CURVE Purpose and Policies

CURVE, Coventry University Repository and Virtual Environment, is Coventry University's institutional repository for the intellectual outputs of the University. The purpose of CURVE is to promote and preserve the university’s research output and support the delivery and development of learning and teaching. CURVE aims to make full content available wherever possible, and also increase access to ‘grey literature’ such as conference and working papers, and other unpublished materials including digitised items from special Library collections and archives.

Content Policy for range of documents & data held within CURVE

1. This is an institutional repository.
2. CURVE will accept any material that relates to the intellectual output of Coventry University in any format including multimedia. Examples include teaching materials, journal articles, book chapters, conference papers, PhD theses and unpublished research/data. Coventry University has a federated approach to information management and items such as departmental administration documents are held by other University content management systems as appropriate.
3. CURVE is a blended repository housing a variety of collections, some of which are not available open access. Consequently, material submitted to CURVE will be stored in the most appropriate collection to the nature and use of the material.
4. CURVE will also include a number of digitised collections where library and information resources have been digitized under appropriate licences in order to enhance accessibility and/or to ensure preservation.
5. Research papers may include: (a) unpublished pre-prints (not peer-reviewed); (b) final peer-reviewed drafts (post-prints); (c) published versions.
6. Research papers are individually tagged with their peer-review and publication status.

Metadata Policy for information describing items held within CURVE

1. All material included must be appropriately described in accordance with prescribed metadata standards and schemas.
2. Anyone may access the metadata free of charge.
3. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record is given.

Submission Policy concerning depositors, quality & copyright

1. Items may only be deposited by authors/creators, with the permission of additional contributors where appropriate, or their authorised second parties.
2. Eligible depositors must deposit full texts of all their publications wherever possible together with the appropriate metadata.
3. Items can be deposited at any time, but where appropriate these will not be made publicly visible until any publishers' or funders' embargo period has expired.
4. All items will be assessed to ensure that they are within the scope of CURVE and every effort will be made to validate published works, although the responsibility for the authenticity of all deposit lies with the author or depositor.
5. Any copyright violations are entirely the responsibility of the authors/depositors.
6. If proof is received of a copyright violation, the relevant item will be removed immediately.

Usage Policy for full-text and other full data items held in CURVE

1. Items are available free of charge.
2. Copies of full items can be: (a) reproduced, and displayed or performed in any format or medium (b) for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided that (a) the authors, title and full bibliographic details are given, (b) a hyperlink and/or URL is given for the original metadata page, (c) the content is not changed in any way.
3. Full items may be harvested by robots transiently for full-text indexing or citation analysis.
4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. Some full items are individually tagged with different rights permissions and conditions.
Preservation Policy

1. Where appropriate items will be retained indefinitely.
2. CURVE will try to ensure continued readability and accessibility. However, it may not be possible to guarantee the readability of some unusual file formats.
3. CURVE regularly backs up its files in accordance with University policy and current best practice.
4. The original bit stream is retained for all items, in addition to any upgraded formats.
5. Items may not normally be removed from CURVE. Acceptable reasons for withdrawal include:
   (a) Proven copyright violation or plagiarism
   (b) Legal requirements and proven violations
   (c) Out of date teaching material or items no longer required for teaching
   (d) National Security
   (e) Falsified research
7. Withdrawn items are not deleted per se, but are removed from public view.
8. Withdrawn items' identifiers/URLs are retained indefinitely.
9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
10. Changes to deposited research items are not permitted.
11. Errata and corrigenda lists may be included with the original record if required.
12. If necessary, an updated version may be deposited.
13. In the event of CURVE being closed down, the database will be transferred to another appropriate archive.

Takedown policy

CURVE Notice and Takedown Policy

Every effort has been made to ensure that nothing in CURVE infringes UK law and to trace rights owners where relevant. However, upon notification of a complaint, CURVE will consider removing material from the repository. Should you discover any content in CURVE that you believe infringes copyright law or rights you may possess, please send full details of the item and the grounds for complaint to Joanne Marsh, the Repository Development Officer (Joanne.Marsh@coventry.ac.uk).

Your complaint will be acknowledged on receipt and we will act as quickly as possible to remove illegal or objectionable links from the repository. Following acknowledgement of a complaint an initial judgement will be made regarding the validity of the complaint and where the complaint is valid and to be pursued, the resource will be temporarily removed from the repository, pending an agreed solution.

We will advise the person who has deposited the resource about any complaint and give them the opportunity to refute the complaint. All attempts will be made to resolve the issue swiftly and amicably to the satisfaction of both the complainant and the contributor.

If the investigation finds in your favour, we will remove the resource permanently from the repository unless you give us permission to retain it. A metadata record of the item may remain in CURVE.