



University Policy for the research Institutional Repository IRInSubria

Premise

The University of Insubria, in accordance with the provisions of article no. 1 paragraph 5 of its charter, “promotes the quality of the scientific research on which its educational activities are founded; values individual and collective abilities; and promotes the circulation of scientific results and their Internet dissemination, in compliance with the current legislation and the University Regulations on confidentiality and copyright” .

This policy implements the European Commission Recommendation of 17 July 2012 on access and preservation of scientific information (2012/417/UE) converted into Official Journal of the European Union (GUCE) law no. 194/39 of 21 July 2012, in which the European Commission invites the academic institutions of the member states to define and implement policies for the dissemination of scientific publications and open access.

This policy implements the Legislative Decree of 8 August 2013, definitively adopted by the Italian Chamber of Deputies on 3 October 2013, and converted after amendments by Law no. 112 of 7 October 2013.

The University of Insubria promotes the implementation of the principle of Open Access, as defined in the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities of October 2003, which was endorsed by the University by signing the Messina Declaration in 2004.

IRInSubria is the open access institutional repository of the University of Insubria.

The purpose of the open access institutional repository is that of collecting and storing the scientific output of the University, making it visible and maximizing its impact at the national and international level.

The scientific output of the University is forwarded to the website of the Italian Ministry of Education, University and Research (MIUR), thus avoiding duplications.

It represents the only data source for the activities which entail internal and external evaluation. As a consequence, adding publications to the repository is mandatory. As data, for an effective use, must be complete and reliable, particular care and attention must be paid to their compilation.

Bibliographic records must include an abstract (mandatory for PhD dissertations and for unpublished conference procedures) and, in compliance with the laws on copyright, also the full-text of research papers.

Metadata policy

1. Everyone may access for free the metadata of the repository records.
2. The records' metadata may be freely reused for non-profit purposes. Their use for any private economic interest is prohibited.
3. In PhD dissertations, metadata must always include an abstract, as provided for in the regulations for PhD courses, while in monographs they must include index and abstract.



Text policy

1. Everyone can access for free the full text of the repository records, in agreement with the authors' choices and publishers' policies.
2. Divergent use and further products are exclusive to the author and/or publisher, except when declared free according to the law or permitted by the copyright owner.
3. If, however, the repository product is accompanied by a Creative Commons license, it may also be used in the manners and for the purposes described in the applicable Creative Commons license.

Content policy

1. **IRInSubria** is the open access institutional repository which contains research products.
2. It stores the following types of products:
 - journal articles;
 - translations of journal articles;
 - book chapters;
 - translations of book chapters;
 - unpublished conference proceedings;
 - books;
 - translations of books;
 - edited volumes;
 - internal or research reports;
 - patents and regulations;
 - maps;
 - multimedia applications and products;
 - edited multimedia applications and products;
 - critical editions, commented editions or translations, and scientific comments;
 - activities (series editor, membership in a journal's scientific committee);
 - PhD dissertations.
3. For each product, there must be indicated:
 - the publication date;
 - the full version of the attached text (proofs, manuscript sent to the publisher, accepted version, published version);
 - the review type (blind review, open review, scientific committee, none);
 - the state of publication (published, in publication, ePub ahead of print).

Data entry policy

1. Products metadata can be entered only by the authorized academic personnel, or by the latter delegated. In particular, among those allowed to enter their works in **IRInSubria** fall:
 - professors;
 - researchers;
 - PhD students;



- grant holders;
 - residents;
 - research teaching fellows;
 - technical-administrative personnel.
2. It is the duty of authors to enter data and texts. When depositing, authors subscribe a declaration in which they guarantee that they are the authors of the deposited work and give the University a non-exclusive license to publish the metadata and full text of the research products, in accordance with the procedures described in the “Metadata policy” and “Text policy”.
 3. Authors must deposit the bibliographic metadata of all their research products.
 4. Research products must be entered in **IRInSubria** within a month from their publication date, in order to guarantee that the data in **IRInSubria** are always up to date and available for all administrative needs.
 5. Authors must deposit the full-text of all their records, requesting an embargo period if need be.
 6. Records subjected to embargo will not be publicly visible until its expiry date.
 7. The metadata entered in **IRInSubria** are authenticated by expert librarians as regards their relevance for the archive’s purposes, their actual belonging to the specified type, and the correctness of the indicated bibliographic metadata.
 8. Full texts are checked by expert librarians to verify the consistency of the format, as required by the policies formalized by authors in the reference database SHERPA-RoMEO.
 9. Authors are exclusively responsible for the truthfulness and authenticity of what they declared when entering data.
 10. Authors are exclusively responsible for any third-party rights violation deriving from the publication of the research products they uploaded.
 11. Should a third-party rights violation be determined for any work, this will be immediately removed from **IRInSubria**.
 12. The University of Insubria does not assume any responsibility in case of violation from third-party users of the copyrights of the works entered in the archive.

Conservation policies

for keeping, updating and removing data in **IRInSubria**.

1. The records in **IRInSubria** will be kept in the archive indefinitely.
2. **IRInSubria** will try to guarantee uninterrupted access to the data therein contained.
3. If necessary, the data stored in **IRInSubria** will be transferred to new and more updated formats.
4. **IRInSubria** carries out regular backups of all data stored in the archive.
5. Records are not normally removed from **IRInSubria**.
6. The removal of a record from **IRInSubria** may be justified by the following reasons:
 - plagiarism or proved copyright violation;
 - proved legal violations;
 - national security;
 - research based on falsified data.
7. Removed records will not be eliminated, but they will not be publicly visible.
8. The handle and URL of each record in **IRInSubria** will be kept indefinitely.
9. It is possible to request to make changes or update the records already published in **IRInSubria**.
10. The handle and URL of each record in **IRInSubria** will always direct to the most updated version.
11. Should **IRInSubria** be closed, all data stored in the archive will be transferred to another



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suitable archive.