

ePrints Repository Policy

Purpose and Context

The policy exists to manage the archive of research outputs in the ePrints Repository, and any new material that is added to it.

The [Open Access policy](#) governs how research outputs by academic staff should be deposited in Pure. The [repository etheses policy](#) governs how research outputs by postgraduate researchers should be deposited.

Scope

The policy applies to University staff and postgraduate research students who use, or have used the ePrints Repository. This policy has applied since 1st January 2018.

1. Introduction

- 1.1 The University ePrints Repository is the archive of research outputs of the University from 2007 to 2017. From 2018 research outputs not covered in the specific instances below will be uploaded to PURE, as outlined in the [Open Access policy](#).

2. Who can deposit material

- 2.1 Since most categories of material are deposited in PURE, the only active depositors in ePrints will be support staff, as outlined in section 3.
- 2.2 Where deposited material has multiple authors at least one author must be a member of the University of Huddersfield and the submitting author must seek the permission of co-authors.

3. What content can be included in the Repository

- 3.1 Research outputs including articles, presentations and other material produced by support staff at the University

4. User agreement

- 4.1 A user agreement for the Repository is available at http://eprints.hud.ac.uk/Repository_User_Agreement.pdf.

5. Copyright

- 5.1 Authors retain the copyright for all content posted in the repository. The agreement specifies a non-exclusive right to use, so that the author is free to reuse the content elsewhere.

- 5.2 When content has already been published in a commercial journal, agreement with the journal publisher must be established.
- 5.3 Intellectual property rights are owned by the University in the case of certain material as set out in the University's Intellectual Property Policy.
- 5.4 Collaborative work must be correctly attributed

6. Deposit of material

- 6.1 Terms and conditions for depositors are available at http://eprints.hud.ac.uk/Repository_Deposit_Agreement.pdf
- 6.2 The procedure for submitting material is available at http://eprints.hud.ac.uk/submission_procedure.pdf

7. Removal of content

- 7.1 Removal from public view will be allowed, if requested by the author or the institution, in certain circumstances, e.g.
 - 7.1.1 to comply with journal publisher rules
 - 7.1.2 where confidential material has accidentally been disclosed
 - 7.1.3 where the author has replaced the paper with an updated version
 - 7.1.4 where the content has been upheld by the wider research community as plagiaristic
 - 7.1.5 where the content does not conform to existing legislation
 - 7.1.6 where legal action has been threatened or any impropriety has been alleged, in relation to the material.

8. Withdrawn items

- 8.1 A record will still be kept of the publication retaining existing links and item histories, with a link to the replacement version where available. Changes to the deposited item are not permitted, but an updated version may be deposited and the earlier item withdrawn from public view on request. Errata and corrigenda lists may be added or included in the original bibliographic record

9. Author agreements / Version statements

- 9.1 The status of the submission should be clearly stated i.e. pre-refereed or post-refereed; and whether it is the author's pre-refereed /post-refereed version or the published pre-refereed/post-refereed version.

10. Persistent access

- 10.1 The University of Huddersfield is committed to use reasonable endeavours to provide persistent access to content in the Repository, but this applies only to material housed on servers maintained directly or under contract by the University. Links and access to content of any format referenced outside the Repository cannot be guaranteed.

11. Standards

11.1 Quality standards will be applied to metadata to allow the repository to be cross-searchable nationally and internationally.

12. Administration

12.1 The service is managed and mediated by Computing and Library Services

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	ePrints Repository Policy
Version Number:	2.1
Equality Impact Assessment:	29 November 2017
Privacy Impact Assessment:	Not applicable
Approved by:	University Research Committee
Date Approved:	16 May 2025
Date for Review:	14 February 2026
Consulted with:	Computing and Library Services, University Research Committee
Author:	Head of Academic Services, Computing and Library Services.
Owner (if different from above):	
Document Location:	https://www.hud.ac.uk/media/policydocuments/ePrints-Repository-Policy.pdf
Compliance Checks:	
Related Policies/Procedures:	List any applicable University regulations/policies/procedures that may impact upon the procedure. Open Access Intellectual Property Repository eTheses

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V1.0	Oct 2017	First draft of new policy	Head of Academic Services, Computing and Library Services.
V1.1	Dec 2017	Final version for URC	Head of Academic Services, Computing and Library Services.
V1.2	April 2020	Minor typographical changes	Head of Academic Services, Computing and Library Services.
V2.0	February 2023	Changes in scope made in line with current usage of platform. Title changed to clarify that ePrints only is in scope.	Head of Academic Services, Computing and Library Services.
V2.1	May 2025	Minor change made – removal of some wording from 7.1.2.	Head of Academic Services, Computing and Library Services