

*Library Committee Memo No: SEUSL/LC/21/52/05*

**Draft Institutional Repository Policy**

Please find attached draft “**Institutional Repository Policy**” prepared upon the instruction of the Library Committee of SEUSL. View opinion and suggestion of the members of the library committee is sought to finalize the policy.


Prepared by



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Submitted by

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 <p style="text-align: center;"><b>South Eastern University of Sri Lanka</b></p>	<b>Policy No</b>	<b>Approval Date</b>
<b>Title:</b>  <b>Institutional Repository Policy</b>	<b>Responsible Executives</b> Vice-Chancellor Deans of the Faculties, Librarian, SAL & Assistant Librarian	

### 1. Preamble

The Institutional Repositories (IR) of SEUSL was established in the year 2006 when the concept of Institutional Repositories in its infancy stage in Sri Lanka. The windows version 2.72 of Green Stone Digital Library (GSDL) Software was installed, configured, and customized as the first SEUSL Institutional Repository in the year 2006. The purpose of this initiative was to realize the goal of the strategic plan 2006 – 2015. The library has then decided to move its institutional repository from the GSDL platform to DSpace 4.0 version to set up the digital library in 2014. SEUSL E-repository was enhanced with new features of the latest version of DSpace Version 5.5 on 7th November 2015.

### 2. Mission

The South Eastern University of Sri Lanka Institutional Repository (SEUIR) is to be a nodal point of access for scholarship and creative work contributed by the university with the goal of expanding the visibility of the university intellectual scholarship to the regional and global community.

### 3. Objectives of IR

1. To collect and store the institutional digital contents in a single platform
2. To provide open access to institutional research output
3. To archive, preserve, and disseminate institutional documents including unpublished literature

### 4. Purpose of the Policy

The purpose of this policy is to establish a framework within which the institutional repository of SEUSL (SEUIR) is managed, to ensure that SEUIR reflects and strengthens the research excellence and that research outputs are made available on Open Access for preservation and dissemination.

### 5. Content Policy

The repository shall accept the submission of the following materials.

- i. Conference proceedings of SEUSL (Submitted by the editor/coordinator of the conference)
- ii. Thesis and Dissertations of SEUSL undergraduates, postgraduates, and academics (Submitted by the Heads of the departments through Dean of the faculty)
- iii. Journals published by SEUSL (Submitted by the editor of the journal)
- iv. Articles authored by SEUSL Academics (Where the author doesn't own the copyright, the author should get permission from the publisher to deposit the article in IR)

Other types of materials will be considered on a case-by-case basis, including:

- i. Books and book chapters (non-text books)
- ii. Data sets and/or descriptive metadata
- iii. Grey literature (technical reports, research reports, working papers, annual reports, convocation address)

It is encouraged to submit soft copies of the above items.

## **6. Submission Policy**

- 6.1. Items shall only be submitted by the members of SEUSL
- 6.2. The SEUIR administrator or authorized person by the administrator will only eligible for depositing valid layout, format, and metadata
- 6.3. SEUSL academics shall upload the Articles authored and published elsewhere to the *collection* of “Research Articles” (<http://ir.lib.seu.ac.lk/handle/123456789/1678>) by following the guidelines attached herewith.
- 6.4. The validity and authenticity of the content of any submission is the responsibility of the author/s.
- 6.5. If any author plagiarized someone else content and submitted it, University or Library will not take any responsibility for it and the full responsibility of such cases will lie on the authors.
- 6.6. If the author does not own the copyright, the author/s should obtain permission from the publishers to deposit the article in SEUIR before submitting it to the repository.
- 6.7. Conference proceedings and Journal articles should be sent as a finalized document and SEUSL Library staff will separate the items and deposited them in SEUIR.
- 6.8. When submitting the university publications such as conference proceedings, journals, etc. the editors/ coordinators are responsible to submit the finalize documents as a searchable e-version of it. Part by part submission of such items will not be accepted by the Library.
- 6.9. University publications need to be sent as a complete document and should submit within one calendar year.
- 6.10. Staff Members are encouraged to submit their articles in e-formats.

## **7. Metadata Policy**

- The metadata schema used is principally based on Dublin core
- Anyone may access the metadata

## **8. Exclusion policy**

- 8.1. Any document which includes confidential information, administrative documents such as reports, minutes, and research articles published in predatory journals and conferences.
- 8.2. The works which have copyright issues will not be included in SEUIR.
- 8.3. Predatory journals and predatory conferences listed under the following links will be considered for exclusion unless otherwise it is not indexed in Scopus, Web of Science. databases.
  - i. <https://predatoryjournals.com/journals/>
  - ii. <https://beallslist.net/> (Earlier: <https://beallslist.weebly.com/>)

- iii. Any other recommended websites/ databases will be considered upon the recommendation of the University.
  - iv. Coverage years of particular journals etc. in indexed databases along with the article published date will be checked and excluded if it is not within the index coverage years.
- 8.4. If there is any query on uploaded articles, after evaluation, SEUIR administrator has the full authority to remove the article permanently from SEUIR and it will be informed to the author/s of the article.

## **9. Accessibility**

DSpace provides support for Creative Commons licenses to be attached to items in the repository. They represent an alternative to traditional copyright. The items in the repository except some thesis and dissertations are freely accessible via the website (<http://ir.lib.seu.ac.lk/>) and all of these articles are indexed in most common search engines such as Google and Google scholar. The author has the full responsibility to obtain the copyright clearance from the respective publishers and editors for their contents where the library is providing the central access point to the global users on our intellectual contents.

## **10. Retention, Replacement & Withdrawal**

### **10.1 Retention**

- 10.1.1 Scholarly material/s of SEUSL publications and other scholarly works of the SEUSL authors will be accepted unless,
  - i. The item infringes on the copyright or other rights
  - ii. The item is proven to include falsified research
  - iii. The item fails to meet legal requirements
- 10.1.2 Even, if the depositor leaves the employment at SEUSL, their items shall be retained in the SEUSL repository.

### **10.2 Replacement**

- 10.2.1 The author/s may request to replace an item with another version of it if an error is discovered on the content. If so, the author needs to submit the request with the approval of the Head/ Dean/ Editor/ Publisher or Coordinator.
- 10.2.2 The replacement of any such item may use the same record/ Metadata as the original.
- 10.2.3 If an editor of a journal or proceeding of SEUSL requested to change the articles deposited in SEUIR, he or she should provide the justification to the Librarian.

### **10.3 Withdrawal**

- 10.3.1 All archived items are considered permanent. Content may be removed in case of violation of rules or other exceptional circumstances, in which case all the information and communication will be saved and registered in a log file for future requirements.
- 10.3.2 Items shall only be deleted from the SEUSL repository if there are legal issues or other exceptional circumstances.

10.3.3 SEUSL repository shall retain the rights to remove the work for professional or administrative reasons.

10.3.4 Acceptable reasons for withdrawal as per the following.

- Copyright violation
- Legal requirement
- Security at the national level
- Falsified research
- Duplicates

10.3.5 If an author wants to withdraw or permanent deletion an article deposited he or she must submit the duly completed prescribed form with the recommendation of the editor/ coordinator, and then it will be forwarded to the Dean of the Faculty and the higher authorities for a decision.

10.3.6 The sole authority of the Digital Library is with the Librarian.

## **11. Copyright**

Works submitted to the SEUSL repository will comply with and are subject to the University's policies. All the related policies such as University Research Policy, Plagiarism Policy will apply to the institutional repository items as well.

**11.1** When considering the copyright status of a work, there are two possible situations as follows.

11.1.1 The author owns all rights

The author will retain full copyright to the work done. If submitted such content by the eligible authors to the SEUSL repository, it will increase the visibility of such content while raising the profile of the South Eastern University of Sri Lanka.

11.1.2 The publisher owns some or all rights

This situation occurs when authors sign an agreement with a publisher. Typically, such agreements will transfer some or all rights to the publisher. Publisher copyright policies will need to be checked to determine if, and what in what form work may be submitted to an institutional repository. It may be necessary to research the publisher's policies. These are usually found on the publisher's website, but it may be necessary to contact them. Several publishers allow the post-print article (defined as the post-peer reviewed version of the article that is accepted by the publisher for final publication) to be submitted to an institutional repository, but not the publisher's PDF version.

- Post-print: the final, revised version of an article after peer review but prior to publisher's formatting.
- Pre-print: the author's version of the article before peer review.
- Publishers PDF: the final, published version of an article.

However, when submitting a content to SEUIR, copyrights will be critically evaluated unless if the contents are not owned by the university. Library shall check publisher copyright and open access archiving policies in online resources such as Sherpa Romeo (<https://v2.sherpa.ac.uk/romeo/>). However, the primary responsibility of conducting copyright clearance falls to the contributor of their scholarly works.

## **12. IR Administration**

Administration activities of SEUIR should be carried out by the assigned administrator for the repository by the Librarian.

## **13. IR Backup**

Administrator needs to take backups periodically in order to reduce/avoid loss of data in any case.

## **14. Contact information**

Address : Librarian,

South Eastern University of Sri Lanka,

University Park,

Oluvil. #32360

Email : Librarian: [rifayiga@seu.ac.lk](mailto:rifayiga@seu.ac.lk)

SEUIR in charge: [esbandara@seu.ac.lk](mailto:esbandara@seu.ac.lk) (On study Leave) or [saajith@seu.ac.lk](mailto:saajith@seu.ac.lk)

## **Definitions**

### **Institutional Repository (IR):**

Institutional repository 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<sup>1</sup>. It includes an organization's commitment to the stewardship of digital materials, including long-term preservation where appropriate, as well as organization and access.

### **DSpace:**

DSpace is an open-source software package used for a digital library. It preserves and enables easy and open access to all types of digital content including text, images, moving images, mpegs, and data sets.

### **Deposit:**

A deposit represents a bundle of the 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:**

A depositor is the creator of a deposit record, who submits digital items and associated data for review, approval, and uploads to the repository.

### **Dublin Core:**

The Dublin Core is an initiative to create a digital 'Library card Catalog' for the web. It is made up of a set of 15 standard metadata elements that facilitate the indexing and searching of electronic resources in the World Wide Web.

### **Open-access repository:**

Scholarly articles stored and made 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, noncommercial purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.

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<sup>1</sup>Clifford A. Lynch and Joan K. Lippincott, "Institutional Repository Deployment in the United States of Early 2005," D-Lib Magazine 11, no. 9 (Sept. 2005): Available online at <http://www.dlib.org/dlib/september05/lynch/09lynch.html>

# DSpace Submission Guidelines



**SEUIR Home**

## IR, South Eastern University of Sri Lanka

SEUIR is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

### Communities in SEUIR

Select a community to browse its collections.

- [Research Publications \[3884\]](#)
- [Thesis & Dissertation \[743\]](#)

### Recently Added

[அபரக்கிரியையில் புலங்குப் பொருட்களும் அவற்றின் சமய முக்கியத்துவமும் பயன்களும்](#)  
கலைச்செல்வி, அ. (Faculty of Arts and Culture, South Eastern University of Sri Lanka, Oluvil., 2016-12)  
இம்மை மறுமை வாழ்வியலுடன் தொடர்புபட்ட கிரியையாக அபரக்கிரியை விளங்குகிறது. மறுமை வாழ்வியலைப் பொறுத்து பிதிர் உலகத்தாடன் தொடர்புபட்ட கிரியை என்னும் வகையில் முக்கியத்துவம் பெறுகின்றது. எந்த கிரியையாக இறந்தாலும் அதற்குப் பயன்படுத்த ...

[சமாதானம் – எண்ணக்கருவாக்கமும் புரிந்துகொள்ளலும்](#)  
சர்ஜலின், ஆதம்வாவா (Faculty of Arts and Culture, South Eastern University of Sri Lanka, Oluvil., 2016-12)  
சமாதானம் குறித்த வேறுபட்ட விளக்கங்களும் புரிதல்களும் எம்மத்தியில் நிலவுகின்றன. அவை நாம் வாழ்கின்ற சமூக சூழல், நாம் பின்பற்றுகின்ற மதம், நமது அரசியல் சார்புநிலை மற்றும் தொழில்நிலை அவ்வாறே நமது கலாசாரம் மற்றும் பழக்க ...

[Disasters and social capital in Sri Lanka: a conceptual and theoretical analysis](#)  
Rameez, A. (Faculty of Arts and Culture, South Eastern University of Sri Lanka, Oluvil., 2016-12)  
Recent academic discourses have drawn the attention of scholars to natural disasters occurring all over the world. Sri Lanka has always been on the brink of natural disasters like drought, earthquake, landslides, and ...

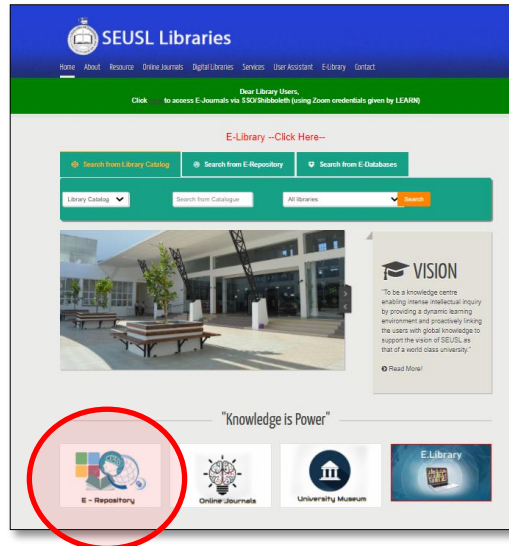
### Search SEUIR

## STEP 1

Click SEUSL Library Institutional Repository (Digital Library or SEU e Repository)

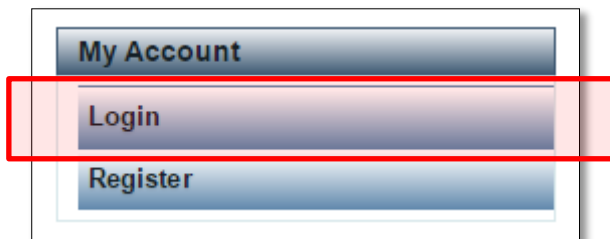
(<http://ir.lib.seu.ac.lk/>) Menu from the Library website (<http://www.seu.ac.lk/library/index.php>)





## STEP 2: SIGN IN TO DSPACE:

Click on “**Login**” button and register as a new user. Follow the instructions in order to complete the registration. Alert will go to the email address used in the registration. To complete registration for a DSpace account, duly complete the form and submit. The Email address will be verified and used as your login name.



## STEP 3

Click on the “**Communities & Collection**” to select a separate collection “**Research Articles**” (<http://ir.lib.seu.ac.lk/handle/123456789/1678>) created for you to upload your articles published in elsewhere (**other than SEUSL Publications**), viz Journals, Chapters of books, Reports and Proceedings etc..

The screenshot shows the SEUR E-Repository interface. At the top, there is a logo for 'E-Repository' and 'Main Library | South Eastern University of Sri Lanka'. Navigation links include 'University Home', 'Library Home', 'Lib Catalogue', 'SEU-Archive', and 'Advance Search'. A 'Login' link is in the top right. Below the navigation is a breadcrumb trail: 'SEUR Home → Community List'. The main content area is titled 'Communities in SEUR' and includes the instruction 'Select a community to browse its collections.' A list of communities is shown, with 'Convocation Address [2]' highlighted by a red box. A red arrow points from a red box in the 'Browse' sidebar (which highlights 'By Issue Date') to the 'Convocation Address [2]' item. The 'Browse' sidebar also includes options for 'All of SEUR', 'Communities & Collections', 'Authors', 'Titles', and 'Subjects'. A 'My Account' section at the bottom right contains 'Login' and 'Register' buttons.

#### STEP 4

Click on,

**“Submit a new item to this collection (<http://ir.lib.seu.ac.lk/handle/123456789/1678/submit>)**

You need to fill out selected fields on page (Item Submission – Describe Item **Page 1**). By filling out these fields in the form, you are creating a metadata record for your item. Your ability to provide more information about an item will increase more chances for users to find the item.

SEUIR Home → Research Publications → Articles Authored by SEUSL Academics → Research Articles → Item submission

## Item submission

Describe → Describe → Upload → Review → License → Complete

### Describe Item

**Authors:**  
Enter the names of the authors of this item.

Last name, e.g. *Smith*      First name(s) + "Jr", e.g. *Donald Jr*

**Title:**  
Enter the main title of the item.

**Other Titles:**  
If the item has any alternative titles, please enter them here.

**Date of Issue:**  
Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Year      Month      Day

**Publisher:**

**Search SEUIR**

Search SEUIR  
 This Collection

**Browse**

All of SEUIR

- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects

This Collection

- By Issue Date
- Authors
- Titles
- Subjects

**My Account**

- **Author:** Enter information about a person/ organization/ service responsible for creating or contributing to the content of the item. **Click on the Add more button** if the item has more than one Author  
**Eg: Sewwandi, B. G. N.; Takahiro, K.; Kawamoto, K.; Hamamoto, S.; Asamoto, S.; Sato, H.**
- **Title:** Enter full and proper title of an item.  
**Eg:**  
**Evaluation of leachate contamination potential of municipal solid waste dumpsites in Sri Lanka using leachate pollution index.**
- **Other Tile:** Alternative titles may include abbreviations, translations, or acronyms etc.
- **Date of Issue:** Enter the date, month and year if possible.  
**Citation:** If you submitting journal article, you need to enter the journal title, volume number, date and pagination. For book chapters, include the book title, place of publication, publisher name, date and page numbers.  
**Eg:**  
**14th International Waste Management and Landfill Symposium. 30th Sep-4th Oct, 2013. Sardinia, Italy. pp. 212- 223.**  
**Tropical Agricultural Research, 21(4): 353 - 360.**
- **Series and Report No.:** Series and Report Number field stored information such as technical reports and working papers with numbered series.
- **Identifiers:** Enter any number or code that identifies this item in some other system and select the type of identification system from the drop down menu. (ISBN /ISSN / URI)

- **Type:** Select the type of work that best defined your item. You can select more than one type.
- **Language:** Select the language of the intellectual content of your item.

#### **STEP 5 Submit Describe Item Page 2**

- **Subject Keywords:** Enter appropriate subject keywords or phrases.  
**Eg: Coconut husk**  
You can click on “**Add**” button, to enter more than one subject or keywords.
- **Abstract:** Enter the abstract of the item. Including an abstract makes your work more accessible for searching and retrieving for users. There is no limit to the length of the abstract you attach to your item in the system.
- **Sponsors:** This field is required if you are submitting an item related to sponsored research or special funding. You can provide information about the sponsors or funding bodies.
- **Description:** Enter any other information about to your submission or comment that you think may be of interest to users of the item.

#### **STEP 6 : Submit ; upload file (s) :-**

Click “Browse” button a new window will allow you to select the file from your computer.

#### **STEP 7 : Item Submission : Review Submission: -**

To correct or edit information about your item, click on the corresponding button on “Correct one of these”, or use the button in the progress bar at the top of the page to move back through the submission pages.

#### **STEP 8 : Item Submission : Distribution License**

Your agreement is required before your item can be published in our University “e Repository”. Click on “**I Grant the license**” button. Finally click on “**Complete submission**”