

# SAU Institutional Repository Policy

## **Introduction**

‘SAU Institutional Repository Policy’, hereafter referred to as ‘SAU IR’ is devised to facilitate access to scholarly output of Sylhet Agricultural University. The repository employs DSpace software to deposit, manage and retrieve the intellectual properties of the University and makes them available in a single location. SAU Central Library is responsible for managing the repository, including archiving, generating metadata and quality control.

## **Aims and objectives**

The main aim of the SAU IR is to increase the visibility, use and impact of the University's research outputs, such as theses, dissertations, reports, journal articles, conference papers and other research publications produced by the Faculty/Departments/Institutes/SAURES at SAU. The objectives of the repository are:

1. to ensure archiving of the University's research in a single location, and
2. to increase accessibility, visibility and impact of SAU's scholarly output.

## **Contributors to Repository**

Contributors to this repository must be affiliated with SAU either as:

1. faculty members, postdoctoral researchers and staff with academic appointments,
2. postgraduate and undergraduate students

## **Nature of Contribution**

1. Thesis, dissertation, monograph, etc.
2. Peer reviewed journal article, book, book chapter, annual report etc. (Accepted/Published version),
3. Conference paper,
4. Student work/project guided by SAU faculty members, and
5. Any other projects funded by or affiliated with the University

## **Institutional Repository Committee**

A SAU Institutional Repository Committee is to be formed and approved by the Academic Council of the university. The Committee members are:

1. Convener: Dean (by rotation among faculties)
2. Four members: Three professors and the Librarian
3. Member-Secretary: A senior officer of the Library (responsible for IT-based service)

## **Responsibility and Tenure of the Committee**

The Committee is responsible for overall management of SAU IR including verifying the submissions and clearing the way for final hosting. The Committee can review the existing policy as and when required by the University. The tenure of the Committee is two (02) years.

**Community:** A ‘Community’ in SAU IR is faculty, Academic Department, Institute, SAURES and Research Group approved by the IR Committee or by the University Authority. A written approval from the Community administrator is required for inclusion of any material in SAU IR.

## **Community Policy**

1. All items must be submitted through an established Community,
2. A Contributor must submit an item with copyright declaration,
3. The contributor(s) must grant a non-exclusive right to make the submission(s) accessible globally,

4. Each Community must approve the submitted items and send them to the Institutional Repository Committee for further review.

### **Content Policy**

1. All thesis students/researchers pursuing a degree in the University must submit the final accepted version of the thesis/dissertation with supervisor's signature to SAU IR.
2. Faculty members, on study leave from the University, pursuing higher degrees must submit a copy of the thesis/dissertation to SAU IR upon their return.
3. Peer reviewed journal articles, conference papers, books, book chapters, research monographs, etc. authored by the faculty members of the University may be submitted to SAU IR.
4. Those publishers who allow their published materials to be deposited in authors' institutional repository will be permitted.
5. SAU IR is not intended to be used for commercial purposes, unless the author permits.
6. The submitter has the right to withhold the work from public access for one year to facilitate publishing from the thesis/dissertation and it might be extended for another year.
7. SAU IR might use persistent URLs through handlers to identify its resources.
8. SAU IR is permitted to collaborate and coordinate its activities with other local/regional/international repositories, agencies, etc.

### **Submission Policy**

1. Institutional Repository Committee will examine the submitted items to verify the eligibility of the authors/submitters, relevance to the scope of SAU IR and to check the layout and format of the document.
2. The validity and authenticity of the content and copyright issues are the sole responsibility of the depositor/submitter.
3. Items can be deposited at any time but will not be made publicly visible until they are verified by the IR Committee. If the Committee receives any proof of copyright violation or plagiarism or any other breach of ethical norm that affects the authenticity of the submission, the relevant item will be removed immediately.
4. The submission must be deposited in pdf format.
5. Digitized print copy may be included in the repository.
6. The contributors must follow the template of their respective Faculty/Department when submitting their contributions (where necessary).
7. The author/submitter must sign the Author Agreement and Release Form (see Annex A).

### **Retention Policy**

1. Authors/submitters will retain the copyright. However, SAU IR holds the right to preserve and distribute the submitted items. Authors/submitters may submit their content elsewhere.
2. SAU Central Library will ensure the readability and accessibility of the repository items.
3. It may not be possible to guarantee the readability of some unusual file formats. In such cases, items may be migrated to an appropriate file format if necessary. Software emulations may be provided to access unmigrated formats. Changes to contents, once deposited, are not permitted.
4. SAU Central Library will regularly back-up the files deposited to the repository.
5. SAU Central Library is not permitted to remove any item from repository without the written approval by Institutional Repository Committee.
6. If necessary, updated version of an item may be deposited with written permission from the Institutional Repository Committee.

### **Withdrawal Policy**

Under certain circumstances, submission from the repository may be withdrawn:

1. Submission can be withdrawn by the author(s)/ submitter(s) with appropriate reasons upon the approval of the Community and thereafter by the Institutional Repository Committee.
2. Withdrawn items are removed from public view upon approval of Repository Committee, but identifiers/URLs are retained. However, the metadata of withdrawn items will not be searchable.
3. Withdrawn items are not permitted for resubmission with same identifiers/URLs.
4. If the submission has proven copyright, plagiarism or other legal proven violations.
5. If the submission is proven to be based on falsified research/data.
6. If the submission is threat to National Security.

### **Contact Information**

- Central Library, Sylhet Agricultural University (SAU), Sylhet-3100
- Website: [www.sau.ac.bd](http://www.sau.ac.bd)
- Email: [library@sau.ac.bd](mailto:library@sau.ac.bd)
- Phone: 02-996641956
- Fax: 02-996642081

ANNEX- A  
**Authorship Agreement and Release Form**

Author Agreement

I grant to SAU Institutional Repository the non-exclusive right to archive and make accessible, my work titled “.....” submission in whole or in part, and/or the abstract in whole or in part in all forms of media, now and hereafter.

I certify that where applicable, I have obtained and attached written consent from all other copyright owners of each item and third party copyrighted material included in my submission, allowing distribution through SAU Institutional Repository.

I retain the copyright of the work by virtue of being its author. I also retain the right to use it in my future works, such as conference presentations, articles or books, all or part of this work.

In case of thesis/dissertation, I understand that I have the right to withhold the work from public access for a period of up to two years to facilitate the application of a patent, publication contract, or other commercial opportunities. I understand and agree that when this period expires, the work will be automatically released for open-access through SAU Institutional Repository.

Release Form

By agreeing to deposit my work in SAU Institutional Repository, I hereby:

- Grant and assign to SAU Repository the non-exclusive right to publish my work online in electronic formats including distribution through third party database aggregators. Copyright of this work remains in my name and I reserve all other rights. I understand that there are no restrictions in depositing my work to other institutional or disciplinary repositories.
- Represent and warrant that the submission (a) is original and I have full authority to enter into this agreement; (b) does not infringe the copyright or property right of my co-author(s) and have secured any permissions that may be required; and (c) contains no material which is obscene, libelous, defamatory, or violates civil right, right of privacy, or is otherwise unlawful. I shall indemnify and hold SAU Repository harmless against loss or expenses arising from breach of any such warranties.
- In case of a joint-authorship and delayed access items to the repository, I am accepting this agreement; signify the acceptance of terms applicable for myself and all other co-authors.

Name (list all authors for this work): \_\_\_\_\_  
\_\_\_\_\_

Title of submission: \_\_\_\_\_

Publication details (source, volume, issue, year, etc.): \_\_\_\_\_

Name and Affiliation of submitter (Faculty, Department, Institute, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Signature of submitter and Date: \_\_\_\_\_

**Copyright Clearance Verification**

Institutional Repository Committee must independently verify that the author/submitter holds the copyright of the work or has the permission from the publisher to deposit the work in an open access repository. This must be done before the work is posted to SAU Institutional Repository.

