

[Aston Research Explorer as Aston University's Open Access Research Repository : Governance Policy](#)

Aston Research Explorer is the external portal for Pure and incorporates Aston's publications repository. As a repository it provides the tool for Aston's delivery of Open Access and aims to create a permanent record of the research output of the University and to maximise the visibility, usage and impact of this research through global access. The governance issues in this policy support the operation of Aston Research Explorer. For further information on relevant policies please see the [Aston Research Explorer policies web page](#).

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 and re-sold commercially provided:
 - the OAI Identifier or a link to the original metadata record are given
 - Aston Research Explorer is mentioned

Data Policy

for full-text and other full data items

1. Access to some or all full items is controlled.
2. Copies of full items generally can be:
 - reproduced, displayed or performed, given to third parties, and stored in a database 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.
 4. Some full items are individually tagged with different rights permissions and conditions.

Content Policy

for types of document & data set held

1. Included publication types: research publications
2. Excluded publication types: learning objects and administrative publications.
3. Research Publications are not be made publicly available when:
 - The material is to be commercialised ie patented

- It contains confidential information
- Its inclusion would infringe a legal commitment by the University and/or the author

However they may still need to be included in Pure for internal purposes. Authors should contact [Library Services](#) so ensure that access is properly restricted

4. Subject Specialities:

- Multidisciplinary
- Chemistry and Chemical Technology
- Language and Literature
- Sociology and Public Policy
- Mathematics and Statistics
- Business and Economics
- Law and Politics
- Library and Information Science
- Management and Planning
- Computers and IT
- Psychology
- Pharmacy
- Optometry
- Biology
- Audiology
- Electrical, Electronic and Power Engineering
- Mechanical Engineering and Design
- Engineering Systems and Management

5. Deposited items may include:

- accepted versions (author's final peer-reviewed drafts)
- published versions (publisher-created files)

6. Items are individually tagged with: their version type and date.

7. Principal Languages: English

8. Age of Publications –Any Aston research publication in electronic format regardless of age. For Open Access compliance purposes and to ensure publications are discoverable and can be cited by others we recommend that new publications are routinely added within the recommended timescales.

9. Preferred format: PDF

10. Publications from staff leaving Aston: remain on the Aston Research Explorer. Staff may also add their publications to the repository in a new institution.

11. Publications from new staff: New staff are encouraged to add publications arising from work in previous institutions.

Submission Policy

concerning depositors, quality & copyright

1. Items may only be deposited by academic staff, or their delegated staff.
2. Staff must deposit bibliographic metadata for all their publications.

3. Staff must deposit full texts of all their publications, although they may delay making them publicly visible to comply with publishers' embargos.
4. The Research Repository Specialists validate items for the eligibility of authors/depositors, and valid layout & format
5. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
6. Items must be deposited within the timescales set out in the Aston Authors web pages, 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 Aston University Research Archive receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained indefinitely.
2. Aston University Research Archive will try to ensure continued readability and accessibility.
 - Items will be migrated to new file formats where necessary.
3. Aston Research Explorer regularly backs up its files according to current best practice.
4. Items may not normally be removed from Aston University Research Archive.
5. Acceptable reasons for withdrawal include:
 - Journal publishers' rules
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National Security
 - Falsified research
 - Version control
 - Complaints from readers
6. Items subject to a complaint are removed from public view within 24 hours by the Research Repository Specialists.
7. Withdrawn items are deleted entirely from the database.
8. Withdrawn items' identifiers/URLs are retained transiently.
9. The metadata of withdrawn items will not be searchable.
10. The Research Repository Specialist will investigate the complaint and decide whether the publication can be reinstated.
11. If necessary, an updated version may be deposited.
 - The earlier version may be withdrawn from public view.
 - The item's persistent URL will always link to the latest version.
12. In the event of Aston Research Explorer being closed down, the database will be transferred to another appropriate archive.

Copyright Policy

1. Checking for copyright restrictions can be made using the [SHERPA/RoMEO database](#). The Research Repository Specialist will be responsible for resolving copyright issues connected with making the publication itself accessible and validating the data.

2. Unclear copyright permissions: The University may choose to restrict access to works, whether in part or in full.
3. Any copyright violations are entirely the responsibility of the authors/depositors. If the repository receives proof of copyright violation, the relevant item will be removed immediately.
4. Items may be removed at the request of the author/copyright holder.