

Guidelines for TEORA (Telemark Open Research Archive)

Established by the board of directors 20th October 2006

1. Objectives

TEORA is the open institutional archive of Telemark University College, and is accessible free of charge on the Internet.

The main purpose of TEORA is to make Telemark University College's production of academic work and students' work of high quality more accessible, so that they will be available to a wider audience and thereby achieve the exposure they merit. This will be achieved by making the works freely available to the public over the Internet (so-called 'Open Access').

Another objective of TEORA is to provide safe long-term storage of this material.

TEORA also aims to provide access to scientific material for cooperating partners in Telemark.

TEORA will accept:

- Materials produced by persons associated with Telemark University College.
- Master's degree theses/studies, doctoral dissertations and student work of high quality produced at Telemark University College.
- Material produced by persons associated with other research institutions and research environments.

TEORA mainly collects and makes available work that is already published (parallel publication) and student work that has already been approved and is publicly available. This does not exclude unpublished material from also being stored and made available through TEORA.

2. Availability

TEORA is freely accessible on the Internet and supports the international standard Open Archives Initiative - Protocol for Metadata Harvesting (OAI-PMH). This means that global suppliers of search services may access metadata on Telemark University College's electronic documents using a standardised method. All material stored in TEORA may be accessed through search engines such as NORA (Norwegian Open Research Archives) and OAIster. In addition, all material available in TEORA may be accessed through general search engines such as Google and Yahoo.

3. Originator's rights

The creator of a work retains legal ownership of his/her material in TEORA, including the right to publish the material in whatever form he or she might wish. The library can

provide assistance with information on legal rights, and will refer the originator of a work to judicial expertise at the National Library if necessary.

Publication of the material in TEORA is conditional upon a valid contract in which the author grants Telemark University College a non-exclusive right to make the material available on the Internet; see Enclosure 1.

The material in TEORA may be copied freely and passed on to others, under the stipulation that the name of the originator is included, and that commercial use of the material is permitted only with the written agreement of the author. Commercial use is defined here as a situation in which a third party wants to make commercial use of the material. The work must not be altered in any way.

4. Types of material

The following kinds of material may be published in the archive:

- Working papers
- Articles - refereed scientific articles
- Articles - other scientific articles
- Articles - others
- Animation
- Theses - doctoral theses - PhD
- Theses - Master's degree theses
- Theses – Other theses
- Books
- Datasets
- Works of digital art
- Digital presentations of exhibitions
- Recordings
- Book chapters
- Conference papers, refereed
- Conference papers, other
- Presentations
- Software
- Reports
- Videos

TEORA does not store material which exclusively contains bibliographic information or abstracts.

5. Student work

Obligatory electronic submission of Master's degree and post-graduate theses at the Master's degree and post-graduate levels is assumed. The electronic versions will be used as a basis for making copies of the theses (for printing etc.). Whenever possible, a thesis will be made available via TEORA, on the condition that a valid contract exists between the student and Telemark University College.

All student work made available on TEORA will have a standard front page.

All student works at the Master's degree level or the equivalent may be made available in TEORA. The Rector may establish special guidelines for the publication of student work.

6. Registration, storage and the accessibility of material

All those who wish to register and enter material into TEORA must be registered users, and must be approved by the library. The employees of the library bear the main responsibility for the registration and storage of materials. If department personnel wish to register and store material, the library will provide training in how this may be done in TEORA. The library is responsible for controlling the technical standards and publication quality of the materials made available through TEORA.

In addition, materials that have been created by a person prior to being employed at Telemark University College may also be stored in TEORA.

Materials which are created in cooperation with a person at another institution or similar organisation may also be stored in TEORA, as long as the second party has agreed; please refer to paragraph 3.3 in Enclosure 1.

7. Long-term storage

Permanent storage is one of the archive's basic functions. Once materials have been stored in TEORA, they will not be removed.

All materials stored in TEORA receive a permanent URL-address.

Even after an employee is no longer employed at Telemark University College, his or her material will remain in TEORA.

Earlier versions of a work may not be removed or replaced with later versions in TEORA. Rather, the new version must be registered in TEORA in addition to the earlier one.

If an item in TEORA is shown to contain serious shortcomings, or is plagiarised, the file will be clearly marked as invalid, together with the reasons for its unacceptability. The material itself will remain in TEORA and will be available on Internet

If materials in TEORA are in conflict with Norwegian law, only the bibliographic information on the materials will be available. The materials itself will no longer be publicly available on TEORA. The reasons why the illegal materials have been removed from TEORA will be clearly marked.

8. File formats

The Computing Services, in cooperation with the library, will decide which file formats the materials in the archive will have.

9. Responsibility

The library, in cooperation with the Computing Services, is responsible for the operation of TEORA. The originator of the material is responsible for the content of the published material.

The library's administrator will ensure that the material in TEORA does not contravene Norwegian law. This in no way limits the responsibility of the author of the work for the content of the published material.

The library's administrator may delegate responsibility for the operation of the archive.

10. Enclosure list:

Enclosure 1: Contract regarding access on TEORA

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Agreement

on the accessibility of electronic material via TEORA (Telemark Open Research Archive).

Between

Telemark University College Library (hereafter 'Telemark University College')

and

..... (hereafter 'the Originator')

a contract has been entered into regarding making accessible the Originator's work

.....

on the conditions named below.

1 Permission to publish electronic material

1.1 The Originator hereby gives Telemark University College a gratuitous, non-exclusive right to make the submitted electronic material (henceforth 'Material'), available in electronic form via TEORA. The Originator gives the users of TEORA permission to freely copy and mediate the Material on a non-commercial basis. All commercial use of the Material must be agreed upon separately with the Originator or someone who acts on his or her behalf.

2 Telemark University College's obligations

2.1 Telemark University College shall make the Material available in the form it has been submitted to Telemark University College, with texts, tables, graphics, images, multimedia etc., but using the technical solutions which are considered necessary to make the Material accessible on the Internet.

2.2 Telemark University College will seek to protect the Material from being modified by third parties to the extent possible in keeping with the technical solutions we employ.

2.4 Telemark University College has no authority over the Material beyond that which is established in this agreement.

2.5 Telemark University College is in no way responsible for the content of Material which is accessible via TEORA, or for the actions of the Originator in general. Telemark University College assumes no responsibility for possible damage associated with this agreement, unless the damage is deliberate or the result of gross negligence on the part of Telemark University College or someone for whom Telemark University College bears responsibility. In no case will Telemark University College acknowledge responsibility for damages caused indirectly.

3 The Originator's obligations

3.1 The Originator will follow the guidelines of Telemark University College for making his or her work accessible on TEORA.

3.2 The Originator will, upon entering agreements with journals, publishers etc. concerning publishing Material in agreement with this contract, endeavour to protect Telemark University College's rights according to this agreement to the best of his or her ability.

3.3 The Originator must himself/herself determine the consequences the publication of Material in TEORA will have with respect to possible journals, publishers or other copyright holders.

The Originator confirms that he/she is the Originator of the submitted Material and has exclusive rights over it in its entirety. If others have rights which prevent the Material being publishing in electronic form via TEORA without permission from a third party, the Originator must obtain permission to publish the Material in TEORA.

If the Material has several originators (for example, several authors), the Originator confirms that he or she has obtained the necessary permission from the other originators.

If the Material or parts of the Material have been published earlier, or there are plans to publish the work in a journal or through a publisher, the Originator confirms that he or she has obtained the necessary permission from the journal or publisher.

3.4 The Originator confirms that the work has no content which contravenes current Norwegian law, or contains links or connections to such material.

3.5 If Telemark University College should be made financially responsible to a third party because the Originator did not fulfil his obligations in accordance with this contract, the Originator will not hold Telemark University College liable.

