

## Nanzan University Institutional Repository Operational Regulations

(Objective)

**Article 1** The Nanzan University Institutional Repository (hereafter referred to as “the Repository”) aims to collect, archive and preserve digitally recorded educational and research achievements created at Nanzan University (hereafter referred to as “the University”), and not only to contribute to the development of educational and research activities by making the achievements available to the public both inside and outside of the University via digital means for free but also to promote the public disclosure of information and contribute to society.

(Registrants)

**Article 2** The following categories of people (hereafter referred to as “registrants”) shall be able to register the educational and research achievements in the Repository:

- (i) Current or former faculty members of the University.
- (ii) People affiliated to the University’s component departments and agencies (hereafter referred to as “departments and agencies”).
- (iii) People who have been conferred doctoral degrees by the University.
- (iv) Other people deemed as being qualified by the Director of the Library.

(Requirements for registering the educational and research achievements)

**Article 3** The educational and research achievements to be registered in the Repository shall satisfy all of the following requirements:

- (i) That registrants have contributed to the creation of the educational and research achievements.
- (ii) That all laws regarding intellectual property rights and the rules and regulations of the University have been strictly adhered to.
- (iii) That all human rights laws including honor and privacy etc. as well as laws regarding information security have been strictly adhered to.
- (iv) That if screening by the Research Screening Committee has occurred, that approval has been gained.

(Content eligible for registration)

**Article 4** The educational and research achievements registered in the Repository shall have academic value, and shall fall into one of the following categories:

- (i) Papers published in the University academic journals (papers published in journals created by various departments and agencies).
- (ii) Journal articles (articles published in academic journals within Japan or overseas, or in bulletins published by other institutions, that have obtained permission to be released through the Repository).
- (iii) Various reports (reports generated through Grants-in-Aid for Scientific Research or other research subsidy funding, or research reports generated through internal University research funding).
- (iv) Theses (doctoral dissertations granted within the University).
- (v) Conference papers (papers published within conference proceedings, or reports etc.)

(vi) Other papers etc. deemed to be appropriate by the Director of the Library.

(Procedure)

**Article 5** Registrants shall, having consented to the use of the educational and research achievements as it is explained in the following article, apply to register the achievements according to the set procedures and forms, and obtain approval from the Director of the Library.

(Use of the educational and research achievements)

**Article 6** The Library shall use the educational and research achievements accepted for registration in the following ways:

- (i) Duplicate the educational and research achievements, add search data such as the title and author(s) names etc. (hereafter referred to as “metadata”) to it, and store it in the Repository’s server.
- (ii) Release duplicates and metadata prescribed in the previous item via digital means to the general public free of charge.
- (iii) Perform duplication and media conversion and create back-up files of the educational and research achievements in order to preserve it and maintain its ongoing use.
- (iv) Offer duplicates and metadata of the educational and research achievements to external databases etc.

(Copyright and permission for use)

**Article 7** Registrants shall carry out the use permission procedures as follows with regard to the registration of the educational and research achievements:

- (i) If registrants alone hold the copyright for the educational and research achievements, by applying to register the achievements in the Repository, registrants shall be deemed to permit, at no cost, the uses listed in the preceding article.
- (ii) If the copyright for the educational and research achievements is attributed to several people including registrants, registrants must obtain permission from the other copyright holders, at no cost, regarding the uses listed in the preceding article.
- (iii) If the copyright for the educational and research achievements is attributed to a publishing company or academic society, registrants must obtain permission from the copyright holders, at no cost, regarding the use of the achievements listed in the preceding article. However, if circumstances make it difficult for registrants to do this by themselves, this task may be entrusted to the Library.

**Article 8** The copyright for the educational and research achievements shall remain with the copyright holders when they are registered in the Repository.

(Conditions of use)

**Article 9** People who wish to use the educational and research achievements registered in the Repository must observe copyright laws and regulations etc.

(Deletion)

**Article 10** The deletion of the educational and research achievements registered in

the Repository shall be approved in the following cases:

- (i) where registrants apply to have the achievements deleted and the Director of the Library grants approval.
- (ii) where the Director of the Library has deemed public release of the achievements to be inappropriate in the context of Article 3 above.

(Disclaimer)

**Article 11** Registrants shall be responsible for the content of the educational and research achievements registered in the Repository.

- (2) The University shall bear no responsibility for any damages or disadvantages caused by release or use of the educational and research achievements registered in the Repository.

(Administrative Affairs)

**Article 12** The administrative affairs concerning these regulations shall be handled by the Library Administrative Office.

(Revision or abolition of these regulations)

**Article 13** The revision or abolition of these regulations must be deliberated upon by the Library Committee and the Faculty Senate and requires the approval of the President of the University.

**Supplementary provision**

These Regulations shall become effective on 1 January 2014.

**Supplementary provision**

Revisions of these Regulations shall become effective on 1 April 2015.

**Supplementary provision**

Revisions of these Regulations shall become effective on 1 April 2021.

**Supplementary provision**

Revisions of these Regulations shall become effective on 1 April 2022.

In case of conflict between the English translation of the Institutional Repository Operational Regulations and the Japanese original, the latter shall prevail.