

## Doshisha University Academic Repository Operational Guidelines

Established on November 30, 2006

Revised on	March 13, 2008	April 1, 2009
	February 28, 2013	February 26, 2015
	February 25, 2016	

### (Purpose)

1. Doshisha University (hereinafter referred to as “the University”) unitarily collects, accumulates, and stores research results, educational resources, and other academic content in electronic form (hereinafter referred to as “the Academic Content”) created by faculty members, graduate students, and other researchers or those working on research projects (hereinafter referred to as “the Members of the University”) who belong to the faculties, graduate schools, research institutes, and research centers of the University (hereinafter referred to as “the Faculties and Schools”), in conjunction with metadata, the catalog record of the Academic Content, in Doshisha University Academic Repository (hereinafter referred to as “the Repository”). The University make the Academic Content available free of charge to people anywhere in the world via the Internet.

### (Operational Structures)

2. The operational structures of the Repository shall be the followings.
- (1) Support for collection of the Academic Content  
Organization for Research Initiatives and Development, Division of Academic Affairs, and Library
  - (2) Support for registration of the Academic Content, and maintenance management of the Repository system  
Library

### (Academic Content to be Registered)

3. The Academic Content to be registered in the Repository shall meet the following requirements.
- (1) The Academic Content must be relevant to the University, and correspond to any of the followings.

1. The Academic Content created by the Members or former Members of the University.
  2. The Academic Content recognized by the Faculties and Schools of the University as being relevant to the University.
  3. The Academic Content published by the Faculties and Schools or the academic associations and societies of the University.
- (2) The Academic Content must be in the form of an electronic file and ready for distribution over the Internet.
  - (3) The Academic Content must be in compliance with the laws on intellectual property rights and copyrights.
  - (4) There should be no problems in terms of public order and morality, social norms, and information security.

(Submitter)

4. A person who may submit the Academic Content into the Repository (hereinafter referred to as “the Submitter”) shall meet the following conditions.
  - (1) A current or former faculty member or graduate student of the University.
  - (2) A person authorized by the Director of the University Library.

(Responsibilities of the Submitter)

5. The responsibilities of the Submitter regarding the registration of the Academic Content in the Repository shall be the followings.
  - (1) The Submitter must clear the copyright for the Academic Content if it has been published before being registered in the Repository.
  - (2) The Submitter must be responsible for the detailed contents of the registered Academic Content.

(Withdrawal of the Academic Content)

6. The registered Academic Content may be remove from the Repository in the following cases.
  - (1) In the case where the Submitter requests to remove the Academic Content.
  - (2) In the case where the Director of the University Library has deemed the Academic Content to be inappropriate for being registered in the Repository.

(Administrative Affairs)

7. The administrative affairs concerning these guidelines shall be handled by the

Library, Department of Public and Technical Services.

(Revision or Abolition)

8. The revision or abolition of these guidelines shall be decided by the President of the University after deliberation in the Academic Materials Policy Committee.

Supplementary Provision

These guidelines shall become effective as of April 1, 2016.