IADT Library Institutional Repository Policy

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Purpose	The purpose of this policy is to outline the institute's Institutional Repository and Open Access to Research Policy
Policy Author	Jane Buggle, Institute Librarian
Policy Owner	Office of Registrar
Intended Audience	Staff / Students / General Public
Approved by Academic Council	13 November 2023
Commencement Date	December 2023
Related Documents	• IADT Collection Management Policy • IADT LibGuides • IADT Research
Related Forms	• N/A

Document Version History

Previous Version	Notes	Replaced by
Institutional Repository and Open Access to Research Policy, V1	Supersedes the Institutional Repository and OA Policy for Research 2020.	IADT Library Institutional Repository Policy, 2023, V1.0

IADT Policies and Procedures - Library Institutional Repository Policy

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1. Introduction

IADT is committed to open access (OA), providing, supporting and maintaining the IADT 'Illustro' Institutional Repository for the worldwide dissemination and long-term preservation of research and creative outputs. Open access has numerous well-established benefits to institutions and researchers, increasing citation opportunities and enhancing the visibility of research, thus increasing impact as well as facilitating interdisciplinary research. The IADT Institutional Repository will host a wide variety of content, thereby showcasing the extensive creative work produced in the Institute as well as hosting the National Script Library. Additionally, by facilitating green open access through the Illustro Institutional Repository, IADT supports researchers to comply with funder mandates, making publicly funded research available. This policy is aligned with the National Principles for Open Access Policy Statement Ireland and with the European University Association guidelines.

2. Context

Open access allows unrestricted online access to scholarly works, journal articles, books, images and other creative outputs for everyone. This enables equity and stimulates future research. One way this can be done is through depositing publications in an institutional or subject repository.

This policy applies to all research, scholarly and creative outputs which arise in whole or in part from activities carried out at IADT, and subject to copyright and archiving policies, should be made available through IADT's Institutional Repository. The IADT Repository uses Figshare, an online platform for citing, sharing, and discovering research.

3. Requirements

As per the standard process for green open access, authors will be required to deposit their work to the IADT Institutional Repository within six months after the date of acceptance for publication. For journal articles, the pre-printed version i.e. the peer-reviewed, final unpublished version is required. Where feasible, IADT encourages researchers to negotiate the right to open access with publishers and embargoes of less than 12 months following publication. Publisher copyright and embargoes will be respected.

Additionally, IADT encourages the deposit of previously published papers in the repository. Research that is subject to such publication constraints should still be deposited as a 'dark deposit', whereby it is stored within the repository but only details of the paper are available, thus enabling interested readers to request a copy. Once the embargo period has passed the paper automatically moves to an open access status. Further information on publisher's open access policies can be found on the Sherpa Romeo site (see references).

Adherence to this policy will be monitored for compliance and revisited on a quarterly basis.

The Irish ORCID Consortium

IADT is part of the Irish ORCID Consortium. ORCID (formed from the acronym "Open Researcher and Contributor IDentifier") is an international, interdisciplinary, open, non-proprietary, and not-for-profit organisation created by the research community for the benefit of all stakeholders, including the organisations that support the research ecosystem. It provides a unique persistent digital identifier (an ORCID iD) that distinguishes researchers. The ORCID vision is of a world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions and affiliations across time, disciplines, and borders. ORCID consortia foster communities of practice

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that apply ORCHID services and resources in regional and national contexts, using global implementation standards. The Irish ORCID consortium is part of a coordinated approach to the adoption and integration of ORCID in Ireland, directed by the Higher Education Authority. All IADT researchers should create an ORCID ID and connect it to IADT.

4. Institutional Repository Content and Process

The IADT Institutional repository will accept a wide variety of content and will be organised into specific collections as follows:

Content	Details	Format
Book chapters	Specialist work of writing that contains multiple chapters or a detailed written study.	PDF files, text based
Book excerpts	Specialist work of writing that contains multiple chapters or a detailed written study.	PDF files, text based
Conference contributions	Papers, presentations, lectures or proceedings.	PDF files, text based
Journal contributions	Any type of content formally published in an academic journal, usually following a peer-review process.	PDF files, text based
Postgraduate theses	These will be differentiated by Faculty and will be associated with the Faculty of Enterprise & Humanities or the Faculty of Film, Art & Creative Technology. The Library requests that Faculty submit theses each year following the grading process and that all work graded as a >2.1 be send to the Library for incorporation to the repository.	PDF files, text based
Undergraduate dissertations	These will be differentiated by Faculty and will be associated with the Faculty of Enterprise & Humanities or the Faculty of Film, Art & Creative Technology. The Library requests that Faculty submit dissertations each year following the grading process and that all work graded as a >2.1 be send to the Library for incorporation to the repository.	PDF files, text based
National Digital Script Library	Scripts, screenplays, links to production companies, film trailers and screenwriters' websites and associated multimedia material.	Multimedia, open formats including HTML, PDF, PDF/A, DOCX, PNG, WebM etc.
Animation outputs	Short films.	Multimedia
End of Year Show output	Performance, work of art, photos, media including video, posters.	Multimedia
Historical papers	Papers of historical significance including the Trevor Scott Papers and Reverend Goff Diaries.	PDF files, text based
Digitised Film Archive	Archive of the digital films.	Multimedia

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As part of the submission process, depositors will be asked to accept the terms and conditions of the Deposit Agreement.

The Library Institutional Repository Team will be responsible for the following:

- Managing the submission process. As part of this process, depositors will be asked to accept the *Institutional Repository Deposit Agreement*.
- Creating relevant metadata to facilitate searchability across the collection.
- Advising researchers which version of publications should be submitted such as post-print or preprint.
- Tracking usage statistics including views, downloads, citations and Altmetrics.
- Applying an appropriate Creative Commons Licence. For further information on this please see the Open Access Libguide.
- Your research is assigned a Handle or a Digital Object Identifier (DOI) which means you can cite it as a research output alongside your paper or as a freestanding item.
- The item may be removed at the author's request in consultation with the Library Institutional Repository Team.

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References

Related policies/ guides	
National Principles for Open Access Policy Statement Ireland	https://bit.ly/2SjkGnv
European University Association	https://eua.eu/
Horizon Europe	https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe_en
European Research Council	https://erc.europa.eu/manage-your-project/open-science
National Action Plan for Open Research	https://norf.ie/national-action-plan/
Publisher's open access policies	https://www.sherpa.ac.uk/romeo/
IADT Collection Management Policy	https://iadt.ie/about/iadt-policies-procedures/
IADT LibGuides – Publishing through open access	https://iadt.libguides.com/oa
IADT Research	https://library.iadt.ie/research/

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