

Operational Guidelines of the Ritsumeikan University Research Repository

(Purpose)

Article 1

These Guidelines stipulate matters concerning the operation of the Ritsumeikan University Research Repository (hereinafter referred to as the “Repository”). The purpose of these guidelines is to contribute to the further advancement of academic research by making academic information that is the product of research and educational activities (hereinafter referred to as “Academic Work”) at Ritsumeikan University (hereinafter referred to as the “University”) widely available in and outside of the University and thereby promoting and supporting the research and educational activities of the University.

(Definitions)

Article 2

The Repository is an entity whereat the university library registers Academic Work produced at the University, permanently stores it in a digital format, and publicizes it at no charge in and outside of the University.

(Academic Work eligible for Repository registration)

Article 3

Academic Work eligible to be registered in the Repository shall meet the following criteria:

- (1) The work is the outcome of academic research or is research or education related material.
- (2) The principal content of the work was produced at the University.
- (3) The work is in digital format.
- (4) The work can be transmitted over a network.

(Persons eligible to register Academic Work)

Article 4

Persons who fulfill one of the following requirements shall be eligible to register their Academic Work at the Repository:

- (1) Any person involved in the production of Academic Work who is currently/was previously enrolled at the University.
- (2) Any organization of which the person in (1) is a member.

(3) Any person who has received a degree from the University.

(4) Any person who is considered to be appropriate by the Director of Ritsumeikan University Libraries (hereinafter referred to as the “Director”).

(Use of registered Academic Work)

Article 5

The university library shall use Academic Work registered at the Repository as prescribed below:

- (1) Create a copy of the Academic Work and save it in the Repository server.
- (2) Send the copied work at no charge to an unspecified large number of people via a network.
- (3) Back up the copied work and make a copy for use.

(Registering at the Repository)

Article 6

Any person who, or group that, wishes to register work (hereinafter referred to as the “Registrant”) shall abide by the matters prescribed in Article 7 and submit to the Director a written proof of the copyright owner's consent for the Academic Work to be registered at the Repository.

(Matters concerning copyrights on Academic Work)

Article 7

In cases where the copyright on an Academic Work belongs only to the Registrant, the Registrant shall grant the university library permission to use the Academic Work at no charge as prescribed in Article 5.

2. In cases where the copyright on an Academic Work belongs to multiple persons including the Registrant, the Registrant shall obtain in advance consent in writing from all owners of the copyright for the university library to use at no charge the Academic Work as prescribed in Article 5, and then shall complete the registration procedures.

3. In cases where the copyright on an Academic Work belongs to a person other than the Registrant, the Registrant shall obtain in advance the consent of the person who owns the copyright for the university library to use the Academic Work as prescribed in Article 5 at no charge, and then shall complete the registration procedures.

4. If the publication of an Academic Work leads to the infringement of the portrait rights or rights concerning personal information of a person other than the Registrant, the Registrant shall obtain in advance written consent for publication from the person.

5. The Registrant shall investigate, before registering the Academic Work, into whether there are any other obstacles to the registration and publication of the Academic Work such as the copyright of the publisher.

6. All copyright owners shall retain their copyrights even after the Academic Work, to which the copyrights pertain, has been registered at the Repository, and the university library's usage of the Academic Work shall not extend beyond the scope of use prescribed in Article 5.

(Refusal to register)

Article 8

The Director shall, if any of the following conditions apply, refuse to register an Academic Work:

- (1) The Academic Work has content that infringes on copyrights belonging to other persons.
- (2) The Academic Work contains content that infringes on public order and morality and/or includes content that is socially inappropriate.

(Publication)

Article 9

The university library shall register Academic Work provided, save it on the server, and publicize it via a network.

(Deletion and non-publication)

Article 10

If there is a reason for any of the following to be applicable to an Academic Work that is to be registered or has been registered already, a part of or the entirety of the Academic Work shall be deleted or withheld from publication.

- (1) A request for deletion or non-publication is made.
 - (2) The copyright and/or other rights of other persons are violated.
 - (3) The work is deemed to contain content that infringes on public order and morality and/or includes content that is socially inappropriate.
2. The Director shall adjudicate the deletion or non-publication stipulated in the foregoing paragraph.
3. Even if a request for non-publication, as prescribed in clause 1 of paragraph 1, is made, the catalogue information shall remain publicized as at the time of registration.

(Terms of use)

Article 11

All persons who intend to utilize Academic Work registered at the Repository shall abide by the following:

- (1) Conditions stipulated in laws and regulations relating to the Copyright Act and other acts.
- (2) Terms set by a publisher pursuant to their posting rules and/or a publication contract when the

Academic Work concerned has already been published and disclosed to the public by the publisher prior to being publicized by the Repository.

(Disclaimer)

Article 12

The University assumes no responsibility and shall not be liable for any damage resulting from the registration, publication, or use of Academic Work at the Repository.

(Other)

Article 13

Any matters of doubt arising out of, or in connection with, these Guidelines or any matters not stipulated in these Guidelines shall where necessary be settled through consultation between the Registrant and the Director.

(Amendment and abolition)

Article 14

Amendment to, or abolition of, these Guidelines shall be adjudicated by the Library Committee.

Supplementary provision

These Guidelines are effective from April 1, 2010.