

Leicester Research Archive Policies

1. Material to be included

The [Leicester Research Archive](#) (LRA) is a digital collection of research output from members of the University of Leicester. Any digital research output can be included. Learning objects will not be archived unless they themselves are a research output and are accompanied by supporting material. Committee minutes and papers and other traditional “archival” material will not be included. Any file format will be considered – audio, images, video, data, as well as text. Preprints (material that has not been peer reviewed) will only be included with the agreement of the department concerned. We are aware that preprints are not part of the literature of every subject discipline.

2. Open access

We aim to include full text, available on open access to anyone. However, we may add full text with password protection, restricting access to University of Leicester members, or include metadata only with no full text. We will indicate clearly on the item record each item that is not available to everyone in full text.

3. Copyright

Published material is archived only with the permission of the publisher. LRA staff will check or acquire this permission. If permission is not granted, the item will not be archived.

4. Deposit licence

People wishing to archive their work will be asked to sign the non-exclusive LRA deposit licence. This is signed once only.

5. New staff

New members of the staff of the University of Leicester are welcome to archive work from posts in other institutions.

6. Staff who leave

The work of staff who leave the University of Leicester will remain in LRA. Staff who leave are welcome to archive that work in their new institution’s repository.

7. Deleting work

Leicester Research Archive seeks to retain everything that has been archived, in order to build up a permanent record of research. We do however foresee that there will be circumstances when we will need to remove an item, and/or its associated record (the metadata). These circumstances include copyright violation, plagiarism or libel. Requests to remove items should be sent to the Leicester Research Archive Manager.

Amended 26th June 2007