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Business Owner: Director, Learning, Teaching and Library
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1. PURPOSE

The Lincoln University Research Archive (LURA) is an open access institutional research repository that provides Lincoln University staff and students with stable, long-term storage for their research outputs in a digital form. It captures, indexes, preserves and distributes the intellectual research output of Lincoln University's academics, researchers and professional staff, thereby enabling online access for all potential users and researchers worldwide.

This policy establishes the organisation-wide framework within which the Research Archive is managed. The Research Archive is to be branded Research@Lincoln on the Research Archive website.

2. Definitions

Draft A preliminary version of an output before it reaches the formal preprint or post-print stage

Harvesting the automated gathering of information from a number of different sites to allow combined searching at another single site

Lincoln University Living Heritage

the website that contains the publicly available digital collections of related materials outside the scope of the Research Archive

Metadata information about the document, usually including the name of the author(s), title, subject, keywords and date

Open Access free, permanent online access for anyone, world-wide

Postprint any version of a journal article, book chapter or conference paper from the referred final draft onwards, including post-publication corrections and revisions

Preprint any version of a journal article, book chapter or conference paper before the final, refereed, revised draft.

Research Archive

an open access institutional research repository that provides the platform for depositing theses and dissertations, and contains the outputs deposited from Symplectic Elements

Research Output

a work that reports on the results of scholarship or research.

Symplectic Collection:

the non-public collection of research outputs in the Research Archive that contains the outputs for PBRF portfolio assessment.

Symplectic Elements:

the Lincoln University research management system that provides the depositing platform for all research outputs except theses and dissertations.

3. POLICY CONTENT AND GUIDELINES

3.1 Scope of the Archive

The Lincoln University Research Archive contains in digital format, the publically available research and scholarly output of the staff and students of Lincoln University and its subsidiaries. Only outputs produced while at least one of their authors is affiliated, employed or enrolled with Lincoln University will be accepted.

The following materials are to be included:

- Scholarship including theses and dissertations.
- Serial publications: discussion papers, working papers, research reports, research posters, oral presentations, popular press, etc.
- Refereed research articles and contributions at the postprint stage.
- Refereed research literature at the preprint stage.
- Un-refereed research literature: conference papers, chapters in proceedings, etc.
- Research monographs and book chapters.
- Datasets associated with research will be considered for inclusion on a case-by-case basis.

The full text of all deposited material will be made available unless embargoes are applied for commercial or legal reasons, or if there is any contravention of IP rights or copyright law. In these cases the metadata only will be made openly accessible.

This metadata will be added to all material deposited in the Archive to facilitate identification and searching, e.g. Title, author(s), abstract, keywords, Fields of research. Metadata will be made available for harvesting by national and international search engines.

The following items are not included:

- Drafts of any scholarship or research output
- Abstracts – where they are the only form of the output submitted
- Book reviews
- Commercialisable data
- Confidential client reports, unless the client has already made the report publically available
- Patents, trademarks, designs and disclosures – which are held by the Research Management Office

3.2 Responsibility

Library, Teaching and Learning (LTL) are responsible for managing the content of the Archive, including the software and information architecture. The Research Archive is managed by the HOD Research Services in LTL.

3.3

Deposit

Deposit of material in the Archive will be the responsibility of the authors, as advised and supported by LTL. Deposit of theses and dissertations is mandatory.

Deposit of all other materials in the Archive is mandated by the Lincoln University Research Output Mandate Policy.

It is required that a digital deposit license is agreed to before any items are deposited in the Archive. The license and guidelines specifying the process for deposit are available at:

<https://researcharchive.lincoln.ac.nz/page/faq>

3.4

Copyright

All material deposited in the Archive is subject to New Zealand copyright law.

It is not required that the copyright in any material be assigned to the Lincoln University Research Archive; it remains with the copyright owner.

This policy is compatible with publishers' copyright agreements as follows:

- Copyright for un-refereed preprints resides entirely with the author before it is submitted for peer-reviewed publication.
- Copyright for the peer-reviewed postprint will depend on the wording of the copyright agreement the author has signed with the publisher.

Guidance on copyright arrangements and standards for publishers are available from the SPARC Author Addendum website: <https://sparcopen.org/our-work/author-rights/>

3.5 PRBF

The deposit of research outputs in the Lincoln University Research Archive via Symplectic Elements, does not automatically remove the need to deposit additional evidence of research outputs for PBRF evidence portfolios, should additional information be required for authentication, verification and assessment.

4. RELATED DOCUMENTS

links with other policies, subsidiary resources and references

- [Lincoln University Research Archive Deposit License](#)
- [Policy on Intellectual Property – currently under review](#)
- [LURA Deposit Guidelines](#)
- [Lincoln University Living Heritage](#)
- [Lincoln University Research Output Mandate](#)
- [Thesis deposit expectations and regulations](#)
- [Lincoln University Policy on Research](#)

