

# Policy on depositing research outputs in the Institutional Repository, CentAUR

**The purpose of the repository is to increase the visibility, accessibility and usage of the University's published, peer reviewed (and equivalent quality), research outputs, free of charge, via the internet.**

- To enable sharing, collaboration and growth of knowledge with the academic and research community, and the public
  - To increase citations to the University's research outputs
  - To provide a central record of the University's research output for the purposes of research assessment, administration and publications management
  - To fulfil the conditions of funders that the published outputs be freely available
  - To enable long term storage and preservation of the University's research outputs
1. The University requires all academic and research staff to deposit the metadata (author, title, publication date etc.) for their published research outputs in CentAUR.
  2. The University requires all academic staff to deposit the full text for journal articles and conference proceedings as soon as accepted for publication. Deposit of the full text is optional for other types of publication.
  3. Authors may deposit outputs published prior to their employment at the University.
  4. When copyright is transferred to the publisher, authors should consider retaining a licence to archive material in CentAUR<sup>1</sup>. This is in accordance with the University's *Code of Practice on Intellectual Property, Commercial Exploitation and Financial Benefits*<sup>2</sup>.
  5. At the point of depositing the output, the depositing authors, or their delegated agents, are required to agree to a deposit licence<sup>3</sup> with the University, confirming that: they

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<sup>1</sup> If the copyright agreement does not already permit this it may be possible to offer an alternative agreement. For advice, contact [centaur@reading.ac.uk](mailto:centaur@reading.ac.uk)

<sup>2</sup> *Code of Practice on Intellectual Property, Commercial Exploitation and Financial Benefits*; sections 7.23-7.24

have the right and/or authority, and the permission of all rights holders, to deposit the output; the content of the output is authentic, acknowledged and legal.

6. The following outputs are within scope for CentAUR:

- 6.1. Journal articles:
- 6.2. Books or monographs (edited or authored)
- 6.3. Book chapters and sections
- 6.4. Conference proceedings
- 6.5. Doctoral theses (University of Reading)
- 6.6. Reports (published)
- 6.7. Patents (published)
- 6.8. Multimedia and audiovisual materials
- 6.9. All other research outputs, such as exhibitions or designs, which are potentially eligible for external research assessment or have reached the public domain through exhibition, performance or production

7. Confidential outputs.

7.1. The metadata and full text of outputs falling into the following categories should not normally be deposited in the repository:

- 7.1.1. Outputs that are subject to confidentiality agreements or that contain confidential elements.
- 7.1.2. Outputs whose subject is known to have commercial value or believed to have potential commercial value, including without limitation, outputs whose subject is being or is going to be assessed for patentability or is included in an unpublished patent application.

7.2. If there is any doubt about whether an output needs to be kept confidential, advice should be sought from the Contracts team within Research and Enterprise Services<sup>4</sup>.

7.3. If there are circumstances in which the depositing of a confidential output is considered to be beneficial, then the Contracts team will inform the repository manager about the level of restricted access that must be applied to that output in the repository.

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<sup>3</sup> The final stage of the deposit process in Centaur requires acceptance of the deposit licence [<http://centaur.reading.ac.uk/1493/>]

<sup>4</sup> For commercially sensitive information, contact the appropriate Contracts Manager for the project. For patents, the Technology Commercialisation team.