

# Policy on depositing items into the University of Liverpool Repository via Liverpool Elements

2016-03-30

The policies below outline what can be uploaded to the repository, by whom, and points out sources of help and further information. These policies are subject to periodic review.

## Content Policy

1. The University of Liverpool repository can hold many types of materials, and is primarily intended for (though not limited to) journal articles, conference papers in publications with an ISSN (International Standard Serial Number), and PhD theses produced by University of Liverpool postgraduate research students.
2. Deposited items may include:
  - a. accepted versions (author's accepted manuscript, i.e. the author's own version of the publication, including all changes made after peer review, but **not** containing the publisher's typesetting, branding or formatting);
  - b. published versions (publisher-created files, where use of those files is allowed).
3. The University of Liverpool policy is to require the deposit of author accepted versions (option a) above), with other versions deposited *in addition*, if allowed by the publisher (e.g. publisher files licenced with a Creative Commons licence).
4. Items in the University of Liverpool Repository will be individually tagged with:
  - a. their version type and date;
  - b. their publication status.
5. If you have any doubts over which version of a paper you can upload, please either consult our [Open Access Pages](#) or send an email to [irhelp@liverpool.ac.uk](mailto:irhelp@liverpool.ac.uk).

## Submission Policy

1. Items may be deposited by accredited members of the university or their delegates.
2. Eligible depositors will deposit the full text of their publications, public access to which may be delayed to comply with publisher embargoes. Note that all deposits will be checked for embargo periods by library staff, so it is not necessary for the depositor to know what embargo period is required by their publisher.
3. The Repository staff will only vet items for the eligibility of the depositors, relevance to the scope of the repository, the exclusion of spam, and the embargo period that may be required.
4. The validity and authenticity of the content of submissions is the responsibility of the depositor.
5. Items can be deposited at any time, though the University of Liverpool encourages depositors to deposit their work within three months of being notified of its acceptance by a publisher (to comply with the HEFCE Open Access policy).
6. Depositors should not deposit items that they know contain content that violates the copyright of third parties. If you are unsure about the copyright status of material within your deposits, please send an email to [irhelp@liverpool.ac.uk](mailto:irhelp@liverpool.ac.uk).
7. The Repository operates a "fast take down" policy – if a third party suspects copyright violation and requests an item be removed we will do so immediately and then investigate. If it is found that no copyright violation has occurred, the item will be made available again.