

Doshisha University Academic Repository Operational Guidelines

Established on November 30, 2006

Revised on March 13, 2008

Revised on April 1, 2009

Revised on February 28, 2013

Revised on February 26, 2015

Revised on February 25, 2016

Revised on November 21, 2024

(Purpose)

1. Doshisha University (hereinafter referred to as “the University”) unitarily collects, accumulates, and stores research results, educational resources, and other academic content in electronic form (hereinafter referred to as “the Academic Content”) created by faculty members, graduate students, and other researchers and those working on research projects who belong to the faculties, graduate schools, research institutes, and research centers of the University (hereinafter referred to as “the Faculties and Schools”), in conjunction with catalog records (metadata), in Doshisha University Academic Repository (hereinafter referred to as “the Repository”). The University makes the Academic Content available free of charge to people anywhere in the world via the Internet.

(Operational Structures)

2. The operational structures of the Repository shall be the followings.

(1) Support for collection of the Academic Content

Organization for Research Initiatives and Development, Division of Academic Affairs, and Library

(2) Support for registration of the Academic Content, and maintenance management of the Repository system

Library

(Academic Content to be Registered)

3. The Academic Content to be registered in the Repository shall meet the following requirements.

(1) The Academic Content must be relevant to the University, and correspond to any of the followings.

- a) Annals and other publications issued by academic societies and research groups based in the University or the Faculties and Schools;
 - b) Dissertations for which the University has awarded doctoral degrees;
 - c) Peer-reviewed research papers published in academic journals;
 - d) Publicity materials published by the Faculties and Schools;
 - e) The Academic Content recognized by the Faculties and Schools as being relevant to the University and deemed appropriate by the Director of the University Library;
 - f) Other material deemed appropriate by the Director of the University Library.
- (2) The Academic Content must be in the form of an electronic file and ready for distribution over the Internet.
 - (3) The Academic Content must be in compliance with the laws on intellectual property rights and copyrights.
 - (4) The Academic Content must not infringe public order and morality, nor pose any problems in terms of social norms and information security.

(Submitter)

- 4. A person who may submit the Academic Content into the Repository (hereinafter referred to as “the Submitter”) shall meet the following conditions.
 - (1) A current or former faculty member or graduate student of the University.
 - (2) A person awarded a doctoral degree by the University.
 - (3) A person authorized by the Director of the University Library.

(Responsibilities of the Submitter)

- 5. The responsibilities of the Submitter regarding the registration of the Academic Content in the Repository shall be the followings.
 - (1) The Submitter must clear the copyright for the Academic Content if it has been published before being registered in the Repository.
 - (2) The Submitter must be responsible for the detailed contents of the registered Academic Content.

(Withdrawal of the Academic Content)

- 6. The registered Academic Content may be remove from the Repository in the following cases.
 - (1) In the case where the Submitter requests to remove the Academic Content.
 - (2) In the case where the Director of the University Library has deemed the

Academic Content to be inappropriate for being registered in the Repository.

(Disclaimer)

7. The University shall bear no responsibility whatsoever for any loss or disadvantage arising from the registration, publication, or use of the Academic Content.

(Administrative Affairs)

8. The administrative affairs concerning these guidelines shall be handled by the Library, Department of Public and Technical Services.

(Revision or Abolition)

9. The revision or abolition of these guidelines shall be decided by the President of the University after deliberation in the Academic Materials Policy Committee.

Supplementary Provisions

1. With regard to 3 (1) c), priority shall be given to the registration of research papers produced using competitive research funds.
2. These guidelines shall become effective as of April 1, 2025.