NATIONAL INSTITUTE OF TECHNOLOGY, WARANGAL

INSTITUTIONAL REPOSITORY POLICY GUIDELINES

1. Objective:

The institutional repository managed by the National Institute of Technology Warangal, seeks to offer long-term access to scholarly works and other documents held by the institute. The repository collects, manages, and provides access to scholarship, research, and other material that represent the intellectual and creative output of the institute, its affiliates, and collaborators. The Institutional Repository Policy provides guidelines for content selection, submission, management, and access to the digital assets stored in the repository.

2. Scope:

The institute considers both born-digital material and material digitized from printed originals to be within the scope of its digital collections, and appropriate for inclusion in the repository. Content may include, but is not limited to, copyright-compliant scholarly and artistic content created by the faculty, scholars, and students of NITW. Research data and any other material that reflect the institute's intellectual output or that of its official collaborators will also be considered for inclusion.

Limitations may include:

- Material for which the creator/author has no affiliation of any kind with NITW
- Material provided in a format which cannot be deposited for technical reasons
- Material that violates copyright, intellectual property rights, or right of privacy
- Material that is confidential, obscene/offensive, and of commercial interest.

3. Guidelines for Contributors:

Contributors:

The repository is open to submission of content from NITW faculty, students, or any University department, unit or organization. Those who collaborate with the University in an official capacity may also be permitted to contribute content. Authors/creators retain the copyright to the works deposited in the repository. Contributors must have a valid login ID to deposit their work in the repository.

- Faculty, postdoctoral researchers, and staff with academic appointments
- Research scholars
- Post graduate students

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- Undergraduate students depositing:
    - Work that has been accepted elsewhere through a peer review process (such as a conference poster or paper)
    - B.Tech. projects/dissertations
    - Research or creative projects guided by a NITW faculty member
- Alumni submitting scholarly work completed at the NITW

Scope of Deposited Content

- Deposited content can be scholarly, creative and research-related resources.
- Deposited content must be in a digital format.
- Deposited content should be in a completed state, rather than in-progress or ongoing, and regularly updated.
- If the deposited content is part of a series, other works in that series should also be deposited when possible so that we can offer a full and complete collection.

Supported Content Types

Contributors are welcome to deposit content that can be characterized as "scholarly, creative, research-related, or teaching and learning resources" and may contact the librarian for any questions about materials. The list given below is not exhaustive, but the following content types will be accepted:

1. Publications, Journal articles, including pre-prints & post-prints
2. Ph D Theses and Dissertations
3. Book chapters and Course material
4. Model Question papers
5. Rare and Copyright-free books
6. Undergraduate and Postgraduate project
7. Working papers, Technical reports and White papers
8. Conference papers, Presentations and posters
9. Open Educational Resources and MOOCs
10. Institute Annual reports, Manuals & Convocation speeches
11. Photographs and Drawings about the institute
12. Audio and Audio-visual Recordings
13. Open Access journals (publishing)
14. Datasets up to 1GB (data sets must be complete and ready to for use, and must include a readme file. At this time, no classified/restricted/confidential data can be accepted.)

File formats:

The NITW library will work to recognize and support as many file formats as possible. All formats can be deposited, but people should consider depositing their

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items in formats that are open, sustainable, and well-versed in their fields. The following formats are preferred for better preservation reasons:

- **Textual:** PDF/A, TXT, HTML, XML, CSV
- **Images:** TIFF, JPEG 2000
- **Audio:** WAVE, AIFF
- **Video:** MOV, Motion JPEG 2000

4. Preservation:

The institute is committed to preserve the repository content. In order to better preserve this content as per international standards, the Library shall:

- Assign a persistent identifier which points to the digital object and/or its metadata
- Provide secure storage and backup
- Perform routine checks using proven checksum methods
- Create provenance records and other preservation metadata to support accessibility and management over time.

Standards used by the Repository

- UNL- Creative Commons Open access licenses
- OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting)
- Dublin Core Standard for metadata elements

5. Copyright:

The contributor must hold either the copyright or the right to deposit in open-access, and be willing and able to provide permission to NITW to make the content publicly accessible. It is the responsibility of the contributor to obtain permission from the publisher in case the publisher holds the copyright for the content. If the deposited content is unpublished, the Library recommends using a Creative Commons license, either CC-BY or CC-BY-NC. For data we recommend a Creative Commons Zero license.

Depositing content in the repository involves the granting of non-exclusive rights to preserve and make deposited content publicly available. By depositing their work, the contributor agrees to give NITW only the non-exclusive right to disseminate and preserve the content. Preservation may require reproducing the content in different formats to ensure future accessibility. Preserving the content may involve migration of the content to new formats to ensure future accessibility.

K. Vijaya Lakshmi 6/4/2021

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6. Privacy:

Access to Deposited Content:

The NITW respects users' right to privacy. All the deposited content will be made available to the public, except when forbidden by contracts, IP rights, or when there is an embargo for a limited time. Whenever a user visits the Library's website, certain information is gathered and stored automatically. Such information collected by the repository site includes:

- The Internet domain and IP address from where the repository was accessed
- The type of browser and operating system
- Date and time, and
- Pages visited.

This information does not generally identify the user in person. It is only used internally for technical troubleshooting, to monitor compliance with the NITW Policy on Information Technology Use and Access, to improve the usability of our website, and to record aggregate statistics.

Withdrawal of content:

All deposits in the repository are considered permanent. Content may be removed in case of violation of deposit agreement or copyright and/or patent regulations, in which case only the record will remain with the following message: *"Item withdrawn by authority of the NITW. If you have any questions, please contact* ***cenlib@nitw.ac.in****"*

Personal information submitted by users:

The system collects personal information submitted during the deposit process and when subscribing to the repository's alerting service. Submitted information will be used only for the purpose for which you submitted it, with the exception that the Library may make reasonable statistical reports that do not identify particular individuals. The Library does not share this information with private organizations or allow it to be used for commercial purposes. While we may disclose information about use of the Library in aggregate (such as server use statistics), we will not disclose to unaffiliated parties any information that could be used to identify individuals or their use of Library resources, except as required by the institute policies or as mandated by law.

For more information:

If you have any questions, please contact the librarian at **cenlib@nitw.ac.in**