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Institutional Repositories (IR's) fundamentals

Why would I place material in espace@Curtin the institutional repository?

Exposure, accessibility and preservation are the main reasons for placing material in a repository.

Material held on a departmental server may not be visible to most searchers. Material in an institutional repository is “exposed” to search software (OAI-PMH) that collects data about the material and makes it available to academic “search engines”. The global scholarly community can then read and cite your material.

Even when material is published in print or electronic publications, access can be limited or blocked to your audience by licenses, passwords, costs or other restrictions. Thus material in the public domain can still be difficult (or expensive) to obtain easily – limiting its academic or scientific impact and reducing the associated scholarly or social benefits.

Valuable administrative data is available from the repository. It is possible to see how many instances the publication metadata is viewed and how many times an open access publication is downloaded.

The institutional repository can also provide your material with stable URL's and secure long-term storage.

Why would a University want to create a repository?

A University can increase the timely exposure and impact of its intellectual output, enhancing its reputation and increasing its ability to attract further research funds.

Further, by creating a comprehensive, preserved record of its research output, this information is immediately available for RPI or related activities.

On a broader scale, no University can afford to subscribe to every journal. In this way, much research material is lost to, or “hidden” from the scholarly community. Repositories lower the barriers to this literature around the globe, making valuable research freely available. They also benefit researchers from universities or countries with limited subscription budgets.

Have other universities created eprint institutional repositories (IR's).

Several Universities in Australia have implemented repositories and they can be accessed from the ARROW discovery service from the National Library of Australia. <http://search.arrow.edu.au/>

Over 1000 institutions comprising International Universities including Australia examples can be searched on OAIster. <http://www.oaister.org/index.html>

Universities are not the only organisations to create repositories. Professional bodies and scientific disciplines have created their own archives. Examples of these can be viewed at the ARROW site. <http://search.arrow.edu.au/>

Can I have material in the repository and my own web site.

Unless there are copyright reasons that would prevent this, material may be retained on your departmental server or personal web site in addition to being held in the

repository. (See the University's copyright web site - Online publishing some intellectual Property issues.) <http://www.copyright.curtin.edu.au/resources/>

Can I use the espace@Curtin URL link elsewhere?

Each record in the repository will have a unique persistent URL providing a stable, preserved link to citation information about your research, and access to the full text.

You may use this URL on your personal homepage, departmental website or resume.

About eprints

What is an eprint server?

An eprint server is another name for eprint archive or repository. The server will contain a software programme which is compliant with the standards and protocols of the Open Archives Initiative. When material is deposited on the server, it can become accessible to searchers worldwide. Metadata attached to each record on the server is searchable by software complying with the OAI-PMH (Open Archives Initiative – Protocol for Metadata Harvesting).

What is espace@Curtin

In collaboration with academic staff and research staff, the Library has implemented and will manage an institutional repository for Curtin University.

By making material accessible to institutions and researchers internationally, we will complement existing patterns of scholarly communication, and enhance Curtin's overall research goal; to "achieve excellence in research and development, particularly as a partner with government, commerce, industry, professional organisations, other institutions of learning and the community"

What is an eprint?

An eprint is an electronic version of an academic or research paper. An eprint may be one of the following:

- *preprint
- *postprint
- *published paper

What is a "preprint"?

A preprint is a paper which has been submitted for peer-review to a journal or conference. Following feed back from the review process, the author may make changes to the preprint paper.

What is a "postprint"?

A postprint is the final version of an academic or research paper which has been accepted for publication by a journal or conference.

The paper may have been accepted for publication:

- *as submitted, without change, after the peer review process.
- * after changes were made as a result of the peer review process.

You should supply us where possible with the **personal version / draft of your postprint** as this is the version that most publishers grant permission to deposit as open access in the repository.

Depositing material (general information)

Who can deposit material ?

Authorised staff and students of Curtin University can deposit material into the repository. Research papers must have at least one Curtin affiliated author.

Research output by visiting or adjunct academic staff will also be accepted, provided the research is related to the visiting academic status and reflects Curtin's involvement.

Students will usually be postgraduate research students, but can include undergraduates, where those students are working in conjunction with academic staff on specific research and publications.

The research must have been performed as a student of Curtin University of Technology.

Before depositing for the first time, you must complete a Client Agreement Form. Please fax or send by internal mail (contact details are on the form). You need only complete this form once. If you require a form please email the espace co-ordinator T.McGowan@curtin.edu.au .

What kinds of research can be deposited?

Material that has a Curtin affiliated author can be included in the repository if it is any of the following:

- *refereed / peer reviewed and published
- refereed / peer reviewed and in-press
- produced by a University research centre and approved by an authorised person within the centre.

What types of material can be deposited?

Journal articles
Conference papers
Departmental technical reports
Working paper series
Newspaper or magazine articles
Book chapters
Datasets

What format does the material have to be in?

Material can be deposited in any of the following formats:

PDF
HTML
Microsoft Word
Microsoft Excel
Powerpoint
Video files

The Library staff will convert text documents to PDF format.

What if I only have a printed copy of the material?

We would prefer to be supplied with an electronic copy of material wherever possible.

If material is only available in hard copy, you will need to arrange for the material to be scanned and digitised in any of the formats listed above before submission. The Library staff will convert text documents to PDF format.

What happens after I deposit my material?

Your material will transfer overnight from SCRIPT to the espace software. The Library staff check that details of the material are correct and that the document / file opens correctly.

The Library staff then check the publisher permissions and include any required publisher attributions. This may require correspondence with the publisher or related parties.

On occasions they may need to email you for further information. When these checks have been carried out, the material is sent to the main archive and assigned the appropriate open access.

Will my material appear in Google or other search engines?

Your material will be indexed by Google and other search engines and is included in the repositories listed below. All of these services focus on academic and scholarly material, increasing the visibility of your papers to the international research community.

Arrow repositories: Australian research repositories Online
<http://search.arrow.edu.au/>

OAister Indexes millions of research records from over 1000 Institutions worldwide
<http://www.oaister.org/index.html>

Google Scholar provides access to scholarly literature from academic publishers, professional societies, universities and eprint repositories.
<http://scholar.google.com/>

Copyright**Will including material in the repository affect my copyright?**

Including material in the repository does not require you to give up any of your rights as a copyright owner. (See the University's copyright web site for more information on what these rights are). <http://copyright.curtin.edu.au>

Before submitting material to the repository, however, it is important to confirm that you do own the copyright in the material. You should check the University's Ownership of Intellectual Property Policy and the sections in the University's copyright website on assigning and licensing copyright.

If you are the copyright owner, you may wish to emphasise this by incorporating a copyright statement on the material you include in the repository. You can also stipulate terms and conditions of use of your material. The University's copyright website section on Protecting your Copyright provides information on indicating your copyright ownership and specifying conditions of use.

Can I place material in the repository that has been published elsewhere?

You can place such published material in the repository provided you own the copyright in it or you have the permission of the copyright owner to include it.

Commercially published journal articles, book chapters, newspaper articles, conference papers.

At Curtin, the University's **Ownership of Intellectual Property Policy** provides that staff who create articles, chapters, papers etc normally own the copyright in them: i.e. the University does not normally claim ownership of the copyright in such works, even if they were produced in the course of the employee's duties, except in some special circumstances (e.g. where the University commissioned the work.) If your article, chapter, paper etc was written while you were the employee of a different institution, and you collaborated with a Curtin author, you will need to check whether you or the institution owned the copyright.

Authors of articles, chapters, papers etc commonly sign a contract assigning (i.e. transferring) their copyright to the publisher of the book, journal or newspaper. A more recent practice has been for the authors of articles, chapters, etc to retain their copyright in their work but to license the publisher to use it in certain prescribed ways, e.g. to publish it in a hardcopy journal. The University's copyright website provides more information on assigning and licensing copyright.

Did you assign your copyright to a publisher? If so, you will need the permission of the publisher to include your material in the repository – you no longer own the copyright in it. Many publishers are willing to grant such permission but you will need to check and obtain the permission in writing.

If you licensed a publisher to use your work, what were the terms of the licence? Did you retain the right to include it in an electronic repository or archive?

If you do not recall whether you assigned or licensed the copyright, you will need to check with the publisher. If you need advice on interpreting the terms of your publishing contract, contact the University's Legal's Services section.

Note that if your article, chapter, paper etc had multiple authors and copyright was not assigned to the publisher, it will be necessary to establish what arrangements were made between the authors in relation to copyright.

If your article, chapter, paper etc contained material for which you do not own the copyright (e.g. illustrations, photographs, tables created by someone else), you will need the copyright owner's written permission when your article or chapter was originally published, but you will need to check.

Articles chapters and papers not commercially published.

The situation described above in relation to commercially published articles, chapters, papers etc. theoretically also applies to material published by non-profit publishers and conference organisers. However in practice non-profit publishers and conference organisers do not always provide written or clear agreements covering copyright issues. There is often considerable ambiguity regarding who owns the copyright in papers and articles with multiple authors.

Before including such material in [espace @curtin](#) you should endeavour to establish whether you or someone else owns the copyright in your article, chapter, paper etc, by checking with the conference organisers, publisher, your fellow authors etc.

If your article, chapter, paper etc contains material for which you do not own the copyright (e.g. illustrations, photographs, tables created by some else), you will need the copyright owner's written permission to include their material in the repository.

Can I include material in the repository which has been accepted for publication but not yet published?

Such material is referred to as a "postprint"

Under Curtin's **Ownership of Intellectual Property Policy** you will normally own the copyright in a journal article, book chapter or conference paper that you have created, i.e. The University does not normally claim ownership of the copyright in such works, except in some special circumstances (e.g. where the University commissioned the work.)

(If your paper has multiple authors, you will need to clarify who has copyright ownership)

It will be at the publishers' discretion to grant permission to the inclusion in repositories or articles, chapters and papers which are still at the postprint stage.

You will also need to check that you have not yet "assigned" or "licensed" your copyright in the article, chapter, paper etc to your publisher. See the University's copyright website for more information on assigning and licensing copyright.

Note that if your postprint contains material for which you do not own copyright (e.g. illustrations, photographs, tables created by someone else), you will need the copyright owner's written permission to include their material in the repository.

Can I include articles and papers in the repository which I haven't published?

If your unpublished material has "not" been submitted to a peer review process (as would be the case in publishing in peer review journals or conference proceedings, then the material will need to match other guidelines indicating its suitability for inclusion.

The material must meet the following criteria:

Produced by a University research centre and be approved by an authorised person within the centre or the Head of School.

Under Curtin's Ownership of Intellectual Property Policy you will normally own the copyright in a journal article, book chapter or conference paper that you have created, i.e. The University does not normally claim ownership of the copyright in such works, except in some special circumstances (e.g. where the University commissioned the work.)

(If your paper has multiple authors, you will need to clarify who has copyright ownership)

It will be at the publishers' discretion to grant permission to the inclusion in repositories or articles, chapters and papers which are still at the postprint stage.

You will also need to check that you have not yet "assigned" or "licensed" your copyright in the article, chapter, paper etc to your publisher. See the University's copyright website for more information on assigning and licensing copyright.

Note that if your postprint contains material for which you do not own copyright (e.g. illustrations, photographs, tables created by someone else), you will need the copyright owner's written permission to include their material in the repository.

Are there any special requirements for including datasets in the repository?

You can include datasets in the repository provided you own the copyright in them or you have the permission of the copyright owner to include them.

If you created the dataset while a staff member at Curtin, under the **University's Ownership of Intellectual Property Policy** you would normally own the copyright in it, except in some special circumstance (e.g. where the university commissioned the work).

If you commenced creation of the dataset while you were the employee of a different institution, you will need to check whether you or the institution owned the copyright in it.

If you have published the dataset, you may have assigned or licensed your copyright to the publisher. The University's copyright website provides more information on assigning and licensing copyright.

If you assigned the copyright in your dataset to a publisher, you will need the permission of the publisher to include your material in the repository as you no longer own the copyright. Many publishers are willing to grant such permission but you will need to check and obtain the permission in writing.

If you licensed a publisher to use your dataset, what were the terms of the licence? Did you retain the right to include it in an electronic repository or archive?

If you do not recall whether you assigned or licensed your copyright, you will need to check with the publisher. If you need advice on interpreting the terms of your publishing contract, contact the University's Legal Services section.

Note that if your dataset had multiple authors and copyright has not been assigned to a publisher, it will be necessary to establish what arrangements are applicable between the authors in relation to copyright.

Can I include in the repository computer programs I have written?

At Curtin, the University's **Ownership of Intellectual Property Policy** provides that the University owns the copyright in computer programs developed by staff. If you wish to include these in the repository, you will need to provide written permission from the University. Contact the Executive Officer of the University's Intellectual Property Committee.

If your computer program was written while you were the employee of a different institution, you will need to check whether you or the institution owned the copyright in it. If you do not own the copyright, you will need to provide written permission from the copyright owner.

What are the attitudes of publishers towards self-archiving and repositories?

Publishers vary in their approach to permitting open access via an Institutional Repository. Open access is a dynamic area of dissemination. Publishers constantly revise their approach both to permissions and attributions required.

For this reason the Library will check on the policy of the publisher prior to making the material “live” and assigning the appropriate open access statement.

open access

open access – see also alternative link

file restricted – see Alternative Locations for alternative access link

file restricted – metadata only

file restricted – in process

How to deposit material

Register by signing a Client Agreement Form downloadable from the espace@Curtin website. You need only sign the agreement once.

http://library.curtin.edu.au/find_information/collections/index.html.

Curtin authors should attach an electronic copy of the publication to the SCRIPT database record. The document is attached to the espace attachment located under the document TAB. The work should have been created by at least one Curtin affiliated author.

The authors' version is the preferred version for the attachment. In cases where the publisher permits open access to the published version, the Library will arrange open access to the published version.

In addition to attaching an electronic document, it is also necessary to tick espace under the espace TAB.

Full details on depositing material is included in QUICK REFERENCE GUIDE TO SCRIPT PUBLICATIONS <http://research.curtin.edu.au/global/script.cfm>

Any material that falls outside the scope of SCRIPT will need to be forwarded direct to the Co-ordinator: T.McGowan@curtin.edu.au

Need help or more information?

Contacts

Enquiries regarding any aspect of the system are very welcome.

Contact the espace@Curtin Co-ordinator:

Terry McGowan Tel: 9266-7200 email ; T.McGowan@curtin.edu.au

August 2008