



INSTITUTIONAL REPOSITORY POLICY

THE POLICY HAS BEEN APPROVED BY THE DECISION OF
THE SCIENTIFIC COUNCIL OF NAKHCHIVAN STATE
UNIVERSITY AT THE MEETING HELD ON
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Institutional Repository Policy

This policy outlines the framework for managing the Institutional Repository (IR) at Nakhchivan State University. The repository is established to support research, learning, and the dissemination of knowledge, ensuring that the intellectual outputs of the university are collected, preserved, and shared effectively.

1. OBJECTIVES OF THE REPOSITORY

The repository serves the following purposes:

- 1.1.** To provide a centralized platform for storing, managing, and preserving the university's intellectual and academic output.
- 1.2.** To facilitate open access to research outputs, enhancing the visibility and impact of NSU's scholarly works.
- 1.3.** To support compliance with funder and government mandates for open access publication.
- 1.4.** To preserve the university's intellectual legacy for future generations.

2. SCOPE AND COVERAGE

2.1. The repository will include the following types of content:

- Peer-reviewed journal articles and conference papers.
- Theses and dissertations.
- Datasets, code, and other research outputs.
- Books, book chapters, and monographs.
- Educational resources, including lecture notes, presentations, and multimedia.
- Reports, newsletters, and other university publications.
- Materials produced by research centers and student organizations.

2.2. Content Eligibility:

- The work must be authored, co-authored, or sponsored by NSU faculty, staff, researchers, or students.
- The content must be scholarly, educational, or research-oriented.
- The author(s) must have the legal right to share the material.

3. SUBMISSION AND DEPOSIT PROCESS

3.1. Who Can Deposit:

- Faculty, staff, researchers, and students of NSU.
- Administrative departments responsible for university publications.



3.2. Deposit Workflow:

- The depositor must submit the work with complete metadata, including the title, author(s), abstract, keywords, and publication details.
- Submissions are reviewed by the repository administrator to ensure compliance with the policy.

3.3. File Format:

- The repository will accept commonly used formats such as PDF, Word, Excel, and multimedia files. Authors are encouraged to use open formats whenever possible.

3.4. Deposit Agreement:

Depositors must complete an agreement that:

- Confirms they have the right to submit the work.
- Grants NSU a non-exclusive license to store, display, and distribute the work.

4. ACCESS AND USE

4.1. Open Access:

- The repository operates on an open-access model, ensuring free availability of materials whenever possible.
- Works under embargo periods due to publisher restrictions will have metadata available, with full-text access delayed until the embargo expires.

4.2. Restrictions:

- Some materials may be restricted to on-campus users due to copyright or other legal limitations.

4.3. Licensing:

- Authors are encouraged to use open-access licenses, such as Creative Commons, to maximize reuse and sharing.

5. COPYRIGHT AND INTELLECTUAL PROPERTY

5.1. Copyright Retention:

- Authors retain copyright unless it is transferred to a publisher or other entity.
- Authors must ensure that submissions comply with copyright and intellectual property laws.



- **Any content found to violate copyright or contain plagiarism will be removed promptly.**

6. PRESERVATION AND SUSTAINABILITY

6.1. Long-term Preservation:

- The repository will implement backup systems and adhere to digital preservation best practices to ensure the longevity of materials.

6.2. Format Migration:

- Content may be converted to newer formats as technology evolves, ensuring accessibility over time.

7. WITHDRAWAL POLICY

7.1. Reasons for Withdrawal:

- Copyright violations or legal issues.
- Ethical concerns or proven inaccuracies.
- Author requests (with valid reasons).

7.2. Retention of Metadata:

- Metadata for withdrawn items will remain accessible with a note explaining the withdrawal.

8. REPOSITORY GOVERNANCE

8.1. Management:

- The repository is managed by the Library and Information Services Department, in collaboration with the IT department.

8.2. Policy Review:

- The policy will be reviewed annually by a committee to incorporate updates and align with technological or regulatory changes.

8.3. Support and Training:

- Workshops and training sessions will be offered to faculty, staff, and students to familiarize them with the repository and its benefits.



9. Compliance with External Mandates

9.1. Funders and Publishers:

- The repository will support compliance with funders' open-access mandates and publisher agreements, ensuring proper attribution and metadata tagging.

9.2. National Policies:

The repository will align with national regulations on academic publication and knowledge sharing.

10. CONTACT INFORMATION

For questions, submissions, or technical support, please contact:

- Library and Information Services Department
- Nakhchivan State University