

OAI Base URL: <http://rep.bntu.by/oai/request>

#### **Metadata Policy for information describing items in the repository**

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 provided:
  - (a) the OAI Identifier or a link to the original metadata record are given
  - (b) Repository of Belarusian National Technical University (BNTU) is mentioned
3. The metadata must not be re-used in any medium for commercial purposes without formal permission.

#### **Data Policy for full-text and other full data items**

1. Anyone may access full items free of charge.
2. Single copies of full items can be:
  - (a) reproduced, displayed or performed, and given to third parties in any format or medium
  - (b) for personal research or study, educational, or not-for-profit purposes without prior permission or charge.provided:
  - (a) the authors, title and full bibliographic details are given
  - (b) a hyperlink and/or URL are given for the original metadata page
  - (c) the original copyright statement is given
  - (d) the original rights permission statement is given
  - (e) the content is not changed in any way
3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
4. Some full items are individually tagged with different rights permissions and conditions.
5. This repository is not the publisher; it is merely the online archive.

#### **Content Policy for types of document & data set held**

1. This is an institutional or departmental repository.
2. Repository of Belarusian National Technical University (BNTU) holds all types of materials.
3. Items are individually tagged with:
  - (a) their version type and date.
  - (b) their peer-review status.
  - (c) their publication status.
4. Principal Languages: Russian; English

#### **Submission Policy concerning depositors, quality & copyright**

1. Items may only be deposited by accredited members, and employees of the organisation, or their delegated agents.
2. Authors may only submit their own work for archiving.

3. Eligible depositors must deposit bibliographic metadata for all their publications.
4. Eligible depositors must deposit full texts of all their publications.
5. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of Repository of Belarusian National Technical University (BNTU), valid layout & format, and the exclusion of spam.
6. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
7. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
8. Any copyright violations are entirely the responsibility of the authors/depositors.
9. If Repository of Belarusian National Technical University (BNTU) receives proof of copyright violation, the relevant item will be removed immediately.

### **Preservation Policy**

1. Items will be retained indefinitely.
2. Repository of Belarusian National Technical University (BNTU) will try to ensure continued readability and accessibility.
  - (a) Items will be migrated to new file formats where necessary.
3. Repository of Belarusian National Technical University (BNTU) regularly backs up its files according to current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may be removed at the request of the author/copyright holder.
6. Acceptable reasons for withdrawal include:
  - (a) Proven copyright violation or plagiarism
  - (b) Legal requirements and proven violations
  - (c) National Security
  - (d) Falsified research
7. Withdrawn items are deleted entirely from the database.
8. Withdrawn items' identifiers/URLs are not retained.
9. The metadata of withdrawn items will not be searchable.
10. If necessary, an updated version may be deposited.
11. In the event of Repository of Belarusian National Technical University (BNTU) being closed down, the database will be transferred to another appropriate archive.