
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Author:	AFBI Library/Open Access Committee

¹ Reference number is provided by Governance & Performance Branch

1 Purpose of the AFBI Institutional Repository

AFBI is committed to preserving and disseminating its research as widely as possible. The institutional repository exists to hold the research outputs of the researchers associated with AFBI.

2 Repository Scope

Research outputs created by AFBI Staff can be deposited into the AFBI institutional repository for public display on the repository. Research outputs in the repository include, but are not limited to journal articles, conference proceedings, book chapters and monographs.

3 Researcher Responsibility

It is the responsibility of AFBI Staff to add their research outputs to the institutional repository. By depositing their research outputs, researchers are agreeing to the terms of the AFBI Institutional Repository Deposit Licence (see Appendix A).

It is essential that any researcher who holds a research grant should be aware of grant conditions that obliges them to deposit research outputs in an institutional repository and to ensure they are in a position to comply with it. The researcher should ensure that there is no conflict between the funders' open access mandate and the publisher's copyright/self-archiving policy.

4 Validation workflow

A general workflow for depositing publications in the AFBI institutional repository is as follows:

1. AFBI's Output Database updated
2. Manuscript accepted by publisher
3. Author updates the relevant record in the AFBI outputs database to "article in press"
4. Library staff notified of publication through alert from Outputs Database
5. The Library Open Access Team will check the publication details (bibliographic metadata) of research outputs for accuracy and validity. The Library staff will also contact the author and investigate the copyright status of the publication
6. Library staff will request an acceptable version (e.g. pre-peer review, final version) from the author and upload it to the AFBI institutional repository, respecting embargo periods set by the publisher where necessary
7. Library staff will notify AFBI Corporate Communications of newly available AFBI science publications

5 Reuse of Research Outputs

The bibliographic metadata in the AFBI institutional repository may be re-used in any medium for not-for-profit purposes provided a link to the record in the AFBI institutional repository is given.

Unless otherwise indicated, full text documents of research outputs made publicly available in the AFBI institutional repository are protected by copyright with all rights reserved. Some outputs may be made available under a Creative Commons license and this will be specified on the cover sheet of the research output.

6 Take Down Policy

Every effort has been made to ensure that content in the AFBI institutional repository does not infringe any person's rights, or applicable UK laws. If you discover content in the AFBI institutional repository that you believe breaches copyright or violates any law, please follow the steps below.

Send the following information to the Library Open Access team at afbilib@qub.ac.uk:

- Your name
- Your contact email
- Title of the publication
- Publication URL
- Reason for requesting withdrawal

On receipt of your complaint, The Library Open Access team will:

- Acknowledge receipt of your complaint by email
- Temporarily withdraw the full-text document from the AFBI institutional repository as soon as possible, pending further investigation

If the request is considered legitimate the document will be permanently withdrawn from the AFBI institutional repository but the bibliographic metadata will remain available. The outcome of the review will be communicated to the requester and the author of the AFBI publication.

Appendix A: Deposit Licence Agreement

In order for AFBI to make research outputs available on the AFBI institutional repository researchers agree to the following terms:

The Researcher grants AFBI a non-exclusive worldwide, perpetual and royalty free licence to reproduce and make their research outputs available to the public, subject to any agreed publication delay or embargo or restricted access.

The Researcher confirms that the research output is their original work that they have the right to commit to this license agreement, and that their research output and its publication on the AFBI Repository does not infringe any contractual arrangements, intellectual property rights, nor contain any confidential information, or personal/restricted data.

The Researcher also confirms that any jointly owned or third party copyright material, i.e. others' work, included in research outputs, is clearly identified and acknowledged and sufficient and appropriate permissions have been secured for the material to be reproduced and made available under the terms of this licence. Any copyright violations within the research outputs are the sole responsibility of the Researcher.

AFBI will ensure that the Researcher is clearly identified as the creator of the research output.