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17th/October/2017

ADBU-Institutional Repository Policy

ADBU Library has created the following procedural document and policy statements pertaining to various aspects of managing the Institutional Repository within *Assam Don Bosco University*. For further information about these policies, please contact librarian@dbuniversity.ac.in.

1.0. Policy Statement

Assam Don Bosco University Institutional Repository is an electronic platform for collecting, preserving and disseminating in digital form the intellectual / research output of the institution. The repository strengthens the capacity of the Library to support the increasing number of graduate and research programmes offered at the University. Assam Don Bosco University expects its academics, scholars, scientists and students who publish research papers availing direct or indirect funding by the University to provide through the Institutional repository, online access, use and application of their findings freely without cost or legal sanctions. Research and scholarly output of the University shall to be located in its Institutional Repository which shall be managed in accordance with this Policy and the Library's IR Policy. As an organ of Assam Don Bosco University, ADBU library and its institutional repository comply with, and are subject to the University's policies.

2.0. Objective

The purpose of the ADBU Institutional Repository is to provide its Library users with access to full text academic or metadata and research information by:

- Gathering, preserving, indexing and archiving research information produced by the Teaching/Non-teaching staff and students of ADBU in a single location.
- Providing a maintained repository of research information in an accessible format, both on campus and off campus.
- Providing open access by creating global visibility for the institution's scholarly research, and sharing of academic content / literature with other institutions.

3.0. Types of collection

To build a complete collection since the inception of the University, the following materials will be included/accepted for submission in the ADBU IR :

- 3.1. Projects of the final year students and theses resulting from non-research awards, final year engineering projects, Master's programme dissertations;
- 3.2. Research reports forming a substantial part of an undergraduate/post degree, where submission is approved by the Director of a School;
- 3.3. PhD Theses;
- 3.4. publications such as books, working and discussion papers, government submissions, research reports and inaugural lectures;
- 3.5. Proceedings and papers from conferences hosted by ADBU University



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E-mail: chanlang.bareh@dbuniversity.ac.in; www.dbuniversity.ac.in

- 3.6. ADBU Journals, Newsletter and Bulletin.
- 3.7. end semester question papers.
- 3.8. Self learning modules created by ADBU.
- 3.9. Open access learning materials.

4.0. ADBU-IR will not collect:

- 4.1. Administrative reports, such as the University annual report, meeting minutes, committee papers and/or similar material which are collected in the official administrative archives;
- 4.2. Output intended for commercialization or individual royalty payment or revenue for the author or ADBU. Publications may be removed from ADBU-IR, if the author requests removal and the Librarian approves the request.
- 4.3. Personal works not published elsewhere and/or not published under the auspices of a ADBU University unit, center, or department.

5.0. Supported Formats

The Institutional Repository within ADBU supports various formats such as .pdf, .mp3, .mp4, .jpeg. We recommend that you submit your documents in one of the above mentioned access-level formats or contact chanlang.bareh@dbuniversity.ac.in to convert from your current format to the access-level format. IR-Admin Library will work with the units on format conversion.

6.0. General License Policy

Works published in the repository will be available for free to the general public via the internet. End users of *ADBU-IR*, including the general public, will have the right to download and use the work for personal and non-commercial purposes.

Authors must grant a non-exclusive License to the University in order to publish their work in the IR. Because the license is non-exclusive, authors retain ownership of copyright for the Work, and may continue to use and license the Work without further obligation to the University.

7.0. Copyright

As stated above, works submitted to the repository will comply with, and are subject to the norms laid down at <http://copyright.gov.in/>

8.0. Responsibility for implementation: Assam Don Bosco University Library manages its IR and is responsible for:

- 8.1. verifying online submissions, validating and enhancing associated metadata and ensuring research outputs are accurately displayed online;
- 8.2. Initiating and maintaining internet harvesting protocols for the University's research and scholarly output.
- 8.3. Graduate/postgraduate students are responsible for submitting their research outputs through their head of department in an accurate and timely manner.

Assam Don Bosco University

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- 8.4. The Library will endeavor to obtain the necessary open access permissions. If permissions are not available, the research output will be suppressed from public display. The Librarian alongside system administrator is responsible for the overall operation of ADBU-IR and through this the open access communication of the University's research publications to the wider community, wherever possible.

Approving Authority:

Administrator:

IT System Admin:

Approval Date: