

ORE policy

Content Policy

1. Open Research Exeter (ORE) is the institutional repository of the University of Exeter.
2. Repository holdings include the following item types:
 - Book chapters
 - Code
 - Conference papers
 - Datasets
 - Images
 - Journal articles, including book reviews
 - Monographs
 - Patents
 - Presentations
 - Reports
 - Research-level theses
 - Software
 - Technical reports
 - Working papers
3. Deposited items may include:
 - Preprints (not peer-reviewed)
 - Author accepted manuscripts (authors' final peer-reviewed drafts)
 - Published versions (publisher-created files)
4. Items are individually tagged with their:
 - Version type
 - Date
 - Publication status
5. Principal Language: English

Submission Policy

1. Items may only be deposited by accredited members of the University of Exeter, or their delegated agents.
2. Authors deposit their publications, including datasets <2GB in size, by uploading files via Symplectic Elements.
3. Datasets ≥2GB in size are deposited [using the ORE Deposit Tool](#).
4. Authors may only submit their own work for archiving.
5. Content reviewers examine submitted items for:
 - the eligibility of authors/depositors
 - relevance to the scope of the repository
 - valid layout and format
 - compliance with publishers' and funders' policies
 - accuracy and quality of metadata

6. The validity, authenticity and legality of the content of submissions are the sole responsibility of the author(s).
7. Third party copyright remains the responsibility of the creator of the work.
8. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
9. Any copyright violations are entirely the responsibility of the author(s).

Data Policy

1. Anyone may access content free of charge.
2. Access to some items may be restricted or under temporary embargo, e.g., due to copyright or publisher requirements.
3. ORE content including metadata (the bibliographic record) can generally be:
 - reproduced, displayed or performed, or given to third parties in any format or medium
 - used for personal research or study, educational, or not-for-profit purposes without prior permission or charge
 - provided:
 - the authors, title and full bibliographic details are given
 - a link to the item record (metadata) is provided
 - the content is not changed in any way
 - any copyright or rights statement attached to the item is clearly stated
4. Where content can be used for any purpose, it will include a clear rights statement or a Creative Commons licence. Users are expected to adhere to the terms of any accompanying statement or licence.
5. Unless the item licence explicitly permits commercial use, content cannot be used commercially in any format or medium without formal permission of the copyright holders.
6. Mention of ORE is appreciated but not mandatory.

Metadata Policy

1. Anyone may access the metadata free of charge.
2. The metadata is openly available without restriction under Creative Commons licence CC0.
3. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.

Preservation Policy

1. Items will be retained indefinitely.
2. ORE content is securely held on University of Exeter storage and regularly backed up according to current best practice.

3. The repository will try to ensure continued readability and accessibility of content, although it may not be possible to guarantee this for some file formats, particularly proprietary file types.
4. To ensure digital preservation, content will not normally be updated. If necessary, authors can contact the Open Research team to either replace the existing item in, or add the updated version of the item to, the record.
5. Content will not normally be removed from ORE. Valid grounds for the removal of content are outlined in the takedown policy.
6. Withdrawn items' URLs are retained indefinitely, but the records are removed from public view.
7. Errata and corrigenda lists may be included with the original record if required.
8. In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Takedown policy

The University of Exeter makes every reasonable effort to ensure that ORE content complies with UK law. However, if you consider that an item infringes UK law or rights, the University will, upon notification, review its legal status and remove it if the complaint is found to be valid.

Valid grounds for the removal of content from ORE include:

- Violation of intellectual property rights, including copyright.
- Breach of moral or other rights protected by law, e.g. libel or data protection.
- Ethical issues including plagiarism or falsified research.

To register a complaint, contact [Open Research](#) with the following information:

- Your contact details.
- Details of the item (title, author, URL, etc).
- A description of the grounds for the complaint including any evidence or proof.

On receipt of the complaint, the Open Research team will:

- Acknowledge that the complaint has been received.
- Make an initial assessment of the validity of the complaint, if necessary involving the University Legal Services Office.
- Temporarily remove the item from public view if further investigation is required.

Following the assessment:

- If a complaint is judged to be invalid, no further action will be taken, the complainant will be informed, and the item will be returned to public view.

- If, after investigation, the item is deemed to have infringed an aspect of UK law, it will be permanently withdrawn from ORE.

In order to ensure item history and retain persistent identifiers, withdrawn items' URLs are retained indefinitely, but the records are removed from public view.

Related information

Open Research Exeter ("ORE"), on behalf of the University of Exeter ("the University"), supports the long-term preservation of research outputs produced by staff and students of the University of Exeter.

In order for the University, via ORE, to reproduce, re-format, and disseminate your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this licence in respect of your submission, being material that you submit to ORE including but not limited to a journal article, dataset, thesis, and/or corresponding metadata. By depositing your submission and ticking the box at the end of this licence, you agree to the terms of the licence.

[ORE deposit licence](#)