

UNIVERSITY OF STIRLING STORRE POLICY

1. The University of Stirling is committed to the pursuit of world-class research, learning and scholarship. We are dedicated to providing facilities in which excellent research can be carried out and producing outputs that disseminate new knowledge. We support the principle that the outcomes of publicly funded research should be made available as widely as possible.
2. As a leader in the field of increasing access to research, the University of Stirling provides public access to a wide variety of research outputs. As outlined below our Open Access Research Repository (Stirling Online Research Repository, STORRE) makes the full text of a range of our refereed and reviewed research publications publicly available; this also includes research reports and working papers.
3. STORRE is used to hold, and make public, the full-text versions of both traditional and non-traditional research publications, for example:

Article in Journal	Article in Magazine
Article (Commentary)	Article in Newspaper
Book Review	Blog Post/ Web Site Contribution
Chapter (in Authored Book)	Conference/Meeting Poster
Chapter (in Edited Book)	Conference/Meeting Presentation
Conference Paper	Letter (published in a journal)
Thesis (PhD & Masters by Research)	Manual
Working Paper	Policy Document
External/Research Report	Translation
Technical Report	
Systematic Review	

4. Journal articles **must be** submitted immediately upon acceptance for publication in compliance with the University Court mandate, which requires all journal articles from 2007 onwards to be submitted.
5. The author's final accepted refereed draft should be submitted. Submission of this version complies with the policies of the majority of publishers. Where publisher conditions allow, or require it, the publisher's own version will be accepted. (Further guidance is available: <http://www.is.stir.ac.uk/research/repository/research-deposit.php>)
6. In addition, authors are encouraged to submit other, non-journal, items to STORRE. Where applicable, these should be the refereed/reviewed versions. See point 3 above for the full list of publication types STORRE holds.
7. Authors are permitted to submit items published prior to their working for the University of Stirling, where their previous employment conditions allow.
8. Items must be submitted in Adobe Acrobat Portable Document Format (pdf), or, where appropriate, an alternative format as agreed by the Research Repository Librarian.
9. The Research Repository Librarian will check items for the eligibility of authors/depositors, and relevance for deposit to STORRE, valid layout, format and the integrity of the file. Publisher policies will also be checked to ensure compliance with guidelines and regulations.
10. The validity and authenticity of the content of submissions are the sole responsibility of the depositor.

11. Items can be deposited at any time, but will not be made publicly visible until the item has been published, and until the publishers' or funders' embargo period, if any, has expired.
12. All deposited items will contain any acknowledgements as specified by publisher policies; the Research Repository Librarian will ensure these are added as required.
13. Any copyright violations contained *within* items are entirely the responsibility of the authors/depositors.
14. If the University of Stirling receives an allegation of copyright violation, the relevant item will be suppressed until further investigation can be undertaken. Where copyright violations have occurred items will be immediately removed from STORRE.

Compliance with Publisher and Research Funder Policies

15. Our policy is compatible with publishers' copyright agreements as follows:
 - a. For all STORRE submitted items the Research Repository Librarian will check the Publisher's policy via the SHERPA/ROMEO database (<http://www.sherpa.ac.uk/romeo.php>).
 - b. Many publishers will allow the peer-reviewed final draft to be self-archived, often specifying that a specific acknowledgement be used along with the self-archived item. The Research Repository Librarian will ensure any such acknowledgements are included in the STORRE.
 - c. Occasionally publishers allow their own final pdf version to be self-archived in these instances, if necessary, the Research Repository Librarian will contact the depositor to ask for the appropriate item version.
 - d. Occasionally publishers will not allow either the author's own final, post refereed version or the publisher's version to be self-archived. In these instances, STORRE has a permanent embargo feature that hides the full text file but provides a "Request from Author" button. If the author agrees to a request the Repository will automatically email a copy of the file. This is permitted under "Fair Dealing" (an exception to copyright).
16. It is the responsibility of the Principal Investigator to ensure they are meeting their Research Funder's requirements for Open Access to research results and publications arising from their funding. For example, a number of Funders require publications to be deposited in a specific repository. Researchers may find the SHERPA JULIET database helpful as it documents Funders' Open Access requirements: <http://www.sherpa.ac.uk/juliet/index.html>).
17. Due to the complexities of rights and royalties, the full text of complete books or research monographs will not typically be held in STORRE; the bibliographic details for these items will be held in the Research Information System.

Preservation Policy

20. Items will be retained indefinitely.
21. STORRE will try to ensure continued readability and accessibility, migrating items to new file formats where necessary. It may not be possible to guarantee the readability of some unusual file formats.
22. STORRE regularly backs up its files according to current best practices.

23. Items may not normally be removed from STORRE.

24. Acceptable reasons for withdrawal include:

- a. Journal publishers' rules
- b. Proven copyright violation
- c. Legal requirements
- d. A proven case of research misconduct relating to the item.

25. Withdrawn items are not deleted per se, but are removed from public view. Since any item that has existed at some time may have been cited, a 'tombstone' marker will be supplied when the item is requested. This will include the original brief record details (for verification) plus a withdrawal explanation statement. The brief details will be visible but not searchable.

26. Items will be deleted from STORRE if there is a legal requirement to do so, or if it is deemed by the University to be in its best interests. Deletion of items will mean removal of the item itself, plus the complete record details. In this instance, there will be no 'tombstone' marker.

27. Changes to deposited items are not permitted. If necessary, an updated version may be deposited. The earlier version may be withdrawn from public view.

Policy first adopted by University of Stirling Academic Council on 5th March 2008

Last updated February 2016