AUT Institutional Research Repository Guidelines

Purpose
Tuwhera Open Theses & Dissertations and Tuwhera Open Research Outputs are two collections of the AUT’s green open access institutional research repository created to:

- ensure the long term preservation of AUT research and scholarly outputs in digital format;
- disseminate the scholarly output of AUT researchers;
- provide open access to the full-text of items in the repository.

Scope of the repository
The repository will contain, in digital format, the publicly available research and scholarly outputs of AUT staff and postgraduate students. The

Content
1. The content of the repository is restricted to:
   - research outputs which meet the requirements for the PBRF evidence portfolio and which comply with the publisher’s permission policy with regard to green open access and archiving;
   - theses, dissertations and exegeses submitted for Doctoral and Masters degrees which have passed examination;
   - research project reports of Masters degrees and practice projects (of at least 60 points) recommended by faculties.

2. The full-text of all deposited materials will be made available open access unless the content is restricted or embargoed because of copyright or other legal and/or ethical considerations.

3. The metadata of embargoed items will be made available on Tuwhera with the full-text excluded from the repository until such time as the embargo is lifted.

Metadata
Metadata will be added to all deposited items to facilitate identification and discovery. Metadata will be made available for harvesting by national and international search engines and research hubs such as nzresearch.org.nz, OAIster and Google Scholar.

Responsibilities
AUT Library will be responsible for managing the content in the repository, according to these guidelines, as well as the software and information architecture. Authorised Library staff may correct or complete metadata.
Deposit
Postgraduate students are responsible for the online deposit of their thesis, dissertation or exegesis with the advice and support of Library staff. This has been mandatory since 2007. A deposit agreement must be completed at the time of online deposit.

For academic staff depositing research outputs, the metadata will be extracted from the data submitted by AUT authors to Research Elements, the research management system. Full-text files should be uploaded by authors at the Deposit into Tuwhera page of Research Elements. Library staff processing these outputs will contact authors if the version of uploaded full-text files cannot be used due to publishers’ copyright restrictions.

Copyright
1. All material deposited in the repository is subject to New Zealand copyright law.

2. Copyright ownership is not assigned to the repository. It remains with the copyright owner.

Preservation
Items in the repository will be retained indefinitely and backed up regularly. When necessary, items will be migrated to new file formats to maintain accessibility.

Withdrawal of items
Authorised Library staff may remove items from the repository for any of the following reasons:

- Non-compliance with journal publishers’ rules;
- Proven copyright violation or plagiarism;
- Legal requirements and proven violation.

Withdrawn items and the metadata associated with these items may be retained in our archive, but will be suppressed from public view.

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