



OPEN ACCESS INSTITUTIONAL REPOSITORY (OAIR) GUIDE POLICY NAKHCHIVAN STATE UNIVERSITY

THE POLICY HAS BEEN APPROVED BY THE DECISION OF
THE SCIENTIFIC COUNCIL OF NAKHCHIVAN STATE
UNIVERSITY AT THE MEETING HELD ON
SEPTEMBER 18, 2024 (PROTOCOL NO: 01)



CONTACT US

r.jafarli@ndu.edu.az
www.ndu.edu.az



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1. Purpose

The purpose of the OAIR Guide Policy is to establish consistent standards, policies, and practices for managing digital content in the NSU OAIR. It ensures the preservation, accessibility, and long-term usability of scholarly works, educational materials, and other institutional content. This guide provides direction on deposit, management, and use of digital content within the OAIR.

2. Scope

This guide applies to all digital content hosted in the NSU OAIR, including but not limited to:

- Research outputs (e.g., theses, dissertations, journal articles).
- Educational materials (e.g., lecture notes, syllabi, multimedia).
- Institutional records (e.g., reports, policies, publications).
- Supplementary datasets and resources.

3. Content Submission and Eligibility

- Contributors: Faculty members, researchers, students, and administrative staff are encouraged to submit their scholarly outputs to the OAIR.
- Content Eligibility: Content must be original, non-proprietary, and relevant to NSU's academic and institutional objectives. Content should comply with copyright and intellectual property rights.
- Acceptable Formats: Submissions should be in standardized, widely recognized formats (e.g., PDF, XML, TIFF) to ensure long-term usability and compatibility.

4. Deposit Process

1. Initial Review: Submissions are reviewed by the OAIR team to ensure adherence to formatting standards, copyright compliance, and metadata requirements.
2. Metadata Requirements: Each submission must include comprehensive metadata, such as author information, title, keywords, abstracts, publication date, and licensing information.
3. Embargo Periods: Authors can request an embargo period if necessary (e.g., for proprietary content, pending publication). The maximum embargo period allowed is one year from the date of submission.



4. Content Deposit: Approved submissions will be deposited in the OAIR for storage, preservation, and public access.

5. Content Management and Preservation

- Digital Preservation: The OAIR will take reasonable measures to ensure the preservation of digital content, including regular format migrations and checksums to validate content integrity.
- Backup and Redundancy: Content will be stored in geographically dispersed locations and backed up regularly to protect against data loss.
- Format Sustainability and Migration: Content will be periodically migrated to updated formats (e.g., PDF/A, XML) to ensure compatibility with current technology.
- Regular Integrity Checks: The OAIR will conduct periodic validation of stored content to detect errors, data loss, or corruption and take appropriate corrective actions.

6. Access and Use

- Open Access Model: All content in the OAIR is available under an open-access model, allowing users to view, download, share, and reuse content in accordance with applicable licensing terms (e.g., Creative Commons).
- Access Permissions: Authors can restrict access to their content temporarily by requesting an embargo or specifying access permissions at the time of submission.
- License Options: The default license for content in the OAIR is a Creative Commons Attribution-NonCommercial (CC BY-NC) license, but authors can select other options if applicable.
- User Permissions and Roles: Access to the content in the OAIR will be defined based on user roles (e.g., Contributor, Administrator, Reader).

7. Metadata and Intellectual Property Rights

- Metadata Preservation: Metadata will be preserved alongside the content to ensure long-term discoverability and usability.
- Intellectual Property Rights: Authors retain copyright and intellectual property rights to their work. By submitting to the OAIR, authors grant NSU a non-exclusive license to distribute and use their content.



8. Copyright and Licensing

- **Copyright Compliance:** Authors must comply with copyright laws and obtain necessary permissions for third-party content (e.g., images, datasets, tables) included in their submissions.
- **License Agreements:** Authors must choose a license that aligns with their content's intended use. The most common option is a Creative Commons license.
- **Retention of Rights:** Authors retain the right to reuse and adapt their work for other scholarly purposes, provided proper attribution is given to the original source.

9. Data Protection and Security

- **Access Control:** Content in the OAIR will have access controls in place, ensuring that sensitive or confidential information is restricted according to relevant data protection laws and institutional policy.
- **Digital Rights Management (DRM):** DRM measures will be employed to prevent unauthorized use, redistribution, or modification of content.

10. Monitoring and Auditing

- **Regular Monitoring:** The OAIR will be monitored regularly to ensure compliance with this guide policy and international standards.
- **Audit Processes:** Periodic audits will be conducted to review the content's accuracy, accessibility, and usability.

11. Training and Support

- **Training Programs:** NSU will provide training programs and resources for contributors, faculty, and administrators on best practices for content preparation, submission, and management.
- **User Support:** The OAIR team will provide ongoing support to contributors, users, and administrators regarding content submission, metadata, copyright compliance, and technical issues.

12. Policy Review and Updates

- **Regular Review Cycle:** The OAIR Guide Policy will be reviewed periodically to reflect changes in technology, institutional needs, and legal requirements.
- **Policy Updates:** Updates to the policy will be communicated to contributors, users, and administrators via official channels (e.g., the NSU website, email notifications).