

JCTR Repository Policies

Content Policy

JCTR Repository Contains:

- Knowledge, Research and Data Generated by: -
 - JCTR
 - Researchers
 - JCTR collaborating partners

Where possible a full-text download of each knowledge item is provided. In the majority of cases full text is available in English and in some cases there will be full text in one of the main Zambian local languages. In a very few cases a metadata-only entry will be included to provide a record of the knowledge item. Knowledge items in JCTR Repository include but are not limited to: basic needs basket; technical reports; research papers; conferences working documents; reports; newsletters; journal articles; book chapters and sections; conference papers; datasets; Bulletin; and presentations.

Data and Metadata Policies

These policies pertain to the full-text and other dataset of the knowledge items hereby termed full data items in the following text.

Data Policy

Commercial re-use of full data items permitted.

1. Access to some or all full items is controlled.
2. Copies of full items generally can be:
 - reproduced, displayed or performed, given to third parties, and stored in a database in any format or medium
 - for personal research or study, educational, not-for-profit, or commercial purposes without prior permission or charge.

Provided:

- the authors, title and full bibliographic details are given
 - a hyperlink and/or URL are given for the original metadata page
 - the original copyright statement is given
 - the original rights permission statement is given
3. Full items must not be harvested by robots except transiently for full-text indexing or citation analysis.
 4. Some full items are individually tagged with different rights permissions and conditions.
 5. This library is not the publisher; it is merely the online archive.
 6. Mention of the library is appreciated but not mandatory.

Policy for Information Describing Items in the Library

1. Anyone may access the metadata free of charge.

2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.

Submission Policy

Knowledge items are deposited by the author or their delegate, and are subject to final checking and amendment by JCTR Repository Team before being made publicly available.

- The administrator only vets knowledge items for the eligibility of authors/depositors, relevance to the scope of the library, valid layout & format, and the exclusion of spam.
- The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
- Knowledge items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
- Any copyright violations are entirely the responsibility of the authors/depositors.
- If the library receives proof of copyright violation, the relevant knowledge item will be removed immediately.

In some cases, knowledge items may be directly deposited by the Documentalists, with the agreement of the copyright holder where applicable.

Preservation Policy

Knowledge items and the Full-text uploaded to the JCTR Repository will be retained indefinitely. JCTR Repository will aim to ensure continued readability and accessibility. Knowledge items will be migrated to new file formats where necessary. It may not be possible, however, to guarantee the readability of some unusual file formats. The library regularly backs up its files according to current best practice. The original bitstream is retained for all items, in addition to any upgraded formats. Items are allocated a checksum to facilitate the detection of alterations.

In the event of the library being closed down, the database will be transferred to another appropriate archive. Knowledge items may not normally be removed from JCTR Repository, see the take-down policy for exceptions.

Take-down Policy

Knowledge items included in the JCTR Repository must be cleared for inclusion by the copyright holder and must comply with any existing licence terms. The depositing author or their delegate confirms this clearance with their acceptance of the Distribution Licence, and Documentalists will perform additional checks before a knowledge item is made publicly

available. The depositing author/delegate is responsible for ensuring that their knowledge item is otherwise legally suitable for dissemination.

Valid reasons for withdrawal of a knowledge item include:

- Proven copyright violation
- Breach of publishing contract/licence terms
- Plagiarism
- Libel
- National security
- Falsified research
- Complaints about the inclusion of a knowledge item in JCTR Repository should be sent in writing to [email-address-here]. Please include your full contact details, the bibliographic details of the knowledge item, JCTR Repository identifier (URL), and the reason for the complaint.

On receipt of a complaint the following actions will be taken:

1. JCTR Repository team will return an acknowledgement in writing that the complaint has been received and make an initial judgement as to the validity of the complaint.
2. If the complaint is judged to warrant further investigation, the knowledge item in question will be withdrawn from public view within 36 hours of receiving the complaint. Complaints sent on a non-working day (weekends, public holidays and other closure days) will be treated as being received on the next working day.
3. The complaint will then be reviewed by JCTR Repository team (together with JCTR Legal Department where necessary). If the grounds for the complaint are found to be plausible, the full-text of the knowledge item in question will be removed from the JCTR Repository. In most cases the metadata will NOT be removed, and a note will be supplied giving reasons for withdrawal of the content. If the complaint concerns the breaking of an embargo, the content will be suppressed for the specified embargo period.
4. The complainant and the author will be informed of the outcome.

Withdrawn knowledge items are not deleted per se, but are removed from public view and withdrawn knowledge items' identifiers/URLs are retained indefinitely. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain knowledge item histories, with:

- A link to a replacement version, where available
- A note explaining the reasons for withdrawal

Errata and corrigenda lists may be included with the original record if required and if necessary, an updated version may be deposited:

- The earlier version may be withdrawn from public view.
- There will be links between earlier and later versions, with the most recent version clearly identified.