

**Note: The document below is an English translation of the original Japanese version. The English version has been provided merely for reference NAIST foreign faculty, staff and students. Therefore, it should not be considered official guidelines. If there is any discrepancy in interpretation, the Japanese version shall supersede the English version.**

## NAIST Repository Operational Guidelines

### I. Purpose

These guidelines provide for the necessary matters regarding the operation of the NAIST Institutional Repository (hereinafter referred to as the “naistar”).

### II. Objectives

The naistar aims to collect research materials produced at NAIST in digital format, and not only to contribute to development of academic research in NAIST but also to contribute to society, by storing and saving the materials on a permanent basis, and providing them for public viewing via Internet free of charge.

### III. Definitions

- (i) “Store” refers to collecting digital copies of research materials produced at NAIST.
- (ii) “Release” refers to providing public digital archiving of stored materials on the Internet.
- (iii) “Deposit” refers to storing and releasing research materials in naistar.
- (iv) “User” refers to persons who view or receive the materials deposited.

### IV. Operational Management

The naistar shall be operated and managed by NAIST Digital library (hereinafter referred to as the “Library”).

### V. Subject Materials

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

- (i) The research material must correspond to one of the following categories:
  - A) Academic Papers (Journal Articles, Pre-prints, Conference Papers, etc.)
  - B) Masters theses or Doctoral Dissertations
  - C) Reports (Technical reports, Grant-in-Aid for Scientific Research Papers, COE Program Research Papers)
  - D) Videos of lectures and seminars (including videos of slides)

- E) Learning materials (Lecture and seminar handouts)
- F) Other research and education-related materials
- (ii) In principle, the research material must have been published or released by an academic institution.
- (iii) A major part of the research material must be the work of NAIST board, faculty or staff members, or students.
- (iv) Releasing material should not infringe upon intellectual property rights, rules for contributors, or publishing agreements.
- (v) Releasing material should not cause legal, moral, or other problems or disputes.

## VI. Qualification

Persons (hereinafter referred to as the "Submitter") who deposit research materials into the naistar shall meet the following conditions:

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

## VII. Registration

1. Submitters shall apply to deposit their research materials to the Library.

2 The Library shall investigate possible copyrights and restrictions applicable to the research material, and handle it as follows:

- (i) When the Library confirms that there are no problems, etc. that will arise from releasing the research material, the Library will digitize the research material and store it in the naistar.
- (ii) When the Library confirms that there is a problem with releasing the research material, the Library will notify the submitter that registration is not possible.

## VIII. Use of Registered Research Materials

1. The Library may make use of the registered research materials by:

- (i) Releasing the digitized research materials through the network, and distributing them by electronic means free of charge.
- (ii) Copying or converting the research materials to any medium or format for the purpose of preservation.

2. The Library shall comply with the following in the use of registered research materials:

- (i) The Library may not make use of registered research materials for purposes other

than those specified in the preceding paragraph.

(ii) The Library will convey the importance of copyright law compliance to Users.

## IX. Copyright and Submission Agreement

1. Submitters who hold the sole copyright of the research material may permit the Library to use it free of charge as specified in Article VIII, paragraph (1).

2. If the copyright is held by more than one person, then the Submitter shall obtain the consent of the other copyright holders in giving the Library permission to use the research material free of charge as specified in Article VIII, paragraph (1).

3. If the copyright is held by someone other than the Submitter, then the Submitter must obtain the consent of the copyright holder in giving the Library permission to use the research material free of charge in the way specified in Article VIII, paragraph (1). However, this is not necessary when the copyright holder consented to this use in advance.

4. The copyright of research material shall remain with the copyright holder, and not be transferred to the Library when it is deposited to the naistar.

## X. Removing Research Material

The Library may remove research material from the naistar in the following cases:

(i) In the case where the Submitter requests the Library to remove the research material, and this is then accepted by the Director of the Library.

(ii) In the case where the Director of the Library decides to remove the research material for the reasons such as offending public order and morals, including but not limited to, plagiarism or highly-inappropriate material.

## XI. Exemption agreement

The Library is not liable for any loss resulting from registration and use of research materials.

## XII. Other Matters

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

## Supplementary provisions

These regulations shall come into effect on February 17<sup>th</sup>, 2009.