



Repository Policy for the Applied Research Bern Open Repository (ARBOR)

Berner Fachhochschule, Fachstelle Open Access, Bern 9.4.2019

1. Preamble

The Bern University of Applied Sciences has established the Applied Research Bern Open Repository (ARBOR). The aim of this policy is to ensure that the contents of ARBOR reflect and strengthen the University's tradition of research excellence, by increasing the visibility of the University's research, and providing open access to the University's research outputs. The policy also establishes the framework within which ARBOR is managed.

2. Metadata Policy for information describing items in the repository¹:

All Metadata in ARBOR are public domain (CC0)². Anyone can access, copy, distribute, and re-use the metadata for any purpose free of charge.

3. Data Policy for full-text and other full data items

- Unless otherwise stated ARBOR generally uses the CC BY NC ND license
- Anyone may access full items free of charge.
- Unless otherwise noted or marked, 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 that:
 - the authors, title and full bibliographic details are given
 - a hyperlink and/or URL are given for the original metadata page
 - the content is not changed in any way
- Full items must not be harvested by robots except transiently for full-text indexing or citation analysis
- Full items must not be sold commercially in any format or medium without formal permission of the copyright holders

4. Content Policy for types of document & data set held

- ARBOR is an institutional repository, which represents the research outputs from the Bern University of Applied Sciences and its researchers.
- ARBOR holds the below mentioned types of scientific materials.
- Deposited items may include:
 - working drafts
 - submitted versions (as sent to journals for peer-review)
 - accepted versions (author's final peer-reviewed drafts)
 - published versions (publisher-created files)
- For the document type «Software & Other Digital Items», any form of malware³ is explicitly excluded from deposition as full data item⁴.
- Items are individually tagged with:
 - their peer-review status.
 - their publication status.

¹ For further information as to how to manage your metadata check:

https://cug.bfh.ch/ws/arbor1/Documents/Handbuch%20BORIS%20ARBOR/ARBOR_Kurzanleitung_V2_Intranet.pdf

² For further information please have a look at: http://www.creativecommons.ch/wie-funktioniert/#cc_lizenzen

³ Malware is any software intentionally designed to cause damage to a computer, server, client, or computer network, such as computer viruses, worms, Trojan horses, ransomware, spyware, adware, scareware, etc.

⁴ Under Swiss Criminal Code Art. 143^{bis} and Art. 144^{bis}, making such software accessible can constitute a punishable offence.

- A detailed list of publication types in ARBOR can be found in an according document.⁵

5. Submission Policy concerning depositors, quality & copyright

- Items may only be deposited by accredited members, and academic staff of the Bern University of Applied Sciences, or their delegated agents.
- Eligible depositors shall deposit metadata for all their publications.
- Eligible depositors shall deposit full texts of all their publications, although they may delay making them publicly visible to comply with publishers' embargos.
- ARBOR also admits the archiving of published works before the author or coauthor in question belongs to the BFH, provided that they have the appropriate permits from the previous affiliation institutions.
- The ARBOR Team only reviews items for the eligibility of authors/depositors, relevance to the scope of ARBOR, valid layout & format, and the exclusion of spam.
- The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
- Items can be deposited at any time but will not be made publicly visible until any publishers' or funders' embargo period has expired.
- Deposited metadata and items can only be made public by live editors and administrators.
- If ARBOR receives proof of copyright violation, the relevant item will be removed as soon as possible.

6. Preservation Policy

- Items will be retained indefinitely.
- The Bern University of Applied Sciences will try to ensure continued readability and accessibility:
 - items will be migrated to new file formats when necessary and feasible.
 - The continued readability of certain file formats is not guaranteed.
 - The repository may work with external partners to convert or migrate file formats, develop and implement software emulations for old file formats, and/or record preservation metadata.
- The repository regularly backs up its files according to current best practice.
- Items may only be removed for compelling reasons. Acceptable reasons for withdrawal include:
 - Journal publishers' rules
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National Security
 - Falsified research
- Withdrawn items are removed from public view but may be retained within the data base.
- Identifiers/URLs of withdrawn items will be retained transiently. ARBOR may reveal a deleted status for records upon harvesting requests.
- URLs will continue to point to 'tombstone' citations to avoid broken links and to retain item histories.
- The metadata of withdrawn items will not be searchable, with the exception of metadata pertaining to the deleted/removed status of the item.
- Errata and corrigenda lists may be included with the original record if required.
- If necessary, an updated version may be deposited. The item's persistent URL will always link to the latest version. The earlier version may be withdrawn from public view.
- Changes to deposited items are permitted under certain circumstances.
- In the event of ARBOR being closed down, the database will be transferred to another appropriate archive.

⁵ https://cug.bfh.ch/ws/arbor1/Documents/Handbuch%20BORIS%20ARBOR/ARBOR_Kurzanleitung_V2_Intranet.pdf p. 21-22.