Dhaka University Institutional Repository Policy
(approved by the Syndicate on 23 June 2013)

Introduction

Dhaka University Institutional Repository (available at: repository.library.du.ac.bd) is an important step towards collecting, preserving and disseminating the intellectual output of the university. The repository utilized DSpace, a popular and widely used open-source software, to deposit, manage and retrieve documents. Dhaka University Library is responsible for managing the repository, including generating metadata, scanning print documents (if necessary), and quality control.

Aims and objectives

The main aim of the Dhaka University Institutional Repository is to increase the visibility, use and impact of the university's research publications by offering them to use through the university's own digital repository. The research output consists of full-text materials produced in the university, such as theses, dissertations, reports, journal articles, conference publications and research materials produced by the Departments/Institutes/ Research Centres of the University of Dhaka. The objectives of the repository are twofold:

1. to increase the accessibility and visibility of Dhaka University's scholarly research output; and
2. to ensure the storage and preservation of the university's research in a single location.

Submission Policy

1. Items must only be submitted by the academic staff and students/researchers of the university;
2. Dhaka University Library will examine the items submitted to verify the eligibility of the authors/depositors, relevance to the scope of Dhaka University Institutional Repository, and to check the layout and format of the document;
3. The validity and authenticity of the content of submissions is the sole responsibility of the depositor/submitter;
4. Items can be deposited at any time, but will not be made publicly visible until the publishers' copyright policies are verified;
5. Any copyright violations are entirely the responsibility of the authors/depositors; and

6. If Dhaka University Library receives any proof of copyright violation or plagiarism or any other breach that affects the authenticity of the submission, the relevant item will be removed immediately.

Content Policy

1. All students/researchers pursuing a degree in the university must submit the final version of the thesis/dissertation to Dhaka University Library to be deposited in the Dhaka University Institutional Repository. The work to be deposited must have the written approval of the Chairperson/Supervisor;

2. Faculty members (on study leave) pursuing higher degrees must also submit a copy of the thesis/dissertation to the Repository after joining back to the University;

3. Journal articles, seminar and conference papers produced by the faculty of the university;

4. The research work must be submitted in digital format;

5. The submission must be complete and ready for input into the Dhaka University Institutional Repository;

6. The author/submitter must be willing and able to grant the Dhaka University Library the right to preserve and distribute the work via the Dhaka University Institutional Repository;

7. If the work is part of a series, other works in that series should also be contributed so that the Dhaka University Institutional Repository can offer as full a set as possible; and

8. Print copy may be included in the repository.

Copyright Policy

1. Authors/contributors will retain the copyright. However, authors/creators will grant Dhaka University Library a non-exclusive license to preserve the items and to distribute the items deposited. Authors/depositors may resubmit their content elsewhere;

2. In the event that a deposited item is later published, it is the responsibility of the author/ creator to determine the disposition of the object in the repository, and to contact the Library for assistance as needed;

3. Most publishers only permit authors to deposit their final draft post refereeing and not the publisher's final pdf version (post-print). Authors/submitters should check

individual publisher/journal copyright policy at http://www.sherpa.ac.uk/romeo/ before submitting their work; and

4. Dhaka University Library may contact the author/submitter to determine alternative options for using/sharing copyrighted materials for legitimate research purposes.

Retention Policy

1. Items will be retained indefinitely;

2. Dhaka University Library will try to ensure continued readability and accessibility. It may not be possible to guarantee the readability of some unusual file formats. Items will be migrated to new file formats if necessary. Where possible, software emulations will be provided to access un-migrated formats;

3. Dhaka University will regularly backs up the files deposited in the repository;

4. Items may not normally be removed from Dhaka University Institutional Repository Policy;

5. Changes to deposited items are not permitted; and

6. If necessary, an updated version may be deposited.

Withdrawal Policy

Dhaka University Institutional Repository aims to provide persistent access to the deposited material. Under certain circumstances, however, it may be necessary to remove material from the repository.

1. Withdrawn items are not deleted as such, but are removed from public view;

2. Withdrawn items' identifiers/URLs are retained indefinitely;

3. The metadata of withdrawn items will not be searchable;

4. Changes to deposited items are not permitted;

5. Proven copyright violation or plagiarism;

6. Legal requirements and proven violations; and

7. National Security and falsified research.

Contact Information

For queries concerning the Institutional Repository and this policy, please contact:

➢ Dhaka University Library, University of Dhaka, Dhaka-1000.

➢ E-mail: repository@du.ac.bd; Telephone: +880-2-9661920-93 Ext. 4283.