

## JAIST Repository Operational Guideline

### I. Purpose

This guideline is intended to provide necessary matters to operate JAIST Repository (hereinafter referred to as the “Repository”).

### II. Objective

The Repository aims to collect digital research materials produced at JAIST and not only to contribute to development of academic research in JAIST but also to contribute to the society, by storing and saving the materials on a permanent basis, and providing them for public via Internet without charge.

### III. Operational Management

The Repository shall be operated and managed by JAIST library (hereinafter referred to as the “Institute Library”), and any necessary matters concerning the operational management will be decided by the Steering Committee of Institute Library.

### IV. Subject Materials

The research material to be submitted should meet the following requirements.

- (i) The research material must have academic value, and correspond to any of the following:
  - (a) Academic Papers
  - (b) Masters and Doctoral Theses
  - (c) Research Reports
  - (d) Technical Reports
  - (e) Grants-in-Aid for Scientific Research Papers
  - (f) COE Program Research Papers
  - (g) JAIST Press Publications
  - (h) Other results of education and research
- (ii) In principle, the research material must have been published by an academic institution.
- (iii) The principle parts of the research material must have been made by board member, staff member or student of the JAIST.
- (iv) There should be no problems regarding the intellectual property rights.
- (v) There should be no problems upon disclosing the research material to the public.

## **V. Qualification**

A person (hereinafter referred to as the “Submitter”) who submits a research material into the Repository shall meet the following conditions.

- (i) A current or former board member, staff member or student of the JAIST.
- (ii) A person who is authorized by the Director of the Institute Library.

## **VI. Submission**

The Submitter shall deposit their research material through the registration system; however, the Institute Library may deposit the research material on behalf of them upon request.

## **VII. Use of the Registered Research Materials**

1. The Institute Library may make use of the registered research materials by:
  - (i) Copying the research materials to save them in the Repository Server.
  - (ii) Disclosing the copied research materials of the preceding item (i) through the network, and distributing them by electronic means. However, Masters and Doctoral Thesis may be disclosed only inside the JAIST network upon request from the Submitter.
  - (iii) Copying or converting the research materials to any medium or format for the purpose of preservation.
2. The Institute Library may not make use of the registered research materials for purposes other than the purposes specified in the preceding paragraph.

## **VIII. Copyright and Submission Agreement**

1. If the Submitter alone holds the copyright of the research material, then the Submitter shall permit the Institute Library to use it without charge in the way specified in Article VII, paragraph (1).
2. If copyright is owned by more than one person, then the Submitter shall obtain the agreement of other copyright holders about giving the Institute Library the permission to use the research material without charge in the way specified in Article VII, paragraph (1).
3. If the copyright is owned by someone other than the Submitter, then the Submitter must obtain the agreement of the copyright holder about giving the Institute Library the permission to use the research material without charge in the way specified in Article VII, paragraph (1). However, it is not necessary when the copyright holder permitted it in their copyright policy in advance.
4. The copyright of research material shall remain with the copyright holder, not be transferred to the Library when it is deposited to the Repository

## **IX. End-User Agreement**

1. The Repository User shall comply with the following agreement.
  - (i) If the research material that the Repository User wants to use has been published before being deposited in the Repository and the publisher stipulates the conditions of use for the research material, the Repository User shall follow their conditions of use.
  - (ii) If the research material that the Repository User wants to use is not applied to the preceding item, the Repository User shall comply with the Copyright Act (Act No. 48 of May 6, 1970) that stipulate the conditions including but not limited to, the reproduction for personal purposes or citation indicating the source.
2. In the case of using the research material beyond the conditions specified in the preceding paragraph, the Repository User requires permission from the copyright holders.

## **X. Removing a Research Material**

The Institute Library may remove a research material from the Repository in the following case:

- (i) In the case that Submitter requests the Institute Library to remove the research material, and it is accepted by the Director of the Institute Library.
- (ii) In the case that the Director of the Institute Library decides to remove the research for the reasons of offending public order and morals, including but not limited to, plagiarism or highly-inappropriate material.

## **XI. Responsibility of the Submitter**

The Submitter shall be responsible for the content of submitted materials.

## **XII. Other Matters**

Any matter not stipulated herein shall be settled each time upon consultation between the Submitter and the Institute Library.

Approved by Steering Committee of Institute Library:

May. 29, 2007

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