

AUW Institutional Repository Policies and Guidelines

Content Accepted in the Asian University for Women Library Institutional Repository:

Eligibility: The content must be produced, submitted, or sponsored by faculty, students, and staff affiliated with the Asian University for Women (AUW).

Approval Requirement: The submission must have the written approval of the Head of the respective Academic Department, School Director, or Research Center Director.

Purpose: Content should primarily serve educational, research, or service-oriented purposes.

Digital Format: All submissions must be in digital form.

Completeness: The content should be complete and ready for inclusion in the Asian University for Women Library Institutional Repository.

Rights to Preserve and Distribute: The author or owner must be willing and able to grant the Asian University for Women Library the right to preserve and distribute the work via the AUW Library Institutional Repository.

Series Contributions: If the work is part of a series, contributors are encouraged to submit other works in that series to provide a comprehensive collection.

Required Fields: Submitters must provide the necessary metadata fields for each submission, including title, author, and subject keywords, along with the content itself.

Accepted File Types: The AUW Institutional Repository supports various common file types, including but not limited to PDF, Word documents, image files (JPEG, PNG), and text files (HTML, TXT, RTF, XML). Audio formats may also be accepted.

Community Policy:

A "Community" within the Asian University for Women Institutional Repository is an administrative unit defined as an AUW Academic Department, School, or Research Center. Written approval of the Academic Program Head, School Director, or Research Center Director is required for the inclusion of materials from that community in the AUW Library Institutional Repository. In addition:

Coordinator Assignment: Each community (Academic Department, School, Research Center) must designate a coordinator who can collaborate with the library staff for content submission and management.

New Communities: Faculty or staff groups seeking to establish a community that doesn't fit within the predefined categories must obtain approval from the appropriate academic authority (Department Chair, Director, Dean).

Individual Submissions: Individuals may submit items, provided they belong to an established community within AUW.

Copyright Compliance: Community leaders, such as Academic Department Chairs or Research Center Directors, should ensure that the items submitted have the necessary copyright clearance and comply with copyright regulations.

Access Permissions: Community leaders agree that the content they approve for submission to the AUW Library Institutional Repository will be accessible to the public via the web.

Preservation Policy:

Retention: Items will be retained indefinitely within the AUW Institutional Repository.

Readability: AUW will strive to ensure the continued readability and accessibility of the content. However, unusual file formats may not be guaranteed to remain readable.

Backup: AUW will regularly back up its files in accordance with best practices.

Removal: Items will not be removed from the AUW Institutional Repository unless under exceptional circumstances.

Submission Policy:

Eligible Depositors: Only accredited members, academic staff, and employees of the Asian University for Women may deposit items in the repository.

Content Authenticity: Depositors are solely responsible for ensuring the validity and authenticity of the content they submit.

Embargo Periods: Items may not be deposited until any embargo period set by publishers or funders has expired.

Copyright Responsibility: Any copyright violations are the responsibility of the authors or depositors.

Removal for Copyright Violation: In the event of a verified copyright violation, the AUW Institutional Repository will promptly remove the relevant item.

Withdrawal of Items from the Repository:

Withdrawn Items: Withdrawn items are not deleted but are removed from public view.

Identifier Retention: Identifiers and URLs of withdrawn items will be retained indefinitely.

Metadata Searchability: The metadata of withdrawn items will not be searchable.

No Changes to Deposited Items: Changes to deposited items are not permitted once they are included in the repository.