# ResearchOnline@Avondale Policy

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| **Version** | 4.1 |
| **Short description** | The ResearchOnline@Avondale Policy is a guide for Avondale staff and students in determining what scholarly output may be uploaded to the repository. The Procedure outlines how items may be uploaded |
| **Relevant to** | All staff and students |
| **Authority** | Academic Board |
| **Policy owner** | Provost |
| **Responsible office** | Office of Provost |
| **Date approved** | 15 November 2017 |
| **Date effective** | 15 November 2017 |
| **Review due** | November, 2020 |
| **Related Avondale documents** | Avondale Copyright Policy |
| | Avondale Intellectual Property Policy Thesis Access and Deposit Policy ResearchOnline@Avondale Reporting Procedures ResearchOnline@Avondale flowchart |
| | Peer Review Criteria |
| | Research Statement for Non-Traditional Research |
| | Outputs |
| | ResearchOnline@Avondale  Online Reporting |
| | • Books |
| | • Book Chapters Journal |
| | • Articles Conference |
| | • Publications |
| | Creative Works |
| **Related legislation** | |
| **Key words** | Publications, research, repository |

# 1. PURPOSE

1.1 ResearchOnline@Avondale is Avondale University's institutional repository of the research and scholarly output produced by Avondale staff and students. It contributes to the growing international trend for open access to scholarly outputs and makes research and scholarly literature freely available online.

1.2 ResearchOnline@Avondale supplements the normal academic publishing outlets and is not a replacement for the standard processing and publication of peer-reviewed research.

1.3 Avondale staff members and students continue to submit their work to recognised journals for peer-review and publication. ResearchOnline@Avondale, however, is an opportunity for Avondale staff and students to include their work in the scholarly literature by an additional means that ensures it reaches the widest possible audience. The e-Resource may not be used to support commercial activities, employment for an employer other than Avondale, including self-employment, or for private or personal business.

1.4 The ResearchOnline@Avondale Policy is a guide for Avondale staff and students in determining what scholarly output may be uploaded to the repository. The Procedure outlines how items may be uploaded.


# 2. SCOPE

2.1 Contributors may include all staff and students, conjoint faculty, and researchers external to the institution if they are co-authoring or are affiliated with Avondale or presenting papers at Avondale University sponsored events.

2.2 Works include:

a) Books

b) Book Chapters

c) Journal Articles

d) Conference Publications

e) Creative Works

f) Outputs from grants where the granting body (e.g., ALTC) has given permission

g) for uploading.

h) Articles and journals for which Avondale owns the copyright, e.g., Teach Journal of

i) Christian Education, Christian Spirituality and Science

j) Students' postgraduate dissertations, theses, undergraduate honours theses.

k) Academic lecture series

l) Selected images

2.3 Works exclude:

a) Materials that are confidential, culturally sensitive, intended for commercialisation

b) or individual royalty payments, and/or contain offensive, defamatory, or unlawful content.

c) Materials that would infringe a legal obligation of the author or the institution, or that would infringe a legal right of a third party.

d) Personal opinion outputs, teaching materials, newspaper articles, regular columns, press releases and general comments made to the media.

e) Students' essays and projects.

f) Administrative reports.

g) Material that is written in languages other than English.

## 3. RESOURCES REQUIRED

3.1 The Avondale University Libraries purchased and maintains the Digital Commons software licence which is used for the operation of ResearchOnline@Avondale

## 4. RELATIONSHIP TO THE MISSION OF THE UNIVERSITY

4.1 Avondale's work is characterised by:

a) excellence in scholarship, teaching, and research;

b) commitment to free inquiry; and

c) academic and professional integrity.

4.2 The institution conducts research and research training and enhances the research-teaching nexus. The institutional repository aims to disseminate and manage the publicly available research and scholarly outputs of Avondale staff and students.

## 5. DEFINITIONS AND ACRONYMS

For this policy the following definitions and acronyms apply:

5.1 **Digital Commons** - the name of the software program utilised in the operation of Avondale's ResearchOnline@Avondale institutional research repository.

5.2 **Embargo period** - authors have the option to state whether their works may be made available to the public after a proscribed period.

5.3 **ERA** - excellence in Research for Australia provides an evaluation framework to assess the quality of research conducted in Australian higher education institutions.

5.4 **FoR** - Field of Research as listed in the Australian and New Zealand Standard Research Classification 2008

5.5 **HERDC** - Higher Education Research Data Collection. The data collected through HERDC is used to assess the relative research and research training performance of higher education providers, which in turn drives the allocation of Research Block Grant funding.

5.6 **Institutional Repository** - a digital collection of the research output of an institution normally accessed via an institution's web site.

5.7 **ISBN** - International Standard Book Number

5.8 **ISSN** - International Standard Serial Number

5.9 **OAKLlist** - database of publisher's open access policies administered by the Queensland University of Technology. http://www.oaklist.qut.edu.au

5.10 **Open Access** - Open access refers, in the case of an institutional repository, to the availability of material on the internet which may be downloaded free of charge and without conditions to any person who accesses the site. Users are permitted to read, download, copy, distribute, print, search, or link to the full texts of articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself" (Budapest Open Access Initiative, http://www.soros.org/openaccess/read.shtml) Avondale may restrict access if copyright permission is in doubt or unavailable. In such cases, a citation and abstract will be added.

5.11 **RFCD** - Research Fields, Courses and Disciplines used to define research when applying for contestable research funding.

5.12 **SHERPA/RoMEO** - database of publisher copyright policies and self-archiving.

http://www.sherpa.ac.uk/romeo/

5.13 **Trove** - includes theses at all levels including Honours, awarded at Australian universities, and those theses awarded by other universities but held in Australian libraries. www.nla.gov.au


## 6. BACKGROUND

6.1 The development of digital subject-specific or institutional-specific repositories has become common in recent times since the price of scholarly journals has become prohibitive for universities and other public and private higher education providers. Avondale is joining many other institutions, in providing an institutional repository to complement the dissemination of research outputs by its personnel in scholarly journals.


## 7. RESPONSIBILITIES

**Avondale Libraries**

7.1 Receive submissions of works from authors and creators.

7.2 Verify submissions in relation to HERDC and ERA reporting guidelines.

7.3 Ensure compliance with Copyright and publisher licences.

7.4 Maintain the Digital Commons licence.

7.5 Remove material if it breaches copyright, contains confidential, plagiarised, fraudulent, sensitive, offensive, defamatory, or unlawful material.

7.6 Upload the works submitted by the authors.

7.7 Manage the ResearchOnline@Avondale website.

7.8 Report regularly to the Research Committee on the status of ResearchOnline@Avondale.

7.9 Preserve the authors' content using accepted preservation techniques.

7.10 Provide open access to all materials with copyright permission.

7.11 Organise ResearchOnline@Avondale; according to HERDC and ERA Specifications.

**Authors and Creators**

7.12 Provide to the Avondale Libraries the item to be uploaded in print or electronic formats, cite the copyright owner's approval for the upload of the item to the repository, and

complete the reporting form found on the Avondale Research website or the thesis submission form (Postgraduate research students).

7.13 Comply with the latest version of the Avondale University Intellectual Property and Copyright Policies.

7.14 Where the material has been sponsored by another organisation (e.g., a funding body), warrant that they have fulfilled all obligations required under the agreement with the sponsor about the use of the material.

7.15 Grant to the repository the non-exclusive right to reproduce, adapt, publish, electronically communicate, and distribute the material for the purpose of making the material available to end-users in the digital repository.

7.16 Note that works uploaded to ResearchOnline@Avondale are available in perpetuity. However, if a staff member or post-graduate student has work published in the ResearchOnline@Avondale database and wishes to remove this work, the staff member or student should make a written request to the Director of Library Services outlining the exceptional circumstances which require the removal of the work.

# 8. COPYRIGHT

8.1 Inclusion, use and access of full text works in ResearchOnline@Avondale is subject to Australian copyright law and agreement with the copyright owner.

8.2 Any author or contributor submitting a work to ResearchOnline@Avondale must either hold the copyright for the work or have permission of the copyright holder to do so.

8.3 If authors do not hold the copyright, a version of the work may still be submitted. Many publishers will allow placement in an institutional repository of articles published in their journals or books as a form of "self-archiving". SHERPA/RoMEO and OAKLlist provide information by publisher and journal title as to what kind of self-archiving activity is allowed.

8.4 Where the deposit of the full work is not possible due to copyright restrictions, a citation, abstract and descriptive information including a link to an alternative location in the library or the publisher's version of the work may be added.

# 9. PRESERVATION AND RETENTION

9.1 Avondale Library is committed to preserving and providing access to all the contents in ResearchOnline@Avondale. However, should the time come when the current platform no longer best meets the needs of Avondale, all content will be migrated to whatever new platform is chosen to ensure that content will continue to be accessible.

# 10. REPORTING

10.1 All Avondale research is reported and verified for Avondale's Annual Scholarly Publications Report. Eligible data is verified for HERDC and ERA reports. Online report forms are available from the Research page on the Avondale website. Supporting documentation must be submitted electronically and kept for 3 years.

## Table of amendments

| Version Number | 4.1 | Replaces Version | 4.0 |
|---|---|---|---|
| Implementation Date | 15 November 2017 | Scheduled Review Date | November 2020 |
| Approving Body | Academic Board | Approval Date | 15 November 2017 |
| Policy Owner | Provost | Date first introduced | 21 April 2012 |
| Short description of amendment | V4.1 *June 2023: updated branding, nomenclature and position titles, as relevant.*<br><br>V4.0 Removal of Senior Research Fellows from Scope | | |