

# **AHMADU BELLO UNIVERSITY, ZARIA**

## **INSTITUTIONAL DIGITAL REPOSITORY (IDR) POLICY**

### **1.0 Introduction**

1.1 There is increasing awareness that universities and research institutions lose valuable digital and print material due to difficulties in accessing them and lack of good preservation practices. As a remedy to the situation, the Open Access and Open Archives Movements have been advocating the establishment of Institutional Digital Repositories (IDR).

1.2 An institutional digital repository is an online locus for collecting, preserving and disseminating in digital form, the intellectual output of an institution. Implicit in the concept of an Institutional Repository, is the commitment to long-term preservation and storage. A repository serves as a permanent, stable home for scholarly works. Items in institutional repositories are easily accessible by community members and others. Works placed in repositories are freely available to anyone with an Internet connection, and can be discovered with search engines like Google. Thus, placing one's work in a repository greatly increases its potential for exposure and impact.

### **2.0 The Ahmadu Bello University, Zaria Institutional Digital Repository (IDR)**

2.1 The Ahmadu Bello University, Zaria Institutional Digital Repository (IDR) is a collective project undertaken by the Communities of the main University Library, Satellite Libraries of Colleges, Schools of Postgraduate Studies, Institutes, Directorates, Research Centres and Faculty/Departmental Libraries.

2.2 Staff and students of the University produce research work as a contribution to their discipline and/or as part of scholarly activity. A significant proportion of these works is intended for publication, recognition and impact. These works which represent the totality of publicly available research and scholarly output of the University are located in its digital repository, thereby contributing to a growing international corpus of refereed and other research literature available online.

2.3 This policy document serves as a guide for the use, management and operation of the Institutional Digital Repository (IDR). As in all projects, it is important that all stakeholders understand and agree with the policies, guidelines and procedures required to build and support the Repository.

### **3.0 Ownership of the Repository**

The Repository shall be owned by the Ahmadu Bello University, Zaria and domicile in the Kashim Ibrahim Library

### **4.0 Objectives of the Repository**

The Repository has four main objectives. These are to:

4.1 Create global visibility for the University's intellectual, professional and creative outputs;

4.2 Provide open access to the University's indigenous contents in form of researches, inaugural, convocational lectures, etc.

4.3 Collect contents in a single location for easy identification and retrieval;

4.4 Store and preserve the University's digital assets, including unpublished or otherwise easily lost ("grey") literature (e.g. Speeches, reports, public lectures, seminars, etc.).

### **5.0 Administration**

5.1 The day to day running of the Ahmadu Bello University, Zaria Institutional Digital Repository (IDR) shall be carried out by the University Library under the supervision of a five-member Working Committee comprising the Librarian as Chairman, the Manager of the Repository, and the Head of Digitization Unit.

5.2 The Working Committee shall submit a quarterly report to the Management Committee of the Ahmadu Bello University, Zaria Institutional Digital Repository (IDR) and copy same to the University Library Committee.

### **6.0 Management of the Repository**

Management of the Repository shall be by a Management Committee

#### **6.1 Membership**

6.1.1 The University Librarian - Chairman

6.1.2 The Repository Manager

6.1.3 HOD ICT Division

6.1.4 Head ICT Technical

- 6.1.5 A representative from the Media and Public Relations Division
- 6.1.6 Librarian School of Postgraduate Studies
- 6.1.7 Webmaster of Kashim Ibrahim Library
- 6.1.8 Administrative Secretary (AS) - Secretary

## **6.2 Functions**

The functions of the Management Committee shall be as follows:

- 6.2.1 Determine policies regarding submission, processing and dissemination of Institutional Digital Repository content, licensing and copyright issues for approval by the University.
- 6.2.2 Determine the overall services to be provided with standards.
- 6.2.3 Ensure that decisions on the Institutional Digital Repository are consistent with the Strategic Plan of the University.
- 6.2.4 Ensure effective management of the Institutional Digital Repository.

## **6.3 Meetings**

- 6.3.1 The management committee shall meet quarterly.
- 6.3.2 It shall submit annual reports to the University Librarian

## **6.4 IDR Manager: Functions and Responsibilities**

- 6.4.1 Select, acquire, and process document to be included in the Repository
- 6.4.2 Facilitate access to documents in accordance with the Policy.
- 6.4.3 Supervise preservation of the documents using the agreed and standard methods.
- 6.4.4 Negotiate terms of agreement with Communities regarding use of Collections.
- 6.4.5 Redistribute or amend metadata of documents submitted to the Ahmadu Bello University, Zaria Institutional Digital Repository.
- 6.4.6 Archive documents when documents are twenty five years old in the Repository.
- 6.4.7 Migrate documents to dedicated backup storage for more effective preservation if necessary.
- 6.4.8 Provide links between communities and documents to guide user.
- 6.4.9 Decide on the number of documents and size of files that will constitute fair use

## **6.5 University: Functions and Responsibilities**

ABU as an institution shall:

6.5.1 Provide support with regard to staffing, hardware, funding and training.

6.5.2 Set policy regarding issues that affect the ABURep, e.g. copyright, image requirements, mandated archiving, etc.

6.5.3 Support functions authorized by existing Policies

## **6.6 ICT Technical: Functions and Responsibilities**

The ICT Technical shall

6.6.1 Provide software support for the following:

- Software installation and upgrading
- Projects: Roll-out of Software, Networking and Hardware

6.6.2 Supplement or augment in-house technical skills, network administration, and project management.

6.6.3 Interpret the Strategic Plan of the University and that of the Library in order to ensure that the necessary IT infrastructure and programmes are available in time to realize the objectives.

## **7.0 Content Policy for Type of Documents Held**

The Ahmadu Bello University, Zaria Institutional Digital Repository shall hold the following types of information resources:

7.1 Theses/Dissertation etc. of postgraduate students of ABU, Zaria

7.2 university community members' publications including refereed research article at the pre-print and post-print stage of publications.

7.3 Grey literature, including special collections

7.4 Conference Proceedings and seminar papers

7.5 Government publications, including CBN publications

7.6 Ahmadu Bello University publications, including Inaugural Lectures, Matriculation/Convocation Lectures/Speeches

7.7 Agricultural Research Collections

7.8 Copyrighted books

7.9 Any publication sponsored by Intervention Agencies

The above information resources are referred to in this document as documents.

## **8.0 Metadata Policy**

Metadata refers to bibliographic information about the item being described. These include, but are not limited to, the author, title, date of publication and abstract.

- 8.1 Anyone may access the metadata free of charge.
- 8.2 The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the Open Archives Initiative Identifier or a link to the original metadata record is cited.
- 8.3 The metadata shall not be re-used in any medium for commercial purposes without formal permission.

## **9.0 Data Policy for Full-text Articles**

- 9.1 Anyone may access full text document free of charge.
- 9.2 Copies of full text documents generally may be reproduced, displayed and stored in any format or medium
- 9.3 Copies of full text document may be used for personal research or study, educational or not-for-profit purposes without prior permission, provided that:
  - i. the author, title and full bibliographic details are cited
  - ii. a hyperlink and/or URL are cited from the original metadata page
  - iii. the content is not changed in any way.
- 9.4 Full text items shall not be sold in any format or medium without formal permission of the copyright holder.

## **10.0 Submission Policy**

- 10.1 University document may be deposited by only accredited members of Ahmadu Bello University, Zaria or their delegated agents.
- 10.2 Authors may submit their own work for archiving.
- 10.3 The Manager shall vet documents for the eligibility of authors/depositors, relevance to the scope of Ahmadu Bello University, Zaria Institutional Digital Repository, valid layout & format, and **NOT** the content.
- 10.4 The validity and authenticity of the content of submissions is the sole responsibility of the author.

- 10.5 Document may be deposited at any time, but shall not be made publicly visible until the publisher's or funder's embargo period has expired.
- 10.6 Copyright violations are entirely the responsibility of the author.
- 10.7 Document shall be submitted in digital form in one of the following file formats:
- i. DOC (Word document)
  - ii. PDF document
  - iii. Open Office document.
- 10.8 The author/owner shall grant AhmaduBello University the right to preserve and distribute the work via the Repository.
- 10.9 If the work is part of a series, other works in that series shall also be contributed so that AhmaduBello University Institutional Digital Repository in order to provide the full work.

## **11.0 Preservation Policy**

- 11.1 Document shall be retained indefinitely.
- 11.2 The Repository shall endeavor to ensure continued readability and accessibility through
- i. Migrated to new file formats where necessary.
  - ii. Where possible, provision of software emulations shall be provided to access un-migrated formats.
- 11.3 The Repository shall regularly back up its files according to current best practices.
- 11.4 URLs shall continue to point to 'old' citations, to avoid broken links and to retain item histories.
- 11.5 Changes to deposited document shall not be permitted.
- 11.6 Errata/corrigenda may be included with the original record if required.
- 11.7 If necessary, an updated version may be deposited.
- 11.8 In the event of the Repository being closed down, the University shall endeavour to transfer the database to another appropriate archive.

## **12.0 Withdrawal Policy**

- 12.1 Documents shall not normally be removed from the Repository.
- 12.2 Withdrawn documents shall not be deleted from the Repository, but can be removed from public view.
- 12.3 The identifiers or URLs of any withdrawn items shall be retained indefinitely.
- 12.4 The metadata of withdrawn document shall not be searchable.

12.5 Ahmadu Bello University Institutional Digital Repository may choose to restrict access to works, whether in part or in full.

Acceptable reasons for suppressing access (remove from view) include:

- i. Request by the author subject to the management of Ahmadu Bello University Institutional Digital Repository's approval
- ii. Discretion of the management Committee
- iii. Legal order
- iv. Proven copyright violation
- v. Proven plagiarism
- vi. Threat to national security
- vii. Falsified research
- viii. Request by the medium in which the paper is formally published

### **13.0 Copyright and Use Notice**

13.1 Document deposited in the Repository retain all original Intellectual Property Rights.

13.2. Depositing an item in the Repository shall be by non-exclusive agreement and the author shall be free to publish any version of the work elsewhere.

13.2.1 Copyright is originally owned by the person who created the work.

13.2.2 Copyright in a work created in the normal course of employment belongs to Ahmadu Bello University unless there is an agreement which states otherwise.

13.2.3 Theses/Dissertation/Project Works etc. are subject to the rules and regulations governing the award of degrees in Ahmadu Bello University, Zaria.

13.2.4 Where copyright has been assigned to a publisher, a license shall be required from the publisher permitting the work to be available in the Repository.

13.2.5 The author shall seek copyright clearance, if necessary, from a publisher before submitting the item to the Repository.

13.2.6 The author shall be familiar with the copyright policy of the publisher of the item.

13.2.7 If a publisher cannot be found on this site, the publisher shall be contacted directly.

13.2.8 If a document is submitted but a restriction is placed on it for a period, only the abstract shall be made public while the full text is blocked until the expiration of the embargo period.



## **Committee Members**

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|------------------------------|------------------|
| 1. Prof. Umar Ibrahim        | Chairman         |
| 2. Aminu Musa Umar           | Member/Secretary |
| 3. Dr. Michael Esew          | Member           |
| 4. Abdulsamad Musa Abdullahi | Member           |
| 5. Usman Musa Mu'azu         | Member           |
| 6. Mohammed Dauda Suleiman   | Member           |
| 7. Mohammed Musa             | Member           |
| 8. Ibrahim Saidu             | Member           |