Procedure for Open Access Self-Archiving of Research

Section 1 - Introduction

Purpose and Parent Policy

(1) This procedure outlines the steps taken to archive a research item in the IASC repository.

(2) The parent policy for this procedure is the [Open Access Self-Archiving of Research Policy](#).

Responsibilities

Staff Responsibilities

(3) Staff and Faculty members who wish to upload their authored or co-authored research items to the IASC repository are responsible for ensuring, where necessary, that they comply with publishers' policies on copyright and open-access archiving of items that have been published or accepted for publication in academic journals.

(4) Staffand Faculty are responsible, where appropriate, for identifying student research work that is eligible for archiving and submitting this on the student's behalf.

Administrator Responsibilities

(5) IASC administrators are responsible for conducting metadata reviews of submitted items and approving them for upload. They are also responsible for providing support and training for staff and faculty who wish to submit research items on IASC.

Section 2 - Procedure

Part A - Procedure for Self-archiving Research

Logging into IASC

(6) Users log into IASC using single sign-on (SSO).

Completing the Submission Form

(7) Users complete a multi-page submission form in IASC, which involves the following steps:

    a. Add descriptive metadata for the research item
    b. Upload the research item file or files
    c. Check the submission
    d. Agree to the distribution license

(8) In certain circumstances, per the parent policy, the IASC administration team may perform this procedure for items

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at the request of a Staff/Faculty member.

(9) Student research items that are deemed eligible for archiving may be submitted, using this procedure, by Faculty in accordance with the criteria defined by the relevant academic programme.

Part B - Procedure for Reviewing a Submission

Reviewing a Submission

(10) The IASC administration team reviews the submission to check that all metadata is correct and all relevant information has been included.

(11) Following the review, the administrator may take any of the following actions:

    a. Approve the submission with no changes

    b. Edit the metadata if there are minor errors that they can correct, then approve the submission

    c. Reject the submission and contact the user to create a new submission if necessary

Status and Details

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