

Collection Guidelines for the Institutional Repositories

Issued: 2 May 2023

Last review:

Next review: 2 May 2025

Access category: General

Collection Guidelines for the Institutional Repositories	1
1. Statement of Objective	2
2. Scope	2
3. Definitions	2
4. The Institutional Repositories Collection	2
5. Recommended file formats	4
6. Access	5
7. Consulted Parties	6
8. Related Legislation, Policies, Procedures and Guidelines	6
9. Responsible Parties and Contacts	6
10. Approval and Revision History	6

1. Statement of Objective

This document supplements the Library Collection Development Policy. It offers additional guidance for the management of the Institutional Repositories Collection.

2. Scope

This guideline covers DR-NTU and DR-NTU (Data) Institutional Repositories. It does **not** cover repositories of NIE Library and Information Services Centre nor any harvested repositories.

3. Definitions

The definitions of terms used in this document are as follows:

Institutional Repositories - refer to both DR-NTU and DR-NTU (Data). Institutional Repositories are archives for collecting, preserving, and disseminating the intellectual output of NTU.

DR-NTU – is the NTU Institutional Repository for predominantly textual, scholarly, and research-related outputs.

DR-NTU (Data) – is the NTU Institutional Repository for final research data.

Deposit - is to place content (e.g. metadata, files) in repositories.

Depositor - is the person who performed the deposit.

Scholarly publications – peer reviewed or edited publications with Academics and Researchers as target audience.

4. The Institutional Repositories Collection

- 4.1 The Institutional Repositories provide perpetual archive of scholarly publications and research-related outputs of Nanyang Technological University (NTU), which forms the Institutional Repositories Collection.

4.2 The Institutional Repositories curate, store and showcase the following scholarly and research-related outputs of NTU:

Content type	Definitions and examples	Collection Status
Publications	Journal articles, conference papers, books, book chapters.	Active (driven by NTU Open Access Policy)
Theses and Dissertations	Theses and dissertations produced by higher degree students.	Active (driven by NTU Open Access Policy)
Final research data	<p>Research data: Research data are data in whatever formats or form collected, observed, generated, created and obtained during the entire course of a research project. This would include numerical, descriptive, aural, visual or physical forms recorded by the researcher, generated by equipment and derived from models, simulations.</p> <p>Final research data: The final dataset is a collection of the final version of research data that exists during the last stage in the data lifecycle in which all re-workings and manipulations of the data by the researcher have ceased.</p>	Active (driven by NTU Research Data Policy)
Student reports	Final Year Project, Industrial Attachment, Professional Attachment, Professional Internship reports, Course Assignment, and URECA papers.	Active: FYP, URECA papers. Non-active: IA, PA, PI, CA (legacy collection)
Pre-publications and select grey literature	Working papers, research reports, case studies, commentaries, pre-registrations	Active
NTU Publications	Journals, magazines and newsletters published by NTU, and conference proceedings organized by NTU.	Non-active (legacy collection)

- 4.3 NTU faculty, staff, and students shall self-deposit their scholarly and research-related outputs in the repositories. Institutional login/ authentication is required in order to perform self-deposit.
- 4.4 Depositors should only submit the outputs that they own the rights to or have permissions to make available in institutional repositories. Depositors are solely responsible for ensuring that their deposits do not violate [copyright](#) or non-disclosure agreements.
- 4.5 Only content that falls under **Open** classification under [NTU Data Governance Policy](#) can be deposited and shared openly in Institutional Repositories.
 - 4.5.1 Refer to [Embargo and Exemption Policy](#) for content that should be embargoed and exempted.
 - 4.5.2 Restricted Access can be applied for content that can be shared within NTU community (see section 6 – Access Level)
- 4.6 Withdrawals and corrections for contents deposited in Institutional Repositories shall follow the process in [Withdrawals and Corrections Guidelines for Items Deposited in DR-NTU](#) and [DR-NTU \(Data\) User Guides](#)
- 4.7 Library reserves the right to curate, reject, transfer, and remove any contents from the repositories.
- 4.8 Default license for usage of datasets and unpublished work (e.g. thesis) is CC:BY:NC, a license based on Creative Commons where usage must give proper attribution and for non-commercial applications only.
- 4.9 The Institutional Repositories preserve and provide access to deposited scholarly and research-related outputs. NTU faculty, staff, researchers, and students who contributed content in the repositories, have a responsibility to adhere to terms-of-use of the repositories as well as the recommendation for file formats, metadata, documentation, and usage licences.
- 4.10 Whilst every care will be taken, NTU and the Library will not be liable for any loss or damage to the content while it is stored in the Institutional Repositories, or any loss incurred from the use of content contained in the Institutional Repositories.

5. Recommended file formats

The list of DR-NTU recommended file formats are available at:
https://libguides.ntu.edu.sg/drntu/About_DR-NTU

The list of DR-NTU (Data) recommended file formats are available at:
<https://libguides.ntu.edu.sg/drntudataguidespolicies/collection#s-lq-box-22215225-container>

The online lists would be updated as and when there are changes or additions.

6. Access

Depending on the content type, the following access levels will be applied accordingly.

Access Level	Repository	Details
Open Access	DR-NTU	Full-text and metadata of works are openly shared and downloadable
	DR-NTU (Data)	Dataset is published, openly shared and downloadable
Restricted Access	DR-NTU	Metadata of works are openly viewable but full-text are shared and downloadable only within the NTU community
	DR-NTU (Data)	Dataset is published, with some or all datafiles restricted by depositors. Access requires depositor's approval.
Embargo	DR-NTU	Authors can delay the sharing of their works by specifying an embargo date. During the period of embargo, the full-text will be locked-up, but the metadata will be created and made publicly viewable. When the embargo expires, the full-text will be viewable and downloadable publicly or to NTU community only (where applicable).
	DR-NTU (Data)	Authors can delay the sharing of their works by specifying an embargo date on some or all datafiles. During the period of embargo, datafiles will be locked-up but the metadata is publicly available. When the embargo expires, the datafiles will be downloadable publicly.
Exemption	DR-NTU	Under circumstances as described in Open Access Policy , authors do not need to deposit their works in DR-NTU.
	DR-NTU (Data)	Under circumstances as described in Research Data Policy , data producers do not need to deposit their research data in DR-NTU (Data).

7. Consulted Parties

The following have been consulted in the drafting of this document.

Name	Designation	College/School/Department
Goh Su Nee	Lead, Open Science and Research Services	OIKLS
Phoebe Lim	Senior Assistant Director	OIKLS

8. Related Legislation, Policies, Procedures and Guidelines

Type	Document Title (hyperlink to document if available)
Legislation	Copyright Act
Policy	Library Collection Development Policy
Policy	NTU Research Data Policy
Policy	NTU Open Access Policy
Policy	NTU Data Governance Policy
Policy	Embargo and Exemption Policy for the Submission of Works to NTU Digital Repository (DR-NTU)
Guideline	DR-NTU User Guides
Guideline	DR-NTU (Data) User Guides
Guideline	Withdrawals and Corrections Guidelines for Items Deposited in DR-NTU

9. Responsible Parties and Contacts

Policy Owner: University Librarian

Responsible Office: Office of Information, Knowledge and Library Services

For clarification on this policy, please contact:

Name	Designation	Email	Telephone
Yuyun Wirawati	Assistant Director	yuyun.ishak@ntu.edu.sg	6592 3244

10. Approval and Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1.0	LMM	27 Apr 2023	2 May 2023	