

OPUS Koblenz-Landau

Publication Server of Koblenz-Landau University

- Publication Policies -

1 Aims and Objectives of the Publication Server OPUS Koblenz-Landau

The publication server OPUS Koblenz-Landau is an academic publishing platform for digital documents that originate from research, teaching, or general academic life at the University. It provides open, online access to most of these documents.

Persistent identifiers and addresses are attributed to the digital documents. These documents are indexed for retrieval in national and international library catalogues, search engines, and other reference tools. Long-term preservation of these documents is projected.

2 Legal Aspects and Copyright

The publication server is managed by the University Library as responsible operator.

In the context of these policies, a digital document is defined as a document based on text and/or images that is stored digitally on a data carrier and distributed via computer networks.

The term will also include documents containing audio and video sequences when and if the technological resources allow this.

By signing the *submission statement*, authors and editors concede the following irrevocable rights to the University Library:

- 1 the non-exclusive right to store the digital document, together with the author's abstracts, in digital form, and to provide open access via computer networks or, if need arises, via other data storage media;
- 2 the right to forward the digital document to the relevant deposit libraries and/or special collection libraries;
- 3 the right to confer the rights defined in nos. 1 and 2 to any institution to which the University Library may have delegated the task of long-term preservation of the digital document;
- 4 the right to convert the digital document into an updated format whenever necessary, while retaining the integrity of the intellectual content;
- 5 in the case of doctoral dissertations, the right to make copies of the digital document and the right to distribute these copies or make them accessible via computer networks, if required in fulfillment of the legal obligations of the University Library.



All users are entitled to store metadata that describe and index a document published here, and to make these metadata accessible to third parties.

All other intellectual property rights remain intact. Authors or editors are free to re-publish contents of their digital documents, in part or entirely, via other media, provided such publications will not violate the rights of any other party.

Responsibility for the content of a digital document rests entirely with the author(s) or editor(s) of that document. Koblenz-Landau University does not accept liability for the content of any digital document, nor for the content of any linked site.

Authors and editors are obliged to ascertain in advance whether third parties hold copyright or other property rights for any part of the content. If that is the case, authors and editors commit themselves to obtaining sufficient licence before submitting the document for publication. Authors and editors confirm that publication of the digital document will not infringe on the rights of any third party, e.g., of a commercial publisher. If an author or editor has submitted a digital document but realizes at a later date that the publication does violate any of the rights mentioned above, or that it does not conform to legal or administrative regulations, he or she is obliged to notify the University Library without delay.

The University Library guarantees that the digital documents remain citable, and that the integrity of their intellectual content is preserved under any change or modification of format. Citability, data integrity, and long-term preservation are ensured within the limits of technological feasibility and reasonable expense or workload.

Once published, digital documents will not be withdrawn. The content of published documents will not be subjected to modification. However, the University Library is obliged and authorized to withdraw documents that violate the rights of third parties, or that violate any of the regulations set down in these policies or in the *submission statement*.

The University Library will not utilize any documents published via OPUS Koblenz-Landau for commercial purposes. Charging a reimbursement of costs, or a fee imposed by law, does not constitute a commercial use of these documents.



3 The Digital Document

A digital document submitted to OPUS Koblenz-Landau must meet the following requirements:

- 1 it is intended for open-access dissemination;
- 2 it is non-dynamic: any changes or modifications must be included in a new version, which will be stored and published as a separate digital document;
- 3 it conforms to the standards and technical parameters defined by the University Library and the technical operator of OPUS Koblenz-Landau.

Digital documents published via OPUS Koblenz-Landau must belong to one of the following categories:

- a. publications and serials of Koblenz-Landau University;
- b. publications and collections authored or edited by staff or faculty of Koblenz-Landau University, e.g. conference papers or proceedings, research reports, journals (e-journals), etc.;
- c. publications required under examination regulations, i.e., doctoral or post-doctoral dissertations;
- d. documents authored by students of Koblenz-Landau University, e.g., diploma theses, bachelor's or master's theses; in these cases, publication must be authorized by the supervisor of the student's work or other faculty members;
- e. open-access versions of articles that have been published previously (postprints), or preprints of scholarly work intended for future publication elsewhere, e.g., in a scientific journal.

In exceptional cases, access to digital documents may be restricted in time or place, e.g., for use on the premises of the University only.

Authors can describe and index their digital documents. Contents can be indexed by means of

- abstracts;
- controlled search terms (subject headings);
- free search terms;
- systems of classification.

By combining several of these methods, and by precise and detailed indexing, authors may influence findability and retrieval of their digital documents.



4 Organization and Management

- 1 The University Library is responsible for managing the published content. As far as the technology is concerned, the publication server OPUS Koblenz-Landau is hosted and operated by an external technical operator. Currently, the technical operator is the Hochschulbibliothekszentrum (HBZ) or Library Service Centre, Köln, which is also responsible for archiving services.
- 2 The technical operator guarantees the required level of data security and data protection. Technical operating services also include continual storage and backup routines with a view to preserving the integrity of the data base.
- 3 For members of Koblenz-Landau University (staff, faculty, and students), publishing via OPUS Koblenz-Landau is free of charge.
- 4 As a rule, digital documents are submitted, described and indexed online by the author(s) or editor(s) by means of the OPUS submission form.
- 5 For any questions concerning the publication server and the submission of documents, contact the University Library OPUS Team:

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