

UQ eSpace Collection Development Policy

Policy approved: March 2006.

UQ eSpace is a professionally managed, digital repository service that aims to make widely available the output of the University's research and teaching activities while at the same time preserving this material for long term access. The repository is organised into a number of distinct communities based on UQ organisational units, especially those with a teaching or research focus, but also including the Library, the Archives, administrative units and UQ affiliated bodies.

The repository has the capacity to control or restrict access to designated collections or communities. Accordingly, the repository could be used to house, but not make generally available, material of relevance to specific communities, including internal records, documents or document templates, and other forms of corporate documentation.

The UQ eSpace repository has three main aims:

1. to house the digital research output of this institution by hosting publications, datasets and other forms of primary and secondary research output
2. to point to distributed data collections or repositories already hosted elsewhere within the University
3. to house other digitised material from a range of UQ organisational units, especially those with a teaching or research focus

In housing UQ's research output, UQ eSpace will act as a deposit service, but does not seek to position itself as a true archive or as the repository of 'last copies'. Nor does it promise to keep *all* deposited material 'in perpetuity'. Some material may only be worth keeping for shorter periods, such as two to five years. Academics seeking permanent homes for research work, while depositing copies of their work in UQ eSpace, may wish to consider alternative storage and preservation arrangements for unique or irreplaceable materials.

The repository will house collections centrally or provide a metadata-only gateway to collections housed elsewhere on Web servers in faculties, schools, or centres. To the user, the actual location of material will be immaterial, since the repository will provide a federated search across all visible collections. (Some collections, for example, corporate documents, may be designated as 'hidden', with no external search engine indexing allowed and with access granted to specific users only.)

The service will aim to increase the University's research impact by making primary research data and the full text of much published research freely available in an open access repository with metadata harvestable by Internet search engines and cross-repository search tools such as OAIster.

Existing digital collections of publications, such as ePrintsUQ and UQ's entries in the Australian Digital Theses Project will be migrated to UQ eSpace. Details of academic publications from the UQ Research Quantum will also be migrated to the system, although some of this material lacks full text. Other collections will be identified and either migrated to UQ eSpace in toto, or they will have their metadata extracted and made searchable.

- **Scope of the repository**

The repository will accept as a matter of course the following types of material. These types of materials have already been solicited from academics and postgraduate students for ePrintsUQ and the existing ePrintsUQ collection containing these materials will be migrated across to UQ eSpace.

- Books and book chapters
- Journal articles, communications and short papers
- Newspaper or magazine articles
- Theses accepted for graduate research degrees
- Theses accepted by the Library in print would also be accepted electronically
- Conference papers and posters
- Technical reports, commissioned reports, and other unrefereed research output such as working papers, seminar papers and presentations and discussion papers

The repository will also act as a delivery mechanism for electronic research to review panels in the upcoming DEST Research Quality Framework. This material, while housed in UQ eSpace, will be invisible to anyone but administrators, editors and review panel members. It is envisaged that non-copyright-affected material or material coming out of publisher-imposed embargoes from RQF collections will later be added to the general UQ eSpace collection. Material types in the RQF to date comprise:

- Books
- Book chapters
- Journal articles
- Conference papers
- Patents

In addition to existing materials (including RQF materials), it is proposed that the UQ eSpace facility also either house locally, or house metadata that points to the following:

1. Patents

Rationale: Patents are a legitimate research outcome for UQ. Patents are already being included in the RQF reporting. While it may not be possible to include the full text of patents in UQ eSpace, metadata and DOIs or links to patents in databases should be provided. It will be possible to limit viewing of links to certain classes of users, especially where commercial issues arise around patents.

2. Research datasets and spreadsheets

Rationale: While ePrintsUQ does a good job of archiving and making available the published research output of the university, it has played no role so far in preserving raw research data such as datasets, digitised scans and X-rays, digital images, audio and video files, spreadsheets and the like. The eprints.org software could only have included datasets had it been substantially modified to do so, whereas UQ eSpace can easily do so without major modification. The eScience experience in the UK has shown that where original research data is made electronically and freely available, data is extensively reused by other researchers, often in ways the original researchers did not envisage. This is particularly true for cross-disciplinary research. A database of aerial kangaroo surveys, for instance, created for biological research, could be used by researchers into climate change, since the original data collection took latitude, longitude, temperature and time of day readings as well as counts of animals.

UQ could make a valuable contribution to world research if it made such datasets available through a centralised, searchable mechanism. Making such data available might also reduce the likelihood of research being wastefully duplicated, and would maximise the usefulness of ARC and other grants that paid for the creation of such data. The existence of the service would also raise awareness worldwide among academics about the breadth of research activity being undertaken at UQ.

Such archiving would also 'value-add' to published works since the raw research data could be made available alongside any ensuing publications. The UQ eSpace facility would not have to house all such datasets. It could simply store the metadata about such data and point to where the data is housed elsewhere at UQ, or even in remote servers such as the Social Science Data Archives. This would also help increase academic awareness of the importance of data curation and longevity, and help develop the profile of the UQ eSpace service.

Given that some datasets might be very large, UQ eSpace reserves the right to discuss with relevant database holders the inclusion of certain materials in UQ eSpace. Issues of size, storage space and costs, complexity, preservation, software requirements and longevity would all need to be considered with extremely large datasets.

3. Journals produced under the aegis of UQ academics (e.g. as editors)

Rationale: Part of an academic's research profile stems from editorial and peer reviewing roles and forms part of their contribution (and hence the university's) to scholarship worldwide. Therefore, any journals produced or edited here form part of the university's research contribution and accordingly should be housed here, provided the journal publishers acquiesce in that arrangement. If they are housed sustainably elsewhere at UQ, UQ eSpace should provide full metadata and onwards links to them.

4. eJournals, including those produced at UQ or where UQ academics either edit the journal or serve on its editorial board

Rationale: Same as above.

5. Proceedings or papers of conferences held at the University if not otherwise published

Rationale: Part of an academic's research profile stems from the roles of conference organiser and conference convenor. Conference proceedings organised, edited, published or issued under their aegis thus form part of their contribution to scholarship. Since UQ eSpace's *raison d'être* is to house (or point to) the research output of the university as a whole, events held and organised by academics here should be included, provided any non-UQ publishers of proceedings acquiesce in that arrangement. If proceedings are housed sustainably elsewhere at UQ, UQ eSpace should provide full metadata and onwards links to them.

6. Newsletters of significant UQ research groups or administrative units

Rationale: Research group newsletters form a useful source of research activity information for academics here and elsewhere. Housing them within UQ eSpace would improve their security, visibility and accessibility. Newsletters of administrative units such as the Library or ORPS would also be a useful source of research-related information for academics here. Housing them centrally (and making each word of them searchable) would increase awareness of these publications and possibly encourage take-up of any services they offer.

7. Multimedia

Rationale: Multimedia will increasingly form part of the university's research output as people produce e-books, e-journals, CDs, Web sites and other forms of multimedia material. Format should not be a deciding factor in what is included/excluded for UQ eSpace, but rather the nature of the content, regardless of format, should determine its inclusion. Therefore research-related multimedia should be a legitimate category of material included in the repository.

8. Image collections

Rationale: These collections may comprise useful research materials, and thus should be included in the repository. Suggestions for inclusion so far include the former DigiLib image database, a database of frog images (with associated sound files of frog calls) and a large collection of architecture and building images created by an academic in the School of Architecture, all of which are legitimate collections of lasting research use. UQ eSpace allows for the creation of discrete collections, which can contain their own format- or subject-related metadata.

9. Software

Rationale: Software development is part of the university's research activity so any software thus developed should be housed, if required, in UQ eSpace. As with image collections, software collections could contain their own format- or subject-related metadata. Should academics wish to house software locally, UQ eSpace could help with visibility by providing metadata about the software and pointing to where it is housed elsewhere at UQ.

10. Course readers

Rationale: While not a research output, course readers need central, secure housing. UQ eSpace is flexible enough to house and describe all kinds of course readers, and to set different levels of security and permissions down to the object level. New formats can easily be added as authoring tools for learning objects mature. Should it be more cost-effective to house course readers in UQ eSpace, where they could form a distinct collection, rather than in a different (and possibly expensive) learning object management system, then it would seem logical to include them in UQ eSpace.

11. Examination papers (Central examinations)

Rationale: While exam papers are not a UQ research output, they still require central, secure housing with strong authentication protocols. UQ eSpace can provide that. Should it be more cost-effective to house course materials in UQ eSpace, where they

could form a distinct collection, rather than on a different Web server which has to be maintained as a separate system, then it would seem logical to include them in UQ eSpace. UQ eSpace will collect only Central Examination Papers.

12. Documents associated with the UQ eSpace collection itself, such as policies, presentations, procedures, annual reports, etc.

Rationale: UQ eSpace has been developed as open source software to meet a range of repository needs. Anyone visiting the repository and finding materials therein might be curious to know more about the system, its uses and capabilities. Therefore any publications related to the system's development, growth, potential usage and so on should be included, as well as any policies or procedures which spell out for current users exactly what is permitted and possible within the repository. Details of the software itself, including links to download the software, should also be provided. This document should also be housed therein.

UQ eSpace is *not* a publishing facility. The primary purpose of the repository is to provide a safe and reliable facility for storing research and other digital resources for UQ as a whole.

Authorised contributors

Any academic or general staff member of the University and its associated bodies (such groups to be defined on a case-by-case basis by the UL or by LMG), or any graduate research degree candidate (or graduate) may contribute works. Material contributed by retired academic staff of UQ will be accepted if it can be shown to be of use to the Library (such material to be reviewed on case-by-case basis by the UL or by LMG). Other staff members can be designated as responsible for contributing works on behalf of others. All graduate research degree theses should be submitted following the rules set down by the Research Higher Degrees Committee and the Library. Contributors will be required to declare that they originally held copyright to the material submitted. In the case of theses, contributors will be required to certify that all third-party content has been cleared with the authors or lies within "fair use", or state otherwise.

Quality Assurance

As the material in the collection will have a bearing on the reputation of the University, the publications collections of schools and centres will only contain material that satisfies one of the following criteria:

1. DEST-reportable publications produced by University staff;
2. Material that can be demonstrated to have undergone a recognised referee process;

3. Material forming the whole or part of work examined and accepted for a University graduate research degree;
4. Material produced at the University or another acceptable institution (or published or funded by the University) and approved by the University Librarian;
5. Other student work approved by the head of department (for example first class honours theses, coursework Masters theses of a high standard, etc);
6. Other material produced by academic staff or postgraduate students and approved for inclusion by the heads of schools and centres, such as technical reports, working papers, discussion papers, seminar papers, article or conference paper preprints, and so on.

These rules will only apply to the publications collections of academic schools and centres since the repository will also house non peer-reviewed materials such as newsletters and documents emanating from non-academic administrative units, as well as research datasets and other materials that will not have undergone peer review. However, all materials submitted will be subject to editorial review by designated editors within schools, centres or administrative units to ensure they meet UQ eSpace criteria for inclusion.

Where faculties, schools and centres have created significant collections, it is likely that the editor and manager of such collections would be a designated person within that organisational unit. The roles and duties of such editors/managers would be set out by the UQ eSpace co-ordinator, who will set certain minimum criteria for quality control. Liaison librarians would also be able to act as editors/collection managers for schools or centres with which they liaise. Training would be provided to such persons.

7. Editorial rights

The University Librarian will retain the right to exclude any item submitted. The librarian in charge of the repository will be able to make minor edits, return items for amendments for technical and indexing purposes, determine accessibility based on copyright agreements, and convert files to commonly used formats, etc. The Library may add or edit metadata for cataloguing and indexing.

8. Changes to this policy

This policy will be determined by the University Librarian with approval from the Deputy Vice-Chancellor (Research) and the Deputy Vice-Chancellor (Academic).