

Guidelines for the operation of ZHAW digitalcollection



This is an abbreviated version of the guidelines available in German ([Leitlinien für den Betrieb der ZHAW digitalcollection](#))

Metadata Policy

For information describing the items in the repository.

1. Anyone may access the metadata free of charge.
2. No metadata re-use policy defined. Assume no rights at all have been granted.

Data Policy

For full-text and other full data items.

1. Anyone may access full items free of charge.
2. All full items are individually tagged with differing rights permissions and conditions.

Content Policy

For types of document & data set held.

1. This is an institutional or departmental repository.
2. ZHAW digitalcollection is restricted to:
 - Journal articles
 - Bibliographic references
 - Conference and workshop papers
 - Theses and dissertations
 - Unpublished reports and working papers
 - Books, chapters and sections
 - Software
 - Patents
 - Other special item types
 - Special materials: Annotations, reviews, lectures, course material, other textual and non-textual material
3. Deposited items may include:
 - working drafts
 - submitted versions (as sent to journals for peer-review)
 - accepted versions (author's final peer-reviewed drafts)
 - published versions (publisher-created files)
4. Items are individually tagged with:
 - their version type and date.
 - their peer-review status.
 - their publication status.
5. Principal Languages: German; English

Submission Policy

Concerning depositors, quality & copyright

1. Items may only be deposited by accredited members, academic staff, and employees of the institution, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of ZHAW digitalcollection, valid layout & format, and the exclusion of spam
4. The validity and authenticity of the content of submissions is checked by internal subject specialists.
5. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
6. Any copyright violations are entirely the responsibility of the authors/depositors.
7. If ZHAW digitalcollection receives proof of copyright violation, the relevant item will be removed immediately.

Preservation Policy

1. Items will be retained for at least 5 years from the date of deposition.
2. ZHAW digitalcollection will try to ensure continued readability and accessibility.
 - Items will be migrated to new file formats where necessary.
3. ZHAW digitalcollection regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may not normally be removed from ZHAW digitalcollection.
6. Acceptable reasons for withdrawal include:
 - Journal publishers' rules
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
7. Withdrawn items are not deleted per se, but are removed from public view.
8. Withdrawn items' identifiers/URLs are retained indefinitely.

9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
10. The metadata of withdrawn items will not be searchable.
11. Changes to deposited items are not permitted.
12. If necessary, an updated version may be deposited.
 - There will be links between earlier and later versions, with the most recent version clearly identified.
13. Items are allocated a checksum to facilitate the detection of alterations.
14. In the event of ZHAW digitalcollection being closed down, the database will be transferred to another appropriate archive.

Contact

The ZHAW digitalcollection is operated by the University Library of the Zurich University of Applied Sciences. The contact person for all questions concerning the ZHAW digitalcollection is the Team Publication Services headed by Nicolai Hauf:

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