



INSTITUTIONAL REPOSITORY POLICY

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Presentation Outline

- Introduction.
- Repository contents.
- Submission of materials.
- Intellectual Property/Copyright.
- Preservation and Storage of resources.
- Implementation Framework.
- Deposit Agreement.

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Introduction

- What is a Repository, Digital Repository?
- Why a Digital Repository?
- Types of Repositories/why D-space for the Authority.
- Scope and Access to resources.
- Why the Digital Repository Policy?

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Repository Content

- Resources and materials generated internally.
- Resources acquired from external stakeholders.
- Resources in different formats.

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Submission of Resources

- Who submits
- Eligibility criteria for submitted resources before upload to the platform
 - Data integrity, metadata standards, system security
 - Copyrights and other rights
 - Resources with confidential data
- Withdrawal of uploaded resources

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Intellectual Property and Copyright

- ▶ Published and Unpublished materials.
- ▶ Digital Repository and the Kenya Copyright Law.
- ▶ Digital Repository deposit agreement form.

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Preservation and Storage of Resources

- Uniform Resource Locators for withdrawn/archived resources
- Backups
- Migration to offsite storage areas

Implementation Framework

- Role of the PPR Department
- KM committee
- Authority staff
- ICT Personnel

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Deposit Agreement

Appendix 1: Deposit Agreement

By accepting to this deposit agreement you agree to the conditions stated below for the deposit of resources;

1. The work will be converted as necessary by the repository administrators to ensure that it can be read by computer systems in the future.
2. The Authority may distribute copies of the work in electronic format for the lifetime of the repository for the purpose of open access.
3. The repository administrator has the right to incorporate metadata or documentation to create access catalogues for the work.
4. The Authority shall not be under obligation to take legal action on behalf of the depositor or other rights holders in the event of infringement of intellectual property rights or any other right in the material deposited.
5. The repository administrator has the right to remove the work for professional or administrative reasons, or if it is found to violate the legal rights of any party.
6. Your request for removal of an item can only be made after discussion with the repository administrators.

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Deposit Agreement cont...

Declaration

I am/we are the copyright owner(s) of the entire work/ I'm duly authorised by the authors or copyright owners of the work to allow for open access of the work. The work is original and there is no infringement Intellectual Property Law or Data Protection Act or any other laws governing digital material.

Name:

Department:

Signature:

Date:

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CAK D-SPACE LIVE DEMO

► Ir.cak.go.ke

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Vision: "A Kenyan
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THE END



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