

## Collection and Recruitment Regulations for Institutional Repository, National Cheng Kung University

Approved at the 161th Administration Meeting on 5.19.2010

- I. To completely render the research and activity results of the university teachers and students, the institutional repository of National Cheng Kung University (abbreviated as the system in the following) has comprehensively and extensively made record and preserve teaching and research and activity results. To help increase the exposure of the university as well as facilitate resources sharing, it has, hereby, stipulated the regulations.
- II. The so-called institutional repository (IR) of the regulations refer to teaching and research outputs such as referred papers, conference papers, research report, projection slide, and teaching materials. They will be then preserved of full-paper material in digital form, and network platform will be set up to provide indexing and use of the full-paper.
- III. The system will be established by the library, while a work team is set up (abbreviated as the IR team). It will plan and implement related businesses. The content of the system will be jointly maintained and established by each of the departments and graduate schools of the college as well as administration branches, whereas each unit should appoint a staff as the window of contact for cooperation with the library so as to complete related businesses.
- IV. For content of collection in the system, its scope and sources are found as follows:
  - (I) Dissertations and Theses as well as research project report subsidized by the government: They will be obtained from related websites by the IR team of the library.
  - (II) Information of referred papers: The Office of Research and Development will obtain research results from the academic research achievement platform of the teachers and students of the university.
  - (III) Books published with university subsidy: It will be helped with the provision of the Research Center for Humanities and Social Sciences.
  - (IV) Patent enlisted by the university and information of related files between the university and industry: Innovation Headquarters and Center for Corporate Relations and Technology Transfer will help with the provision.
  - (V) Teaching outline by teachers of each department and graduate school: It will be helped with provision by the Office of Academic Affairs.
  - (VI) Related information of academic conference:
    1. Conference agenda of conference sponsored or co-sponsored by various units of the university, poster, thesis (full-paper or abstract), or presentation file, should be offered by sponsoring and co-sponsoring authority.
    2. For presentation file of thesis, thesis poster, conference thesis (full-paper or abstract), and trip report with university teachers and students who have received subsidy from university units attending domestic and oversea academic conference for release, all these should be offered by funding authorities.

- (VII) Report completed with acceptance of subsidies from the university: It will be helped with provision by the funding authority.
  - (VIII) Publication and activity information from each unit of the university: It will be helped with provision by each unit.
  - (IX) Books, individual works, or teaching research materials published by entirety of university teachers and staffs during their working period at the university, they will be helped with provision by those who are willing to make collection.
- V. Each item of materials recruited by the system will, based on unlimited time, subsidy-free, and non-exclusive authorization as its principle, be obtained in following measures after authorization from the authors:
- (I) Person of contact from each unit will collect related information, and deliver them to IR team of the library.
  - (II) The author will have the un-encrypted electronic file of work delivered to IR team of the library.
  - (III) The author will input account number and password, and then upload on to the system on their own.
- VI. The system is open to the world for information indexing and utility, and it can, within the scope as stipulated in compliance with our copyright law, be downloaded from the system for use of individual research, but it cannot be reproduce and transmitted in whatsoever form.
- VII. The regulations are implemented after approval from the administration meeting. The same goes with future amendments in the future.

\*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.