

Open Access Self-Archiving of Research Policy

Section 1 - INTRODUCTION

Purpose

(1) The purpose of this policy is to set out principles for the self-archiving and, where appropriate, other uploading of research items to Hibernia College's open-access institutional repository, IASC.

Scope

To whom does the policy apply?

(2) To all Hibernia College Staff and Faculty who are involved in academic research and who may use IASC to archive and disseminate research items.

In what situations does the policy apply?

(3) In all situations where research items are uploaded to IASC.

Who is responsible for implementing the policy?

(4) The Research Committee is ultimately responsible for the implementation of this policy.

(5) The IASC administration team is responsible for day-to-day implementation of the policy by ensuring that all archiving activities adhere to its principles.

Staff and faculty responsibilities

(6) Staff and Faculty must ensure that any published or pre-publication research items they upload to IASC comply with the relevant publishers' policies on copyright and open-access archiving.

Definitions

(7) Self-archiving refers to the act of uploading one's own research items to the repository through an IASC user account.

(8) Green open access refers to the archiving of a version of a research item in an open-access repository in addition to publishing it in a peer-reviewed journal. This version may be a preprint, a postprint, or a version that can be made accessible only once a self-archiving embargo period has elapsed. Green open-access principles apply to research items uploaded to IASC and must comply with publishers' licensing conditions where appropriate.

Section 2 - Context

Legal and Regulatory Context

(9) [Academic Integrity and Good Practice Policy](#)

Section 3 - Policy Statements

Part A - Principles for open-access research

Open-access research

(10) Hibernia College supports online open access to the research outputs of Staff, Faculty and students by encouraging archiving of this research output in the College's digital repository, IASC. This is in line with national and international practice to ensure wider dissemination of research to maximise its visibility, accessibility and impact for society and the economy.

Part B - Principles for self-archiving by staff and faculty

Encouraging self-archiving

(11) Staff and Faculty of Hibernia College are encouraged to deposit digital copies of their refereed and other research publications, documents and artefacts in IASC. All staff and faculty have access to IASC that enables them to upload their own work, which is made openly accessible and discoverable following a short metadata review by the IASC administration team.

(12) It is desirable that items be self-archived. However, the task of uploading may be delegated to the IASC administration team upon request in certain circumstances - for example, where the author does not have an IASC account or if a student's work is eligible for upload.

(13) The IASC repository follows green open-access principles regarding the self-archiving of research items that have been published or accepted for publication in academic journals. The ultimate responsibility lies with the author to ensure that their uploads to IASC comply with the relevant publishers' policies on copyright and open-access archiving. See the [IASC FAQ](#) for more details.

(14) If a query arises regarding upload rights for published work, the Repository administration team (IASC@hiberniacollege.net) will have the right to restrict access to individual digital deposited files until issues of publishers' agreements and intellectual property rights have been fully addressed.

Part C - Principles for archiving students' research

Student work

(15) Student research work that is deemed to be eligible may be archived on IASC. The criteria for eligibility of student work for archiving will be determined by the Programme Directors.

(16) Student consent for inclusion of their work on IASC will be built into the project submission process, for example through a confirmation statement accompanying submitted work. Such consent mechanisms will be implemented on an opt-out rather than opt-in basis.

(17) Eligible student work will be forwarded by faculty to the IASC administration team for upload.

Part D - Principles for inclusion or exclusion of artefacts

(18) Scholarly or research-related artefacts in different formats are supported by IASC. Non-text research artefacts, including but not limited to datasets, software, and multimedia items, may be deposited in IASC.

(19) Research-related artefacts which have been displayed, performed or publicly shown, to the extent that this

material constitutes work carried out in the course of employment or relates to the business of the College, may also be deposited in IASC.

(20) Artefacts that could be commercialised, which could be regarded as confidential or innovative, or the publication of which would infringe a legal commitment of the College and/or the author, should not be included in IASC. This could include student project work as well as faculty work.

Status and Details

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Effective Date	16th May 2023
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Approval Date	16th May 2023
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Policy" - Policies are principled statements adopted by the College at a high level to enable decisions about actions and desired outcomes to which the College is committed. They clearly articulate the formal position of the College on specific issues in order to guide internal decision-making. Policies set out 'what to do' on a given issue. They have a medium- to long-term review cycle.