



**ADA UNIVERSITY
LIBRARY AND INFORMATION SERVICES**

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DIGITAL REPOSITORY AND OPEN ACCESS POLICY

Legal Framework

This agreement between the ADA University Library and the authors is based on the current legislation of the Law of the Republic of Azerbaijan on Copyright and Related Rights (as amended up to Law No. 636-IVQD of April 30, 2013), and Creative Commons Attribution Non-Commercial Share Alike 3.0 license. All paragraphs below refer to the current legislation of the Republic of Azerbaijan and the Creative Commons license. Any legal issues will be resolved in accordance with the current national legislation and international license.

Paragraph I. Purpose

This policy shall be referred to all the principles and activities of Digital Repository of ADA University Library.

By supporting teaching, learning and research mission, ADA University Library starts an initiative to collect, preserve, index, classify and disseminate thesis, dissertations, and academic works of ADA University Community to make them available in global scene via Internet.

ADA University library supports Open Access initiative and disseminate resources under Creative Commons license.

Objectives of ADA University Library Digital Repository are followings:

- to collect academic and other creative works of ADA University Community members;
- to collect rare and special collections about culture and heritage of the Republic of Azerbaijan;
- to ensure long-term preservation and dissemination of these works;
- to ensure the use of the resources in accordance with global standards:

Paragraph II. Covered Material Types

- Dissertations
- Graduate and undergraduate theses
- Journal articles
- Newspaper articles

- Conference proceedings
- Project reports
- Books
- Book chapters
- Reviews
- Audio and visual materials (photos, videos, presentations, etc.)
- Teaching and learning resources

Paragraph III. File formats

Everything deposited will be retrievable. The DSpace Digital Repository team will work to recognize and support as many file formats as possible. All formats can be deposited, but the following are preferred for preservation reasons:

- **Text:** pdf (PDF format is preferred), html, doc, ppt, xls, csv, xml, marc, css
- **Images:** jpeg, png, psd, tiff, gif
- **Audio:** mp3/4, wav, aiff, ra
- **Video:** mpeg, mp4, mov, wmv

Paragraph IV. Commitments

4.1. Rector of ADA University is the liable person for the implementation of this policy.

4.2. ADA University Vice-Rector of Academic Affairs takes commitment to supervise the preparation, review and implementation of the policy.

4.3. ADA University community (faculty members, students and staff) should follow the rules and regulations of this policy which refers to the National Copyright Law¹ and International Licenses².

4.4. ADA Library and Information Services Department stores, makes documents and resources accessible through the ADA Library Digital Repository, and implements all other related procedures.

4.5. ADA Library and Information Services Department, Systems Administration handles all the technical requirements, including the installation, updating, maintenance and backup of the open-access system, data and information security, and data transfer processing according to the open access standards.

4.6. ADA Library and Information Services Department, Technical Services Unit carries out preparation and processing of bibliographic and information resources.

Paragraph V. Definitions

5.1. **Digital Repository** – Refers to a system that archives, preserves, and provides free or limited access to the creative and scholarly work of interest to the institution served and research of members of the ADA University Community.

¹ Law of the Republic of Azerbaijan on Copyright and Related Rights (as amended up to Law No. 636-IVQD of April 30, 2013)

² Creative Commons Attribution Non-Commercial Share Alike 3.0 license lets others distribute, remix, and build upon the Work non-commercially, as long as they credit you and license their new creations under the identical terms. For the license details, see: <http://creativecommons.org/licenses/by-nc-sa/3.0>.

5.2. **ADA University Community Member** – Refers to ADA University Faculty, Administrative Staff, Students, Alumni and Partners of ADA University.

5.3. **Open Access** – Online free of charge access, to the scholarly publications and intellectual property of ADA University Community Members.

5.4. **Archiving** – The process of long-term preservation of digital academic research and publications, related documents in the ADA Library Digital Repository.

Paragraph V. Embargo – Refers to a period of time of the scholarly published works and this scholarly published works (academic information resources) may have access restriction or limitations, special or individual dissemination regulations, use and various requirements during this timeframe prescribed. The period of time can vary according to academic work source and responsible persons' requirements and regulations. These requirements and regulations are related with patent application processes, copyright restrictions, digital requirements, and etc. procedures.

5.5.1. During embargo period bibliographic data and abstract will be available, the full-text will be inaccessible until the end of the embargo period.

5.5.2. The embargo period ranges from 6 months to 3 years.

Paragraph VI. Legal Conditions

6.1. ADA University community understand, recognize and sign the “Intellectual Property Submission and Agreement Form” that their intellectual property can be stored in the ADA Library Digital Repository, based on the National Copyright Law and International Licenses.

Paragraph VII. Resource Collection Conditions

7.1. ADA University Library requires graduate students to fill out the “Intellectual Property Submission and Agreement Form”, while submitting their thesis and/or dissertation to give consent for their work to be stored and made available via the ADA University Digital Repository.

7.2. Theses and Dissertations of the ADA University Graduate Students are stored in the ADA University Digital Repository and made accessible online. In cases where conditions to protect the content occur, the full text access of the article will be allowed after the expiry of the embargo.

7.3. Theses and dissertations should be submitted to the ADA University Digital Repository in Adobe Acrobat Portable Document Format (PDF).

7.4. Contributors are welcome to deposit content that are scholarly, creative, research-related or teaching resources. *Content containing or propagating any types of violence are not accepted.*

7.5. Contributors are welcome to deposit rare and special content about the culture and heritage of the Republic of Azerbaijan. *Content containing or propagating any types of violence are not accepted.*

7.6. Content may be removed in case of violation of the agreement or other exceptional circumstances, in which case only the record will remain with the following message: Item withdrawn by authority of the ADA University Library.

Paragraph VIII. Storage

8.1. ADA University Library and Information Services Department will carry out long-term collecting, storage and protection of academic and creative works of the university community in the Digital Repository.

8.2. ADA University Library and Information Services Department is cooperating with authors in the formation of bibliographic database of the Digital Repository.

8.3. Library Administration conducts agreements, cooperative activities and projects in line with the activity of the Digital Repository.

Office of the Rector at ADA University supervises the implementation of this policy and takes over the resolution of disputes arising in the implementation of this policy.

Paragraph IX. Revision

ADA University Library has the responsibility of revising and updating this policy. The revision is made every year, in the month of August.