



National Open University of Nigeria

Policy Title	Institutional Repository Policy
Policy No:	NQSA/POL/TEL/023
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	University Librarian
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1.0 Introduction

A University Institutional Repository (IR) is a digital archive that contains scholarly and research output created by members of the university community, such as faculty, staff, and students. The university aims to establish an IR to store and make available the academic works generated by the faculty, research personnel, conferences, and students of the institution. Through the NOUN-Portal, these materials will be accessible with minimal barriers.

The IR is a part of the university's efforts to support research endeavours, preserve its legacy and facilitate digital preservation and scholarly communication. It offers an open platform to capture, index, store and globally distribute a wide range of research outputs, including theses produced by postgraduate students and researchers at the university.

The IR can also archive other types of research outputs, such as digital objects and data. The primary objective of the IR is to increase the visibility of the university's research outputs by showcasing it online. This will help to boost citation index of researchers and enhance webometric ranking of NOUN.

1.1 Vision

To be a global leader in the provision of cost-effective, accessible, and high-quality e-resources and services for learning as well as teaching and research that will empower creativity while addressing communal, regional and global challenges.

1.2 Mission

The mission is to transform library processes to deliver effective, unrestricted, flexible services to patrons with cutting-edge digital technologies.

1.3 Purpose

The University Library aims to create a comprehensive repository of high-quality resources, serving diverse branches and meeting the needs of lecturers, students, and researchers. It focuses on enhancing knowledge accessibility, improving libraries, promoting flexible access, fostering collaborations, and supporting digital services for seamless delivery.

1.3.1 Objectives of the University Library

The objectives of the University Library are to:

- Establish a central library of quality print and e- resources that will service the zonal, faculty and study centre libraries.
- Encourage and persuade authors and publishers to provide the e-version of their publications for free reading.
- Provide remote access to broad range of quality e-resources to lecturers, students and researchers.
- Provide facilities in all the zonal, faculty and study centre libraries for easy access to both print and e-resources.
- Improve existing physical libraries and establish more libraries (mostly digital).
- Make access to knowledge flexible and cost-effective.
- Establish an archive/ repository that is rich in internally generated publications.
- Market the resources and services of the library through the various social media handles.
- Provide information literacy and digital literacy skills to maximise access and ensure optimal utilisation of both print and e-resources.
- Assist lecturers enrich their virtual learning environments with broad range quality and relevant e-resources, OERs and videos.
- Promote collaborative research.
- Partner and collaborate with other libraries round the globe.
- Monitor and evaluate resource usage.
- Ensure inclusiveness by extending library services to persons with special needs.
- Improving staff strength at the higher cadre.
- Capacity building for staff for a seamless digital library service delivery.
- Host all NOUN Journals on the library website.
- Provide online reference service.
- Strengthen library physical collections by 20,000 current, relevant and quality books.
- Have robust databases.

1.4 Our Core Values

- **Accessibility:** To ensure enhanced access to NOUN library resources and services, ensuring that all clientele, regardless of their locations or circumstances, can easily access and benefit from the collections.

- **Collaboration:** NOUN Library believe in the power of collaboration and partnerships. It actively seeks opportunities to collaborate with other institutions, organizations, and stakeholders at national and international levels to enhance the quality and breadth of our resources and services.
- **Conducive Environment for Reading and Research:** NOUN Library creates and maintains a highly conducive environment for reading and research within the library premises. It provides comfortable and well-equipped spaces that promote concentration, exploration, and collaboration, enabling users to engage in productive scholarly activities.
- **Diversity and Inclusivity:** NOUN Library values and celebrates diversity in the library community, fostering an inclusive environment that respects and embraces individuals from all backgrounds. The library promotes equal access to resources and services, ensuring that every clientele feels welcome and supported.
- **Ethical and Responsible Information Management:** NOUN Library upholds the highest ethical standards in managing and providing access to information. It prioritizes privacy, intellectual property rights and responsible use of information resources, fostering a culture of integrity and responsible information stewardship.
- **Excellence:** NOUN Library is dedicated to upholding the highest standards of excellence in all aspects of the library operations. It strives for continuous improvement, embracing innovation and best practices to provide world-class library services.
- **Lifelong Learning:** NOUN Library promotes lifelong learning by providing resources, programmes and services that supports clienteles throughout their academic and professional journeys. The library encourages a culture of intellectual curiosity and continuous learning.
- **Professional Development:** NOUN Library invests in the professional development of the library staff, equipping them with the skills and knowledge necessary to deliver exceptional services and stay abreast of emerging trends in the library and information field.
- **Quality and Seamless Service Delivery:** NOUN Library is committed to providing high-quality services to the clienteles, delivering them in a seamless and efficient manner. It constantly strives to meet and exceed clientele's expectations, offering exceptional assistance and support throughout their library experience.

- **Robust E-Resource Acquisition:** NOUN Library recognizes the importance of robust electronic resources in supporting research and learning. The library is dedicated to acquiring and maintaining a comprehensive collection of e-resources, including databases, e-books, journals, and multimedia materials, to meet the evolving needs of library clientele.
- **User-Centered Approach:** The library places the clientele at the centre of their activities. It actively engages with the clientele, listen to their feedback, and tailor their services and resources to meet the evolving needs of their clientele. It is committed to providing personalized and user-friendly experiences.

The National Open University of Nigeria Library is deeply committed to accessibility, service excellence, technological advancement, and the provision of a nurturing learning environment for all users. By embracing these core values, we aspire to attain and sustain exemplary international standards in our library services, while fostering a culture characterised by excellence, collaboration, inclusivity, and continuous growth.

1.5 Scope of the Library Institutional Repository Policy

The Institutional Repository (IR) is a digital archive storing scholarly works by faculty, staff, and students. The IR aims to support research, preserve the institution's legacy, and enhance scholarly communication. It focuses on providing open access to various research outputs, including theses, to increase the university's visibility and citation index.

2.0 The Policy

The primary purpose of the IR is to collect, preserve and provide access to the intellectual output of the university community. The IR will showcase the research and scholarly works produced by members of the university community and help to promote the university's academic reputation. The National Open University of Nigeria is dedicated to sharing its research and academic outputs globally.

To uphold this commitment, the university has formulated the following policy:

1. All members of the university must give permission to the university to make their scholarly works freely available upon submission to the IR.

2. The university is granted a nonexclusive, worldwide license under copyright to use and authorise others to use each author's scholarly works, if the works are not being used for commercial purposes.
3. The policy applies to all scholarly works created or co-created by university members during their tenure at the institution.
4. The policy does not apply to works for which the university member has entered into a conflicting licensing or assignment agreement.
5. The university will exempt specific scholarly works from the IR upon the request of a university member.
6. Final versions of scholarly works intended for publication will be provided at no cost to the author(s) in electronic format for review by the University Senate and inclusion in the IR.
7. Final versions of other scholarly works will be provided at no cost to the author(s) in electronic format.
8. The university may make the scholarly works available to the public through an open access repository.
9. A committee headed by the DVC Academic will interpret the policy, resolve disputes about its interpretation and application, and suggest modifications to the university as required.
10. The policy will be reviewed by the University Senate every five years.
11. The university retains the right to accept or reject any scholarly work submitted to the IR.

3.0 Content

The IR will contain materials that have been created or co-created by members of the university community.

3.1 Content Policy

The IR will accept the following types of materials for submission:

1. Journal articles (both reviewed and non-reviewed) and book reviews.
2. Conference papers and workshop proceedings.
3. Theses and dissertations.
4. Research reports and data sets.

5. Books and book chapters.
6. Technical reports, commissioned reports, government submissions and inaugural lectures.
7. Newsletters from recognised research groups.
8. Learning objects, such as past papers, teaching modules and presentations.
9. Video and audio recordings of lectures and presentations.
10. Images and other visual materials of university events.
11. Other materials produced by academic/research staff, subject to approval by the Director of Research Administration.
12. Grey literature, convocation addresses, students' handbooks, and technical materials.

The IR will not include the following:

1. Works intended for commercial purposes.
2. Works containing confidential or proprietary information.
3. Works that are culturally sensitive and restricted.
4. Works that would violate the legal obligations of the university or its authors/creators or the legal rights of a third party.
5. Research that includes confidential reports for third-party sponsors such as companies, will not be included or will have restricted access unless agreed upon by the sponsor.
6. Administrative reports, such as committee reports, minutes, and individual royalty payments.
7. Plagiarised works and libelous resources.

4.0 Intellectual Property Rights

Before materials are added to the IR, the copyright status of the work will be assessed. Materials will be added to the IR only if the author has retained the necessary rights or has obtained permission from the copyright holder to deposit the work. Materials that are not open access will be restricted to the university community.

4.1 Intellectual Property Rights Policy

1. The management of the IR follows the Intellectual Property Policy of the National Open University of Nigeria and the Nigerian Copyright Law. The owners of the copyright for the materials stored in the IR maintain their rights. The university makes all possible

efforts to comply with the current policies of publishers and Nigerian Copyright Law with regards to open access institutional repositories.

2. The Institutional Repository of the National Open University of Nigeria honours the copyright of the author or creator of the deposited content and will consistently comply with the Copyright Law. If evidence of copyright infringement is presented to the IR, the related item will be promptly removed. Additionally, the IR follows the guidelines outlined in the NOUN Intellectual Property Policy.
3. For their work to be archived in the IR and for distribution and preservation of both their work and the associated metadata to take place, all depositors must consent to a non-exclusive deposit agreement with the IR (see Appendix I).
4. Whenever a user accesses scholarly work through the IR online, they are expected to honour the original copyright of the work that has been made accessible by the depositor.
5. If the copyright for the material deposited in the IR is owned by NOUN, a student or a member of staff, the open access policy of NOUN will be utilised.
6. If research is produced through a collaboration between various authors, the NOUN Digital IR will accept an agreement from one author on behalf of their co-authors, given that the author has obtained authorisation from the co-authors to enter into the agreement. However, if an objection is raised, the relevant material will be taken down while the complaint is further examined.

5.0 Submission

The submission process by the University Senate will be simple and easy to use. Members of the university community will be able to submit materials to the IR using an online form. The submission process will include a review of the submission by the University Senate to ensure it meets the IR's content and copyright policies.

5.1 Submission Policy

The University Senate or its authorised representatives hold(s) the exclusive right to grant consent to deposit items.

1. Authors who deposit their work must ensure that they are only submitting their own work for archiving.
2. In the case of items with multiple authors, at least one author must be a staff member or student of NOUN and the submitting author must obtain permission from all co-

authors. The NOUN Institutional Repository is not the only repository available; so, authors may also deposit their works in other repositories if they wish.

3. Depositing authors are encouraged to deposit full items as soon as possible but, if copyright has been assigned, the full item will not be publicly visible until any embargo periods imposed by publishers or others have expired.
4. The NOUN IR Administrator will assess items for the eligibility of authors/depositors, relevance to the scope of NOUN's IR, validity of layout and format, correct metadata and exclusion of spam.
5. Depositing authors are solely responsible for the validity and authenticity of their submissions, and all submitted works will be subjected to a plagiarism check.
6. NOUN will acknowledge the originator of the intellectual property and safeguard ownership for the creators.

6.0 Access

The IR will be freely available to the public and materials will be discoverable through search engines and other discovery tools. The IR will be designed to comply with accessibility standards so that all users can access the materials. Materials that are not open access will be restricted to the university community.

6.1 Access Policy

1. The content stored in the IR is intended to be easily accessible to the public through the NOUN IR's website and commonly used search engines, such as Google Scholar, DOAJ and OAIster.
2. All items in the IR include bibliographic details, such as author and title, which can be collected by most search engines.
3. The complete text of the material shall be made available without charge, considering copyright laws and licensing agreements.
4. In situations where the full text cannot be provided, the IR shall offer comprehensive metadata and location information.

7.0 Preservation

The IR will maintain high level of preservation standards to ensure that the materials deposited in the IR are accessible and usable over time. The IR will follow best practices for digital preservation, including regular data backups and monitoring for file corruption.

7.1 Preservation Policy

1. The IR will store items indefinitely.
2. The university will make every effort to ensure that all items in the IR remain accessible and readable.
3. Items that are withdrawn shall not be permanently deleted but would instead be removed from public view.
4. The identifiers/URLs of the withdrawn items will be retained indefinitely, and these URLs will direct to "Tombstone" citations to preserve item histories and avoid broken links.
5. If the IR is closed, the university will take all reasonable steps to transfer the database to another appropriate archive, subject to the approval of the University Senate.

8.0 Withdrawal

Materials will be withdrawn from the IR if they no longer meet the content or copyright policies, or if the author requests their removal. The IR will follow due process for managing withdrawal requests as follows:

8.1 Withdrawal Policy

1. Items will not be deleted from the IR except in cases of legal or intellectual property rights issues or other extraordinary circumstances. If required, items may be removed from open access and moved to a closed-access archive. The records of these items will only be removed from public view if they violate the legal rights of a third party.
2. The IR reserves the right to remove work(s) for administrative or professional reasons.
3. If items are removed from public view, they will be traced in the Dublin Core record's Description and Provenance field.
4. To preserve the historical record, a note will be added indicating reasons for removal such as:
 - a. at the request of the author,
 - b. at the university's discretion, or
 - c. due to a legal order.
5. Reasons that are considered acceptable for withdrawal include the following:
 - a. verified cases of copyright infringement or plagiarism,
 - b. compliance with legal requirements and verified violations,
 - c. national security concerns and
 - d. falsified research.

6. Upon withdrawal, the metadata record indicating that the work has been stored in the IR will be retained indefinitely.
7. The final decision to withdraw or remove items from open access remains at the discretion of the University Senate.

9.0 Metadata

The IR will provide descriptive metadata for all materials, using standard metadata schema such as Dublin Core. The metadata will include information about the author, title, date, abstract, subject headings, and any other relevant information.

9.1 Metadata Policy

1. The primary metadata schema used in the IR will be based on Dublin Core.
2. If needed to fully describe a resource, additional elements and refinements as defined by the Dublin Core Metadata Initiative may be used.
3. The metadata is freely accessible to anyone and may be reused without prior permission for not-for-profit purposes if the Open Archives Initiative (OAI) identifier or a link to the original metadata record is included and the IR is acknowledged and cited as NOUN Repository.
4. However, the metadata cannot be reused for commercial purposes without formal permission.

10.0 Selection, Retention and Replacement

The National Open University of Nigeria (NOUN) Repository is an IR established to capture, preserve, and provide access to the intellectual output of the university. The following policies outline the criteria for selection, retention, and replacement of materials in the IR.

10.1 Selection Policy

The IR accepts digital materials that have been created or sponsored by members of the university or their delegated agents. The following criteria will guide the selection process:

1. **Relevance:** Materials should be relevant to the university's academic, research and service mission.
2. **Quality:** Materials should meet accepted standards of quality in their respective fields.
3. **Format:** Materials should be in digital format.

4. Copyright: Depositors must ensure that they have the necessary rights to deposit and distribute the materials.
5. Sustainability: Materials should be capable of long-term preservation and access.

10.2 Retention Policy

Once accepted, materials in the IR will be retained indefinitely, subject to the following conditions:

1. Accessibility: Materials will be made freely accessible to the public, subject to copyright law and license agreements.
2. Preservation: Materials will be preserved using accepted standards and practices to ensure their long-term availability.
3. Withdrawal: Materials may be withdrawn from the IR in exceptional circumstances, such as proven copyright violation or plagiarism, legal requirements, national security or falsified research. Withdrawn items will be tracked in the form of a note in the metadata record.

10.3 Replacement Policy

1. If a depositor finds an error in the content of an item or if a published version of the item becomes available and needs to replace the unpublished version in the IR, they can request to replace the original item with a new version. The new item can use the same record as the original item.

11.0 Data

The Data Policy specifies the terms and conditions for accessing and using the materials in the IR. It outlines the standards and expectations for the collection, storage, processing and dissemination of data, as well as the responsibilities and rights of various stakeholders such as data creators, users and repositories.

11.1 Data Policy

1. Individuals can access items for personal research, educational or non-profit purposes without prior permission or charge, provided that the author, title and full bibliographic details are credited, where available, and the content is not altered, transformed or built upon.
2. A hyperlink or URL should also be allotted to the original metadata page.

3. Users are expected to use materials within the copyright limits and the NOUN library is not liable for any copyright violations arising from the use of items in the IR.
4. Some full items may have different rights permissions and conditions tagged to them.

12.0 Metrics

The IR will track and display usage metrics to assess its impact and the materials deposited in it. Metrics may include downloads, views, citations, and other relevant data.

12.1 Metrics Policy

1. The IR will collect usage data of its content, including downloads and views, to measure its impact and to inform decision-making for future development and curation of the IR.
2. The IR will use standard web analytics tools to collect this usage data and will comply with relevant privacy regulations.
3. The IR will periodically review and analyse the usage data to identify trends and patterns, and to assess the IR's effectiveness in meeting its goals and objectives.
4. The metrics data collected will be used for internal reporting purposes and to inform discussions with stakeholders, such as authors and funders, regarding the impact of the IR.
5. The IR may use citation analysis tools to measure the impact of its content, where appropriate.
6. The IR will regularly review and evaluate its metrics policy to ensure it remains relevant and effective.

13.0 Governance

The IR will have a governance structure to oversee its management and policies. The governance structure shall include an IR manager and an IR committee appointed by the University Senate. The governance structure will ensure that the IR is aligned with the university's mission and goals.

13.1 Governance Policy

1. The IR will be managed by the University Library under the oversight of an IR committee appointed by the University Senate.
2. The committee will be responsible for overseeing the implementation of the IR governance policy, ensuring compliance with relevant laws and regulations, and

establishing guidelines and procedures for the submission, retention and withdrawal of research outputs.

3. An IR administrator will be appointed to carry out the day-to-day functions of the IR, including verifying online submissions, validating and enhancing associated metadata, and ensuring research outputs are accurately displayed online.
4. Compliance and monitoring:
 - a The University Management has an obligation and responsibility to establish the supporting structures to ensure the implementation of the policy.
 - b The DVC (Academic) will be the chairperson with members including the University Librarian, Deans of Faculties, Directors of Academic Directorates and the Dean of School of Postgraduate Studies. This committee will be responsible for ensuring that academic staff and students are aware of their obligations to submit their scholarly and research outputs to the IR.
 - c The ICT Directorate and the LCMS Directorate will be responsible for the data interchange and the maintenance of the systems and supporting infrastructure.
 - d Regular content reviews will be conducted every 2 years to ensure the quality of works being deposited in the IR by a committee to be chaired by the Director of Research and Administration. The committee shall among others include the Director of Quality Assurance Directorate or the representative.
5. The University Library will oversee the management of the IR, including verifying and enhancing metadata, organizing copyright clearance and maintaining internet harvesting protocols.

14.0 Quality Control

Due to the potential impact of the materials hosted in the IR on the reputation of the University, all submissions will be reviewed by the IR administrator based on the following quality control standards:

1. a. Confirming the eligibility of the author
- b. Verifying the validity of the metadata.
2. It is the responsibility of the depositor to ensure that the submission (whether in full text or equivalent) is valid and authentic.
3. Any items that do not meet the submission requirements will be rejected and returned to the depositor along with an explanation for the rejection.

15.0 Compliance with Publisher and Research Funder Policies

To comply with the policies of publishers and research funders, the National Open University of Nigeria has established guidelines for submissions to its IR.

1. The IR staff will check the publisher's policies for each submission to ensure that the submitted item meets copyright agreements. If necessary, the IR staff will contact the author to obtain the appropriate version of the item.
2. For submissions that include information about research funders, the staff will check the funders' policies to ensure that the submissions meet the requirements for open access. If necessary, the staff will assist the author in fulfilling any archiving requirements for the funder.

16.0 Policy Implementation

16.1 Policy Overview

To initiate the implementation, NOUN will launch a comprehensive awareness campaign targeting all university members. The campaign will emphasize the significance of the IR in showcasing the scholarly works of the NOUN community globally. A mandatory opt-in process will be established for all university members to grant permission for the inclusion of their scholarly works in the IR. The campaign will also educate members about their rights and responsibilities concerning copyright and licensing agreements.

16.2 Submission, Preservation, and Withdrawal

NOUN will develop a user-friendly online submission form accessible through the Library Portal. The submission process will be streamlined, with a review by the University Senate to ensure adherence to content and copyright policies. The university library will employ robust digital preservation practices, including regular backups and monitoring for file integrity. A well-defined withdrawal process will be established, respecting legal and intellectual property rights, and providing transparency in cases of removal.

16.3 Governance, Quality Control, and Compliance

NOUN will establish an IR committee under the oversight of the University Senate to manage and enforce the IR governance policy. An IR administrator will oversee day-to-day operations, including metadata verification and online display of research outputs. Compliance

mechanisms will involve regular reviews by a committee chaired by the Director of Research and Administration. Quality control standards, as outlined in the policy, will be strictly adhered to, ensuring the eligibility and validity of submissions.

16.4 Overall Approach:

- **Communication and Training:** Regular communication channels and training sessions will be utilized to ensure all university members are informed about the IR policy and its implementation procedures.
- **Technology Integration:** The university will leverage existing technological infrastructure, such as the NOUN library portal, to integrate the IR seamlessly into the academic ecosystem, making the submission process efficient.
- **Monitoring and Evaluation:** Continuous monitoring and periodic evaluation, as stipulated in the policy, will be conducted to assess the effectiveness of the IR implementation. This will involve tracking usage metrics, reviewing compliance with publisher and research funder policies, and ensuring the quality of deposited works.

The implementation plan aligns with NOUN's commitment to fostering a culture of excellence, collaboration, and inclusivity in its scholarly endeavours. It is designed to elevate the university's academic reputation and contribute significantly to global knowledge dissemination.

17.0 Policy Review

To keep up with the changing landscape of scholarly communication, the National Open University of Nigeria will periodically review this policy to ensure its relevance in meeting the needs of the university community. The policy review will occur at least once every five years from the date of its development, as facilitated by the University Senate.

18.0 Disclaimer

The IR is an online storage system and not a publisher. The administrator of the IR reviews all submissions to ensure that they comply with the content policy, authors' eligibility, and format requirements. Depositors are required to agree to the NOUN Deposit Agreement. However, neither the IR nor the university guarantees or warrants the accuracy of any information

contained within the items in the IR. Furthermore, they shall not accept any responsibility or liability for any errors that may be present in the IR content.

19.0 Policy Alignment

Kenyatta University Library <https://library.ku.ac.ke/wp-content/uploads/2013/01/Library-IR-Policy.pdf>

The National Open University of Nigeria Research Policy. Retrieved from: <https://researchadministration.nou.edu.ng/wp-content/uploads/2021/06/NOUN-RESEARCH-POLICY.pdf>

Team of Developers

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2. Prof. Bamidele Ogunleye – Reviewer
3. Dr. Ume Eucheria – Reviewer
4. Dr. Adetola Akanbiemu – Reviewer

APPENDICES

Appendix I

Deposit Agreement

The aim of the IR is to preserve and provide unrestricted access to research materials created by members of the university for an extended period. The IR staff will need authorization to save, duplicate and modify the materials to guarantee its long-term preservation and accessibility. This Deposit Agreement has been created to allow IR administrators to perform these actions and to ensure that the depositor has the right to submit the material to the IR. This agreement is non-exclusive and the depositor will not relinquish any of their rights to the IR.

By agreeing with and accepting this license, I/we

(The author(s), copyright owner or nominated agent)

Agree to the conditions as stated below, for the deposit of the item (Title:

(Also referred to as the work) in the Institutional Repository maintained by NOUN or any other repository authorised for use by NOUN.

By depositing my/our work in the IR, I/we agree to the following:

- i. I confirm that I am the creator of the work or have been granted the authority by the author(s) to enter into this agreement and I hereby authorise the National Open University of Nigeria University to make the work available as specified above.
- ii. I/We have the liberty to publish this work in its current form or any future versions elsewhere.

- iii. I/we confirm that:
 - a) I/We possess the copyright and/or have the authority to enter into this agreement with you.
 - b) To the best of my/our knowledge, the work is authentic and does not violate the copyright of anyone.
 - iv. The work is in compliance with all intellectual property laws and does not breach or infringe any of them.
 - v. I/we agree to:
 - (a) Include the work in the IR to ensure it remains available online for the entire lifespan of the IR at no cost.
 - vi. If required, modify the work to ensure that it can be read by computer systems in the future.
 - vii. The IR administrator must give approval before the item can be removed.

I/We acknowledge that the IR has the following rights with regards to my/our work:

- i. The IR may distribute copies of the work, including the abstract, in electronic format through any medium worldwide for open access purposes during the IR's lifetime.
- ii. The IR may store, convert or copy the work into any format or medium to ensure future preservation and accessibility.
- iii. The IR may add metadata or documentation to the work's public access catalog.
- iv. The IR may remove the work for professional or administrative reasons, or if it infringes on any legal rights.
- v. The IR is not obligated to take legal action on behalf of the depositor or other rights holders if intellectual property rights are infringed upon.
- vi. The IR is not obligated to reproduce, transmit or display the work in its original format or software.

Furthermore, I/We acknowledge that in case I/We deliberately or carelessly make a false statement which results in loss to the University, I/We will be held responsible for compensating that loss and protecting NOUN from any legal action, lawsuit, claims, demands and costs incurred by the University due to my/our false statement.

Although the work will be safeguarded with utmost care, NOUN shall not be held accountable, either directly or indirectly, for any damage or loss of the work or its associated data.

Depositor's Declaration:

I/ We (The

author(s) hereby grant to the IR a non-exclusive license on the terms outlined.

I affirm that:

- i. I/We own the copyright for the entire work, including its content and layout, or have been authorised by the copyright owner(s) or other holders of the rights to grant a license for holding and distributing copies of the material under this agreement and I/We have the necessary competence to do so.
- ii. The work does not and will not infringe on any copyright, trademark, patent or other rights of any individual or entity.
- iii. If the work was sponsored, commissioned or supported by any organization, I/We confirm that all obligations required by such a contract or agreement have been fulfilled.

<p>Name: _____</p> <p>(Author/Copyright owner or Nominated Agent)</p> <p>Faculty: _____</p> <p>Department: _____</p> <p>Signed: _____</p> <p>Date: _____</p>	<p>Witnessed by:</p> <p>University Librarian:</p> <p>_____</p> <p>Signed: _____</p> <p>Date: _____</p> <p>Stamp:</p>
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