



Library  
& Information Centre  
University of Macedonia



ΕΛΛΗΝΙΚΗ  
ΔΗΜΟΚΡΑΤΙΑ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΜΑΚΕΔΟΝΙΑΣ

## **Institutional Repository of Academic Research (RUOMO) Policy**

(as it was validated with the extra Senate's meeting decision number  
19/22.4.2019)

# Institutional Repository of Academic Research (RUOMO) Policy

## Metadata Policy

Regarding information describing items in the repository

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record is given.

## Data Policy

Regarding full-text and other full data items

1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
  - Reproduced, displayed or performed, and given to third parties in any format or medium for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

Provided:

- the authors, title and full bibliographic details are given
  - a hyperlink and/or URL are given for the original metadata page
  - the content is not changed in any way
3. Full items must not be harvested by robots except transiently for full-text indexing or citation analysis
  4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

## Content Policy

Regarding types of document & data set held

1. RUOMO is an institutional repository.
2. RUOMO holds all types of academic materials
3. Scientific Papers may include:
  - unpublished pre-prints (not peer-reviewed)
  - final peer-reviewed drafts (post-prints)
  - published versions (provided that the publisher does not forbid it)
4. All documents are stored in RUOMO in .pdf format
5. The theses and dissertations will continue to be deposited in the Digital Library and Institutional Repository (PSEPHEDA)
6. All scientific papers are individually described with their peer-review and publication status
7. Principal Repository Languages: English, Greek.

## Submission Policy

Concerning depositors, quality & copyright

1. Items may only be deposited by accredited members of the University, or their delegated agents.
2. Authors may only submit their own work for archiving.
3. The Repository administrator only checks items for the eligibility of authors/depositors, relevance to the scope of RUOMO, valid layout & format, and the exclusion of spam
4. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
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 the staff of RUOMO receives proof of copyright violation, the relevant item will be removed immediately.

## Preservation Policy

1. Items will be retained in RUOMO indefinitely.
2. RUOMO will try to ensure continued readability and accessibility.
  - Items will be migrated to new file formats where necessary.
  - Where possible, software emulations will be provided to access un-migrated formats.
3. RUOMO may work with external partners to:
  - Convert or migrate file formats
  - Record preservation metadata
4. RUOMO regularly backs up its files according to current best practice.
5. The original bit stream is retained for all items, in addition to any upgraded formats.
6. Items may not normally be removed from RUOMO.
7. Acceptable reasons for withdrawal include:
  - Proven copyright violation or plagiarism
  - Legal requirements and proven violations
  - National Security
  - Falsified research
8. Withdrawn items are not deleted per se, but are removed from public view.
9. Withdrawn items' identifiers/URLs and/or their OAI identifiers are retained indefinitely.
10. Changes to deposited items are not permitted.
11. Errata and corrigenda lists may be included with the original record if required.
12. If necessary, an updated version may be deposited.
13. In the event of RUOMO being closed down, the database will be transferred to another appropriate archiving platform.