IITA CKAN POLICY

INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE

International Institute of Tropical Agriculture, IITA CKAN Policy

CKAN, an acronym for Comprehensive Knowledge Archive Network, is the defacto institutional repository (IR) for data at International Institute of Tropical Agriculture. The policy covered follows the best practice for data generated in not for profit organisations and ensures there is long term preservation of archive data without compromising best sharing practices and data governance. The URL is http://data.iita.org

Policies Covered include:

1. Metadata Policy for information describing items in the repository.
    a. Access to metadata
    b. Re-use of metadata
2. Data Policy for full-text and other full data items.
    a. Access to full items
    b. Re-use of full items
3. Content Policy for types of document and dataset held.
    a. Repository type
    b. Type of material held
    c. Principal languages
4. Submission Policy concerning depositors, quality and copyright.
    a. Eligible depositors
    b. Deposition rules
    c. Moderation
    d. Content quality control
    e. Publishers' and funders' embargos
    f. Copyright policy
5. Preservation Policy
    a. Retention period
    b. Functional preservation
    c. File preservation
    d. Withdrawal policy
    e. Withdrawn items
    f. Version control
    g. Closure policy

Metadata Policy for information describing items in the repository
1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record are given.
3. The metadata must not be re-used in any medium for commercial purposes without formal permission.

Data Policy for full-text and other full data items
1. Anyone may access full items free of charge.

2. Copies of full items generally can be:

      reproduced, and displayed or performed in any format or medium

      for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

provided:

      the authors, title and full bibliographic details are given

      a hyperlink and/or URL are given for the original metadata page

      the original copyright statement is given

      the original rights permission statement is given

3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

Content Policy for types of document & data set held

1. This is an institutional or departmental repository.

2. Subject Specialities:

      Science General

      Geography and Regional Studies

      Social Sciences General

      Health and Medicine

      Library and Information Science

3. The repository is restricted to Datasets

4. Deposited items may include:

      working drafts

      submitted versions (as sent to journals for peer-review)

      published versions (publisher-created files)

5. Items are individually tagged with their version type and date.

6. Principal Languages: English

Submission Policy concerning depositors, quality & copyright

1. Items may only be deposited by accredited members, academic staff, registered students, and employees of the organisation, or their delegated agents.

2. Authors may only submit their own work for archiving.

3. The administrator only vets' items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout & format, and the exclusion of spam

4. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.

5. Items can be deposited at any time but will not be made publicly visible until any publishers' or funders' embargo period has expired.

6. Any copyright violations are entirely the responsibility of the authors/depositors.

7. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained indefinitely.

2. International Institute of Tropical Agriculture, IITA will try to ensure continued readability and accessibility.

3. International Institute of Tropical Agriculture, IITA regularly backs up its files according to current best practice.

4. Items may be removed at the request of the author/copyright holder, but this is strongly discouraged.

5. Acceptable reasons for withdrawal include:

 Proven copyright violation or plagiarism

 Legal requirements and proven violations

 National Security

 Falsified research

6. Withdrawn items are not deleted per se but are removed from public view.

7. Withdrawn items' identifiers/URLs are retained transiently.

8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories, with a link to a replacement version, where available

9. The metadata of withdrawn items will not be searchable.

10. Changes to deposited items are not permitted.

11. If necessary, an updated version may be deposited.

 The item's persistent URL will always link to the latest version.

12. In the event of International Institute of Tropical Agriculture, IITA being closed down, the database will be transferred to another appropriate archive.