

# TAKEDOWN POLICY

## Notice and takedown policy for the University of Reading's institutional repository, CentAUR

CentAUR takes reasonable steps to ensure that the materials held within it are an accurate and authentic record of research activity at the University of Reading. Materials deposited within the repository are made available in accordance with publisher policies and/or with permission from rights holders and are not intended for removal except in keeping with internal policy or upon receipt of a valid and proven complaint. Complaints must be in written form specifying reasons why the material should not be available in the repository.

Acceptable reasons for complaint include the following:

- Breach of publishers' rules and regulations
- Violation of intellectual property rights (including copyright)
- Legislative breach (e.g. data protection, defamation)
- Matters of National Security
- Falsified research, plagiarism or failure to follow ethical guidelines

### To make a complaint

In the event that material held in CentAUR warrants a complaint on the grounds of any of the reasons stated above, please contact us ([centaur@reading.ac.uk](mailto:centaur@reading.ac.uk) , +44(0)118 378 6376) and provide us with the following information:

- Your name and contact details
- Specific details of the material in question (title, author, URL, etc)
- Details of your complaint, including any evidence or proof

CentAUR will acknowledge receipt of complaints and the questionable material will be removed from public view pending further investigation into the validity of the claim. If the claim is deemed to be invalid, the material will be re-instated. Valid claims will be reviewed by the repository team, the contributor and the Copyright & Compliance Officer and if necessary official legal advice will be sought. If it is discovered that there are reasonable grounds for complaint, or that there is infallible proof of infringement, the material in question will be permanently withdrawn from the repository.

To maintain accurate historical records, metadata and URLs of withdrawn items are retained indefinitely with a note to explain the reasons for withdrawal.

## Disclaimer

To the extent permitted by law, CentAUR shall not be held liable for content or material which infringes the rights of any third party. The Repository seeks to retain the good will and favour of rights holders. To this end every effort will be made to accommodate requests and negotiate compromise. This may include the re-instatement of material with changes following a complaint, or upholding an embargo period before making full text available.

## Version control

Version	Keeper	Reviewed	Approved by	Approval date
1.0 (2009)	Research Engagement team (Library)	Rebranded, contacts updated July 2024	RE Manager	July 2024