



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST) INSTITUTIONAL REPOSITORY POLICY

NOVEMBER 2023

Presented before

University Council

Legal, Rules and Privileges Committee

Top Management Committee

Shared on the Staff list to solicit views from all stakeholders

Adhoc Policy Committee

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LIST OF ACRONYMS

DRGT-	Directorate of Research and Graduate Training
DVC (AA) -	Deputy Vice-Chancellor (Academic Affairs)
HTML -	Hypertext Mark-up Language
IP -	Intellectual Property
IR -	Institutional Repository
IRC –	Institutional Repository Committee
MUSTIRP –	Mbarara University of Science and Technology Institutional Repository Policy
MUST -	Mbarara University of Science and Technology
OA -	Open Access
URL –	Uniform Resource Locator

Definition of Terms

In this policy, unless the context otherwise requires, the following terms shall have the meanings assigned to them:

A piece of work: An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, articles, journals, software, computer programmes, musical works, dramatic works, videos, multimedia products, sound recordings, paintings, pictorial, sculpture or graphical works.

Authorise others to do the same: The copyright holder has the sole right to authorise others to exercise rights under Copyright Law, and the right to authorise others to exercise rights. This language transfers the non-exclusive right to Mbarara University of Science and Technology (MUST) to allow others to use the articles in specified ways and contexts, such as other MUST faculty members who want to use an article in teaching.

Citation This Policy shall be cited as The Mbarara University of Science and Technology Institutional Repository Policy 2023.

Compliance: Conformity in fulfilling official requirements (Glossary definition).

Copyright: Copyright is a bundle of five rights:

1. The right to reproduce,
2. The right to prepare derivative works (e.g. translations),
3. The right to distribute,
4. The right to display publicly, and
5. The right to perform publicly.

Creative Commons End User License: This license allows an author to retain their copyright while allowing others to copy and distribute the work provided they give the author credit and only on the specified conditions.

Date of Commencement: This policy shall become effective and commence on the date when MUST Council approves it.

Deposit: A deposit represents a bundle of submitted information. Typically, a deposit consists of descriptive metadata, access conditions and copyright information, and any relevant uploaded files. This entire set of saved information is the deposit record.

Depositor: Creator of a deposited record who submits digital items and associated Metadata for review, approval and uploading to the repository.

Digital Preservation: The process of ensuring that a digital object is accessible over the long term.

Institutional Repository: The Institutional repository is a digital centre for collecting, preserving, and disseminating, in digital form, the intellectual output of the MUST community.

Dspace: Is a free open source repository software package typically used for creating open access repositories for scholarly and/or published or un-published digital content.

Dublin Core Metadata Initiative: The Dublin Core Metadata Initiative provides core metadata vocabularies in support of interoperable or compatible solutions for discovering and managing resources.

Embargo (academic publishing): Restriction by a publisher, to the full text access of a document to certain type of users, usually for a defined period of time.

Final Version of the Article: The author's version with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting.

Green route: Open Access initiative achieved by depositing items (journal articles, peer-reviewed conference papers, theses etc) in an open access repository, a process known as 'self-archiving' for the purpose of maximising accessibility, usage and citation impact.

Intellectual Property: Any creation of the mind; inventions; literary and artistic works; and symbols, names and images used in commerce; original useful process, machine, composition of matter, form of article manufacture, software, musical work or processes, tangible property including new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, data sets, or unique or innovative uses of existing inventions that may or may not be patentable, copyrightable, trade markable or protectable under any other form of intellectual property.

Institutional Repository (IR): Is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members.

Institutional Repository Committee (IRC): The Committee appointed by the Vice Chancellor to oversee the planning, implementation, compliance, monitoring and evaluation of the institutional repository.

Irrevocable, paid-up, worldwide license: The permission granted may not be taken back.

Metadata: is structured information that describes, explains, locates or otherwise makes it easier to retrieve, use or manage an information resource.

Metadata Schema: a Logical plan showing the relationships between metadata elements, normally through established rules for the use and management of metadata.

Mbarara University of Science and Technology Institutional Repository: A digital, open access, content-neutral collection of Mbarara University of Science and Technology that captures and preserves the intellectual output of the institution and its community members.

Non-exclusive rights: It is a license in which the same rights to an intellectual property are granted to several licensees within the same scope or field, consecutively or simultaneously.

Not sold for a profit: Mbarara University of Science and Technology cannot generate a profit from exercising the rights granted, but can recover costs for a service related to the articles, such as printed course packs.

Open Access: means it is freely available on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.

Open Access Journals: These are scholarly journals that are available online to the reader without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.

Scholarly Works: Research, literary, performed, and fictional works in various formats produced by academics.

Staff: Shall mean any person employed by Mbarara University of Science and Technology on contract, permanent and part time terms.

Student: Bona fide student of Mbarara University of Science and Technology.

University Community: Students and members of staff of the University or any other person formally admitted into association with the University.

DECLARATION

This Policy is approved and admitted with all its modifications by Mbarara University of Science and Technology Council as per Universities and Other Tertiary Institutions Act 2001 (as amended) as “**MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY INSTITUTIONAL REPOSITORY POLICY**” on this 20th day of December the year 2023.

Signed



.....
Professor Celestino Obua
VICE CHANCELLOR



.....
Dr. Warren Naamara
CHAIRPERSON, MUST COUNCIL

FOREWORD

Mbarara University of Science and Technology (MUST) Is striving to increase its research and publications productivity. Several research and training collaborative projects have been undertaken especially for academic staff and graduate students. This is all geared towards boasting this research productivity further. This trend has necessitated MUST to set up a platform that can manage all the research on and about the University.

The MUST strategic plan emphasises the pursuit of research and innovation. This institution repository will therefore ease the management of these resources and also increase in the University's visibility. This policy offers guidance on how to collect select, manage and market and maintain the quality control of the research output of MUST's academic staff and graduate students.

The requisite infrastructure and management organisation will ensure that the policy is well implemented. The policy further offers a clear direction how the institutional repository can be used for positioning MUST on the global scene. I am grateful to the University Library Service, the Internal Policy Development Committee and University Council for putting together and approving this policy.

SUCCEED WE MUST

Vision

“To be a centre of Academic and Professional Excellence in Science and Technology.”

Mission

“To provide quality and relevant education at national and international level with particular emphasis on Science and Technology and its application to community development.”

Motto

“Succeed we must”

MUST Strategic Goal

“To promote equitable access to quality higher education, research and innovation.”

Mandate of the University

“To promote quality higher education for national integration and development through teaching of science and technology for promotion of the political, economic and social development of Uganda and the needs aspirations of the Republic of Uganda.”

Core values

- Professionalism
- Transparency
- Teamwork
- Accountability

1.0 Introduction.

The main aim of developing an institutional repository is to ensure the creation of a digital storage, long-term preservation, and visibility of the University's research outputs on the web, and raise its national and international profile. The Mbarara University of Science and Technology (MUST) Institutional Repository Policy (MUSTIRP) describes in detail the materials that can be submitted to and stored in the repository; the criteria for eligibility to deposit material; along with the procedure for long term preservation of material and quality control. This policy was developed after benchmarking best practices and adoption of similar policies from other universities and associated international conventions. It highlights the selection, retention and withdrawal procedures relating to research material held in the MUST Institutional Repository. It should also be noted here that according to the National Development Plan (NDP) III, the Government of Uganda is planning to set up a National Digital repository. The MUST institutional repository is therefore a step in the right direction to the fulfillment of the NDP III.

The MUST Institutional Repository is a collaboration of the University Library, Computing Services Unit, the Directorate of Research and Graduate Training (DRGT) and Faculties to showcase the University's research activities. It provides an open access platform to capture, store, index, and distribute globally a wide range of research outputs, including masters and doctoral theses, produced by the University's staff/researchers and students.

The Institutional Repository is a complement to traditional research publishing channels, not a replacement. It provides University researchers and students secure, stable and long-term storage of their materials in a centralized location.

1.1 Library Vision and Mission

Mbarara University of Science and Technology Library has a Vision and Mission aligned to the University's mission and vision

1.1.1 University Library Vision:

A centre of excellence in provision of information services for the advancement of knowledge.

1.1.2 University Library Mission:

The Mission of MUST Library is to support and supplement the teaching, learning and research activities of the University through provision of information resources and services.

1.2 Policy purpose

To provide a framework for collecting, preserving, organizing, uploading, accessing and creating an institutional repository for the visibility of the University's research output on the web. The framework gives the aim of developing an institutional digital repository; the

purpose, goals, and objectives of the policy; and its implementation guidelines within a defined legal framework.

2.0 Policy Context

This policy is set to provide regulatory framework of managing the research output of Mbarara University of Science and Technology on an open access platform. The policy implementation activities are all geared towards increasing the visibility, virtual presence, accessibility of MUST's research output. The policy implementation activities further provide for long-term preservation and scientific assessment of the MUST research outputs

3.0 Policy Statement

All members of the University Community shall submit their scholarly output (e.g. journal articles, books, book chapters, conference publications, refereed designs, graduate students dissertations etc.) to the Mbarara University of Science and Technology Institutional Repository.

3.1 Policy Justification

Realising the need to preserve, access and create visibility for its research output, Mbarara University of Science and Technology hereby formulates the Repository policy to enforce submission of research works by staff and students, reviewing, uploading onto the web, and dissemination of its research output.

The Institutional Repository shall operate as a non-profit, non-commercial, open access facility. Peer reviewed articles for uploading to the repository shall be deposited at the time of acceptance for publication or no later than the date of publication. This policy shall apply to all scholarly works completed before and after the adoption of the policy.

4.0 Policy Goal

To provide a centralized digital storage and long-term preservation of the University's research and scholarly outputs and other institutional digital assets, including unpublished or otherwise easily lost grey literature such as theses or technical reports.

4.1 Objectives

- i) To provide a complete record of the research output of Mbarara University of Science and Technology in open access form.
- ii) To Increase visibility and presence of MUST on the Web.
- iii) To increase the accessibility of MUST's research output which would increase the citation rates.
- iv) To provide long-term preservation to research outputs.
- v) To provide the means for the University to measure and assess its research programmes.

- vi) To promote current trends in the management of research outputs
- vii) To support individual members of the University in providing open online access to their research output.
- viii) To raise MUST's national and international profile through showcasing MUST's academics research output.
- ix) To enhance collaboration with the global research community.

5.0 Policy Environment

5.1 Legal policy framework

The Mbarara University of Science and Technology Institutional Repository Policy is in compliance with the following laws of Uganda.

- a) Constitution of Uganda
- b) Universities and Tertiary Institutions Act 2001 as Amended
- c) Copyright and Neighbouring Rights Act 2006

5.2 Related Policies and Documents

- a) MUST Intellectual Property Policy
- b) MUST Research policy
- c) MUST ICT Policy
- d) MUST Quality Assurance Policy and Guidelines

6.0 Policy Strategies

The University Management has an obligation and responsibility to establish the supporting structures to ensure the implementation and success of the policy

6.1 Responsibilities and administration of the Policy

- a) Senate, to review the performance of the institutional repository and make necessary amendments and improvements. The Vice Chancellor shall appoint an Institutional Repository Committee with its terms of reference and term of office, chaired by the Deputy Vice Chancellor (Academic Affairs), to oversee the implementation of the repository.
- b) The Institutional Repository Committee shall inter-alia be responsible to Senate and the Vice-Chancellor for vetting the content, interpreting the policy, planning, implementation, compliance, monitoring and evaluation of the institutional repository, determining embargo issues and dealing with disputes.

- c) The Faculty Deans and the Director of Directorate of Research and Graduate Training are responsible for ensuring that their respective staff and students are aware of their obligations to submit their research outputs to Mbarara University of Science and Technology Institutional Repository.
- d) Mbarara University of Science and Technology Institutional Repository shall be coordinated and managed by a Repository Administrator under the supervision of the University Librarian with the participation of stakeholders in liaison with the Directorate of Research and Graduate Training.
- e) The Institutional Repository Administrator as manager of the Mbarara University of Science and Technology Institutional Repository shall be responsible for:
 - i) Verifying online submissions.
 - ii) Validating and enhancing associated metadata.
 - iii) Ensuring research and innovation outputs are accurately displayed online.
 - iv) Organizing copyright clearances to facilitate open access to research outputs wherever possible.
 - v) Initiating and maintaining internet harvesting protocols for the University's research and scholarly output.
 - vi) Coordinate with the University Library in obtaining the necessary open access permissions.
- f) The University's Computing Services Unit is responsible for hosting the institutional repository system on the library server, the data interchange between University systems and other systems as required.
- g) Research active staff and postgraduate students are responsible for submitting their research outputs; as well as the published version of their publication. Authors are also required to submit the author's accepted article or manuscript. to Mbarara University of Science and Technology Institutional Repository to enhance the online accessibility of the University's research output.

6.2 Open Access Declaration

Mbarara University of Science and Technology is committed to free and open access to scholarship for all and takes responsibility for the dissemination of its own research outputs. In keeping with this commitment, the University shall adopt the following guidelines:

Each member of the University Community shall grant to the Mbarara University of Science and Technology a non-exclusive, irrevocable, world-wide license to exercise any and all rights under copyright relating to their scholarly articles in any medium, provided that the articles are not sold for a profit, and to authorise others to do the same (Appendix II). All depositors shall sign the Mbarara University of Science and Technology Repository deposit agreement (Appendix I).

- i) MUST shall require its members to comply with the policies of research funders with regard to open access archiving in line with MUST relevant and other related Policies.
- ii) The University shall encourage members of its community to publish their scholarly work in peer-reviewed Open Access journals.
- iii) The right to amend this policy shall vest with the Senate of the MUST on advice from the Institutional Repository Committee.

7.0 Implementation Framework

This policy shall be implemented in accordance with the Institutional repository guidelines (Appendix IV) and the different technical terms used are defined as well (Appendix III).

8.0 Monitoring and Evaluation

8.1 Amendment of the Policy

The Policy shall be reviewed after every 5 years from the date of its commencement. The Institutional Repository Committee shall be responsible for initiating and submitting proposals for amendment, review and revision to the University Council for approval.

8.2 Disclaimer and indemnification

Mbarara University of Science and Technology Institutional Repository (MUST-IR) operates as an online archive and not as a publisher. The Repository is intended solely for the collection, preservation, and dissemination of scholarly works and institutional output. The Repository Administrator's responsibilities are limited to checking submissions for format, authors' eligibility, and compliance with the Institutional Repository Content Policy.

All depositors must expressly agree to the MUST Deposit Agreement prior to making any submission. By depositing materials into the MUST-IR, depositors represent and warrant that they have the legal authority to deposit the works and that such works do not violate any laws or third-party rights, including but not limited to intellectual property rights, contractual obligations, or confidentiality agreements.

Depositors agree to indemnify and hold harmless Mbarara University of Science and Technology, its employees, agents, and representatives, and the Repository from any and all claims, demands, damages, costs, and liabilities, including reasonable attorneys' fees, arising out of or by reason of any assertion of infringement of copyright, breach of contract, or violation of any law or regulation, involving any content they have deposited into the Repository.

Neither MUST nor the Repository make any warranties or representations, express or implied, as to the accuracy, completeness, or appropriateness for a particular purpose of any statements or content contained in items within the Repository. Neither party will accept, endorse, or assume any responsibility or liability for any inaccuracies, errors, or omissions in the Repository, or for any harm that may result.

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9.0 Communication of the Policy

- (i) The communication of this policy is vested in the authority of the Institutional Repository Committee.
- (ii) The Institutional Repository Committee shall ensure that this policy is publicized among all the stake holders through conducting awareness seminars, printing user guides, flyers and shooting promotional videos.

10.0 Funding

The Institutional Repository Committee shall ensure funds are availed for publicizing the policy as per the Implementation budget.

APPENDICES

Appendix I: Deposit Agreement

The Mbarara University of Science and Technology Institutional Repository supports the long-term preservation of, and free access to research materials produced by members of the University. To undertake this role, the institutional repository staff needs permission to store, copy and format/edit the materials in order to ensure that it can be preserved and made available in the future.

This Deposit Agreement is designed to give Mbarara University of Science and Technology Institutional Repository administrators the right to do this and to confirm that the depositor has the right to submit the material to the institutional repository. The Agreement is non-exclusive, and the depositor does not give away any of their rights to Mbarara University of Science and Technology Institutional Repository.

By agreeing with and accepting this license, I/we

.....
.....
.....
.....
.....

(The author(s), copyright owner or nominated agent) Agree to the conditions as stated below, for the deposit of the item (Title:

.....
.....
.....
.....
.....

(Also referred to as the Work) in the institutional repository maintained by MUST or any other repository authorized for use by MUST.

By depositing my/our work in MUST Institutional Repository I/we agree to the following:

- i) That I am the author or have the authority of the author/s to make this agreement and do hereby give Mbarara University of Science and Technology the right to make the Work available in the way described above.
- ii) That I am/we are free to publish this work in its present or future versions elsewhere.
- iii) I/we confirm that:
 - a) I am/we are the copyright owner(s) and/or have the right to make this agreement with you.
 - b) The work is original and to the best of my/our knowledge does not infringe

- Anyone's copyright
- The work does not violate or infringe any intellectual property law.

iv) I/we agree to:

- a) Add the work to the institutional repository so that it is freely available online for the lifetime of the repository.
- b) Convert the work as necessary to ensure that it can be read by computer systems in the future.
- c) That removal of the item can only be made after approval of the principal repository administrator.

v) I/we understand that MUST Institutional Repository:

- a) May distribute copies of the work (including the abstract) worldwide, in electronic format via any medium for the lifetime of the institutional repository for the purpose of open access.
- b) May electronically store, convert or copy the work to any medium or format for the purpose of future preservation and accessibility.
- c) May incorporate metadata or documentation into public access catalogues for the work.
- d) Shall retain the right to remove the work for professional or administrative reasons, or if it is found to violate the philosophy of MUST or legal rights of any party.
- e) Shall not be under obligation to take legal action on behalf of the depositor or other rights holders in the event of infringement of intellectual property rights or any other right in the material deposited.
- f) Shall not be under obligation to reproduce, transmit, or display the work in the same format or software as that in which it was originally deposited.
- g) Additionally, I/we also understand that if, as a result of my/our having knowingly or
- h) Recklessly given a false statement and the University suffers loss, I/we will make good that loss and thus indemnify MUST for all actions, suits, proceedings, claims, demands and costs occasioned by the University in consequence of my/our false statement.
- i) In the event that Mbarara University of Science and Technology Institutional Repository closes down, the University shall make all reasonable endeavors to transfer the research works to another appropriate archive subject to approval by the University Senate.

While every care will be taken to preserve the physical integrity of the work, MUST shall incur no liability, either expressed or implicit, for the work or for loss of or damage to any of the work or associated data.

Depositor's Declaration:

I/ We (The author(s) hereby grant to Mbarara University of Science and Technology Institutional Repository a non-exclusive license on the terms outlined.

I declare that:

- i) I am/we are the owner(s) of the copyright for the whole work (including content & layout), or am duly authorised by the owner(s) or other holder of these rights and I am competent to grant under this agreement, a license to hold and disseminate copies of the material.
- ii) The work is not and shall be in no way a violation or infringement of any copyright, trademark, patent, or other rights whatsoever of any person.
- iii) That if the work has been commissioned, sponsored or supported by any organisation, I/we declare that I/we have fulfilled all of the obligations required by such contract or agreement.

Name:
(Author/Copyright owner or Nominated Agent)

Faculty/Institute:.....

Department:.....

Sign:

Date:

Witnessed by:

University Librarian:.....

Signed:.....

Date:.....

Stamp:

Witnessed by:

Dean, Director of Directorate of Research and Graduate Training:

.....

Signed:.....

Date:.....

Stamp:

Appendix II: License Note

NOTE: PLACE YOUR OWN LICENSE HERE

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grant to Mbarara University of Science and Technology the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that Mbarara University of Science and Technology may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that Mbarara University of Science and Technology may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant Mbarara University of Science and Technology the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANISATION OTHER THAN MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

Mbarara University of Science and Technology shall clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

Appendix III: Repository Guidelines

Guidelines for populating the MUST Institutional Repository

1.0 Repository Contents

The following types of materials shall be included and/or accepted for submission in Mbarara University of Science and Technology Institutional Repository:

- i) Journal articles– refereed, non-refereed, editorials, book reviews, etc.
- ii) Books and book chapters
- iii) Conference and workshop proceedings – refereed, non-refereed, accepted abstracts, poster sessions and PowerPoint presentations;
- iv) Refereed designs
- v) Creative, performance-based and visual arts outputs that have research Component
- vi) Theses and dissertations (Masters and Doctoral)
- vii) MUST projects and theses resulting from non-research awards, including final year engineering projects, honours theses and research reports forming a substantial part of an undergraduate degree, where submission is agreed by the Dean of a Faculty or Institutes;
- viii) Learning objects (past papers, lecture notes, and presentations)
- ix. Newsletters of significant research groups.
- x. University publications such as books, working and discussion papers, research reports and inaugural lectures
- xi. Research data sets, statistics and surveys associated with research publications;
- xii. Other materials produced by academic/research staff and approved by Deputy Vice Chancellor (Academic Affairs), Deans of Faculties or Heads of Departments

1.1 Excluded works

The following types of scholarly works shall NOT be included in the Institutional Repository:

- i) Scholarly works intended for commercial purposes.
- ii) Scholarly works containing confidential or proprietary information. Any research which includes a confidential report for a sponsor, i.e., company/commercial third party, shall not be included, or shall have restricted access unless otherwise agreed by the sponsor.
- iii) Scholarly works restricted due to cultural sensitivity.

- iv) Scholarly works that would infringe a legal obligation or philosophy of the University and/or the author(s) or creator(s), or the legal rights of a third party.
- v) Administrative reports such as minutes, committee reports, individual royalty Payments.
- vi) If the work is plagiarised, or breaches copyright expunged.

1.2 Submission

- i) Items shall only be deposited by members of the University, or their delegated and designated agents in the format in which it was prepared (eg. MS Word).
- ii) Authors who are trained depositors shall only submit their own work for archiving.
- iii) Where an item has multiple authors:
 - a) At least one author should be a member of staff or a student of MUST, and
 - b) The submitting author shall obtain the permission of the co-authors before making submission.
- iv) MUST Institutional Repository is not an exclusive repository. Authors may also Deposit their work in other repositories as desired or required.
- v) Deposit of full items shall be encouraged at the earliest possible opportunity, such as immediately after peer-review and final-version acceptance given for publishing. But where a depositing author has transferred their copyright, the full item shall not be made publicly visible until any publishers' or other embargo periods have expired.
- vi) The MUST Institutional Repository Administrator shall only assess items for the eligibility of Authors/depositors, relevance to the scope of MUST Institutional Repository, valid layout and format, correct metadata and the exclusion of spam.
- vii) The validity and authenticity of the content of any submissions is the sole responsibility of the depositing authors.
- viii) Any submitted works shall be subjected to a plagiarism check.
- ix) Mbarara University of Science and Technology shall recognize the originator of the IP and protect ownership for the Creator.
- x) Items that have been deposited in another digital repository may be deposited in MUST Institutional repository provided that;

- a) The work is co-authored with a member of MUST
- b) The author(s) have indicated affiliation to MUST

1.3 Metadata

- i) The metadata schema used throughout by MUST Institutional Repository shall be principally based on Dublin Core.
- ii) Where necessary, to facilitate the full description of a resource, other elements and element refinement as defined by the Dublin Core Metadata Initiative shall be used.
- iii) Anyone may access the metadata free of charge.
- iv) The metadata may be reused in any medium without prior permission for Not-for-profit purposes provided the Open Archives Initiative (OAI) identifier or a link to the original metadata record is given, and the repository is mentioned and should be cited as Mbarara University of Science and Technology Institutional Repository.
- v) The metadata shall not be re-used in any medium for commercial purposes without formal permission.

1.4 Data Use

- i) Any person may access items in the institutional repository for personal research or study, Educational, or not-for-profit purposes without prior permission or charge, provided:
 - a) The authors, title and full bibliographic details is credited, where available;
 - b) A hyperlink and/or Universal Resource Locator (URL) are given for the original metadata page, and the content is not changed in any way.
- ii) Full items shall not be sold commercially in any format or medium without formal permission of the copyright holders.
- iii) All users shall be expected to use materials in the institutional repository within the copyright limits.
- iv) Mbarara University of Science and Technology shall not be liable for any copyright violation arising from use of items in the institutional repository.
- v) Some full items are individually tagged with different rights permissions and conditions.
- vi) In most cases, the institutional repository is **not** a publisher. It is merely an online archive.

1.5 Selection, Retention, Replacement and Withdrawal

This sections provides for procedures of how items shall be selected to be uploaded in the repository, how they will be retained, replaced and withdrawn.

1.6 Selection and Retention

- i) Items produced as a result of research activity at Mbarara University of Science and Technology and deposited by an eligible depositor shall be accepted and retained indefinitely in the Mbarara University of Science and Technology Institutional Repository unless:
 - a) The item infringes on copyright or Mbarara University of Science Technology philosophy or other rights.
 - b) The item is proven to include falsified research.
 - c) The item fails to meet legal requirements.
 - d) The item is in a format which cannot be stored or displayed satisfactorily.
 - e) The items are published by predatory publishers.
- ii) If a depositor leaves the employment at Mbarara University of Science and Technology, their items shall be retained in the Mbarara University of Science and Technology Institutional Repository unless the depositor seeks to exercise their rights and obligations under clause 8.3.5

1.7 Replacement.

- i) A depositor may request that an item be replaced by another version if:
 - a) An error is discovered in the content, or,
 - b) A published version of the item becomes available and needs to replace the unpublished version on the institutional repository.
- ii) The replacement item may use the same record as the original.

1.8 Withdrawal.

- i) a) Items shall only be deleted from Mbarara University of Science and Technology Institutional Repository if there are legal or University Intellectual Property Rights issues or other exceptional circumstances.

- b) Records of items shall only be withdrawn from view for reasons such as being found to violate the Mbarara University of Science and Technology philosophy.
 - c) Records of items will only be withdrawn from view for reasons such as their being found to violate the legal rights of a third party.
 - d) Mbarara University of Science and Technology Institutional Repository shall retain the right to remove the work(s) for professional or administrative reasons.
- ii) Items removed from view shall be traced (but to avoid loss of the historical record) in the form of a note. The content of the note should be one of the following:
- a) Removed from view at request of the author.
 - b) Removed from view at the University's discretion.
 - c) Removed from view by legal order.
- iii) Acceptable reasons for withdrawal shall include:
- a) Proven copyright violation or plagiarism.
 - b) Legal requirements and proven violations.
 - c) National security.
 - d) Falsified research.
 - e) Predatory publications.
- iv) The depositor may request the work(s) to be removed at any point in the Future and can request that their own items are withdrawn from open access view in Mbarara University of Science and Technology Institutional Repository and stored as a closed access item. The final decision remains at the discretion of the University.

1.9 Intellectual Property Rights

The Institutional Repository shall be managed in accordance with Mbarara University of Science and Technology Intellectual Property Policy and Ugandan Copyright Law. Copyright owners retain the copyright for their material stored in the Institutional Repository. The University shall observe and abide by current publishers' policies and Ugandan Copyright Law in relation to open access institutional repositories.

- i) Mbarara University of Science and Technology Institutional Repository shall respect the author's/creator's copyright for the deposited contents and will at all times adhere to the Copyright Law.

- ii) Every time scholarly work is accessed online via Mbarara University of Science and Technology Institutional Repository, the end user agrees to respect the original copyright of the work, which a depositor has granted access to.
- iii) Where MUST student or member of staff owns the copyright to the work placed in the MUST Institutional Repository, the MUST Open Access policy shall be applied. Where the author is not affiliated to MUST, the Creative Commons end-user license shall be applied.
- iv) Where research is generated as a result of collaboration between multiple authors, MUST Institutional Repository shall accept an author undertaking on behalf of his/her co-authors provided the author has the co-authors' authority to enter into the agreement on their behalf. Should there be an objection raised, the material in question shall be withdrawn subject to further investigation of the complaint.

2.0 Quality Control

As the materials in Mbarara University of Science and Technology Institutional Repository shall have a bearing on the reputation of the University, all submissions shall be subjected to the following quality control criteria:

- i) The institutional repository staff shall review and assess all submissions before making them available via Mbarara University of Science and Technology Institutional Repository for:
 - a) Eligibility of the depositor/author.
 - b) Valid metadata.
- ii) The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.
- iii) Any submissions not meeting the submission criteria shall be returned to the depositor together with reasons for refusal.

2.1 Preservation

- i) Items shall be retained within Mbarara University of Science and Technology institutional repository indefinitely.
- ii) Mbarara University of Science and Technology shall endeavour to provide continued readability and accessibility of all items deposited in the institutional repository.
- iii) Withdrawn items are not deleted *per se*, but are removed from public view and their identifiers/URLs are retained indefinitely.

- iv) URLs shall continue to point to “tombstone” citations, to avoid broken links and to retain item histories.
- v) In the event that Mbarara University of Science and Technology Institutional Repository closes down, the University shall make all reasonable endeavors to transfer the database to another appropriate archive subject to approval by the University Senate.

2.2 Compliance with Publisher and Research Funder

MUST policy is compatible with publishers' copyright agreements in the following:

- (i) For all submitted items the Repository Administrator will check the Publisher's policy. Most policies are documented via the SHERPA/ROMEO database (<http://www.sherpa.ac.uk/romeo.php>) and Information Services will use this as a major support tool.
- (ii) Many publishers will allow the peer-reviewed final draft to be self-archived, often specifying that a specific acknowledgement be used along with the self-archived item. The Repository Administrator shall ensure any such acknowledgements are included in the Institutional Repository.
- (iii) Occasionally publishers allow their own final .pdf version to be self-archived, in these instances, the Repository Administrator will contact the submitter to ask for the appropriate item version.
- (iv) Occasionally publishers will not allow either the author's own final, post refereed version or the publisher's version to be self-archived. In these instances the Repository Administrator will contact the submitter to inform them, and, if appropriate, recommend that the author's pre-print version (pre-refereed version) can be submitted instead, if desired by the author.
- (v) For all submitted items, where research funder information is supplied, the Repository Administrator shall check the Research Funder's policies as regards ensuring Open Access to research results and publications arising from their funding. Policies are documented via the SHERPA/JULIET database (Research Funders Archiving Mandates and Guideline (<http://www.sherpa.ac.uk/juliet/index.html>)) and Information Services shall use this as a major support tool. Where possible, the Repository Administrator shall fulfill any archiving requirements on behalf of the submitting author, or alternatively inform them of what they need do to fulfill the conditions of funding.