Kyoto University Research Information Repository Operational Guidelines

(Objective)

1. Kyoto University Research Information Repository (hereafter "Repository") electronically collects and permanently stores research and educational achievements generated at Kyoto University (hereafter "Research and Educational Achievements"), with the objective of assuring their free open access, to further research and public accountability. To achieve this objective, Kyoto University adopts the following Repository policy:

(Scope of Deposit)

2. Research and Educational Achievements to be deposited, stored, and preserved (hereafter "deposited") include the following materials produced at Kyoto University.

   (1) Academic articles (as in academic journals, preprints, and academic presentations).
   (2) Doctoral dissertations, masters' theses and bachelors' theses.
   (3) Educational materials (as in lecture materials, transcriptions, and presentations)
   (4) Research data as evidence of research achievements
   (5) Bulletins and research records published by departments of Kyoto University
   (6) Bulletins, research records, journals, etc., generated by academic societies and research groups based at Kyoto University.
   (7) Other Research and Educational Achievements approved by the the Committee on Open Access and Research Support, the Kyoto University Library Network Board (hereafter "Committee").

   Research and Educational Achievements include not only texts, but also electronic data such as images and databases.

(Depositors)

3. Repository Research and Educational Achievements may be deposited by:
   (1) Past and present Kyoto University affiliates
   (2) Groups in which Kyoto University affiliates participate
   (3) Other authors that the Committee approves

(Procedure)

4. A depositor who agrees to the handling of the Repository stated in Article 5 should submit one

Registration Form (Addendum 1) for each article to the Director-General of Kyoto University Library Network. A group leader may submit a memorandum of agreement to the Director-General in place of Registration Forms. Agreeing to the handling of the Repository shall not result in the transfer of copyright. Doctoral dissertations after the 2013 academic year do not require registration forms, in accordance with Kyoto University's Degree Regulations and Guidelines for Publication of Doctoral Dissertation on the Internet. Research deposited through KURENAI Deposit System in accordance with Kyoto University Open Access Policy does not require registration forms.

(Handling of the Repository)

5. Kyoto University handles Research and Educational Achievements deposited in the Repository as follows.
   (1) Research and Educational Achievements shall be duplicated and stored in the Repository's server.
   (2) The duplicated data shall be made accessible to the general public free of charge.
   (3) The data shall be duplicated for the purpose of preservation and use.
   (4) The duplicated data and metadata shall be provided for other systems both inside and outside of Kyoto University for the purpose of linkage between the Repository and these systems.

(Deposit and Publication)

6. Publishers' copyrights and all other rights relating to deposit and access must be cleared before Research and Educational Achievements are deposited in the Repository.

(Withdrawal or Deletion)

7. In the event of any of the circumstances listed below, deposited Research and Educational Achievements and their metadata shall be withdrawn or deleted, following the Committee's approval. The term "withdrawal" in this article refers to removing only Research and Educational Achievements from the Repository. The term "deletion" refers to removing both Research and Educational Achievements and their metadata from the Repository.
   (1) If a person who wishes a withdrawal or deletion (hereafter "applicant") requests the Director-General of the Kyoto University Library Network for a withdrawal, stating specific reasons, and the reasons are admitted as reasonable grounds.
   (2) If an applicant requests the Director-General of the Kyoto University Library Network for a deletion, stating specific reasons, and the reasons are admitted as truly unavoidable grounds.
   (3) If a Research and Educational Achievement is considered to violate the copyright, ownership, or other rights of another party, or to include socially inappropriate content.

(Conditions of Use)

8. Repository users shall observe:
   (1) Laws and regulations governing information use such as the Japanese Copyright Act
   (2) Conditions stated in agreement(s) between depositors and third parties, such as rules on

submission of papers, and publishers' agreements, if the Research and Educational Achievement is published before deposit in the Repository.

Repository users shall not be allowed:

(3) To perform systematic large-volume searches or downloads that may overload the Repository's server.

(4) To act in any way that may impair the operation of the Repository.

(Dissemination of Conditions of Use)

9. The Director-General of Kyoto University Library Network shall publicize Article 7 on the Repository website.

(Application for data acquisition)

10. Users who want to acquire the duplicated data and metadata as stated in Paragraph 4 of Article 5 should submit the application form to the Director-General of Kyoto University Library Network.

(Disclaimer)

11. Kyoto University cannot be held responsible for any damages caused by deposit, publication, or use of Research and Educational Achievements in the Repository.

(Administrative Office)

12. Kyoto University Library shall administer the Repository.

(Others)

13. Repository operation issues unstated in these Guidelines shall be stipulated separately.

Supplementary Provisions

1. These Guidelines shall become effective on April 1, 2008.
2. These Guidelines shall become effective on April 1, 2013.
3. These Guidelines shall become effective on June 19, 2017.
4. These Guidelines shall become effective on April 1, 2018.
5. These Guidelines shall become effective on June 14, 2019.
6. These Guidelines shall become effective on July 17, 2020.
7. These Guidelines shall become effective on April 1, 2021.

* This English version of the Kyoto University Research Information Repository Operational Guidelines was adopted by the Special Committee for Kyoto University Information Repository on February 18, 2015