

# Kent Academic Repository

## Collection Development Policy

April 2017

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### Introduction

The Kent Academic Repository (KAR) began as an online collection of the research produced by academics at the University. It is now additionally an open access institutional repository and supports the University's open access policy by enabling access to relevant outputs. KAR is one of the unique and distinctive collections of the University.

This document describes a policy to govern how research, scholarly and professional practice outputs are incorporated into KAR. The aim of this policy is to:

- 1) Maintain an accurate institutional record of the research, scholarly and professional practice outputs produced at the University
- 2) Help academics, researchers and University staff maximise the impact of their work
- 3) Preserve this unique and distinctive digital collection of content created by the University.

This policy is aligned with the strategic approach described within the overarching Collection Development Strategy.

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**The strategic principles of the Information Services (IS) Collection Development Strategy will be applied to the collection:**

#### Collaboration:

- Work with academics, researchers and University staff to maximise the impact of their work

#### People:

- Provide a system that ensures University staff can reliably comply to the open access policies of major funders

#### Development:

- Support the inclusion of a wide variety of outputs into KAR

#### Availability, Accessibility & Use:

- Improve the discoverability and accessibility of research, scholarly and professional practice outputs
- Capture and quality assure metadata according to the Open Archives Initiative Protocol for Metadata Harvesting
- Consider whether metadata follows emerging open access interoperability standards
- Enhance accessibility for users with disabilities
- Contribute to an inclusive and accessible environment

#### Preservation of access:

- Align with the Information Services Digital Preservation Strategy

#### Value for money:

- Enable the extraction of further value from existing outputs

#### Space:

- KAR is an entirely digital collection of metadata and content
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## Content Policy

### General policy

KAR is an integral part of the University's open access policy<sup>1</sup>. Academics and researchers whose work was produced as part of their employment at the University of Kent are required to add the metadata and content (where allowable) of their research outputs to KAR. Research outputs include (but are not limited to) journal articles, books, book chapters, reports, working papers, and multimedia. Currently, full-text publications predominate but a wide variety of research outputs can be included in KAR and their inclusion will be supported.

### Funder open access policies

Research funders such as HEFCE, RCUK, EU Horizon 2020 programme, and Wellcome Trust have policies that require some research outputs to be open access as a condition of funding. In order to support the development of the collection, KAR will provide a system that ensures future research outputs can reliably comply with major funders' policies. In particular, an important emphasis of collection development will be open access compliance in advance of the next Research Excellence Framework (REF)<sup>2</sup>. Open access publishing is an evolving landscape and policies currently focus on peer-reviewed journal articles and conference proceedings, but as it matures funder policies are likely to include other research outputs such as books and data.

### Theses

Postgraduate researchers who have successfully completed a research degree at Kent are required to add the metadata and the content (depending on funding requirements, copyright, sensitivity or commercial considerations) of their final research degree thesis (PhD, MPhil or MA-R) to KAR prior to the award of their degree.

### Other Outputs

Other outputs such as interviews, talks, conference papers and slides can also be included by University staff to maximise the impact of their research<sup>3</sup> scholarly and professional practice. The inclusion of outputs produced at other Higher Education Institutions is also supported.

### Exclusions

In general, teaching materials or dissertations completed as part of taught Master's programmes should not be added to KAR.

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<sup>1</sup> Open access research outputs are freely available and have less restrictive copyright licenses. See for the University of Kent Policy.

<sup>2</sup> Any peer-reviewed journal articles published from 1 April 2016 must be open access using a subject or institutional repository in order to be applicable to the next REF. Around one thousand peer-reviewed journal articles with an author affiliated to the University of Kent are published each year.

<sup>3</sup> REF 2014 defined research impact as "an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia".

Research data defined as “any recorded information that supports or validates research observations, findings or outputs” should not be added to KAR but instead added to a data repository.<sup>45</sup>

## Enhancing accessibility

### Unavailable content

When the content of an item is not accessible because it has not been included, or it is subject to an embargo, or other restrictions, it can still be requested through KAR. The IS Research Support Team, acting as an intermediary, then contact the contributor on behalf of the requestor to try to resolve the issue. Where allowable, the inclusion of this content is supported.

### Users with disabilities

Where possible, KAR will aim to meet Web Accessibility Initiative (WAI) guidelines for accessibility<sup>6</sup>. Information on how to create accessible research outputs for users with disabilities will be provided. If the content of an item in KAR is found to be insufficiently accessible to users with disabilities, the IS Research Support Team, team will work with the Equality Diversity and Inclusivity network to resolve the issue.

## Collection curation and preservation

This policy will align with the Information Services Digital Preservation Strategy to sustainably maintain access to and preservation of digital materials.

### Take down policy

When including content University staff declare that it can be lawfully published to KAR and does not, to the best of their knowledge, infringe the copyright or other intellectual property rights of any other person or party. If they need further advice it is available. Although it is the responsibility of University staff to check the copyright of their content, the policy is to withdraw from public view any content that has been highlighted as infringing copyright or intellectual property rights. Following this action, work will be undertaken with the academic or researcher and the Copyright and Licensing Compliance Officer to resolve the issue.

When academics, researchers and University staff leave employment at the University of Kent they may be entitled as copyright holders to request the removal from public view of the content of their research outputs from KAR. The University of Kent will nevertheless retain the metadata record of the research output so as to maintain an accurate institutional record of the research produced at the University.

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<sup>4</sup> <https://www.kent.ac.uk/library/research/data-management/after.html>

<sup>5</sup> Kent Data Repository Collection Development Repository

<sup>6</sup> KAR is a configuration of an open source platform provided by the University of Southampton called Eprints.

## Digital continuity and preservation

### Metadata

The digital continuity of KAR metadata will be supported by capturing metadata according to the Open Archives Initiative Protocol for Metadata Harvesting and by considering emerging open access interoperability standards. The use of persistent identifiers is already prevalent in KAR at content level through Digital Object Identifiers (DOIs)<sup>7</sup>. DOIs can be requested for items in KAR that have been published at the University of Kent. At author level, the ORCID identifier can be attached to new and existing KAR records. Quality assurance of metadata will continue to occur on a regular basis by the IS research support Team.

### Content

A wider variety of outputs is encouraged, however, only sustainable file formats will be supported<sup>8</sup>. Where there is a risk of the loss of digital continuity to content because it is an unsupported file format, such files will be migrated to more sustainable formats.

## Implementation and Governance

These revisions to the policy is submitted for the consideration of the Library Management Group and Academic Schools. Academic Liaison Services will lead the implementation of this policy, reporting internally to the Library Management Group.

This policy will be subject to a two yearly review schedule, or as required to address emerging issues or changes in institutional research strategies.

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<sup>7</sup> See <http://www.doi.org/>.

<sup>8</sup> Guidance on sustainable file formats is provided by the Information Services Digital Preservation Strategy.