



GULU UNIVERSITY INSTITUTIONAL REPOSITORY POLICY

2022



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Citation

Gulu University Institutional Repository Policy, 2022.

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Disclaimer

This policy does not substitute any statutory instrument by Parliament of the Republic Uganda, or any National Policies and Guidelines.

Foreword

The Institutional Repository policy has been designed to support the University's role through the University Library provide scholarly information access from intellectual property and innovations emanating from its researchers, students, staff, partners and stakeholders. It is the much needed policy to improve the University online presence, visibility and therefore efforts towards online ranking.

The GUIR is an online scholarly and research aggregator and not a publisher. The repository management takes the responsibility to check content format, author's eligibility and adherence to set guidelines. Gulu University or the IR guarantees or warrants any statements contained within individual work held in the repository; nor accept any responsibility or liability for any possible mistakes contained therein.

We are grateful for the support of Building Stronger University (BSU) Project for all the support provided to ensure the policy is in place. I thank the Editorial Team comprising Mr. Oballim Christopher as the Chairman, and the following members for the effort and dedication to ensure the policy is in place; Prof. Okello-Owiny David, Prof. Mugasha Agasha, Assoc. Prof. Daniel Komakech, Dr. Ongaya Kizito, Dr. Agatha Alidri, Sr. Rosalba ACIRO, Mr. Asaf Adebua, Mr. Omara moses, Mr. Walter Okot, Mr. Walter Yagos, Mr. Charles Mark BAZIBU, Ms Betty Alanyo and Ms Christine Asao.

On behalf of Gulu University Senate and Council, I am pleased to present the Intellectual Property Management Policy for implementation.

Prof. George Ladaah Openjuru
VICE CHANCELLOR, GULU UNIVERSITY

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Preamble

The Institutional Repository Policy stems from a legal authority under section 24 of the Universities and Tertiary Institutions Act 2001 as amended which provides for the promotion of research and advancement of learning. This conforms with the objectives of policy as being promotion of access to research and research data.

It recognizes that access to information is a fundamental human right intrinsically related to survival of not only an institution which protects it but for individual persons who need to consume information. It is an effort to account for the public funds to make quality research information available to the public who funded it. As such, it realizes the importance of open access initiative to information resources that accrued from public universities.

Further, it is a recognition of Gender Equality and Empowerment of Women and Girls, and in turn contributes to the achievement of Sustainable Development Goals on information access. The University recognize that the development of information and quality access to all, leads to the attainment of sustainable development. Gulu University Institution Repository Policy recognizes that everyone shall be able to exercise their rights to access and use of information. It is designed to support disabled people in exercising their rights to information access, and to promote their full inclusion and active participation as equal members of the University, information access communities and citizen. It concludes by providing guidelines on how author, researchers, innovators, staff and students can make use of the repository by submitting their work for preservation, conservation and access by wider audience.

Executive Summary

Gulu University Institutional Repository (GUIR) Policy is a digital collection of open access content. GUIR captures and preserves the intellectual outputs generated by the University and its' stakeholders. GUIR ensures accessibility, accountability and transparency of public and donor funded research. The vision of the GUIR policy is to be a leading data repository for promoting research and innovations for community transformation.

The GUIR Policy emphasizes the following priority areas: content, metadata, submissions, preservation, conservation and withdrawal, copyright, intellectual property, access and quality control. Further, crosscutting issues in the area of gender, equity, disability, and data security in information access are emphasized. The guideline to operationalize the Policy are also included.

The funding for the development of the Repository shall be incorporated in the University Budget as per provision in the Universities and Tertiary Institution Act, Section (59). The implementation of the policy shall be through the various organs and structures of the University.

Abbreviations and Acronyms

BSU	Building Stronger Universities
FOSS	Free Open Source Software
GUIR	Gulu University Institutional Repository
IPR	Intellectual Property Rights
OAI	Open Archives Initiative
OAIR	Open Access and Institutional Repository
ODT	Open Document Text
PDF	Portable Document Format
PMH	Protocol for Metadata Harvesting
IP	Intellectual Property
OA	Open Access
IRGS	Institute of Research and Graduate Studies
SDGs	Sustainable Development Goals
UNESCO	United Nations Education, Social and Cultural Organizations
UN	United Nations
URL	Universal Resource Locator

Glossary

Author: Is a creator/innovator of intellectual property item deposited in the Institutional Repository

Conservation: means maintaining in a usable form through restoration and preservation of digital and print collections in the Repository

Copyright Holder: An individual/or group of individuals or Institution(s) that has legally been assigned by the copyright owner to manage all the rights of the given copyright.

Copyright Owner: Is a person or a company who created and owns any one of the Exclusive Rights of copyright in a scholarly work

Copyright: means an intellectual property protection that provides authors with full rights to reproduce their work for a specified time period

Creative Commons End User License: It is a protocol which allows authors to retain their copyright, but others can access, copy, and distribute to others provided the work is properly acknowledge

Data: Is the representations that are used to assist proper /digital storage, indexing and retrieval of all digital items in the IR

Deposit: means submitted information which contain the description of metadata, access conditions and copyright information among others

Depositor: means a creator of records who submit digital or print items for review, approval, and upload to the repository

Digital Preservation: Means the process of ensuring that a given digital object is accessible over a long period of time, and meets future needs of the society

Dspace Open Source Software: Is a Freely Open Source Software (FOSS) that helps to preserve and enable easy and open access to all types of digital content including text, images, moving images, mpegs and data sets, etc.

Dublin Core Metadata: Means a set of vocabulary terms which describe a range of web resources

Institutional Repository: A digital, open access, content collection that captures and preserves the intellectual output of the institution and its community members

Intellectual Property Rights (IPR): Grants the owner exclusive rights to exploit and benefit from his/her creation

Intellectual Property: Refers to the creation of the mind, such as: inventions, literary and artistic works, designs, symbols, images used in commerce

Metadata: Metadata is often referred to as data about data or information about information.

Open Access Journals: Means, scholarly journals that are available online to the reader without financial, legal, or technical barriers

Open Access: Is a broad international movement that seeks to grants free use to academic information such as publication and data

Preservation: Action taken to prevent, stop or retard deterioration of a scholarly publication or related artifact

Research Data: Information collected to be examined and considered as a basis for reasoning, discussion or calculation

Scholarly Work: Is work of various formats produced by researchers

Staff: Any person employed by the University

Student: Means any registered individual in a university for purpose of learning or research

Universal Resource Locator (URL): Means a pointer to a resource on the world wide web or a unique address for a file that is accessible on the Internet

University Community: Involves students and members of staff of Gulu University or any other person formally associated with the University

CHAPTER ONE

INTRODUCTION

1.1 Background

Gulu University is a public university established in 2002 by Statutory Instrument No. 31 of 2003. The University was founded to serve as a launch-pad for equitable development in Uganda, providing knowledge skills and stimulating innovations in education, economic advancement and social development. Particularly, the University's mandate includes: the provision of higher education, promotion of research and advancement of training, dissemination of knowledge and giving equal opportunity of acquiring higher education to all persons, the provision of accessible physical facilities to the users of the public university.

1.2 University Vision

To be the leading academic institution for promotion of community transformation and industrialization for sustainable development.

1.3 University Mission

To provide access to quality higher education, training, research and innovations for the delivery of appropriate services towards community transformation and sustainable development.

1.4 University Motto

“For Community Transformation”.

1.5 Policy Context

There is a growing trend in universities globally to provide information online to users. Many university libraries today have embarked on building institutional repositories to not only ease access, but also, improve online presence of their institutions. Gulu University has recognized these trends and therefore, adopted a strategy to ensure online presence.

1.6 Situational Analysis

Gulu University currently has a substantial collection of scholarly works emanating from researchers, students, staff as well as stakeholders. Most of this scholarly information are not online. These resources need to be digitized and made available online through the institutional repository. The University Library has dedicated staff who manage this scholarly information and capable of providing online services.

1.7 Problem Statement

Gulu University since inception has been striving towards online visibility of its scholarly work. Although some success are registered, there is much more to be done to avail scholarly work and innovations to be accessible online in order to improve our visibility.

1.8 Policy Rational/Justification

The rationale of Gulu University IR policy is three fold:

- a) Serving as an indicator of the University quality, thus facilitating the increase of the University's visibility, prestige and public value
- b) Offering the University community with opportunities and options of meeting the demands of the hybrid scholarly and publishing paradigms
- c) The Policy shall preserve Gulu University intellectual work while contributing to a change in the structure of scholarly communication

1.9 Policy Benefits

The policy shall enable the University to:

- a) Facilitate open access to research outputs and data for the University community and stakeholders
- b) Streamline and promote knowledge creation and utilization among scholars
- c) Ensure availability of scholarly outputs to stakeholders
- d) Build on previous research and innovations
- e) Act as a framework for collaborations
- f) Stimulate and accelerate research and innovation
- g) Promote community engagement in knowledge sharing, research and innovation

1.10 Policy Outcome

It shall provide a legal framework and institutional commitment through which Gulu University research and scholarly outputs are collected, indexed, preserved and disseminated thereby contributing to community transformation.

CHAPTER TWO

POLICY VISION, MISSION, GOAL AND GUIDING PRINCIPLES

2.0 Introduction

This section provides for the strategic direction of the policy in terms of vision, mission, goals and objectives. It also lays out the principles of the Gulu University Institutional Repository Policy.

2.1 Policy Vision

To be a leading data repository for promoting research for community transformation.

2.2 Policy Mission

To promote access to information for teaching, learning, research and innovation directed towards social transformation.

2.3 Policy Goal

To provide an enabling environment for creating, depositing, conserving, publishing and promoting access to research and innovation.

2.4 Policy Objectives

- a) Provide accessible platform for creating, capturing, storing, indexing and distributing globally the University research output and innovation
- b) Project the University profile through research and innovation uptakes
- c) To provide secure and dependable central location of university information
- d) To conserve University research and innovation information in available formats
- e) To provide a framework for developing guidelines for access and use of the Institutional Repository

2.5 Policy Guiding Principles

The guiding principles of this policy are:

- a) Open access to research and innovation information
- b) Secure environment for storage, preservation and conservation of research and innovation
- c) Sustainable use of research and innovation
- d) Protection and commercialization of intellectual property rights

CHAPTER THREE

POLICY PRIORITY AREAS AND STRATEGIC INTERVENTION

3.0 Introduction

This section provides the policy priority areas, these include: content and metadata, content submission, preservation and conservation, content withdrawal, copyright, intellectual property rights, access, use of content, data quality control, policy review and amendments.

3.1 Content and Metadata

The university shall:

- a) Ensure free access to all GUIL metadata and content for educational and research purposes
- b) Demand that all metadata and content obtained from IR is duly acknowledged
- c) Ensure that metadata are re-used in any medium without prior permission, provided this is done for not-for profit purposes
- d) Hold all types of metadata which cover both print and digital materials

3.2 Content Submission

- a) Authors shall submit their work after having been cleared at College/Faculty/School/Institute level or by relevant authorities assigned
- b) The policy shall ensure that all submissions comply with publishing norms and conditions
- c) Scholars shall be required to deposit their final approved work
- d) Scholars who submit collaborative work, shall be required to provide evidence of consent from partners

3.3 Preservation, Conservation and Withdrawal

- a) Gulu University shall ensure access to content and metadata
- b) The policy shall provide a framework for replacement and withdrawal of work if:
 - i. Error is discovered
 - ii. Published version of the manuscript is available
 - iii. The work is found to have been plagiarized
 - iv. Intellectual Property Rights (IPR) is violated

3.4 Intellectual Property Rights

- a) The University shall ensure that all depositors sign a Consent Deposit Agreement (Appendix giving permission for the distribution, preservation and conservation of their work
- b) The University shall place a Creative Commons End-User License system for scholars

3.5 Access and Use of Content and Data

- a) The University shall encourage scholars to freely access information for educational and research purposes
- b) All information shall be accessed in full-text format including index and citation analysis report

3.6 Quality Control

- a) The University shall subject work presented for inclusion into GUIR to quality checks.

3.7 Monitoring and Evaluation

- a) The University shall ensure that Monitoring and Evaluation (M&E) are continuously conducted to assess the implementation processes of GUIR.

3.8 Policy Review and Amendment

The University shall review and amend the GUIR Policy after whenever needs arise as shall be determined by Senate.

CHAPTER FOUR

CROSS CUTTING ISSUES

4.0 Introduction

The crosscutting issues includes: Data security, gender and equity, disability, pandemics, environment and climate change, and HIV/AIDS.

4.1 Data security

- a) The University shall ensure that the security of users and data deposited in GUIR are guaranteed

4.2 Gender and Equity

The University shall:

- a) Ensure gender responsiveness and equity in accessing information

4.3 Disability

The university shall:

- a) Promote full inclusion and participation of persons with disability in the GUIR.
- b) Work in partnership with persons with disability to ensure equitable access to information.

4.4 Pandemic

- a) Gulu University shall ensure that the implementation of the policy is responsive to global pandemics

4.5 Environment and Climate Change

- a) The University shall support access to information that promotes environmental protection and mitigates climate change

4.6 HIV/AIDS

The University shall ensure that:

- a) Provides framework for accessing information on HIV/AIDS
- b) Promotes and protects the rights and privacy of persons living with HIV/AIDS
- c) Provides a framework to support persons infected and affected by HIV/AIDS scourge

CHAPTER FIVE

LEGAL FRAMEWORK

The legal framework guiding this policy are:

- a) The Constitution of the Republic of Uganda, 1995
- b) Access to Information Act, 2005
- c) National Library Act, 2003
- d) Universities and Other Tertiary Institutions Act, 2001 (as amended)
- e) Computer Misuse Act, 2011
- f) Employment Act, 2006
- g) Public Finance Management Act, 2015
- h) Public Procurement and Public Disposal of Assets Act, 2003
- i) Data Protection and Privacy Act, 2019
- j) Copyright Act Cap. 215
- k) Patent Act Cap. 216
- l) Trade Mark Act Cap. 217
- m) Equal Opportunity Act, 2010
- n) Penal Code Act, 2010
- o) Cyber Crime Act, 2011
- p) Uganda National Council for Science and Technology Guideline on Research Involving Human Subject
- q) The Uganda Communication Act, 1997
- r) Gulu University, Human Resource Manual 2017
- s) Gulu University Anti-Sexual Harassment Policy 2021
- t) Gulu University Gender Policy, 2017
- u) And any other relevant national and international legal instruments

CHAPTER SIX

IMPLEMENTATION ARRANGEMENT

6.0 Institutional Framework

The institutional framework explains role of the various organs of the University in the implementation of this Policy.

6.1 The University Council

The University council is responsible for:

- a) Formulation and approval the GUIR policy and guidelines
- b) Allocation of resources for implementation of GUIR policy
- c) Monitoring and evaluation the implementation of the GUIR policy
- d) Governance and allocation of resources for the GUIR policy
- e) Making decisions on the GUIR Policy

6.2 The University Senate

- a) Reporting to Council on matters concerning implementation, and review of the GUIR Policy
- b) Setting GUIR implementation team
- c) Initiate GUIR Policy and advice Council on the implementation
- d) Making regulation regarding the content and academic standard
- e) Advising Council on the promotion, coordination of general direction of GUIR Policy
- f) Monitor and evaluate of GUIR Policy implementation
- g) Setting standards and guidelines for GUIR Policy

6.3 University Management

Management shall be responsible for:

- a) Supervising the implementation of GUIR policy
- b) Receiving report of the Library Board
- c) Allocation of resources for implementation
- d) Monitoring and evaluation of the GUIR implementation
- e) Auditing the implementation
- f) Take appropriate action regarding the implantation of the policy

- g) Any other duties incidental to the implementation of the GUIR policy and its guidelines

6.5 University Library

The library shall:

- a) Administer, control and manage day-to-day activities of the GUIR
- b) Receive and upload publications
- c) Ensure GUIR contents is authentic, current, accessible to all
- d) Provide necessary infrastructure needed for effective operation of the GUIR
- e) Provide regular reports on the operations of the GUIR
- f) Sensitize and train users on access and use GUIR resources
- g) Monitor and evaluate GUIR activity implementation

6.6 Institute of Research and Graduate Studies

- a) Ensuring that all graduate students and staff works are deposited in soft and hard copies to GUIR Management
- b) Shall enforce academic standards in the implementation and usage of GUIR resources
- c) Ensure all approved work are deposited in GUIR
- d) Monitor and evaluate GUIR Policy implementation
- e) Recommend and forward issues of GUIR implementation to any other University authority
- f) Receive GUIR reports from the library
- g) Ensure that ISBN/ISSN numbers are assigned to resources

6.7 Directorate of ICT Support Services

The DICTS shall:

- a) Ensure that the server is maintained
- b) Provide the required bandwidth and ICT infrastructure
- c) Ensure that GUIR softwares are up-to date
- d) Ensure the authentications of passwords
- e) Monitor and evaluate the uses of GUIR resources
- f) Do any other duties as may be assigned

6.8 Quality Assurance Department

- a) Shall monitor and evaluate the GUIR Policy implementation
- b) Ensure quality in GUIR resources
- c) Recommends standards for GUIR resources
- d) Do any other roles that may be assigned

6.9 Researchers / Innovators / Authors/students

They are responsible to ensure that deposited work:

- a) Does not have copyright, intellectual property rights and plagiarism issues
- b) Meet the standards set in the GUIR Guidelines for submission (Appendix II)
- c) Are freely accessible by others

CHAPTER SEVEN

COMMUNICATION STRATEGY FEEDBACK MECHANISMS

8.1 Information Dissemination and Awareness Creation

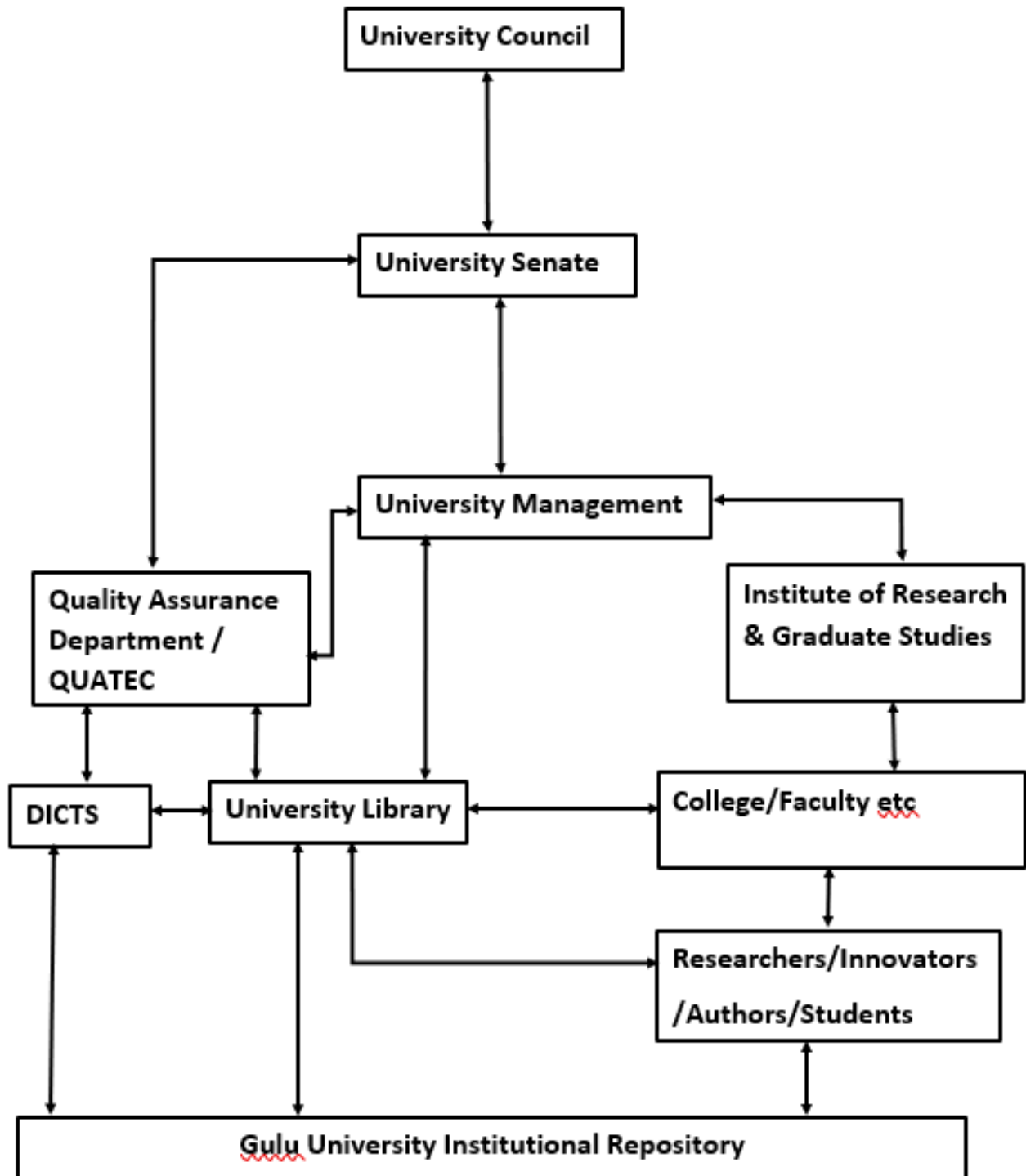
- a) Sensitization of the GUIR policy will be executed through the following mechanisms.
- b) Library orientation
- c) Seminars, Workshops, and webinars
- d) Information literacy skills trainings
- e) Brochure, flyers
- f) Talk shows
- g) Meetings
- h) Exchange visits and benchmarking
- i) Peer mentoring

8.2 Communication and Feedback Mechanisms

The communication strategy shall follow Communication Policy of Gulu University:

- a) University Council
- b) Senate
- c) Management
- d) Institute of Research, Graduate Studies and Staff Development
- e) DICTs
- f) Faculty/Institute/REC/IRB
- g) University Library
- h) Researchers/Innovators**

Diagram of Communication and Feedback Mechanisms



DICTS = Directorate of Information and Communication Technology Services

CHAPTER EIGHT

FINANCING ARRANGEMENTS

9.1 Sources of funding

The sources of GUIR funding comes from those sources identified in the Universities and Tertiary Institution Act Section (59) which states that a Public University may get funding from the following:

- a) Grants or contributions from Central Government as may be appropriated by Parliament;
- b) Voluntary contributions from the District Council within which the Public University is situated
- c) Grants, contributions, loans and donations acceptable to the University Council
- d) University fees; functional fees / library fees, donation
- e) The University Library and Information Services shall plan, budget, implement, account for the operation of GUIR
- f) The University commits to ensuring smooth implementation and operations of the GUIR by providing the needed funds and other resources
- g) There will be internal and external audit of the GUIR operation.

Commencement Date of the Policy

This Policy shall commence upon approval by the Council.

APPENDIX I: GULU UNIVERSITY INSTITUTIONAL REPOSITORY GUIDELINES

1.1 Introduction

These guidelines are designed to enable a smooth implementation of the Gulu University Institutional Repository (GUIR) policy. The guidelines further provide processes of handling metadata, access to content, types of materials, submission process preservation, conservation, withdrawal of articles, and quality control of the GUIR.

1.2 Guidelines on metadata

- 1.2.1 Metadata are records that act as proxies for the content of the Institutional Repository and allows the holdings to be effectively managed and retrieved
- 1.2.2 The metadata of GUIR is accessible to all users free of charge and may be re-used in any medium without prior permission. The metadata is not- for- profit purposes provided the Open Access Identifier or links to the original metadata record are given
- 1.2.3 The authors shall give full bibliographic details by all depositors
- 1.2.4 In case of submitting secondary text, a link is provided for the original metadata page

1.3 Access to Content

- 1.3.1 All GUIR content is accessed free of charge provided it is not a closed access content
- 1.3.2 Content can be reproduced, displayed or performed, given to third parties, and stored in a database in any format or medium for personal research or study, educational, or not-for-profit purposes without prior permission or charge provided.

1.4 Repository Holdings

Gulu University IR holds all possible types of digital materials. Deposited content may include, but not limited to;

- 1.4.1 Workshops and seminars proceedings,
- 1.4.2 Public lectures reports,
- 1.4.3 Journals,
- 1.4.4 Conference proceeding Audio/Visual materials,
- 1.4.5 Research publications,
- 1.4.6 Technical reports,

- 1.4.7 Research database,
- 1.4.8 Unpublished pre-prints/ manuscripts,
- 1.4.9 Books and book chapters.
- 1.4.10 Dissertations and theses
- 1.4.11 Press reviews and speeches
- 1.4.12 Artifacts

1.5 Guidelines on Submission

It is the responsibility of authors to submit their own work for archiving. The University Librarian vets' items for the eligibility of authors/depositors' relevance to the scope of Gulu University IR, valid layout, and format among others; but not the context and logic of the work(s).

- 1.5.1 GUIR is open for information deposit to all members of Gulu University community
- 1.5.2 In the event that a member of Gulu University community has been delegated to deposit, evidence shall be provided
- 1.5.3 The validity and authenticity of the content submitted is the sole responsibility of the depositor
- 1.5.4 For journal articles, the author's final accepted draft should be submitted, and proof to that effect shall be provided
- 1.5.5 The submitted version shall comply with the policies of the majority of the publishers. Where the publisher's conditions allow, or require, the publisher's own version, or a pre-print will be accepted
- 1.5.6 Items can be deposited at any time, but shall not be made publicly visible until any depositors' or funders' embargo period has expired
- 1.5.7 All deposited work shall be in English and depositors are responsible for any translation that may be needed.

1.6 Process of Accepting Research Articles for Accessibility through IR

- 1.6.1 The University Library will manage the digital content and verify origins of journal articles presented for availability through GUIR before accepting
- 1.6.2 The University Librarian will assign metadata and approves publications to be viewed by the users
- 1.6.3 Manage the daily operation of the GUIR including adding and editing metadata, training other library and staff members on use and workflows, assessing functionalities of the GUIR and recommending changes for continuous quality improvement.

Articles published with the name of the University

- 1.6.4 Any research article published with the name of Gulu University can be considered to be made available and accessible from the GUIR without express permission from the authors or publisher.
- 1.6.5 Any research article published by researchers from Gulu University as first author shall be considered for accessibility through GUIR.
- 1.6.6 If an article such as in 2.5.5 above the researcher is not first author, it will be considered for accessibility on the repository according terms of publisher where the article is published.

Articles published without names of the University

- 1.6.7 Articles of researchers who are members of Gulu University / affiliated to the University published without the name of the University will not be available through the GUIR, but links will be created to the respective journal sites through the GUIR and profiles of the researchers.

Articles Published in Open Access Journals

- 1.6.8 Articles of Gulu University researchers published in open access journals will be acceptable for availability through the University IR and links will be created to the respective journal sites.

Articles Published in Closed Access Journals

- 1.6.9 Articles of Gulu University researchers published in closed access journals will not be made available through the University IR, but rather through links created to the respective journals that have published them.

1.7 Guidelines on Preservation and Conservation

Preservation is aimed at prolonging the life of a record while making as few changes as possible as may be required. Hence, for Gulu University IR:

- 1.7.1 All content is retained indefinitely and for perpetual access.
- 1.7.2 Content is preserved and conserved in all possible formats and accessible in all available media,
- 1.7.3 Where possible, software emulations shall be provided to access un-migrated formats.
- 1.7.4 Ensures regular back-up of its information and data according to current best practice.
- 1.7.5 Items may not normally be withdrawn from the Repository, unless by authority of Senate.
- 1.7.6 Without violation of clause (a) a depositor may request that an item be replaced by another version if;
 - i. An error is discovered in the content, or.
 - ii. A published version of the item becomes available and needs to replace the unpublished version on the repository.
- 1.7.7 In the event of Gulu University IR being closed down, the database will be transferred to another appropriate archive as shall be determined by Senate.

1.8 Guidelines on withdrawal of items

Withdrawal guidelines are enforced in conjunction with the anti-plagiarism policy.

Acceptable reasons for withdrawal include:

- i. Proven copyright violation or plagiarism.
 - ii. Legal requirements and proven violations.
 - iii. National security.
 - iv. Falsified research.
- 1.8.1 Withdrawn items are not deleted, but are only removed from public view. Withdrawn items' identifiers/URLs are retained indefinitely. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.

1.8.2 Changes to deposited items are not permitted. Errata and corrigenda lists may be included with the original record if required. If necessary, an updated version may be deposited and displayed.

1.8.3 The metadata of withdrawn items will not be searchable.

1.9 Guidelines on Quality Control

1.9.1 All materials in Gulu University IR will have a bearing on the reputation of the University.

1.9.2 The University Librarian in consultation with relevant authorities will review and assess all submissions before making them available for:

- a. Eligibility of the depositor/author.
- b. Metadata validity.
- c. Conformity to University general regulations
- d. The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.

1.9.3 Any submissions not meeting the submission criteria shall be returned to the depositor together with the reason for refusal.

APPENDIX II: SUBMISSION PROCEDURE (To be filled in triplicate)

To efficiently administer the Gulu University Institutional Repository (GUIR) and preserve its contents for long-term use, the University requires certain permissions and warrants from a depositor or copyright owner.

By accepting this agreement, a copyright owner still retains copyright to their work and does not give up the right to submit the work to publishers or other repositories. If one is not a copyright owner, they represent that the copyright owner has given them permission to deposit the work.

By accepting this agreement, a depositor/copyright owner grants to the University the rights to reproduce, translate and distribute the submitted work, including the descriptive information (metadata) and abstract, in any format or medium worldwide and royalty free, including but not limited to publication over the internet.

A) By depositing my/our work title:

.....
.....
.....

In the Gulu University Institutional Repository, I/we agree and declare that:

- i. This submitted work does not, to the best of my/our knowledge, infringe on anyone's copyright or other intellectual property rights.
- ii. If the submitted work contains materials for which I/ we don't hold copyright and that exceeds fair use, I/we have obtained the unrestricted permission of the copyright owner to grant the University the rights required by this agreement and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.
- iii. The submitted work does not contain any confidential information, proprietary information of others or export-controlled information.
- iv. There are no restrictions or required publication delays on the distribution of the submitted work by the University.
- v. Once the submitted work is deposited in the IR, it remains there in perpetuity subject to the policy section on withdrawal.
- vi. The information I/we provide about the submitted work is accurate.
- vii. That if copyright terms for, or ownership of, the submitted work changes, it is my/our responsibility to notify the University of these changes.

B) I/we agree that the Gulu University Institutional Repository

- i. May make copies of the submitted work available worldwide, in electronic format via any medium for the lifetime of the repository, or as may be determined by the Senate from time to time and for the purpose of open access.
- ii. May electronically store, translate, copy or re-arrange the submitted work to ensure its future preservation and accessibility within the life time of the University unless notified by the depositor that specific restrictions apply.
- iii. May incorporate metadata or documentation into public access catalogues for the submitted work. A citation to the work will always remain visible in the repository during its lifetime.

- iv. Shall not be under any obligation to take legal action on behalf of the depositor or other rights holders in the event of breach of intellectual property rights or any other right in the material deposited.
- v. Shall not be under any obligation to reproduce, transmit, broadcast, or display the submitted work in the same format or software as that in which it was originally created.
- vi. May share usage statistics giving details of numbers of downloads and other statistics with Gulu University staff.
- vii. Disclaims or while every care will be taken to preserve the submitted work. Gulu University is not liable for loss or damage to the work or associated data while it is stored within the digital repository.
- viii. At the initial stage, the quality of the content is the responsibility of the authors.
- ix. The University reserves the right to make accessible to the public or not to publish the work deposited.

I/we

hereby grant the Gulu University Institutional Repository, a right to license on the terms outline above.

Name sign.....Date.....

Approved by

EITHER

University Faculty/Department / [for Undergraduate]:

Sign.....Date.....

OR

Director, IRGS/REC/IRB [Graduate Students]

.....

Sign.....Date.....

Received:

University Librarian:

Sign..... Date.....

Commencement Date of the Policy

The 5th Gulu University Council DO HEREBY enact the *Gulu University Institutional Repository Policy* this 23rd Day of April, 2023 on its 54th Meeting.

Signed:

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**Chairperson,
Gulu University Council**

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Secretary to Council