

Research UNE Deposit, Collection and Access Procedures

Section 1 - Overview

(1) These Procedures provide guidance for staff and Students of the University of New England in the implementation of the [Research UNE Deposit, Collection and Access Rule](#).

Section 2 - Scope

(2) These Procedures apply to the [Research UNE Deposit, Collection and Access Rule](#).

Section 3 - Procedures

Depositing research outputs

(3) The following categories of material must be submitted to Research UNE:

- a. journal articles;
- b. books and book chapters;
- c. conference papers; and
- d. creative works, and associated documentation.

Either the post-peer review version or author final version of these materials must be submitted for open access purposes in addition to the published version, which is required for reporting.

(4) The final version of higher degree research theses must also be submitted to Research UNE under the [General Rules](#) of the University (clause 5 relating to Theses).

(5) Categories of research outputs that should be submitted to Research UNE include but are not limited to:

- a. working papers;
- b. discussion papers;
- c. reports to government;
- d. published research reports;
- e. non-traditional research outputs;
- f. data sets; and
- g. other material which meets the criteria outlined in clause 8 of the Rule.

(6) Research UNE will not include UNE teaching and administrative material.

(7) Research outputs to be commercialised, or which contain confidential or culturally sensitive material should be

identified as such at the time of submission if an embargo is necessary.

(8) Full bibliographic details must be provided of research outputs and research-based creative works, even when the full text or research object may not be included in Research UNE for legal or other reasons.

(9) The Deposit Licence will be provided in association with the Research UNE submission form.

(10) The Library Services, through the Copyright Office and the Learning and Research Services Librarians, will provide information and advice to UNE Authors to support submission of research outputs.

(11) The Library Services will provide information and advice to UNE authors by a variety of means, including information sessions and seminars, web pages, and individual consultations.

(12) Instructions on submitting research outputs are provided as help-in-context on the Research UNE submission form.

(13) The Library Services will provide and maintain a list of the acceptable formats that can be submitted.

Collection

(14) The Library Services will support the collection of research outputs by applying established metadata standards in Research UNE.

(15) The Library Services will validate the submitted research outputs and maintain the collection of research outputs to enable the reporting requirements of Research Services.

Access

(16) Library staff under the direction of the Copyright Office will be responsible for ensuring compliance with copyright and publisher licenses.

(17) The Library Services will electronically store, copy or translate the research outputs to any medium or format for the purpose of future preservation and accessibility.

(18) The Library Services and the Technology and Digital Services will be responsible for maintaining reliable and consistent access to Research UNE and deposited research outputs.

Authority and Compliance

(19) The Rule Administrator, the Director Library Services and University Librarian, pursuant to the University's [Research UNE Deposit, Collection and Access Rule](#), makes these procedures.

(20) University Representatives and Students must observe these Procedures in relation to University matters.

(21) These Procedures operate as and from the Effective Date.

(22) Previous Procedures relating to [Research UNE Deposit, Collection and Access Rule](#) are replaced and have no further operation from the Effective Date of this new Procedure.

Section 4 - Definitions

(23) A UNE Author is an individual associated with the University of New England, and publishing under the auspices of the University, including employees, emeriti, adjunct and honorary appointments, research students and postdoctoral fellows.

(24) Author final version is the research output as completed by the author if there has been no peer review. If the research output has been published, then the appearance might not be the same as the published version, as publishers often reserve for themselves their own arrangement of type-setting and formatting. Research UNE seeks this version in order to make it openly accessible.

(25) Deposit Licence is the licence between the UNE Author and the University by which research outputs are deposited in Research UNE.

(26) Research UNE is the institutional repository for the research outputs of UNE, governed by the [Research UNE Deposit, Collection and Access Rule](#) .

(27) Embargo is a requirement that access be delayed for a specified period of time.

(28) Non-traditional research outputs are research outputs which do not take the form of published books, book chapters, journal articles or conference publications, including but not limited to, original creative works, live performance of creative works, recorded/rendered creative works, curated or produced substantial public exhibitions and events.

(29) Post-peer review version is the version of the paper after peer review, with revision having been made (sometimes this is referred to as the post-print version). In terms of content, the article is as published. However, in terms of appearance, this might not be the same as the published article, as publishers often reserve for themselves their own arrangement of type-setting and formatting. UNE requires this version under the terms of the [Open Access to UNE Research Publications and Data Policy](#) and will make it openly accessible if possible.

(30) Published version or publisher version is the version of record that is published. It is likely to have been professionally typeset or formatted. Research UNE requires this version for University and government reporting purposes and will not make it openly accessible unless permitted by the publisher.

(31) Research funding bodies are public or private organisations in Australia and internationally, which fund research.

(32) Research outputs means scholarly and research literature, including articles, conference papers, and selected creative works created by a UNE author.

(34) Rule Administrator is the Vice-Chancellor and Chief Executive Officer or delegate.

(33) The [Copyright Act 1968](#) identifies categories of material that receive copyright protection, including literary, artistic, dramatic and musical works, sound recordings, cinematograph films, television and sound broadcasts and published editions of works. This protection governs those who wish to make, use, sell, import, export, reproduce, adapt and disseminate such material. The Act also provides for other rights and exceptions.

Status and Details

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Unit Head	Ben Gooley Director Library Services and University Librarian 02 6773 2071
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Glossary Terms and Definitions

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.