NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

GUIDELINES FOR THE INSTITUTIONAL REPOSITORY POLICY



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Library and Information Services

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ABBREVIATION AND ACRONYMS

Abbreviations	Meaning
DTBS	Digital Transformation Business Services
IR	Institutional Repository

Acronyms	Meaning
NUST	Namibia University of Science and Technology
BOS	Board of Studies

DEFINITIONS

Term	Definition
Agreement	This means all sections of the licence document, including all its terms and conditions.
Archiving	Long-term storage or preservation of information in any format.
Community	An overall or "umbrella" term used in the institutional repository to refer to a unit at the University that produces research, e.g., a faculty or to a group of units, e.g., "University Centres and Institutes" or to the format of certain submissions, e.g. "Theses and Dissertations".
Community Coordinators	Elected members from each Community are tasked with the responsibility of receiving content for institutional publication (from an author/ creator in their Faculty/Centre) and sending it to elected reviewers for content review and quality check before submitting it to the IR Coordinators for inclusion in the IR.
Collection	A group of articles, research studies, and other information items are organised according to department, subject field, or topic. An article can be housed in more than one collection.
Content Creator	Person or entity responsible for the content of an item or resource, i.e., the creator.
Copyright	Protecting original works of authorship that are fixed in tangible form or medium of expression in which they can be perceived, reproduced, or otherwise communicated either directly or with the aid of a machine or device (Magalla, 2015).
Copyright via a Publisher	If a content creator's work was previously published, they may no longer hold the copyright to it and thus may have limited options for its electronic distribution. Publishers have different policies regarding this matter, with some permitting unrestricted re-distribution through IRs and others permitting re-distribution but with restrictions.
Creative Commons Licence	Public licences that indicate what other people are allowed to do with your work. Each work is automatically protected by copyright, which means that others will need to ask permission from you as the copyright owner Creative Commons Licences.
Deposit Licence	A contract between the content creator and the University, allowing the University to distribute and preserve their work. Please note that no copyright transfer is involved.
Distribution Licence	When a content creator submits content to the IR, they grant the University non-exclusive distribution rights to reproduce, convert

	and/or distribute submissions to the IR. Content creators retain all copyright through this agreement and are therefore able to publish the work in a research journal or other type of publication/distribution channel.
Dublin Core	It is an "internationally recognised metadata standard comprised of fifteen elements used to describe a resource." (Guha, 2008).
Dublin Core	It is an "internationally recognised metadata standard comprised of fifteen elements used to describe a resource." (Guha, 2008).
Ephemeral	Ayerbe (2017) indicated that this is something that is short-lived, i.e. that lasts for a specified period.
Gray/Grey literature	It can include unpublished institutional records/reports, internal documents, newsletters, surveys, standards, specifications and similar materials that are not usually formally published.
Intellectual Property	Refers to a loose cluster of legal doctrines that regulate the uses of different sorts of ideas and insignia. The law of copyright protects various "original forms of expression," including novels, movies, musical compositions, and computer software programmes (Fisher, 2001:1).
Institutional Repository (IR)	| It is a system that is "designed to collect, organise, store, share, and preserve an institution's digital information or knowledge assets" (Serrat, 2017), emanating from its researchers, lecturers, non-academic staff, and its graduate students. Management of this digital content includes making it accessible "to colleagues and students at other institutions, as well as to the public" (McCord, 2003, p. 1),
IR Coordinators	In terms of the University's institutional repository, IR coordinators are the Faculty Librarians, who are responsible for the day-to-day management, content entry and upkeep of the institutional repository.
Knowledge asset	Acknowledged resources are expected to provide future economic benefits to the controlling organization. The parts of an organization's intangible assets that relate specifically to knowledge such as expertise, good practices, and intellectual property (Henry, 2002).
Metadata	Refer to data about data and used to label content for organisation and retrieval.

Post-print	Digital draft or final form of a scientific or research paper or article which has been through the review process, but which has not yet been published (Sherpa-Romeo, 2006).
Pre-print	Draft of a scientific/research paper/article which has been submitted but not yet published in a peer-reviewed journal or book publication (Sherpa-Romeo, 2006). Un-refereed preprints "are merely papers, not articles; they become articles when they have been accepted for publication by a peer-reviewed journal" (Harnad, 2006).
Thesis	A project that marks the end of a master's program, while the dissertation occurs during doctoral study. A thesis is a compilation of research that proves you are knowledgeable about the information learn throughout your graduate program. A dissertation is your opportunity during a doctorate program to contribute new knowledge, theories or practices to your field (De Neufville and Field, 1913).

1. INTRODUCTION

These guidelines provide a comprehensive framework for the effective implementation of the Institutional Repository (IR) policy at the Namibia University of Science and Technology (NUST). They aim to ensure the systematic collection, management, preservation, and dissemination of the university's scholarly outputs.

2. PURPOSE

The NUST Institutional Repository (IR) is a digital archive designed to preserve and provide access to the scholarly and research output of the Namibia University of Science and Technology (NUST). The purpose of the Institutional Repository Policy Guidelines is to provide a clear, step-by-step guide for collecting, managing, storing, preserving, and distributing the knowledge assets and intellectual output of the university's community of researchers, staff, and postgraduate students in digital format.

The purpose of these guidelines is to:

2.1 Facilitate the collection and management of knowledge assets and intellectual outputs.
2.2 Enhance visibility and access to NUST's research.
2.3 Support open access initiatives to increase the reach of university research.
2.4 Establish best practices for preserving the university's intellectual heritage.

3. SCOPE OF APPLICATION

These guidelines apply to all research outputs generated by staff, master's, and doctoral students associated with NUST, excluding research data and non-traditional outputs where incompatible agreements exist.

4. PROCEDURES/GUIDELINES

4.1 Documents to be accepted for preservation and archiving in the institutional repository

4.1.1 Electronic books/book chapters (pre-prints)
4.1.2 Inaugural lectures
4.1.3 Journal articles
4.1.4 University archives (e.g., student handbooks, speeches)
4.1.5 Post-prints
4.1.6 Presentations
4.1.7 Pre-publications/Pre-prints
4.1.8 Unpublished conference papers
4.1.9 Research reports and materials
4.1.10 NUST master's and doctoral theses and dissertations
4.1.11 Digital objects related to the above content

4.2 Documents not to be included in the IR

The following documents will not be included:

4.2.1 Undergraduate and honours student projects
4.2.2 Personal material
4.2.3 Commercial material
4.2.4 Ephemeral material or temporary learning objects
4.2.5 Gray/grey literature
4.2.6 Administrative material
4.2.7 Material deemed defamatory by the Faculty Research and Publications Committee

4.3 Guidelines for Inclusion in the IR

4.3.1 All scholarly outputs produced by university staff or using university resources should be included, except for confidential items.
4.3.2 All master's and doctoral theses must be included in the qualification process.
4.3.3 Submitted work must be in digital format, or permission must be granted for digitization.
4.3.4 The work should be complete and ready for distribution.
4.3.5 Authors must grant rights for preservation and distribution or provide permission to approach publishers for that right.
4.3.6 If part of a series, other works in the series should also be contributed.

4.4 Ownership Rights

4.4.1 The IR is governed by the Namibian Copyright and Neighbouring Rights Protection Act 6 of 1994.
4.4.2 NUST owns the copyright of all master's and doctoral theses produced under its auspices.
4.4.3 Copyright resides with the content creator unless university resources were utilized, in which case a distribution license is granted to NUST.

4.5 Non-exclusive Deposit License

A non-exclusive Deposit License will be displayed in the IR, outlining the conditions authors must agree to when submitting their work.

4.6 Withdrawal of Items from the IR

Withdrawal of items is discouraged and will only occur for legally substantive reasons. Withdrawn items will not be deleted but made unavailable for metadata harvesting.

4.6.1 Metadata

4.6.2 The IR will utilize the Dublin Core Metadata schema to describe deposited items.
4.7.2 Only authorized Library IR Coordinators can enter or correct metadata.
4.7.3 The Library IR Senior Coordinator will ensure metadata quality standards are met.

4.6.3 Privacy

The IR will collect personal information from users involved in content submission and subscriptions. The university library is committed to preserving the privacy of content creators.

5 ROLES AND RESPONSIBILITIES

5.1 University Library

The university library will manage the IR, with technical assistance from the Department of Information and Communication Technology.

5.1 Conduct regular training sessions for faculty and students on the importance and use of the IR.
5.2 Actively seek feedback from users to improve the IR services and usability.
5.3 Conduct periodic audits of the IR content and metadata to ensure compliance with quality standards.
5.4 Foster partnerships with other institutions and repositories to enhance content sharing and visibility.
5.5 Advocate for open access publishing among researchers to increase the reach of NUST's intellectual output.

5.2 Community Coordinators

Collect and share research publications and theses from their faculty in digital format with the library.

5.2 IR Coordinators

5.2.1 Receive and archive published items after confirming copyright permissions.
5.2.2 Consult on IR policies and legal/regulatory issues relating to copyright, intellectual property, and sponsored research.
5.2.3 Create and review metadata.

5.3 Department of Information and Communication Technology (DICT)

5.3.1 Provide server facilities and data backup.
5.3.2 Maintain and monitor IR software, implementing enhancements as needed.

5.4.1 Support and Advice

5.4.1 Legal questions will be directed to the Chief Legal Advisor.
5.4.2 The Library will support stakeholders in implementing this policy.

6. REVIEW

The guidelines will be reviewed every five years or whenever significant changes occur in the internal or external environment affecting the university.

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7. APPENDICES

Appendix A

CREATIVE COMMONS LICENSES EXPLAINED

Source: http://creativecommons.org/about/licenses

LICENSES

The following describes each of the six main licenses offered when you choose to publish your work with a Creative Commons license. We have listed them starting with the most accommodating license type you can choose and ending with the most restrictive license type you can choose.

LICENSE CONDITIONS

Creators choose a set of conditions they wish to apply to their work.

Attribution: by

Attribution: by



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