

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)  
CHUO KIKUU CHA USHIRIKA MOSHI**



**INSTITUTIONAL REPOSITORY POLICY AND  
GUIDELINES**

**DECEMBER, 2019**

## **FOREWORD**

The Moshi Co-operative University, like other Higher Learning Institutions (HLIs) generates a large amount of scholarly materials such as theses and dissertations, conference papers, research papers and articles. Some of these resources are printed and stored in the Library for future use and reference by the academic community while other materials are housed in different University departments and units. Such documents do not have appropriate metadata and open access standards and requirements. Therefore, most of them may not be searchable via a search engine. In other words, the storage of such materials in hard copies provides a limited visibility and accessibility of a significant portion of the University's research output and other scholarly materials beyond the University environment.

Taking advantage of the growing information and communication technologies, MoCU recognises the benefits that a well-designed and managed institutional repository brings to the staff, students and the digital community. Thus, the University has established an Institutional Repository for documentation and dissemination of the University's research heritage and other scholarly materials. By creating an institutional repository, the University is hoping to archive the intellectual products created by faculties, research staff, and students of the University. These materials will then be made accessible to end users both within and outside the University. The research and scholarly outputs easily accessible and disseminated through Institutional Repository will benefit and be enjoyed by the academic community, not only in supporting research but also in underpinning learning and teaching. Therefore, it is expected that implementation of this policy will go a long way in promoting the University's research and academic profile among the digital community from different geographically dispersed environment. Hence, the IR has been established in order to support scholarly activities and research undertakings of various authors and academics. This will also assist in increasing citation rates and the overall impact of MoCU research output.

**Prof. Alfred S. Sife**  
**VICE CHANCELLOR**

## TABLE OF CONTENTS

FOREWORD .....	i
TABLE OF CONTENTS .....	ii
ABBREVIATIONS AND ACRONYMS .....	iv
DEFINITIONS OF TERMS .....	v
1.0 INTRODUCTION .....	1
1.1 Background Information of the University .....	1
1.2 Vision and Mission Statements .....	1
1.2.1 Vision .....	1
1.2.2 Mission .....	1
1.3 Core Values .....	1
1.4 Motto .....	2
2.0 THE POLICY FRAMEWORK .....	2
2.1 Overview of the Policy .....	2
2.2 Policy Statement .....	2
2.3 Policy Goals .....	2
2.4 Policy Objectives .....	3
2.5 Scope of the Policy .....	3
2.6 Rationale and Justification .....	3
2.7 Policy Issues .....	4
3.0 POLICY ISSUES, STATEMENTS, STRATEGIES AND GUIDELINES .....	4
3.1 Repository Content .....	4
3.1.1 Policy statement .....	5
3.1.2 Implementation strategies .....	5
3.1.3 Repository content guidelines .....	5
3.2 Submission of Content .....	6
3.2.1 Policy statement .....	6
3.2.2 Implementation strategies .....	6
3.2.3 Submission guidelines .....	7
3.3 Access .....	7
3.3.1 Policy statement .....	7
3.3.2 Implementation strategies .....	7
3.3.3 Access guidelines .....	8
3.4 Preservation .....	8
3.4.1 Policy Statement .....	8
3.4.2 Implementation strategies .....	8
3.4.3 Preservation guidelines .....	9
3.5 Withdrawal .....	9
3.5.1 Policy statement .....	9
3.5.2 Implementation strategies .....	9
3.5.3 Withdrawal guidelines .....	10
3.6 Quality Control .....	10
3.6.1 Policy statement .....	10
3.6.2 Implementation strategies .....	10
3.6.3 Quality control guidelines .....	11
3.7 Privacy .....	11
3.7.1 Policy statement .....	11
3.7.2 Implementation strategies .....	11
3.7.3 Privacy guidelines .....	11
3.8 Copyright .....	11
3.8.1 Policy statement .....	12

3.8.2	Implementation strategies .....	12
3.8.3	Copyright guidelines.....	12
3.9	Disclaimer.....	13
3.9.1	Policy statement.....	13
3.9.2	Implementation strategies.....	13
3.9.3	Disclaimer guidelines .....	13
4.0	<b>IMPLEMENTATION, MONITORING AND REVIEW .....</b>	<b>13</b>
4.1	Implementation Framework.....	13
4.2	Monitoring and Evaluation .....	15
4.3	Policy Review .....	15
5.0	<b>COMMENCEMENT DATE .....</b>	<b>15</b>
6.0	<b>AUTHENTICATION .....</b>	<b>15</b>

## **ABBREVIATIONS AND ACRONYMS**

DCLA	: Directorate of Co-operative Library and Archives
DOC	: Document
DVC	: Deputy Vice Chancellor
HLIs	: Higher Learning Institutions
IR	: Institutional Repository
MoCU	: Moshi Co-operative University
MUCCoBS	: Moshi University College of Co-operative and Business Studies
PDF	: Portable Document Format
TCU	: Tanzania Commission for Universities
URLs	: Universal Resource Locators

## DEFINITIONS OF TERMS

- Archives:** An organized collection of noncurrent records of the activities of a business, government, organization, institution, or other corporate body, or the personal papers of one or more individuals, families, or groups, retained permanently (or for a designated or indeterminate period of time) by their originator or a successor for their permanent historical, informational, evidential, legal, administrative, or monetary value, usually in a repository managed and maintained by a trained archivist
- Copyright:** The exclusive legal rights granted by a government to an author, editor, compiler, composer, playwright, publisher, or distributor to publish, produce, sell, or distribute copies of a literary, musical, dramatic, artistic, or other work, within certain limitations
- Deposit:** Represents a bundle of submitted information. Typically, a deposit consists of descriptive metadata, access conditions and copyright information, and any relevant uploaded files. This entire set of saved information is the deposit record.
- Depositor:** The creator of a deposit record, who submits digital items and associated data for review, approval and uploads to the repository.
- Dissemination:** The action or fact of spreading something, especially information, widely.
- Institutional Repository (IR):** A set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It includes an organisation's commitment to the stewardship of digital materials, including long-term preservation where appropriate, as well as organization and access.
- IR Administrator:** Staff responsible for managing and maintaining the IR.
- Intellectual Property:** Tangible products of the human mind and intelligence entitled to the legal status of personal property, especially works protected by copyright, inventions that have been patented, and registered trademarks
- Item:** Any scholarly work being deposited including abstract, text, images and related data.
- Metadata:** Data that describes other data. For items in open access repositories, this usually consists of a full bibliographic reference, abstract, keywords and similar information.

- Monitoring:** Continuing function that uses the systematic collection of data on specified indicators to inform the management and the stakeholders of an on-going project/programme of the extent of progress and achievement of the results.
- Open Access:** Information content made freely and universally available via the Internet in easy to read format, usually because the publisher maintains online archives to which access is free or has deposited the information in a widely known open access repository.
- Preservation:** Prolonging the existence of library and archival materials by maintaining them in a condition suitable for use, either in their original format or in a more durable form, through retention under proper environmental conditions or actions taken after a book or collection has been damaged to prevent further deterioration.
- Privacy:** The right of an individual (or group) to keep information about personal and professional life from disclosure, especially to government and commercial enterprises, and to remain free from surveillance except as authorized under provisions of law.
- Publisher:** A person or corporate entity that prepares and issues printed materials for public sale or distribution, normally on the basis of a legal contract in which the publisher is granted certain exclusive rights in exchange for assuming the financial risk of publication and agreeing to compensate the author, usually with a share of the profits.
- Retrieval:** Action of obtaining or consulting materials or information stored in a computer system
- Scholarly articles:** Faculty's scholarly articles are articles that describe the fruits of their research and that they give to the world for the sake of inquiry and knowledge without expectation of payment. Such articles are typically presented in peer-reviewed scholarly journals and conference proceedings.
- Universal Resource Locator (URL):** A pointer to a 'resource' on the World Wide Web; a unique address for a file that is accessible on the Internet.

## **1.0 INTRODUCTION**

### **1.1 Background Information of the University**

The history of the Moshi Co-operative University (MoCU) dates back to 5<sup>th</sup> January 1963 when the then Co-operative College Moshi was established. The College's main responsibility was training of human resource in the co-operative sector and the then Ministry of Co-operative and Community Development. The College was subsequently established through the Co-operative College Act 1964, No. 32 (Repealed) as an autonomous institution with its own Governing Body. In 2004, the Co-operative College Moshi was transformed into the Moshi University College of Co-operative and Business Studies (MUCCoBS) as the Sokoine University of Agriculture (Declaration of Constituent College) (Moshi Co-operative University) Order, 2004 (G. N. No. 172 of 2004).

MoCU came into being as a result of transforming the Moshi University College of Co-operative and Business Studies to a full-fledged University in September, 2014. The University is governed by its on Charter, made under the Universities Act 2005, No. 7 [Cap 346] of Tanzania laws. MoCU was accredited by the Tanzania Commission for Universities (TCU) on 7<sup>th</sup> November 2018.

### **1.2 Vision and Mission Statements**

#### **1.2.1 Vision**

The vision of the University is "to become a Centre of Excellence in Co-operative Education and Practice".

#### **1.2.2 Mission**

The mission of the University is "to provide quality education, training, research and advisory services to enhance co-operative development".

### **1.3 Core Values**

In fulfilling the vision and mission, the University will be guided by the following core values: cooperation, objectivity, pursuit of excellence in service delivery, integrity and accountability, courtesy to all, and social responsibility.



## **1.4 Motto**

The motto of the University is *'Ushirika ni Biashara'*

## **2.0 THE POLICY FRAMEWORK**

### **2.1 Overview of the Policy**

This policy describes in details issues influencing Institutional Repository. It focuses on the materials that can be submitted to and stored in the institutional repository, criteria for eligibility to deposit materials, preservation of materials and quality control. Also, this policy document highlights the issues on access, privacy, copyright, withdrawal procedures of the materials held in the Institutional Repository (IR), administration and disclaimer issues.

The University among other duties collects all theses, dissertations, research reports and other scholarly outputs produced by members of its community for references and future use. The general public has the right to have access to these materials. Thus, the University established the IR to cater for such purposes. The IR is an electronic platform of which materials, work of intellects and/or research outputs in a digital form produced by the University community are collected, preserved and disseminated. The University expects its staff and other members of the University community including postgraduate students to submit electronic copies of their theses, dissertations, research reports and other scholarly works to be kept by the Directorate of Co-operative Library and Archives (DCLA) in the IR. Thus, all research and scholarly outputs produced by members of the University community shall be located in the IR and managed in accordance with this Policy. The IR Policy is an initiative to contribute to the University commitment to support research and teaching activities.

### **2.2 Policy Statement**

The Moshi Co-operative University is committed to provide permanent records of all research outputs and other scholarly works, and maximise their visibility, usage and impact through global access.

### **2.3 Policy Goals**

The goals of this Policy are to:

- (a) provide open access to scholarly outputs resulting from academic activities undertaken by any member of the University community;
- (b) promote high standards in the management of research outputs;
- (c) provide long-term preservation of the University's research outputs and the outputs of other scholarly works;
- (d) increase the visibility and impact of the University's research outputs and the outputs of other scholarly works;
- (e) prohibit plagiarism; and
- (f) enhance collaboration with the global research community.

## **2.4 Policy Objectives**

The Institutional Repository Policy intends to:

- (a) collect all University-wide scholarly outputs in a single location for easy identification, access and retrieval;
- (b) store and preserve the University's research and other outputs;
- (c) facilitate the management, accessibility to and dissemination of research output generated by staff, students and other research collaborators;
- (d) provide accessibility and dissemination of the University's research outputs;
- (e) create global visibility for the University's intellectual, professional and creative outputs; and
- (f) encourage collaboration and sharing of scholarly materials among members of academic staff and students within and outside the country.

## **2.5 Scope of the Policy**

This Policy applies to all University community, academic and non-academic staff (visiting staff, students and research collaborators).

## **2.6 Rationale and Justification**

The IR is intended to provide a platform for gathering, indexing, preserving, archiving, and dissemination of different scholarly materials. For the IR to function properly there must be a policy to guide the operation. The establishment of the IR conforms to the MoCU Three Year Corporate Strategic Plan (2019/20 – 2021/22) which among other things, emphasises the need to enhance global visibility of the University and its research outputs. In addition, the Library Policy

(2010) also emphasises the need to provide access to electronic resources and services. This Policy shall provide a mechanism to ensure that all kinds of scholarly and creative outputs (both published and unpublished) are easily accessible and utilised by national and international audience.

Institutional Repository will increase citation rates of University research outputs and contribute to raising institutional research impact by providing a secure, stable and long-term preservation of scholarly outputs at a centralised locality. Furthermore, the IR will contribute to the efforts on the reduction of plagiarism among authors while ensuring that information and knowledge that is already available or generated at the University is easily accessible and utilised.

## **2.7 Policy Issues**

The policy will capture the following issues:

- (a) Repository Content
- (b) Submission of Content
- (c) Access
- (d) Preservation
- (e) Withdrawal
- (f) Quality Control
- (g) Privacy
- (h) Copyright
- (i) Disclaimer

## **3.0 POLICY ISSUES, STATEMENTS, STRATEGIES AND GUIDELINES**

### **3.1 Repository Content**

The University IR collection shall deposit electronic scholarly contents generated by members of the university community which are worth of being preserved and stored for long-term use. Such materials shall include journal articles, theses and dissertations, conference proceedings, workshop proceedings, books and book chapters.

### **3.1.1 Policy statement**

All materials deposited in the repository shall contain bibliographic details following the Dublin Core Metadata Standard. The MoCU repository administrator shall strive to control quality of the deposited metadata.

### **3.1.2 Implementation strategies**

The repository content policy shall be implemented based on the following strategies:

- (a) Variety of scholarly content and administrative documents with historical value of the University shall be collected and deposited to the IR.
- (b) All members of the University community shall be responsible to submit their published and unpublished contents in electronic formats.
- (c) Students undertaking postgraduate studies shall submit their theses and/or dissertations to the IR administrator prior to graduation.

### **3.1.3 Repository content guidelines**

- (a) The validity and authenticity of the content of submissions shall be the sole responsibility of the depositors
- (b) Commercial contents including licensed software and books are preserved in the repository only if licenses from their publishers permit.
- (c) The content accepted for inclusion in the IR shall include:
  - i. Journal articles (refereed, non-refereed, editorials, and book reviews);
  - ii. Conference papers (refereed, non-refereed, accepted abstracts, poster sessions and power point presentations);
  - iii. University research project reports, dissertations, theses and dissertations, books, book chapters, technical reports, working papers and inaugural lectures;
  - iv. Other materials which are NOT for commercial purposes, or confidential restricted due to cultural sensitivity.
- (d) All materials in the repository shall contain bibliographic details in accordance to established international standards; and that the IR administrator shall review all metadata records before they are allowed for public view. Such bibliographic details (Metadata) include: author, title of the content etc.

### **3.2 Submission of Content**

Repository materials will only be deposited by the University staff, researchers, students and employees of the University or their delegated agents. It is obligatory for all members of University staff and postgraduate students to deposit their research outputs into the IR.

#### **3.2.1 Policy statement**

It is mandatory that all publications, articles and conference presentations by any MoCU staff and/or postgraduate students are archived on the University IR. The IR administrator shall strive to ensure that materials are only deposited by members of the University or their delegated and designated agents.

#### **3.2.2 Implementation strategies**

Submission of the contents shall be implemented based on the following strategies:

- (a) all University community (academic and non-academic staff) shall be permitted to submit and obliged to ensure that their scholarly materials are deposited in the IR;
- (b) postgraduate students shall be obliged to submit the final copies of their theses or dissertations in electronic format to the IR before they are cleared for graduation;
- (c) the researchers external to the University shall be allowed to deposit their contents if they are co-authoring with MoCU authors or they are affiliated with the University at the time of publication
- (d) online registration by a prospective depositor shall be mandatory before is permitted to deposit content into the IR.
- (e) authors who are depositors shall submit only their own work for archiving. This is because by doing so, the depositors shall agree to and comply with this policy and the associated guidelines.
- (f) where necessary the existing print scholarly resources available in the MoCU library without their soft copies shall be deposited to the IR after they have been digitized.
- (g) articles from journals published/hosted by MoCU shall be deposited into the MoCU IR immediately upon publication or at any time depending on the editorial board(s) decision.

### **3.2.3 Submission guidelines**

- (a) All materials shall be submitted in digital form which may be a word document (DOC), PDF or Open Office document;
- (b) Authors may only submit their own work or work which they have contributed to and to which they may be attributed;
- (c) The work of institutional authors such as MoCU or any of its specialised departments shall be accepted;
- (d) Where an item has multiple authors:
  - i. At least one author must be a member of staff or a student of MoCU, and
  - ii. The submitting author shall obtain the permission of the co-authors.
- (e) Online registration by depositors shall be mandatory before they are permitted to deposit content into the IR;
- (f) The validity and authenticity of the content of submissions is the sole responsibility of the depositing author(s); and
- (g) Any copyright violations are entirely the responsibility of the authors.

### **3.3 Access**

The University is committed to provide unlimited content access to the academic community through the established the IR. The IR administrator shall, where required, apply restrictions to access content in accordance with the University policies and publishers' requirements.

#### **3.3.1 Policy statement**

Materials deposited in the IR are intended to be freely accessible via the Website and search engines including Google Scholar.

#### **3.3.2 Implementation strategies**

The following strategies shall be adopted in accessing repository materials:

- (a) the materials in the repository shall be made freely accessible for non-commercial purposes via the repository's website and most common search engines;
- (b) all contents in the IR shall contain bibliographic details (metadata such as author and title) which will be made freely available for harvesting by most common search engines;

- (c) permission to access the content shall be granted for re-use of metadata in any medium for not-for-profit purposes provided the identifier or a link to the original metadata record is given.
- (d) wherever possible, the full text of the material(s) will be made freely available subject to copyright law and license agreements;
- (e) the DCLA and the ICT department shall ensure that the repository is continuously accessible and readable through routine maintenance of the IR system and the LAN.

### **3.3.3 Access guidelines**

- (a) The metadata shall not be re-used in any medium for commercial purposes without prior formal permission from copyright holders;
- (b) Full text items shall not be sold in any format or medium without formal permission of the copyright holder; and
- (c) All users will be expected to use materials in the repository within the copyright limits.

## **3.4 Preservation**

Materials deposited by an eligible depositor shall be accepted and retained indefinitely in the IR unless it is stated otherwise. This is meant to maximise the exposure and impact of research outputs. Works shall be migrated to new file formats where necessary to ensure continued readability and accessibility.

### **3.4.1 Policy Statement**

The University shall be committed to a long term preservation of its scholarly outputs produced by any member of the University community for the institutional heritage.

### **3.4.2 Implementation strategies**

The implementation of the preservation policy shall adopt the following strategies:

- (a) materials shall be retained within the University IR indefinitely;
- (b) regular backing up of the repository contents shall be done according to the best practices;  
and
- (c) in the event of the IR being closed down, the University shall endeavour to transfer the database to another appropriate archive.

### **3.4.3 Preservation guidelines**

- (a) The MoCU IR shall preserve scholarly materials deposited in a form of metadata and the actual data (contents) in a soft copy format based on the established standards. The metadata shall be collected, where applicable, using standard metadata schema such as Dublin Core Schema requirements;
- (b) Deposited items may be migrated to new file formats where necessary;
- (c) New versions shall be deposited as new items while hiding old versions from the public view; and
- (d) Errata and corrigenda lists may be included with the original record if required and where necessary; an updated version may be deposited and the earlier version withdrawn from public view.
- (e) The DCLA and the ICT Department shall ensure continued readability and accessibility by converting or migrating file formats, developing and implementing software emulations for old file formats, and maintaining a full archive backup; and
- (f) The ICT Department shall ensure that the repository back up is regularly created.

### **3.5 Withdrawal**

Once submissions have been approved and posted in the IR they cannot be removed as they constitute permanent records of the scholarly outputs of the University, except for the reasons such as they are being found to violate the legal rights of a third party, national security and MoCU Institutional Repository Policy.

#### **3.5.1 Policy statement**

The IR administrator shall strive to withdraw any deposited content found to breach any policy or legal requirement or other exceptional circumstances.

#### **3.5.2 Implementation strategies**

The following strategies shall guide the withdrawal process:

- (a) the IR administrator shall retain the right to remove the works that violate any policy or legal requirements;



- (b) acceptable reasons for withdrawal will include proven copyright violation or plagiarism, legal requirements, threat to national security, falsified research and request by the author or medium in which the paper is formally published; and
- (c) any changes to the deposited item shall not be permitted, but an updated version may be deposited and the earlier version withdrawn from public view on request.

### **3.5.3 Withdrawal guidelines**

- (a) The identifiers or URLs of any withdrawn items shall be retained indefinitely;
- (b) Metadata for withdrawn items shall be retained in the IR while the contents may be hidden from public view or permanently deleted from the repository.
- (c) A note giving a reason for withdraw shall be attached to an item link. An item may be withdrawn from the repository only when its authors/copyright holders have forwarded the requests in paper form and approved by the dean/director of the faculty/directorate where the depositor belongs to.
- (d) Withdrawn items' URLs will continue to point to the citation, to avoid broken links and retain item histories, with:
  - i. a link to the replacement version, where available.
  - ii. a note explaining the reason for withdrawal.

## **3.6 Quality Control**

Since materials in IR will have a bearing on the reputation of the University, all submissions shall be subjected to quality control. The IR administrator shall review and assess all submissions before making them available to the public.

### **3.6.1 Policy statement**

The University shall strive to ensure that its reputation is safeguarded by accepting depository of items that comply with quality standards set.

### **3.6.2 Implementation strategies**

The University shall ensure that:

- (a) the IR administrator reviews and assesses all submissions before making them available via the University IR for:

- i. Eligibility of the depositor/author.
- ii. Valid metadata.

### **3.6.3 Quality control guidelines**

- (a) The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.
- (b) Any submissions not meeting the submission criteria will be returned to the depositor together with reasons for refusal.

## **3.7 Privacy**

It is the responsibility of the University to preserve the depositor's privacy. Any personal information collected in the process of operating the IR shall be protected.

### **3.7.1 Policy statement**

The University is committed to preserving depositor's privacy.

### **3.7.2 Implementation strategies**

Privacy shall be achieved through the following strategies:

- (a) Personal information collected by the University will not be used for any commercial or philanthropic purposes; and
- (b) Information related to individual visits to the site, or personal information provided to the University such as name, address, email address, and telephone number will not be disclosed to any outside parties except when it is believed to be in good faith that the law requires it, or that disclosure is necessary to protect the rights and property of users.

### **3.7.3 Privacy guidelines**

- (a) Any records used in a publicly accessible forum will be scrubbed of specific references to real people and personal information.

## **3.8 Copyright**

The author submitting material(s) to the IR bears the sole responsibility of obtaining a copyright clearance from all authors, publishers and any other copyright holders or originators whose work

constitutes any part of the submitted work. If the IR administrator receives proof of copyright violation, such content shall be withdrawn immediately.

### **3.8.1 Policy statement**

The IR administrator shall endeavour to ensure that all scholarly works and other outputs are deposited and disseminated through the IR without breaching any of the existing copyright laws and policies.

### **3.8.2 Implementation strategies**

Copyright policy shall be enforced through the following strategies:

- (a) Copyright owners shall retain the copyright for their material stored in the IR. The author agreement specifies a non-exclusive right to use. This means the author is free to re-use the content elsewhere. The depositors shall grant the University a non-exclusive right to reproduce, publish, communicate, and distribute the material for the purpose of making it available to end-users and to exercise the copyright in such work via its IR;
- (b) The IR administrator shall respect the author's or creator's copyright for the deposited contents and shall at all times adhere to the copyright law;
- (c) Copyright in a work created in the normal course of employment belongs to the University unless there is an agreement which states otherwise; and
- (d) Where copyright has been assigned to a publisher, a licence shall be required from the publisher permitting the work to be available in the IR.

Authors retain the copyright for all content posted in the repository..

### **3.8.3 Copyright guidelines**

- (a) The IR administrator shall ensure that submitted works do not contain any illegal component or pose threat to intellectual property;
- (b) Depositing an item in the IR shall be by non-exclusive agreement and the author shall be free to publish any version of the work elsewhere;
- (c) The author shall seek copyright clearance, if necessary, from a publisher before submitting the item to the IR;
- (d) The author shall be familiar with the copyright policy of the publisher of the item;

### **3.9 Disclaimer**

MoCU Institutional Repository is an online archive not a publisher. The repository administration checks all submissions for format, authors' eligibility and adherence to the IR content policy. Thus, MoCU shall bear no liability for any statement available in the deposited materials and/or the damage caused by using its deposited works in the repository.

#### **3.9.1 Policy statement**

The IR shall not be regarded as a publisher but an online archive and bears no liability for any damage upon using contents available in the repository.

#### **3.9.2 Implementation strategies**

The implementation of the disclaimer policy shall adopt the following strategies and guidelines:

- (a) all depositors must agree to policy and guidelines of the IR before depositing their content;  
and
- (b) the authenticity of the content(s) deposited to the IR shall be the responsibility of the authors.

#### **3.9.3 Disclaimer guidelines**

- (a) IR administrator shall check all items for authors' eligibility, relevance to the repository content policy, valid layout and the exclusion of spam; and
- (b) The University neither warrants any statements contained within the repository; nor does it accept any responsibility or liability for any possible mistakes or misrepresentation contained in the deposited content(s).

## **4.0 IMPLEMENTATION, MONITORING AND REVIEW**

### **4.1 Implementation Framework**

To implement the IR Policy, the University has in place key infrastructure (such as computers, Servers, software and Internet connectivity). The University management has an obligation and responsibility to establish the supporting structures to ensure implementation of the Policy. While the Deputy Vice Chancellor responsible for Academics shall be responsible to oversee the implementation of this policy, the Directorate of Co-operative Library and Archives (DCLA) shall be responsible for management of the IR.

The **DCLA** responsibilities among others shall be:

- (a) coordinating all activities related to running of MoCU Institutional Repository.
- (b) ensuring that the IR activities are coordinated by an IR administrator, who will carry out the day to day functions of the repository;
- (c) appointing the person to facilitate the IR operations. That person shall be known as the IR administrator. The IR administrator shall be under the coordination of the DCLA to:
  - i. receive, approve, digitise and deposit scholarly materials from members of the University community;
  - ii. assist depositors to deposit their scholarly materials and ensure that all the submitted research and scholarly outputs are accurately displayed online,
  - iii. verify online submissions, validate and enhance associated metadata and ensure research outputs are accurately displayed online,
  - iv. organise copyright clearances to facilitate open access to research outputs wherever possible, and
  - v. initiate and maintain internet harvesting protocols for the University's research and scholarly output;
- (d) Day to day management and maintenance of IR including copyright compliance, software support and internet harvesting protocols compliance.
- (e) Creating awareness and conducting training to MoCU community on the use of the IR system, this shall be done in collaboration with the University ICT department.

The **ICT department** shall be responsible for:

- (a) Managing and maintaining software, hardware and network infrastructure of the repository
- (b) Routine backup of the Repository

The **Directorates of Research and Postgraduate Studies (DRPS)** shall be responsible for:

- (a) Ensuring University researchers are aware of their obligations to submit research outputs to the MoCU IR.
- (b) Ensuring that postgraduate students are informed to submit electronic copies of their dissertations and theses to the IR.

All **Deans/Directors** shall be responsible for:

- (a) Ensuring that all staff under their faculties/directorates are aware of their obligations to submit their scholarly and research outputs to the established IR.

**4.2 Monitoring and Evaluation**

There shall be instituted mechanism for monitoring and evaluation of the IR. The mechanism shall be part and parcel of the IR implementation. The DCLA shall work together with other stakeholders in the monitoring and evaluation of the policy activities. Performance indicators shall be developed and used in monitoring and evaluation of the Policy.

**4.3 Policy Review**

In keeping pace with the dynamic nature of information communication in the scholarly environment, the University management shall facilitate the review of this policy when need arises. This shall ensure that it remains relevant and addresses the needs of the university community and the changing nature of science and technology.

**5.0 COMMENCEMENT DATE**

This policy shall commence after the approval by the University Council.

**6.0 AUTHENTICATION**

.....  
**Council Chairperson**

.....  
**Council Secretary**

.....  
**Date**

.....  
**Date**