



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

IIUM REPOSITORY (IREP) POLICY

IIUM POLICY DOCUMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

IIUM Library

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

IIUM REPOSITORY (IREP) POLICY

1.0 POLICY STATEMENT

- 1.1 IIUM staff produce research outputs as contributions to their discipline or as part of scholarly discourse. A significant proportion of this is intended for publication for the general purpose of recognition, impact and contribution to knowledge.
- 1.2 Material which represents the publicly available research and scholarly output of the University is to be located in the University's digital institutional repository i.e. the IIUM Repository (IREP).

2.0 PURPOSE

- 2.1 The primary aim of the IIUM Repository is to increase the research impact of the University research, and to provide feedback to the researchers, the University, and other stakeholders. The collection will be a digital repository of papers that contains the research and scholarly output of the University across all subjects and disciplines. The collection will provide free, searchable access to this research and make possible its long-term archiving and presentation.
- 2.2 This policy is intended to provide guidance of the collection policy and mandatory submission of IIUM staff research outputs to the IIUM Repository, subject to the exclusions noted.

3.0 BACKGROUND

- 3.1 The IIUM Library and the Research Management Centre will implement processes for the collection of IIUM Research publication to be streamlined to ensure one lodgment can be used for multiple administrative and funding purposes such as Research Active Index for Research University and Promotions. Due to copyright restrictions this may require the lodgment of both post-print and published versions of research.
- 3.2 The objectives of the policy are as stated below:
 - a. To promote and provide access to IIUM research and scholarly output
 - b. To increase citations to IIUM research
 - c. To promote research linkages
 - d. To digitally preserve IIUM research and scholarly output
 - e. To assist with the collection of information for compliance with internal and external research quality assurance measures

- 3.3 The following benefits result from the implementation of this policy:
- a. Increase in the impact of IIUM research output
 - b. Raising the profile and prestige of the University
 - c. Management of assets in a secure and stable environment with ease of access
 - d. Ensuring that the results of research supported by public funds are made accessible to the public
 - e. Contributes to the creation of network, of scholars with similar interest to enable information sharing and exchange.

4.0 SCOPE

4.1 Authorized contributors

4.1.1 To be eligible to submit to the IIUM Repository, depositors must be IIUM staff or those appointed as researchers of IIUM at the time of publication, submission or reporting. Contributors may include researchers external to the University and IIUM adjunct appointments, if they are co-authoring with universities authors or are affiliated with the University at the time of publication. Other staff members can be designated as responsible for contributing works on behalf of others. Depositors will be required to declare that they hold the copyright to the material submitted.

4.1.2 The IIUM Library may search, compile and manage retrospective works of IIUM staff members and assist in inputting data in the repository.

4.2 Collection

4.2.1 The following materials are included:

- a. Articles - An article or review in a journal, magazine, newspaper, newsletter, whether it is online, published or unpublished. The articles need not necessarily be peer-reviewed.
- b. Book sections - A chapter or section in a book
- c. Monographs - Monographs in the form of technical research reports, project reports, documentation, manuals, working paper or discussion paper.
- d. Conference or Workshop Items - A paper, poster, speech, lecture or presentation given at a conference, workshop or other event of similar nature.
- e. Books - A book, proceeding, edited book, translated book
- f. Patents - A published patent

4.2.2 The following materials are excluded:

- a. Materials containing confidential information
- b. Unedited/unreviewed personal opinion outputs
- c. Non academic/non-scholarly outputs

- d. Teaching materials
- e. Materials that are culturally sensitive
- f. Research student's dissertations and theses
- g. Unrefereed draft papers or draft versions of papers released for discussion
- h. Administrative documents and records, including those associated with research projects
- i. Raw research data
- j. Materials intended for commercialization
- k. Materials that would infringe a legal obligation of the author or the institutions that would infringe a legal right or a third party

5.0 QUALITY ASSURANCE

5.1 The IIUM Library is responsible for ensuring quality and compliance of submissions and all submissions will be assessed before they are made available for access. The IIUM Library also ensures compliance of submission with established metadata and cataloging standards in the repository. Depositors can expect a delay between submission and publication in the repository. Where issues arise with compliance the IIUM Library will provide feedback to the depositor.

5.2 As the material in the collection will have a bearing on the reputation of the University, the collection will only contain material that satisfies one of the following criteria:

- Materials that can be demonstrated to have undergone a recognized refereeing process
- Materials produced at the University or another acceptable institution (or published or funded by the University) and approved by the University Librarians
- Other material produced by academic staff and approved by the Head of Department
- Materials should be final reviewed manuscripts (post-prints)

6.0 EDITORIAL RIGHTS

6.1 The IIUM Library will retain the right to exclude any item submitted. The librarian in charge of the collection will be able to make minor edits, return items for amendments for technical and indexing purposes, determine accessibility based on copyright agreements, and convert files to commonly used formats, etc. The IIUM Library may add or edit metadata for cataloguing and indexing.

7.0 COPYRIGHT

- 7.1 The deposit of a work into the IIUM Repository does not transfer copyright to the International Islamic University Malaysia. Copyright owners retain the copyright for all content posted in the IIUM repository. The IIUM repository specifies a non-exclusive right to use where copyright owner is free to reuse the content elsewhere.
- 7.2 Authors are encouraged to retain copyright in their work where possible, and where a publisher insists on a transfer of copyright, to assert their right to deposit their work in the IIUM repository. An author who is no longer the copyright owner will need to have the copyright holder's permission to make their material available in the repository.
- 7.3 The validity and authenticity of the content the work is the sole responsibility of the author. Responsibility for complying with the University's copyright policies and procedures; any third party contract; copyright legislations and publishers' right rest with the author and researcher.
- 7.4 The IIUM Library will assist in checking copyright and determining the copyright conditions where the author is unclear. The author can also check the publisher copyright policies and self archiving from Sherpa Romeo website <http://www.sherpa.ac.uk/romeo/> and the IIUM Library will use this as a major support tool.
- 7.5 Copyright permission determines the availability of the version in the repository. The order of preference is for:
- a. Published
 - b. Post print (accepted version)
 - c. Metadata only

8.0 COMPLIANCE

- 8.1 Uploading works to the IIUM Repository is the responsibility of the authors and researchers, as advised and supported by the IIUM Library. Materials can be submitted to the IIUM Library at any time in the electronic format through IIUM Repository website. If electronic format is not available, printed materials can be submitted to the IIUM Library with completed submission form which can be downloaded from the IIUM Library website.
- 8.2 In the event of a dispute regarding University's right to make material accessible via the IIUM repository, the IIUM Library reserves the right to deny access to or remove the material from the IIUM repository until the matter is resolved to the University's satisfaction.

9.0 PRIVACY AND EMBARGOES

- 9.1 The IIUM Library will adhere to any available restrictions laid down by the copyright holder.
- 9.2 The IIUM Library in administering the IIUM Repository acknowledges the rights of the copyright holder and will restrict access to materials upon request.

10.0 ACCESS

- 10.1 The following conditions for full-text access apply:
- a. The author owns the copyright of a work and authorizes deposit in the IIUM Repository or
 - b. Permission has been obtained from the copyright owner to deposit a work in the IIUM Repository; or
 - c. The publisher as copyright owner allows a work to be held in the IIUM Repository
- 10.2 IIUM may choose to restrict access to works, whether in part or in full, particularly if copyright permission is in doubt or unavailable or the full work is not possible due to copyright restrictions. In such cases, a citation, abstract and descriptive information including a link to an alternative location such as the publisher's version of the work may be added in the repository and will be made available for external internet searches, to achieve maximum research visibility.
- 10.3 The access policy is summarized as below:

No	Type	Public access	Restricted access
1	Article	Abstract	Author's right/permission
2	Book Section	First page of article	Author's right/permission
3	Monograph	Abstract	Author's right/permission
4	Conference or workshop	Abstract	Author's right/permission
5	Book	Table of content	Author's right/permission
6	Patent	Abstract	Author's right/permission

- 10.4 The IIUM Library reserves the right to alter the format of the deposited work to improve access, for example, move from a Word document to PDF or XML.

11.0 PRESERVATION

- 11.1 All research outputs that are deposited will be retained even if the item cannot currently be made available as a result of copyright and other restrictions including embargoes.

- 11.2 The IIUM Library will try to ensure continued readability and accessibility. In the event of migration of new format become necessary, the Library reserves the right to alter the format of the deposited work for the purposes of preservation.
- 11.3 Items will be deleted from the repository if there is a legal requirement to do so, or if it is deemed by the University to be in its best interests. If necessary, an updated version may be deposited. The earlier version may be withdrawn from public view.
- 11.4 In the event of the IIUM repository being closed down, the database will be transferred to another appropriate archive.

12.0 ACCOUNTABILITY

- 12.1 The IIUM Library is responsible for the implementation and maintenance of this policy.
- 12.2 Management of the IIUM Repository rests with IIUM Library and the Chief Librarian will report annually through the Deputy Rector in charge of research and innovation; and University Repository Committee on the status of the IIUM Repository
- 12.3 The IIUM Library will guide contributors to complete their submissions although there is a self submission form and module. Training is also undertaken by the IIUM Library of relevant academicians, researchers and staff.

13.0 RESPONSIBLE PARTIES

- 13.1 The Deputy Rector Deputy Rector in charge of research and innovation who is responsible for research at the university will provide advice to the Rector and responsible to ensure for overall compliance with this policy.
- 13.2 The Deans and Directors of the university would be responsible to ensure that the staff are aware of their obligations to submit their research output to IIUM Repository to aid the University in exposing its research to a wider community. Essential information required to assist in these endeavors includes:
- a. Full details of the submitted publications including ISSN(s)/ISBN(s) and keywords
 - b. An electronic copy of the published output and the final draft version of the hard copy of publication, if available
- 13.3 The IIUM staff would be responsible to deposit materials into the repository system and keep up with the provisions of the policy. A hard copy and soft copy of the publication is to be submitted to the IIUM Library which maintains the repository for the university for the purpose of long term preservation.

13.4 The IIUM Library would be responsible for the operation and management of the IIUM Repository. It is also responsible in verifying online submissions, validating and enhancing associated metadata and ensuring that the research outputs are accurately displayed online.

13.5 The IIUM Library and Research Management Centre would be responsible for the technical management of the IIUM Repository. This include the installation, configuration, testing, maintenance of hardware and software, software design & development and support.

14.0 DISCLAIMER

14.1 The IIUM Library does not accept liability for any loss or damage arising directly or indirectly from reliance on the information contained within the repository.

15.0 CHANGES TO THIS POLICY

15.1 This policy will be reviewed by the IIUM Library subject to approval from the University Senate.

16.0 DOCUMENT CHANGE LOG

Release Version	Date	Pages Affected	Remarks/Change Reference
V. 01			1 st release of document