Defining repository policies and key concepts of repository service management

ITSM Train-the-Trainer

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An apology

Research and scholarly repositories

❑ Probably the most frequent type of service in the OS/OD ecosystem

❑ Originally for publications, increasingly for associated but also standalone research data

Scope of this presentation

❑ Assumed knowledge: what OS, OD, OA or FAIR are, why you may need a repository, rationales and benefits of depositing on researchers' work or of having a repository

❑ We are also not going to talk about software platforms, ORDM, onboarding, or technical specifications' details

❑ **Focus on repository policy (RP) elements and related documents places between the intent/high-level goals and actual implementation**

Implementation steps

❑Justify the relevance to the institution and contributors

❑**Develop a policy framework – How will we articulate it and what will we do with it?**

❑Build the infrastructure

Many perspectives and stakeholders involved

An elaborate ecosystem with many stakeholders and external components

- ❑ Institution
- ❑ Researchers
- ❑ Research communities
- ❑ Funders and regulators
- ❑ Publishers
- ❑ Participating projects
- ❑ Supporting projects
- ❑ Research infrastructures and service providers
- ❑ Repository and research management software vendors
- ❑ Open science community and coordination

Service aspects to consider

❑ Many types of OS services; so, what we are exactly talking about here?

Ni4OS categorization/nomenclature at
https://wiki.ni4os.eu/index.php/Service_categorization

❑ Access physical & e-Infrastructures

    ❑ Material Storage

        ❑ Repository (NOT THIS!)

    ❑ Network → Required

    ❑ Compute → Required, including

        ❑ Virtual Machine Management

            ❑ NI4OS-Europe Cloud resources

    ❑ Data Storage → Required, including

        ❑ Data

            ❑ NI4OS-Europe storage resources

…

Service aspects to consider (2)

❑ **Sharing & Discovery**
   ❑ Data → Required, including
      ❑ Scientific/Research data
         ❑ NI4OS-Europe data repository
   ❑ Scholarly Communication → Required, including
      ❑ Publication
         ❑ NI4OS-Europe publication repositories
   ❑ Software → Required, including
      ❑ Software Repository (technically may significantly differ in terms of platforms and ways of use, but may also overlap in content in case of software tools used in research!)
      ❑ Platform (e.g. platforms on which research repositories run)
   ❑ Applications – Some tools and utilities used by researchers could support work with repositories, but this is typically of secondary significance
      ❑ Applications Repository → As with software repositories, but primarily for non-FOSS or SW without source code

…

Service aspects to consider (3)

- ❑ Processing & Analysis
  - ❑ Data Management → Significant in preparation of the content to be published, but also in management of repositories (as a part of the platform?)
  - ❑ Data Analysis → Advanced analysis is typically outside the primary platform, but it is increasingly becoming a differentiator between them
- ❑ Security & Operations → As in any other service but these are worth mentioning
  - ❑ Operations & Infrastructure Management Services
    - ❑ Accounting
    - ❑ Helpdesk
    - ❑ Monitoring
    - ❑ Analysis
- ❑ Training & Support → Similar for
  - ❑ Education & Training
  - ❑ Consultancy & Support
- ❑ Aggregators & integrators – Help them parse your RP, align it with their descriptors

Other aspects to consider

❑ FAIR Guiding Principles for scientific data management and stewardship – quite general, but reflected in requirements, indicators, policy-checking frameworks

❑ Need to
  - ❑ Ensure compliance and
  - ❑ Meet the certification and indicators monitoring, aggregators' criteria

❑ All parts of RP should be reflected in actual implementation
  - ❑ Processes and workflows
  - ❑ General info: registries, EOSC profiles
  - ❑ Items descriptions

❑ See
  - ❑ OpenAIRE Guidelines – for literature repositories, data archives, other research products, managers...
  - ❑ OAI-PMH Open Archives Initiative (OAI) Protocol for Metadata Harvesting – facilitate interoperability between repositories and metadata service providers, enables harvesting metadata
  - ❑ Dublin Core Metadata Initiative (DCMI) – interoperability and reusability in metadata design and best practices by developing semantic standards and recommendations, model-based specifications, and syntax guidelines
  - ❑ Licensing info – OpenAIRE(~) Guidelines, RIOXXMetadata Guidelines (implemented by many UK institutional repositories)

Apparently overwhelming, but with a (tentative) RP in place, these things unravel one by one

RCUK common principles on data

- **Public good** – Publicly funded research data are a public good, produced in the public interest, which should be made openly available with as few restrictions as possible in a timely and responsible manner.

- **Align with standards and BPs** – Institutional and project-specific data management policies and plans should be following relevant standards and community best practice.

- **Plan for preservation** – Data with acknowledged long-term value should be preserved and remain accessible and usable for future research.

- **Discovery** – To enable research data to be discoverable and effectively re-used by others, sufficient metadata should be recorded and made openly available to enable other researchers to understand the research and re-use potential of the data. Published results should always include information on how to access the supporting data.

- **Respect legal, ethical and commercial constraints** – UKRI recognises that there are legal, ethical and commercial constraints on the release of research data. To ensure that the research process is not damaged by inappropriate release of data, research organisation policies and practices should ensure that these are considered at all stages in the research process.

- **First-use rights** – To ensure that research teams get appropriate recognition for the effort involved in collecting and analysing data, those who undertake Research Council funded work may be entitled to a limited period of privileged use of the data they have collected to enable them to publish the results of their research. The length of this period varies by research discipline and, where appropriate, is discussed further in the published policies of individual Research Councils.

- **Recognition** – To recognise the intellectual contributions of researchers who generate, preserve and share key research datasets, all users of research data should acknowledge the sources of their data and abide by the terms and conditions under which they are accessed.

- **Public funding** – It is appropriate to use public funds to support the management and sharing of publicly-funded research data. To maximise the research benefit which can be gained from limited budgets, the mechanisms for these activities should be both efficient and cost-effective in the use of public funds.

Positioning within the ecosystem

☐ Advocacy
- ☐ Sensitive to organizational culture and background
- ☐ Community size
- ☐ Strategy with stakeholders, management committees

☐ Copyright
- ☐ Concern of researchers and legal department

☐ Positioning
- ☐ Institutional website, partners?

Challenges to consider

- Implementation – alone or with consultant or service provider, phases?
  - Institutional support – mission, relevance
  - Costs
  - Knowledge
  - Resources (labour, infrastructure and hardware, technology…)
  - Content management
    - Several collections – different organisational parts (schools, departments, labs, centres…), scopes (research, scholarly, publications), topics, communities?
    - Dealing with existing content (migration)?
    - Who will deal with incoming content and how (workflow)?

- Faculty/community acceptance
  - Content
    - Preprints and publications
    - Digital research material
    - Educational material
  - Valuing and trusting the (non-)institutional archive
  - Various disciplines with diverse cultures
    - Access control, review process….
  - Copyright/IP policies

- Long-term sustainability and digital preservation
  - Level of commitment
  - Resources
  - Organisational stability
  - Managing evolving formats

"Planning Checklist"

Repositories Support Project (JISC) Planning Checklist (and many other useful resources)

- What is an institutional repository and what does it mean to you?

- Have you outlined and documented the purpose and drivers for institutional repository establishment in your institution?

- Have you defined your vision and initial goals?

- Have you decided how to position your institutional repository within your wider information environment?

- What is the target content of the repository? This could include research papers and data, electronic theses, as well as teaching and learning resources.

- Have you completed a stakeholder analysis? Stakeholders are those people with a vested interest in how the repository represents the institution, and themselves, to the world. In the case of an institutional repository, stakeholders will include senior institutional managers, departmental leaders, and those who are expected to contribute content.

- Do you have an institution wide IPR policy?

- Have you done a risk assessment?

- Considering the type of content your institutional repository will contain have you consulted your academic community to explore their current practice and method of dealing with these materials?

- Do any of your Departments already have a repository or other digital stores of publications? How will you manage duplication, transfer of resources and metadata, and, perhaps, the closure of the Departmental repository?

- Does your institution have an information management strategy?

- Have you identified and briefed your project champion – a senior member of staff who will support your institutional repository project?

- Have you established an institutionally representative working group?

- Have you identified extant skills and personnel within the institution to call upon for advice and input? And have you let them know what you are planning?

- Have you defined roles and responsibilities for your institutional repository development?

- Have you made financial arrangements to support institutional repository work in the short/medium/long term?

- What sort of statistics and management reports will you want from your institutional repository?

Policy and strategic decisions

❑ Scope: reinforce the repository's active support for the institution's mission, values and goals
  ❑ Identify/build a context in which the repository is necessary
  ❑ Multidisciplinary / single subject / entire research output / collection for each functional unit

❑ Purpose
  ❑ Scholarly communication
  ❑ Storing learning materials and coursework
  ❑ Managing collections of research documents
  ❑ Preserving digital materials for the long term
  ❑ Knowledge management
  ❑ Electronic publishing
  ❑ Research assessment exercise
  ❑ Collaboration tool

❑ Types of documents
  ❑ Single database for different types /single one

❑ Software: platform (DSpace, Eprints, Fedora…), customisations, development of own tools and extensions

❑ Research deposit types: thesis, journal articles, preprints, reports, conference papers, book chapter…

❑ Resources: human, IT, funding, buy/train/outsource

❑ Stakeholders: library, each department, institute/school, university

❑ Services: focus on building services, not collections

Usual management and organisational issues

- Deposit options – researcher self-deposit and/or assisted deposit
- Metadata quality – ensuring quality and rich metadata is labour intensive
- Digitization: born-digital / scanning
- File formats: accept all, only specific formats, conversion
- Only full-text database and/or bibliographic
- Copyright and vetting of publishers (Sherpa Romeo info on journal policies)
- Quality assurance: peer review, editing by internal administrators
- Deposit Agreements and Use Agreements
  - Depositor's declaration: non-exclusive license – copyright/patent/trademarks
  - Repository's rights and responsibilities: distribute, store, migrate, copy, rearrange, remove
  - Use agreement: copy, distribute, display, share, author credit

Thing to keep in check (extract)

- Faculty buy-in

- Submission policies

- Copyright issues

- Deposit types

- Metadata

- Guidelines, OAI-PMH, infrastructure and harvester compliance

- Specialised staff

- Outreach and liaisons, external promoters

Key practical concerns for repository provider/supporter
3 years of UoB experience with 16 institutional repositories in Serbia

❑ **Motivation of institutions' decision-makers to initiate repository**

  ❑ Increased visibility of institution research outputs (including pressure from researchers, the example of Google Scholar ;>)

  ❑ Growing awareness in the local research community about repositories' potential in enhancing scholarly communication

  ❑ Integration of repositories in international infrastructures (BASE, CORE, OpenAIRE, Unpaywall and WorldCat)

  ❑ Localization is **VERY** important – not just interface, but also support for research assessments according to local rules

❑ Work with small groups of decision-makers (up to 5) and present them the KEY points

  ❑ Time-frame

  ❑ Price

  ❑ Advantages

❑ **Motivation of administrators/researchers to maintain repository**

  ❑ (Modern) librarians become important (again) because they keep being one step ahead

  ❑ Develop tools to make researchers' everyday life more comfortable (reports, checkers...)

  ❑ Develop tools to make for repository managers

    ❑ Data normalization (Snowden, E. J. → Snowden, Edward J.)

    ❑ (Massive) metadata editing

    ❑ Metadata import from CrossRef or other repositories

    ❑ Massive metadata import with reference managers

Repository activities

- Registration of users (authors)
- Submission, publication (in journals) and deposition (in the repository)
    - Metadata
    - Formatting
    - Copyright
    - Approval/moderation/mediation
- Post-submission
    - Quality metadata (Dublin Core)
    - Intellectual property issues
    - Correction and withdrawal
- User queries and access
- Ongoing background work
    - Administration
    - Data management
    - System customization
    - Curation, preservation, conversion, migration
    - Advocacy, dissemination, promotion
    - Policy decisions

Typical service policy documents

❑ Many types and names, primarily differentiated by target audiences, see some examples and templates at https://wiki.ni4os.eu/index.php/Policies

  ❑ General service policy, e.g. Repository Policy (RP) – info for most stakeholders

  ❑ Terms of Use (ToU)

  ❑ Acceptable Use Policy (AUP)

  ❑ IP Policy – no much space for elaboration for repositories, so cover in RP

  ❑ Privacy Notice – to all users of service, but also to ensure legal compliance; what service warrants to users in terms of protection of privacy, PII (personally identifiable information) and other related user data

❑ Out of scope: End-User License Agreement (EULA) and various software license are for software products, not services; but

  ❑ CC licenses may be applied on software

  ❑ Individual items in repositories may be software

Policy documents concerns

❑ Many overlaps and combinations are possible and frequent

❑ Tendency to hide behind heavy legalese

❑ Repository policy should

   ❑ Be as concise as possible

   ❑ Use plain language

   ❑ Provide the essence of AUP, IPP, PP/PN and leave out minor details for them

   ❑ Be aligned with internal (institutional) policies and processes

Repository policy (RP)

❑ High-level goals, needs, available resources and used technologies and platforms determine what we can do and influence what we can put in the RP, as it is not just another formal paperwork...

  ❑ Captures decisions that are later reflected in communicated content and implementation of processes

  ❑ Provides inputs for specifying descriptors for and within the repository, metadata and items (such as OAI-PMH repository metadata or EOSC Profiles)

Terms of Use (ToU, also Terms & Conditions, Terms of Service)

❑ Terms of use applicable on all users of service; regulating users' access, what they must warrant or do, optionally listing service elements provided and stating copyright/IPR/use of data and liability...

  ❑ Terse legalese attempting to impress or confuse users and make them skip it: long multi-part sentences, legal jargon and phrases with low consumer readability

❑ Structure

  ❑ Definitions

  ❑ User rights and responsibilities

  ❑ Service commitments

  ❑ Disclaimer of service's legal liability for damages on users – often the main section of the document

  ❑ Jurisdiction

  ❑ Notification of changes (if offered)

❑ Optional, better avoid for repositories unless the nature of the service is highly commercial

Acceptable Use Policy (AUP, Fair Use Policy)

❑ Targeting users (to actually read it), shorter than ToU

❑ Reduces the potential for legal action that may be taken by users, but also tries to stimulate their intended behaviour even with little prospect of enforcement

❑ Elaborating how the system may be used and providing guidelines on how it should be used

❑ What user may or may not access or use

❑ Agreement for the content to be monitored, moderated, removed, or reported to authorities

❑ Consequences of violating the policy and conditions for suspending or terminating access to users

❑ Disclaimers and jurisdiction (if no ToU or to summarise)

Best to have the key elements of AUP and IP general policy in RP, not separate documents

Privacy Notice – required by law

❑ Can be a part of RP or separate document – quite useful for controlling the RP size

❑ Started to appear due to the 1995 EU Data Protection Directive and national laws

❑ 2018 General Data Protection Regulation (GDPR) harmonizes privacy rules across all EU member states, also reflected in (compatible) laws in some other countries. Requires a concise, clearly-worded, and transparent disclosure about the collection, processing, storage, or transfer of personally identifiable information

    ❑ What personal data is collected and processed (and when)?

    ❑ Data storage and retention periods

    ❑ When and how this information is shared with others?

    ❑ Transferring personal data from the EU

    ❑ How to exercise data subject's rights

        ❑ Inquire what personal data is held about the user

        ❑ Request access to your data

        ❑ Ask to rectify user's personal data

        ❑ Ask to erase user's personal information

        ❑ Object to user data processing

        ❑ Request manual processing if automated processing is used

    ❑ Obtaining or communicating changes and updates to the privacy notice

    ❑ DPO and contact points for questions, concerns and complaints

❑ Data controllers should also provide features for

    ❑ User data portability through export in a common format

    ❑ Erasure under certain circumstances

Significance of Repository Policy

❑ It covers both strategic and practical aspect of repositories

❑ Although it is technically not necessary to run a repository, it helps users to know what they are giving and getting or should expect

❑ Tells the provider what processes it needs to implement and what operational aspects it should cover

❑ Informs other services on how to interact with the repository or use data in it

❑ Indicates users and communities, licenses and directs procedures

❑ Besides reflecting owners' needs, RPs are affected by sectoral policies, funder requirements and need to have wider visibility and impact

Policies for different types of repositories

❑ Two primary flavours

    ❑ Institutional – clear institutional needs, constraints, responsibility and decision-making chain

    ❑ Disciplinary – many arrangements are possible, by all include some level of sharing

❑ Sharing by several departments, institutions or (con)federations

    ❑ Easier if purpose, scope and governance are defined in advance

    ❑ One can lead the initiative and others can join if they agree with rules

    ❑ Most difficult – no mandate, agreement within the community over the blank slate

Benefits of shared approach

- Cost savings

- Greater efficiency

- Concentration of expertise

- Possibly better ability to engage important service components: reference and research assistance, interpretive content and moderation, special resources…

- Easier handling of interoperability requirements and work on standardisation

Concerns with disciplinary repositories

❑ No mandate – depend on peer interaction and reputation

❑ Individual agreements with submitters

❑ Unclear and evolving boundaries

❑ Quality control

❑ Sustainability

    ❑ Continuous funding

    ❑ Other returns for the effort (e.g. personal credits)

    ❑ Responsibility for preservation

Poll: Repository owner

A. University

B. Faculty/school of an university

C. Institute, centre or other organisation

D. Department

E. Project or collaboration

Poll: Repository type

A. Institutional

B. Multi-institutional (not subject-based)

C. Disciplinary

D. Aggregating

E. Governmental

OpenDOAR – Directory of Open Access Repositories

❑Curated listing of open access repositories around the world. OpenDOAR staff harvest and assign metadata, visiting each repository

❑Good for strategic orientation

Growth
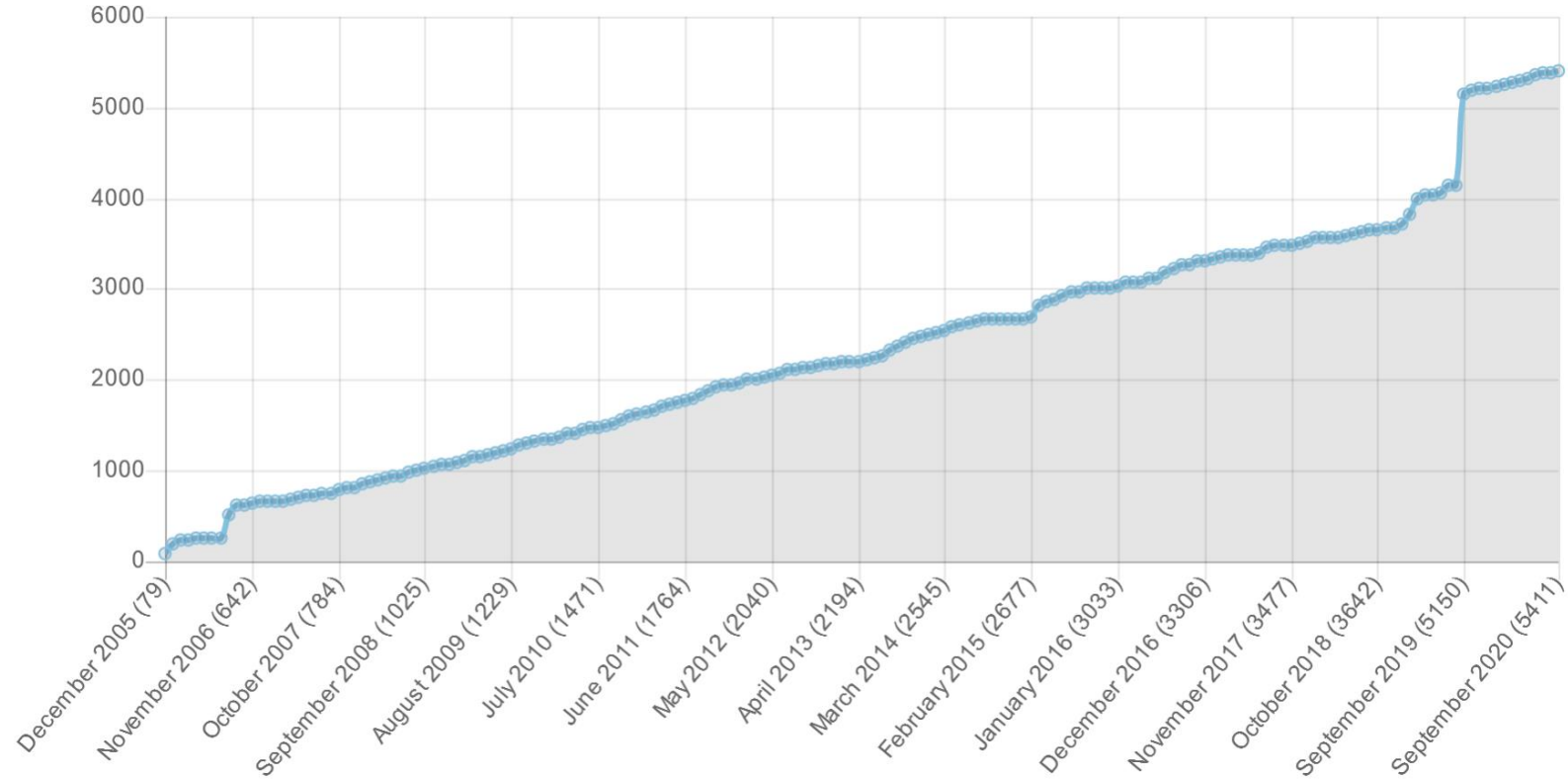
OpenDOAR stats
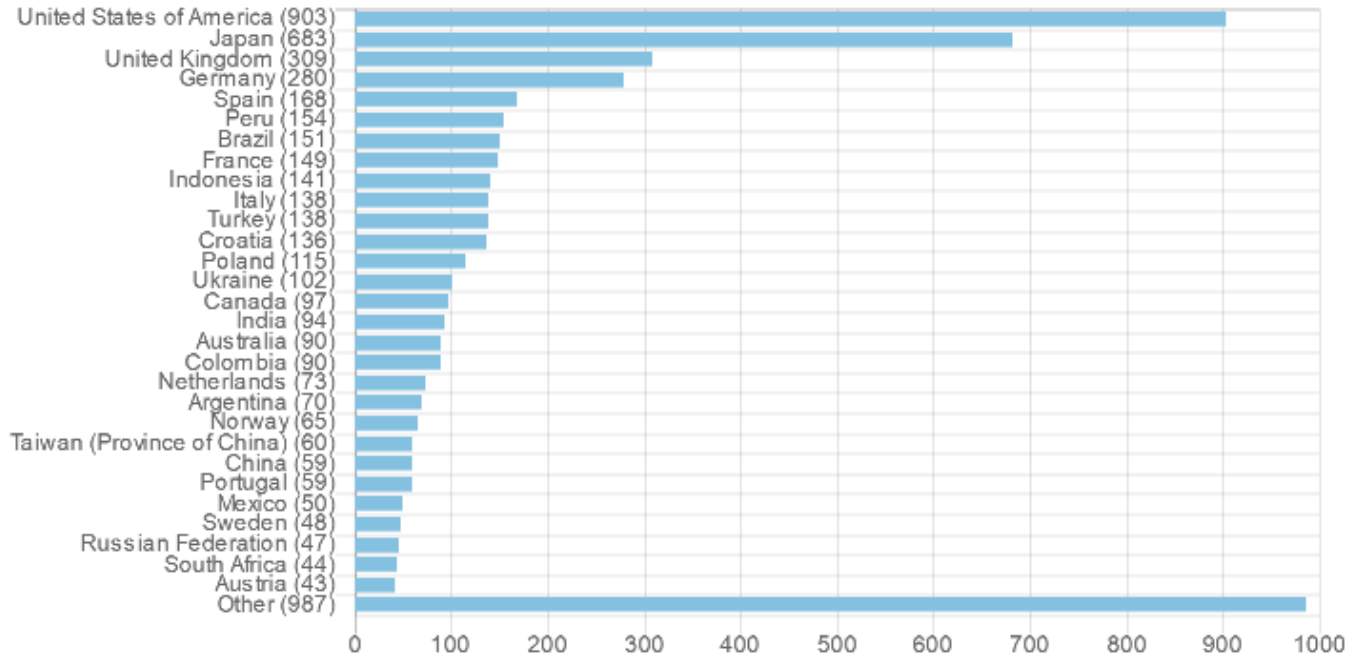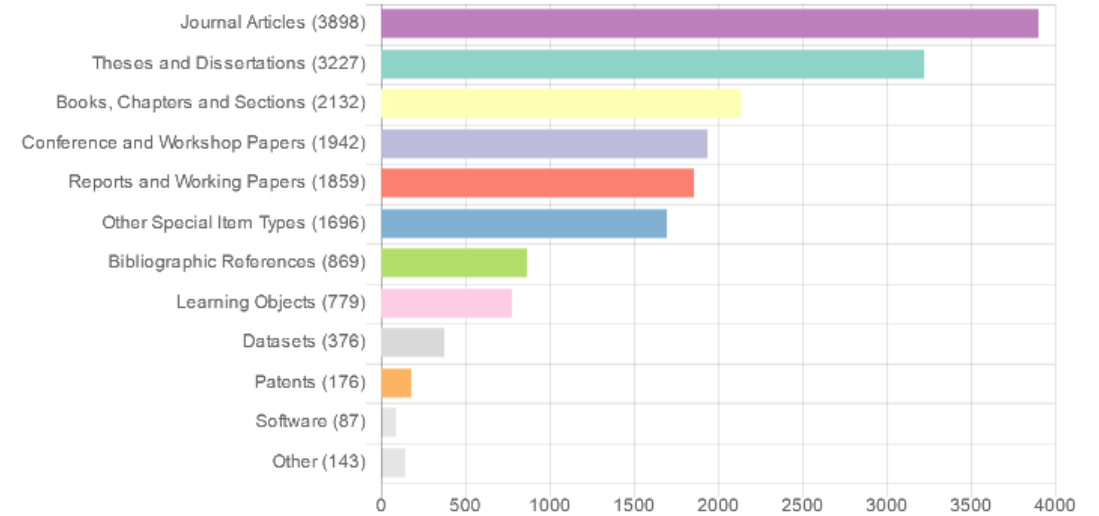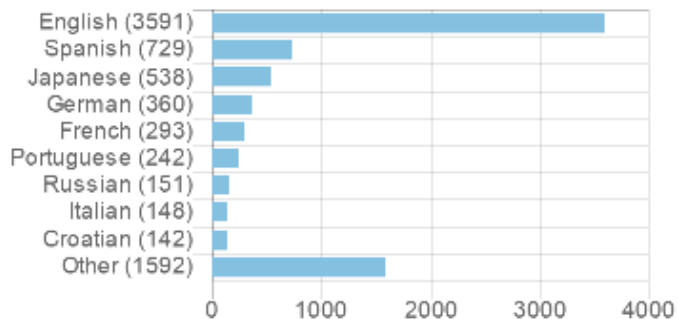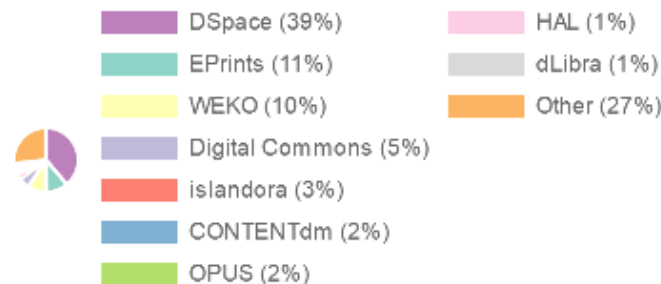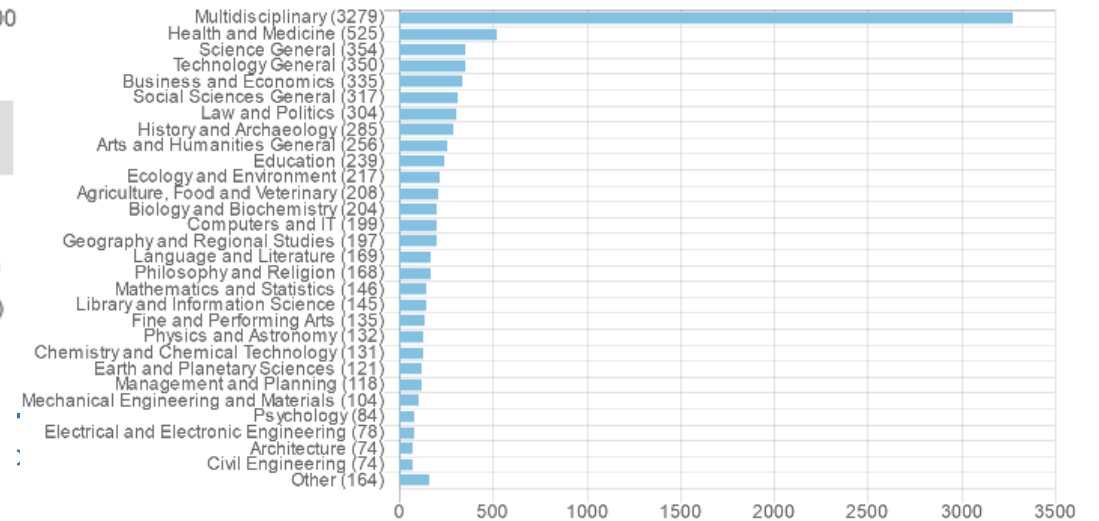
Evolution of repository policies

❑ General service policies as defined for other (generic) services

❑ From interaction with ITSM frameworks (ITIL, FitSM...)

❑ Strong impact of OpenDOAR templates and now-defunct policy creation tool → Now it offers 'Minimum' and 'Optimum' examples

❑ Gradually moving to standardised CC licenses in policies and for items
  ❑ 1692 data repositories (re3data.org, 2016):
    ❑ 269 explicitly mention to CC licenses with a valid URI
    ❑ 17 Open Data Commons
    ❑ 9 GNU licenses
  ❑ Publication repositories: out of 2500 (from OpenDOAR) only 9 expose metadata licenses via OAI-PMH
    ❑ 3 CC0
    ❑ 2 with CC BY
    ❑ 4 require permission for commercial use (3 CC0, 1 CC BY) (CC BY-NC?)
    → Need per item granularity!

❑ GDPR → Need to establish a Privacy Policy and related governance

What RP should cover

- ❑ If you ask researchers or interested in research projects about their needs and priorities...
    - ❑ ...you will find many distinct ideas and expectations!
- ❑ Some basic assumptions and expectations have emerged and stabilised over the years
- ❑ Existing repositories and their policy documents provide clear but still quite diverse examples
- ❑ Structure
    - ❑ *(Intro about the repository, its scope, owner, provider, platform, sharing, support...)*
    - ❑ **Metadata Policy** for information describing items in the repository
    - ❑ **Data Policy** for full-text and other full data items
    - ❑ **Content Policy** for document types and datasets
    - ❑ **Submission Policy** concerning depositors, quality and copyright
    - ❑ **Preservation Policy** concerning long-term retention, migration, and withdrawal protocols
    - ❑ *(Privacy Policy)*

Creative Commons (CC) licenses and conditions

CC0

CC BY

CC BY-SA

CC BY-NC

CC BY-NC-SA

CC BY-ND

CC BY-NC-ND

Legend of conditions

- BY (Attribution) – Credit must be given to the creator
- SA (ShareAlike) – Adaptations must be shared under the same terms
- NC (NonCommercial) – Only noncommercial uses of the work are permitted
- ND (NoDerivatives) – No derivatives or adaptations of the work are permitted

❑ 6 licenses + CC0 "no rights reserved" option (waiver, could be used instead of a license)

❑ NonCommercial (NC) and NoDerivatives (ND) are not considered as 'open' (but FAIR <> open or, specifically, Open Access (OA))

❑ ND substantially breaks the paradigm of scientific research!

CC and metadata

- CC0 and CC BY are most 'popular' (rather: recommended)
- Issue with CC0
  - "You should only apply CC0 to your own work, unless you have the necessary rights to apply CC0 to another person's work."
  → Responsibility to collect the original records with the CC0 waiver, i.e. requiring data owners to waive all IP rights to the metadata
- Issues with CC BY
  - Sources/owners of metadata records are not always clear. Researcher? Institution owning the IP? Repository – particularly if editors are involved?
  - Must "indicate if changes were made," e.g. aggregators who enhance original metadata
  - What about aggregate remixes and reports where individual items are lost?
- Solution – offer choice
  - CC0 waiver for submitters or
  - CC BY while requesting submitters to name the copyright owner
- Aggregators
  - Should tag data without explicit copyright with Public Domain Mark for to indicate there are no restrictions
  - OpenAIRE: to join the infrastructure, data sources must sign Terms of Agreement granting OpenAIRE the right of collecting and reusing metadata under CC0 → **metadata waiver for producers** to repositories!
  - Research Graph: **research metadata clustered by license**

CC and data

- Authors are rarely willing to waive all rights with CC0
  - Sometimes this can be required by the author or funder
  - Good for databases and datasets and when there is no ownership and copyright
- **CC BY** is the most frequent choice (Open Access)
- **CC BY-SA**, CC BY-NC, CC BY-NC-SA and for those who want to level the field or prevent/control commercialisation
- Public Domain Mark is safe for
  - Facts (CC0 is an alternative if you produced them)
  - Very old works (cultural heritage) which are in public domain in all jurisdictions

Declare item licensing, but people also search for repositories, so list supported licenses in RP

https://www.openaire.eu/research-data-how-to-license/

Application of CC on RP for metadata and data

❑ Incorporate CC into policies by referring to them in appropriate sections, but be explicit in terms of
- ❑ What they mean
- ❑ Repository preferences
- ❑ What choices can be made for data and metadata

❑ Move from strict repository rules to explicit per-item licenses
- ❑ Info on how to get permissions beyond the scope of the license (per-item?)

❑ Make the policy "registry-friendly" by stating recognisable items covering registry (search) criteria

❑ Preserve the basic traditional RP structure

Types of content

- Faculty, researchers, projects and collaborations
  - Publications: re-prints, post-prints, research findings, working papers, technical reports, conference and workshop papers, books, bibliographic references…
  - Teaching (course) materials, learning objects
  - Databases and datasets – scientific, statistical, demographic, geographic…
  - Patents
  - Software
  - Ancillary research material
  - Web-based presentations, exhibits…
  - Digital library collections
- Students
  - Theses and dissertations
  - Projects and portfolios
  - Awarded research/projects
  - Performances, recitals, recordings of other scholarly works…

- **In various degrees of scholarly authority and from various stages in the scholarly process**

- **Many types and formats: images, audio, video, discipline-specific formats…**

Registries and aggregators

❑ EOSC https://catalogue.eosc-portal.eu/

❑ OpenDOAR

❑ ROAR – Registry of Open Access Repositories

❑ Registry of Research Data Repositories by re3data.org

❑ Many specialised publication/data metadata harvesters/aggregators

❑ ROARMAP – Registry of Open Access Repository Mandates and Policies

How NI4OS WP4 can help you?

❑Dataset License Clearance Tool

  ❑ https://wiki.ni4os.eu/index.php/Dataset_License_Clearance_Tool_-_Description_and_Documentation

❑D4.5 Delivery of legal, technical and procedural tools (type Demo), M14

  ❑ NI4OS Repository Policy Generator – work in progress

Ask me or anyone in WP4!

NI4OS Repository Policy Generator

❑ Templates that combine and offer cleansed elements of typical RP documents that can be customised to user needs

❑ Configurable entry of values for placeholders and selection of choices

❑ Ability to customise the RP or suggest changes to address specific needs

❑ Ability to persist user choices

❑ Access to previously created RP by using its ID code or XML import

❑ Data model able to reflect evolving options and choices

❑ Output in different formats (text, HTML, PDF), with a potential for machine-readability

Choices and placeholders identified so far

- Repository owner
- Owner type
- Upper-level organization
- Repository name
- Repository type
- Allowed participants
- Repository subjects
- Item types
- Deposit full texts only after embargo
- File size limit for uploaded files
- Commercial metadata use allowed

- Commercial use of items allowed
- Retention period in years
- Full harvesting of items by robots
- CC0 option
- Type of CC license for metadata
- Type of CC license for data
- Metadata access
- Only non-commercial metadata use
- Mention repository owner in re-used metadata
- Full access to items

Poll: Commercialisation

A. Allow by default

B. Disallow by default

Poll: Important Repository Policy Generator features

A. Clarity and explanation of choices and inputs

B. Flexibility of platform and ability to customise produced output

C. Access to previously created policies and ability to update them

D. In-app editing of produced policies

E. External machine-readability of policies

Recommendations

- Consider your needs and available resources
- Do not blindly copy-paste other RPs
- Check and compare several RPs of similarly positioned institutions
- Use simple everyday language and short sentences
- Use the English version as the reference text, translate as needed
- Use standardized licenses, choose CC or alternative well-known licenses for automatic discovery of usable datasets (search by license)
- Work on machine-readability – OK for data, still missing for policies (also for metadata about repositories)
- Use a tool that already incorporates the heavy lifting others have done for you
- Align your repository practice with the policy (but the one you stand by)
- Promote at training events, policy events, 'popular' articles targeting researchers using simple terms
- Periodically review your repository policy and actual operational practices and update as needed

Conclusions

❑ Repositories are an important part of the evolving research and scholarly communication landscape

❑ They are part of a large ecosystem in which they provide a large part of the informational basis

❑ Typical arrangements and expectations are still evolving

❑ Basic conventions and habits do exist

❑ Repository policies are a good place to start with formalisation

Resources

- ❑ Institutional repositories and motivation (high-level)
    - ❑ https://www.isical.ac.in/~rtwiadl/irs.ppt

- ❑ Repositories Support Project (JISC) and Planning Checklist
    - ❑ http://www.rsp.ac.uk/
    - ❑ http://www.rsp.ac.uk/start/before-you-start/planning-checklist/

- ❑ OpenDOAR 'Minimum' and 'Optimum' examples
    - ❑ https://v2.sherpa.ac.uk/opendoar/policytool/

- ❑ CC
    - ❑ https://creativecommons.org/
    - ❑ https://creativecommons.org/about/cclicenses/
    - ❑ https://repository.law.umich.edu/cgi/viewcontent.cgi?article=1025&context=librarian

- ❑ CC for researchers
    - ❑ https://www.openaire.eu/research-data-how-to-license/
    - ❑ https://www.kb.se/samverkan-och-utveckling/oppen-tillgang-och-bibsamkonsortiet/open-access-and-bibsam-consortium/open-access/creative-commons-faq-for-researchers.html

- ❑ Metadata and CC
    - ❑ https://arxiv.org/ftp/arxiv/papers/1609/1609.05700.pdf

- ❑ Guides, guidelines and specs
    - ❑ https://www.openaire.eu/guides
    - ❑ https://guidelines.openaire.eu/en/latest/
    - ❑ EOSC-Profiles-v3.00: https://training.ni4os.eu/mod/resource/view.php?id=175

Thank you!