

## AGA KHAN UNIVERSITY

### Guidelines, Policies and Procedures

<b>Policy Name</b>	Library Institutional Repository Policy
<b>Policy Number</b>	AKU-K/LB/PL/IR - 001
<b>Approved by</b>	Associate Vice Provost & University Librarian
<b>Date of Approval</b>	23 <sup>rd</sup> September 2021
<b>Contact Office</b>	Office of the University Registrar

#### 1.0 PURPOSE/INTRODUCTION:

The purpose of this document is to present general guidelines for AKU Institutional Repository

#### 2.0 POLICY STATEMENT:

This policy outlines the process of contributing to the AKU Institutional Repository (eCommons) and defines the appropriate materials that can be contributed. The policy indicates the method of depositing, preserving, and withdrawing material.

#### 3.0 DEFINITIONS (WHERE APPLICABLE):

An Institutional Repository (IR) brings together all of a University's research under one umbrella, aiming to preserve and provide access to that research.

#### 4.0 SCOPE/RESPONSIBILITIES:

This policy applies to all AKU Faculty and Staff who wish to showcase their research in the Institutional Repository.

## 5.0 POLICY CONTENT:

### 5.1 About eCommons, the AKU Institutional Repository

eCommons@AKU is the Institutional Repository (IR) of the Aga Khan University (AKU). It collects, showcases, archives, and preserves various intellectual output and publications authored by the Aga Khan University community.

The purpose of eCommons is to bring together and give access to the University's research and publications in a digital format on a single dedicated website.

eCommons includes articles published in peer-reviewed journals, Public Affairs material and theses and dissertations. As eCommons develops, we will include more materials such as conference papers, research reports, presentations, teaching materials and any other material produced by AKU.

The Aga Khan University Libraries manage eCommons@AKU.

### 5.2 Who can contribute?

- 5.2.1 Faculty members, researchers, librarians, students, and staff members of Aga Khan University may deposit appropriate materials in eCommons@AKU. Initially, librarians will help secure the required copyright permissions from publishers on behalf of the author(s) and deposit it in eCommons@AKU.
- 5.2.2 Retrospective deposits of materials published or created before the authors joined Aga Khan University are permitted as long as the authors are currently affiliated with Aga Khan University.
- 5.2.3 Retrospective deposits of materials by authors who are no longer affiliated with Aga Khan University are acceptable as long as the materials to be deposited were published or created by the authors during their tenure at AKU.
- 5.2.4 All contributors must have the authority to clear copyright or have the copyright cleared in advance if the materials to be deposited are protected by copyright.
- 5.2.5 It is the responsibility of the principal author to get copyright permission from co-author(s) if there is any.

### 5.3 Material Appropriate for eCommons@AKU

Only articles published in peer-reviewed journals, Public Affairs material and abstracts of theses and dissertations will be included in the repository. As the site develops, other types of materials will be included.

### 5.4 Deposit Method

The AKU libraries populate the IR, and so far, they have uploaded a significant number (+ more than 10,000) articles published by the AKU community. The Libraries will continue uploading the material published in national and international peer-reviewed journals after securing copyright permissions.

Contributors are encouraged to deposit their published materials with eCommons@AKU through their respective AKU libraries. Library staff will upload the material to eCommons after copyright clearance from the publisher(s).

## 5.5 Material Preservation

Authors of the materials to be deposited must grant Aga Khan University Libraries the nonexclusive right to store, showcase, reproduce, disseminate, and preserve the deposited materials. eCommons@AKU is hosted by bepress in Berkeley, California, USA

## 5.6 Material Withdrawal

Authors who would like to request a withdrawal of their works deposited in eCommons@AKU must contact the respective AKU library.

## 5.7 Contact Information

Please get in touch with the respective AKU Library if you have any questions about eCommons@AKU or to post any material on the repository:

AKU Library: [akhn.library@aku.edu](mailto:akhn.library@aku.edu)