

TEXT ONLY

**Metadata Policy** for information describing items in the repository

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided:
  - (a) the OAI Identifier or a link to the original metadata record are given
  - (b) the repository is mentioned

**Data Policy** for full-text and other full data items

1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
  - (a) displayed or performed
  - (b) for personal research or study, educational, not-for-profit, or commercial purposes without prior permission or charge.provided:
  - (a) the authors, title and full bibliographic details are given
  - (b) a hyperlink and/or URL are given for the original metadata page
  - (c) the original copyright statement is given
  - (d) the original rights permission statement is given
  - (e) the content is not changed in any way
3. Full items must not be harvested by robots
4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. Some full items are individually tagged with different rights permissions and conditions.
6. This repository is not the publisher; it is merely the online archive.

**Content Policy** for types of document & data set held

1. This is an institutional or departmental repository.
2. The repository holds all types of materials.
3. Deposited items may include:
  - (a) submitted versions (as sent to journals for peer-review)
  - (b) published versions (publisher-created files)
4. Items are individually tagged with:
  - (a) their version type and date.
  - (b) their peer-review status.
  - (c) their publication status.
5. Principal Languages: Russian; English; Byelorussian

**Submission Policy** concerning depositors, quality & copyright

1. Items may only be deposited by accredited members, academic staff, registered students, and employees of the organisation
2. Authors may only submit their own work for archiving.

3. Eligible depositors must deposit bibliographic metadata for all their publications.
4. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout & format, and the exclusion of spam
5. The validity and authenticity of the content of submissions is checked by internal subject specialists.
6. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
7. Any copyright violations are entirely the responsibility of the authors/depositors.
8. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

### **Preservation Policy**

1. Items will be retained indefinitely.
2. The repository will try to ensure continued readability and accessibility.
  - (a) Items will be migrated to new file formats where necessary.
3. The repository regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may be removed at the request of the author/copyright holder, but this is strongly discouraged.
6. Acceptable reasons for withdrawal include:
  - (a) Proven copyright violation or plagiarism
  - (b) Legal requirements and proven violations
  - (c) National Security
  - (d) Falsified research
7. Withdrawn items are deleted entirely from the database.
8. Withdrawn items' identifiers/URLs are not retained.
9. The metadata of withdrawn items will not be searchable.
10. If necessary, an updated version may be deposited.
  - (a) The item's persistent URL will always link to the latest version.
11. Items are allocated a checksum to facilitate the detection of alterations.
12. In the event of the repository being closed down, the database will be transferred to another appropriate archive.