UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

UGANDA CHRISTIAN UNIVERSITY OPEN ACCESS DIGITAL REPOSITORY POLICY, OCTOBER 2014

PREPARED BY:

UCU DIGITAL REPOSITORY COMMITTEE (DRC)

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SIGNATURE ....

DATE. ....22/10/2014................

APPROVED BY:

SENATE ....22 October 2014........

SIGNATURE: ....

DATE: ....24/10/14........................

VISION

A Centre of Excellence in the Heart of Africa

MISSION

Uganda Christian University is dedicated, through teaching, scholarship, service, spiritual formation, student development and social involvement, to preparing students for thoughtful, productive lives of Christian faith and service in their respective professions and places.

MOTTO

Alpha and Omega: God the Beginning and the End

TAGLINE

A Complete Education for A Complete Person

Foreword

One prerequisite for strong institutions is ensuring their perpetuity through clear institutional governance and management structures. These usually come in the form of governance documents or policies to preserve the Core Values, Vision and Mission of the institution. Uganda Christian University (UCU) has progressed well on this path with many such documents in place already.

In particular, a University needs to guard its research and educational output, and give these the widest outlet for dissemination. When information is bottled up it loses its validity and worth. Equally harmful is to allow dissemination without the necessary safeguards of its intellectual property, for this destroys motivation amongst its academics.

This is the reason for the **Uganda Christian University Open Access Digital Repository Policy**. It is a vital Policy that addresses these dual duties of preservation and diffusion of UCU's intellectual property.

It is a truism that the modern academic world has advanced in global integration, thus allowing exchange of ideas to astronomical proportions. This means that universities are under obligation to exercise *'give and take'* for all their knowledge output. For Uganda Christian University to remain relevant, it is incumbent upon our academic pursuits to actively interface with academics elsewhere and to ensure that our own knowledge is placed in the public square, to benefit more than this University.

Finally, knowledge is dynamic and grows. Ironically, when knowledge is guarded and retained it necessarily progresses toward its death. It is a disservice to the researcher, his/her institution and to the external academic world. It is important that tomorrow's students and researchers have the benefit of today's knowledge. That is what gives growth and development.

It is for these reasons that I commend this Policy to all and sundry, as a positive step toward motivating researchers and making UCU an active participant in the universal academic discourse. It will allow UCU to manage her knowledge bank for the greater benefit. It will also assure managed 'storage' of all beneficial information as it gleans from students and staff members' valuable writings.

I thank all who have worked to put this important Policy in place. The LORD be praised. Amen.

John Senyonyi (BSc; MA; PhD)
Vice Chancellor

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DEFINITION OF TERMS AND ACRONYMS

I.   Definition of Terms

In this policy, unless the context otherwise requires, the following terms shall have the meanings assigned to them:

A piece of work: An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, articles, journals, software, computer programmes, musical works, dramatic works, videos, multimedia products, sound recordings, paintings, pictorial, sculpture or graphical works.

Authorise others to do the same: The copyright holder has the sole right to authorise others to exercise rights under Copyright Law, and the right to authorise others to exercise rights. This language transfers the non-exclusive right to Uganda Christian University to allow others to use the articles in specified ways and contexts, such as other UCU faculty members who want to use an article in teaching.

Compliance: Conformity in fulfilling official requirements (Glossary definition).

Copyright: Copyright is a bundle of five rights:
1. the right to reproduce,
2. the right to prepare derivative works (e.g. translations),
3. the right to distribute,
4. the right to display publicly, and
5. the right to perform publicly.

These rights adhere exclusively to the copyright holder (the Uganda Christian University author of a piece of work), until/unless the copyright holder transfers them exclusively (a complete transfer, after which the copyright holder no longer has the right) or nonexclusively (an extension of one or more rights to another party, where the right still belongs to the original copyright holder).

Creative Commons End User License: This license allows an author to retain their copyright while allowing others to copy and distribute the work provided they give the author credit and only on the specified conditions.

Deposit: A deposit represents a bundle of submitted information. Typically, a deposit consists of descriptive metadata, access conditions and copyright information, and any relevant uploaded files. This entire set of saved information is the deposit record.

Depositor: Creator of a deposited record who submits digital items and associated metadata for review, approval and uploading to the repository.

Digital Preservation: The process of ensuring that a digital object is accessible over the long term.

Digital Repository: The digital repository is a digital locus for collecting, preserving, and disseminating, in digital form, the intellectual output of the UCU community.

Digital Repository Committee (DRC): The Committee appointed by the Vice Chancellor to oversee the planning, implementation, compliance, monitoring and evaluation of the digital repository

Dspace: Is a free open source repository software package typically used for creating open access repositories for scholarly and/or published or un-published digital content. The DSpace repository software serves a specific institutional need as a digital archives system, focused on the long-term storage, access and preservation of digital content including text, images, moving images, mpegs and data sets, etc.

Dublin Core Metadata Initiative: The Dublin Core Metadata Initiative provides core metadata vocabularies in support of interoperable solutions for discovering and managing resources. It is made up of a set of 15 standard metadata elements that facilitate indexing and searching of electronic resources in the World Wide Web. The metadata terms are a set of vocabulary terms which can be used to describe resources for the purposes of discovery. The terms can be used to describe a full range of web resources like video, images, web pages and physical resources such as books and objects like artworks.

Embargo (academic publishing): Restricting, by a publisher, the full text access of a document to certain type of users, usually for a defined period of time.

Final Version of the Article: The author's version with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting.

Green route: Open Access initiative achieved by depositing items (journal articles, peer-reviewed conference papers, theses etc) in an open access repository, a process known as 'self-archiving' for the purpose of maximising accessibility, usage and citation impact.

Intellectual Property: Any new original or useful process, machine, composition of matter, life form article of manufacture, software, literary, artistic, musical work, or tangible property including new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, musical processes, or unique or innovative uses of existing inventions that may or may not be patentable, copyrightable, trade markable or protectable under any other form of intellectual property.

Institutional Repository (IR): Is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It includes the organisation's commitment to the stewardship of digital materials, including long-term preservation where appropriate, as well as organisation and access

Irrevocable, paid-up, worldwide license: The permission granted may not be taken back; there are no fees associated with the permission granted; and the permissions apply worldwide.

Metadata: Metadata is structured information that describes, explains, locates or otherwise makes it easier to retrieve, use or manage an information resource. Metadata is often referred to as data about data or information about information.

Non-exclusive rights: With a non-exclusive license, a creator is free to license their work to multiple parties. It is a license in which the same rights to an intellectual property are granted to several licensees within the same scope or field, consecutively or simultaneously.

Not sold for a profit: Uganda Christian University cannot generate a profit from exercising the rights granted, but can recover costs for a service related to the articles, such as printed course packs.

Open Access (Budapest Open Access Initiative Definition): By "open access" to this literature (or piece of work), we mean its free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these 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. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited.

Open Access Journals: Open-access journals are scholarly journals that are available online to the reader without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.

Scholarly Works: Research, literary, performed, and fictional works in various formats produced by academics.

Staff: Shall mean any person employed by Uganda Christian University on contract or on permanent terms.

Student: Bonafide student of Uganda Christian University.

University Community: Students and members of staff of the University or any other person formally admitted into association with the University

Uganda Christian University Open Access Digital Repository: A digital, open access, content-neutral collection of the Uganda Christian University that captures and preserves the intellectual output of the institution and its community members.

II.   Acronyms

DVC (AA) - Deputy Vice-Chancellor (Academic Affairs)

HTML - Hypertext Markup Language

IP - Intellectual Property

IR - Institutional Repository

IRC – Institutional Repository Committee

OA - Open Access

OAP - Open Access Policy

OP - Open Policy

UCU - Uganda Christian University

URL - Uniform Resource Locator

1. Introduction

This document describes in detail UCU's Digital Repository Policy on materials or a piece of work that can be submitted to and stored in the digital repository, criteria for eligibility to deposit material along with the policy on long term preservation of material and quality control. The policy document also highlights the selection, retention and withdrawal procedures relating to research material held in the UCU Digital Repository.

The UCU Digital Repository is an initiative of the University Library and School of Research and Postgraduate Studies and contributes to the commitment of the university to support research activities. It provides an open access platform to capture, store, index, and distribute globally a wide range of research outputs, including masters and doctoral theses, produced by the university's researchers and postgraduate students. The aim of the Repository is to promote the University's research profile by exposing UCU research outputs online. This will assist in increasing citation rates and the impact of UCU research.

The Repository is a complement to traditional research publishing channels, not a replacement. It provides University researchers and postgraduate students secure, stable and long term storage of their materials in a centralised location.

The aims of the UCU Digital Repository will be:

- To increase the accessibility and visibility of UCU's research output and to increase citation rates.
- To support individual members of the University in providing open online access to their research output.
- To ensure the storage and preservation of UCU's research output at institutional level.
- To attract greater funding to UCU's Faculties and Schools.

2. Benefits of a Repository

2.1 Individual Researchers:

The benefits of depositing scholarly works to an open repository are several. By contributing research work to a repository, the author will be:

i)   Making research more visible on the web.

ii)   Reaching a wider readership via free access to research.

iii)   Achieving higher citation rates and impact.

iv)   Contributing to open access to research.

v)   Provided with long-term preservation.

vi)   Given permanent identifiers for each deposited paper (these links will never change and will guide your readers to your research even 20 years down the line).

2.2 UCU and the Global Community:

At institutional level, the benefits of an institutional repository include:

i)   Increasing the visibility, increased visibility and presence on the Web.

ii)   Increased impact for its research.

iii)   Demonstrating the scientific, social and economic relevance of the institution's research activities.

iv)   Enhancing opportunities for communication and collaboration between individual researchers, and research teams; individual creative artists and groups.

v)   Providing long-term preservation to research outputs.

vi)   The Open Access collection in the repository forms a complete record of the research output of the institution in easily accessible form.

vii)   The Open Access collection in the repository provides the means for the institution to manage its research programmes more effectively.

viii)   The Open Access collection provides the means for the institution to measure and assess its research programmes.

ix)   The Open Access collection is the institution's showcase for its research activities and a strategic marketing tool.

3. Open Access Policy (OAP) Statement

3.1 Policy Goals

i)   To provide a central single digital location to open access scholarly output resulting from academic activities undertaken at the University

ii)   To promote modern standards in the management of research outputs

iii) To ensure the digital storage and long-term preservation of the University's research outputs and other institutional digital assets, including unpublished or otherwise easily lost grey literature such as theses or technical reports.

iv) To increase the accessibility, visibility and impact of the University's research outputs.

v) To support individual members of the University in providing open online access to their research output.

vi) To showcase the research output of Uganda Christian University's academics, and raise their national and international profile.

vii) Enhance collaboration with the global research community.

3.2 Open Access Policy Declaration

Uganda Christian University is committed to free and open access to scholarship for all and takes responsibility for the dissemination of its own research outputs.

In keeping with this commitment, the University adopts the following policy:

3.2.1 All members of the University Community will be required to submit their scholarly output to the Uganda Christian University Digital Repository.

3.2.2 The Digital Repository will operate as a non-profit, non-commercial, open access facility.

3.2.3 Each member of the University Community grants to the Uganda Christian University a non-exclusive, irrevocable, world-wide license to exercise any and all rights under copyright relating to their scholarly articles in any medium, provided that the articles are not sold for a profit, and to authorise others to do the same.

3.2.4 Uganda Christian University requires its members to comply with the policies of research funders with regard to open access archiving in line with Uganda Christian University relevant and related Policies.

3.2.5 The University encourages members of its community to publish their scholarly work in peer-reviewed Open Access journals. A member of the

University Community who publishes in an Open Access Journal shall not be disadvantaged during promotion and tenure considerations.

3.2.6 Peer reviewed articles for uploading to the repository shall be deposited at the time of acceptance for publication or no later than the date of publication.

3.2.7 This policy applies to all scholarly works completed before and after the adoption of the policy.

3.2.8 The University will constitute a University Open Access Committee. The Committee will inter alia be responsible to Senate and the Vice-Chancellor for vetting the content, interpreting the policy, determining embargo issues and dealing with disputes.

3.2.9 Uganda Christian University Digital Repository shall be coordinated and managed by a Repository Administrator under the supervision of the University Librarian with the participation of stakeholders in liaison with the School of Research and Postgraduate Studies.

3.2.10 The right to amend this policy shall vest with the Senate of the Uganda Christian University on advice from the Digital Repository Committee.

4. Content Policy

4.1 Repository Contents

To build a complete research publication profile for the University, since its formation in 1997, the following types of materials will be included and/or accepted for submission in UCU Digital Repository:

i) Journal articles- refereed, non-refereed, editorials, book reviews, etc

ii) Books and book chapters

iii) Conference and workshop proceedings - refereed, non-refereed, accepted abstracts, poster sessions and powerpoint presentations;

iv) Refereed designs

v) Creative, performance-based and visual arts outputs that have research Component

vi) Theses and dissertations (masters and doctoral)

vii) UCU projects and theses resulting from non-research awards, including final year engineering projects, honours theses and research reports forming a substantial part of an undergraduate degree, where submission is agreed by the Dean of a Faculty or School;

viii) Learning objects (past papers, lecture notes, and presentations)

ix) Technical reports, commissioned reports, and other un-refereed research outputs.

x) Newsletters of significant research groups.

xi) University publications such as books, working and discussion papers, research reports and inaugural lectures

xii) Research data sets, statistics and surveys associated with research publications;

xiii) Patents

xiv) Other materials produced by academic/research staff and approved by Deputy Vice Chancellor (Academic Affairs), Deans of Faculties or Heads of Departments.

4.2 The following types of scholarly works will NOT be included in the Repository:

4.2.1 Scholarly works intended for commercial purposes

4.2.2 Scholarly works containing confidential or proprietary information. Any research which includes a confidential report for a sponsor, i.e., company/commercial third party, will not be included, or will have restricted access unless otherwise agreed by the sponsor.

4.2.3 Scholarly works restricted due to cultural sensitivity

4.2.4 Scholarly works that would infringe a legal obligation or philosophy of the university and/or the author(s) or creator(s), or the legal rights of a third party

4.2.5 Administrative reports such as minutes, committee reports, individual royalty Payments.

4.2.6 If the work proves scurrilous, plagiarises, or breaches copyright   expunged.

5. Submission Policy

5.1   Items shall only be deposited by members of the University, or their delegated

and designated agents in the format in which it was prepared (eg. MS Word).

5.2 Authors who are depositors shall only submit their own work for archiving.

5.3 Where an item has multiple authors:
a) At least one author must be a member of staff or a student of UCU, and
b) The submitting author shall obtain the permission of the co-authors.

5.4 UCU Digital Repository is not an exclusive repository. Authors may also deposit their work in other repositories as desired or required.

5.5 Deposit of full items will be encouraged at the earliest possible opportunity, such as immediately after peer-review and final-version acceptance given for publishing. But where a depositing author has transferred their copyright, the full item shall not be made publicly visible until any publishers' or other embargo periods have expired.

5.6 The UCU Repository Administrator will only assess items for the eligibility of authors/depositors, relevance to the scope of UCU Repository, valid layout and format, correct metadata and the exclusion of spam.

5.7 The validity and authenticity of the content of any submissions is the sole responsibility of the depositing authors.

5.8 Any submitted works shall be subjected to a plagiarism check.

5.9 UCU will recognise the originator of the IP and protect ownership for the creator(s).

6. Metadata Policy

6.1 The metadata schema used throughout by UCU Repository will be principally based on Dublin Core.

6.2 Where necessary, to facilitate the full description of a resource, other elements and element refinement as defined by the Dublin Core Metadata Initiative will be used.

6.3 Anyone may access the metadata free of charge.

6.4 The metadata may be reused in any medium without prior permission for not-for-profit purposes provided the Open Archives Initiative (OAI) identifier or a link to the original metadata record is given, and the repository is mentioned and should be cited as UCU Repository.

6.5 The metadata shall not be re-used in any medium for commercial purposes without formal permission.

7. Data Use Policy

7.1 Anyone may access items in the repository for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided:

a) the authors, title and full bibliographic details is credited, where available;

b) a hyperlink and/or Universal Resource Locator (URL) are given for the original metadata page, and the content is not changed in any way.

7.2 Full items shall not be sold commercially in any format or medium without formal permission of the copyright holders.

7.3 All users will be expected to use materials in the repository within the copyright limits.

7.4 UCU will not be liable for any copyright violation arising from use of items in the repository.

7.5 Some full items are individually tagged with different rights permissions and conditions.

1.6 In most cases, the repository is **not** a publisher. It is merely an online archive.

8. Selection, Retention, Replacement and Withdrawal

8.1 Selection and Retention

8.1.1 Items produced as a result of research activity at UCU and deposited by an eligible depositor will be accepted and retained indefinitely in the UCU Repository unless:

a) The item infringes on copyright or UCU philosophy or other rights.

b) The item is proven to include falsified research.

c) The item fails to meet legal requirements.

d) The item is in a format which cannot be stored or displayed satisfactorily.

8.1.2. If a depositor leaves the employment at UCU, their items shall be retained in the UCU Repository unless the depositor seeks to exercise their rights and obligations under clause 8.3.5

8.2 Replacement

8.2.1. A depositor may request that an item be replaced by another version if:

   a) An error is discovered in the content, or,

   b) A published version of the item becomes available and needs to replace the unpublished version on the repository.

8.2.2. The replacement item may use the same record as the original.

8.3 Withdrawal

8.3.1.
   a) Items will only be deleted from UCU Digital Repository if there are legal or University Intellectual Property Rights issues or other exceptional circumstances. Items may be withdrawn from open access if necessary and placed in a closed access archive.
   b) Records of items will only be withdrawn from view for reasons such as their being found to violate the UCU philosophy.
   c) Records of items will only be withdrawn from view for reasons such as their being found to violate the legal rights of a third party.
   d) UCU Repository shall retain the right to remove the work(s) for professional or administrative reasons.

8.3.2.
   Items removed from view will be traced (but to avoid loss of the historical record) in the form of a note in the (Description. Provenance) field of the Dublin Core record. The content of the note should be one of the following:

   a) Removed from view at request of the author.

   b) Removed from view at the University's discretion.

   c) Removed from view by legal order.

8.3.3. Acceptable reasons for withdrawal include:

   a) Proven copyright violation or plagiarism.

   b) Legal requirements and proven violations.

   c) Infringement of the UCU philosophy

   d) National security.

   e) Falsified research.

8.3.4. A metadata record(s) indicating the work(s) was/were stored in the repository shall remain in perpetuity.

8.3.5. The depositor may request the work(s) is/are removed at any point in the future and can request that their own items are withdrawn from open access view in UCU Repository and stored as a closed access item. The final decision remains at the discretion of the University.

9. Intellectual Property Rights Policy

The Repository is managed in accordance with Uganda Christian University Intellectual Property Policy and Ugandan Copyright Law. Copyright owners retain the copyright for their material stored in the Repository. The University makes every endeavour to observe and abide by current publishers' policies and Ugandan Copyright Law in relation to open access institutional repositories.

9.1   Uganda Christian University Repository respects the author's/creator's copyright for the deposited contents and will at all times adhere to the Copyright Law. If the Repository receives proof of copyright violation, the relevant item will be removed immediately. Furthermore, UCU Repository is guided by UCU Intellectual Property Policy

9.2   All depositors will be required to agree to a non-exclusive UCU Repository deposit agreement (Appendix I) in order to give permission for their work to be held in UCU Repository, to provide for the distribution of their work, and to allow ongoing preservation of both their work and/or the related metadata.

9.3   Every time scholarly work is accessed online via UCU Repository, the end user agrees to respect the original copyright of the work, which a depositor has granted access to.

9.4 Where UCU, student or member of staff owns the copyright to the work placed in the UCU Repository, the UCU Open Access policy will be applied. Where the author is not affiliated to UCU, the Creative Commons end-user license will be applied. The Creative Commons license may be viewed at *http://creativecommons.org/licenses/by-nc-nd/2.0/uk/*

9.5. Where research is generated as a result of collaboration between multiple authors, UCU Digital Repository will accept an author undertaking on behalf of his/her co-authors provided the author has the co-authors' authority to enter into the agreement on their behalf. Should there be an objection raised, the material in question will be withdrawn subject to further investigation of the complaint.

10. Quality Control

As the materials in Uganda Christian University Repository will have a bearing on the reputation of the University, all submissions will be subject to the following quality control criteria:

10.1 The repository staff will review and assess all submissions before making them available via Uganda Christian University Digital Repository for:

a) eligibility of the depositor/author.

b) valid metadata.

10.2 The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.

10.3 Any submissions not meeting the submission criteria will be returned to the depositor together with reasons for refusal.

11.0 Preservation Policy

11.1 Items will be retained within Uganda Christian University digital repository indefinitely.

11.2 Uganda Christian University will endeavour to provide continued readability and accessibility of all items deposited in the repository.

11.3 Withdrawn items are not deleted *per se*, but are removed from public view and their identifiers/URLs are retained indefinitely.

11.4 URLs will continue to point to "tombstone" citations, to avoid broken links and to retain item histories.

11.5 In the event that Uganda Christian University digital repository closes down, the University will make all reasonable endeavors' to transfer the database to another appropriate archive subject to approval by the University Senate.

12. Responsibility for Implementation, Compliance and Monitoring

The success of this policy depends on commitment of the university to implement and actualise it. In this regard, the University Management has an obligation and responsibility to establish the supporting structures to ensure the implementation of the policy.

12.1 Implementation

a) The Deputy Vice Chancellor (Academic Affairs) is the executive management representative responsible for research at UCU and provides advice to the Vice-Chancellor within UCU.

b) The Directorate of Teaching and Learning together with the Board of Postgraduate Studies are responsible for ensuring respective staff and students are aware of their obligations to submit their research outputs to UCU Digital Repository to aid the University in exposing its research to the wider community.

c) The University Library manages the UCU Digital Repository and is responsible for:
   i) verifying online submissions,
   ii) validating and enhancing associated metadata and
   iii) ensuring research outputs are accurately displayed online
   iv) organising copyright clearances to facilitate open access to research outputs wherever possible; and

   v) initiating and maintaining internet harvesting protocols for the University's research and scholarly output.

   vi) The Library will endeavour to obtain the necessary open access permissions. If permissions are not available the full-text research output will be suppressed but shall provide the meta-data for public display.

d) The University ICT Services Directorate is responsible for hosting the digital repository system on the library server, the data interchange between University systems and other systems as required.

e) Research active staff and postgraduate students are responsible for submitting their research outputs; as well as the published version of their publication. Authors are also required to submit the author's accepted article or manuscript to UCU Digital Repository to enhance the online accessibility of the University's research quantum.

12.2 Compliance and Monitoring

a) The Deputy Vice Chancellor (Academic Affairs) is responsible for overall compliance.

b) The Dean School of Research and Postgraduate Studies is responsible for the verification and accurate classification of the University's research publications.

c) The University Librarian is responsible for the operation of UCU Digital Repository and through this the open access communication of the University's research publications to the wider community, wherever possible.

d) The Institutional Repository activities shall be coordinated by an IR administrator, who will carry out the day to day functions of the repository. The Vice Chancellor shall appoint a repository committee to help and oversee the implementation of the repository.

e) Besides the formal review, there will be a content review to ensure the quality of works being deposited. This content review will be the responsibility of the Digital Repository Committee.

13. Compliance with Publisher and Research Funder Policies

13.1 UCU policy is compatible with publishers' copyright agreements as follows: For all submitted items the Repository Administrator will check the Publisher's policy. Most policies are documented via the SHERPA/ROMEO database (http://www.sherpa.ac.uk/romeo.php) and Information Services will use this as a major support tool.

Many publishers will allow the peer-reviewed final draft to be self-archived, often specifying that a specific acknowledgement be used along with the

self-archived item. The Repository Administrator will ensure any such acknowledgements are included in the Repository.

Occasionally publishers allow their own final .pdf version to be self-archived, in these instances, the Repository Administrator will contact the submitter to ask for the appropriate item version.

Occasionally publishers will not allow either the author's own final, post refereed version or the publisher's version to be self-archived. In these instances the Repository Administrator will contact the submitter to inform them, and, if appropriate, recommend that the author's pre-print version (pre-refereed version) can be submitted instead if desired by the author.

13.2   For all submitted items, where research funder information is supplied, the Repository Administrator will check the Research Funder's policies as regards ensuring Open Access to research results and publications arising from their funding. Policies are documented via the SHERPA/JULIET data base (Research Funders Archiving Mandates and Guidelines http://www.sherpa.ac.uk/juliet/index.html) and Information Services will use this as a major support tool. Where possible, the Repository Administrator will fulfill any archiving requirements on behalf of the submitting author, or alternatively inform them of what they need do to fulfill the conditions of funding.

13.3   Uganda Christian University does not require deposit of the full text of books or research monographs.

14.   **Legal and Policy Framework**

The Open Access policy shall be interpreted in accordance with the following;

a)   Constitution of Uganda;

b)   Universities and Tertiary Institutions Act

c)   Copyright and Neighbouring Rights Act

d)   Electronic Transactions Act

e)   Uganda Christian University Intellectual Property Policy

f)   Uganda Christian University Research Policy

g)   Uganda Christian University ICT Policy

15. Scope

This policy applies to the University Community. To be eligible to submit to UCU Digital Repository, depositors must be members of the University community at the time of publication, submission or reporting. Contributions may include researchers external to the University, if they are co-authoring with UCU authors or are affiliated with the University at the time of publication.

16. Access

The material in the Repository is intended to be freely accessible via the Repository's web site (http://dspace.ucu.ac.ug or other domain as will be promoted) and most common search engines such as Google Scholar, DOAR and OAlster.

17. Policy Review

In keeping with the dynamic nature of information communication in the scholarly environment, Uganda Christian University management shall facilitate the review of this policy from time to time, but not later than three (3) years from the development of this policy. This shall ensure that it remains relevant and addresses the needs of the University community.

18. Disclaimer

UCU Repository is an online archive not a publisher. The repository administration checks all submissions for format, authors' eligibility and adherence to the repository content Policy.

Depositors must agree to the UCU Deposit Agreement. Neither Uganda Christian University nor the repository guarantees warrants any statements contained within items in the repository. Additionally, neither party will accept any responsibility or liability for any possible mistakes contained therein.

APPENDICES

Appendix I

Deposit Agreement

The Uganda Christian University's institutional repository supports the long-term preservation of, and free access to research materials produced by members of the University. To undertake this role, the repository staff needs permission to store, copy and format/manipulate the materials in order to ensure that it can be preserved and made available in the future. This Deposit Agreement is designed to give UCU Digital Repository administrators the right to do this and to confirm that the depositor has the right to submit the material to the repository. The Agreement is non-exclusive, and the depositors do not give away any of their rights to UCU Digital Repository.

By agreeing with and accepting this license, I/we

_____

_____

(The author(s), copyright owner or nominated agent) Agree to the conditions as stated below, for the deposit of the item (Title:

_____

_____

(Also referred to as the Work) in the institutional repository maintained by UCU or any other repository authorised for use by UCU.

By depositing my/our work in UCU Institutional Repository I/we agree to the following:

i) That I am the author or have the authority of the author/s to make this agreement and do hereby give Uganda Christian University the right to make the Work available in the way described above.

ii) That I am/we are free to publish this work in its present or future versions elsewhere.

iii) I/we confirm that:

a) I am/we are the copyright owner(s) and/or have the right to make this

b) agreement with you.

c) The work is original and to the best of my/our knowledge does not infringe

d) anyone's copyright.

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Appendix II

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