

1 ARCHIVAL POLICY

1.1 PREAMBLE

University of Ilorin Research Archive shall be the Institutional Repository for the collection, organization, access, annotation and preservation of research outputs of members of the University in digital formats.

1.2 OBJECTIVES

- i. Research outputs of members of the University will be housed in a place where they could be located by other researchers.
- ii. Because other researchers will be able to locate our research works, they will be able to build up on our works rather than wasting time to duplicate what has been done.
- iii. Existence of the University Research Archive will increase exposure of our research activities to the outside world which will:
 - a. Enhance the reputation of our University;
 - b. Make our research works more widely accessible;
 - c. Lead to increased citation of our research works;
 - d. Boost the impact of our research works on scientific advancement and global developments.

1.3 PRINCIPLES

The University will organize contents of the research archive into collections and communities. Community represents one way of grouping together collection of items in such a logical way that makes sense in accessing. A community may be organized in a hierarchical fashion such that it contains one or more collections or contain subcommittees

A collection is a grouping of items that are similar in one or more respects. For example, articles and conferences emanating from a department may represent a collection. An item is the basic archival element of the University Research Archive. Each item belongs to one collection but may appear in other collections. It is the actual document.

The materials that qualify for inclusion in the Research Archive of the University are:

- i. Journal articles (pre-printed or post printed);

- ii. Chapters in books;
- iii. Academic forum discussion papers;
- iv. Research Reports of sponsored works;
- v. Conference papers;
- vi. Theses;
- vii. Data sets;
- viii. Audio or video files of performed research works;
- ix. Geological specimens;
- x. Anthropological specimens;
- xi. Paleontological products;
- xii. Historical materials;
- xiii. Software.

1.3.1 GUIDELINES FOR PRINTED MATERIALS

Any of the aforementioned documents will be accepted on the following conditions:

- a. The work done is scholarly in nature.
- b. The work is a production of an academic staff of the University or is sponsored by a department, faculty or unit of the University.
- c. The work is completed and ready for distribution.
- d. It is a previously published item that is supported by a clearance from the copyright owner.

The University of Ilorin Archive shall be an open access repository. Any individual that can access the internet shall be able to access, view and download contents of the archive, except when an item is restricted to authorized users only.

To deposit a research item into the archive, an individual must register with the University Research Archive by providing an e-mail address and assigning a password for further communication.

A contributor will then be informed when to submit items for the archive. Submissions will then be validated and approved by library staff or curator of archival specimens before being made available. Each collection may have guidelines describing the type of materials that are acceptable e.g. a Thesis collection is intended just for Thesis. The system will be in position to accept any file format stored in the PC of a depositor.

Files deposited into the University Research Archive may be removed only by the University Research Archive staff on the advice of a depositor.

A depositor retains any rights in existence prior to deposits of an item. In the case of a published article where the publisher has granted special

permission in order to deposit a paper, the depositor continues to retain those rights.

When an individual deposits a work he/she grants the University of Ilorin the non-exclusive right to:

- a. Reproduce, translate and/ or distribute such submission (including the metadata and abstract) globally, in any format or medium for non-commercial, academic purposes only.
- b. Translate the submission without changing the content to any medium or format, and keep more than one copy of your work for purposes of scrutiny, backup and preservation.

1.3.2 GUIDELINES FOR TANGIBLE COLLECTIONS

The University of Ilorin shall provide a platform for the collection, organization, access and preservation of materials that are products of geological, anthropological, Paleontological research in nature as well as historical and cultural products of research.

The University shall retain a curator who will be in charge of accessing and preserving these items. Each collection will be registered, accessed and preserved according to the University Guidelines on archiving of tangible scientific collections. Each material will be identified by stamps and pertinent written documentation.

Photographing, casting, or copying materials by any method is only permitted with the consent of the collection curator. Such copies or derivatives thereof may not be transferred to another individual or institution or reduplicated without permission of the University curator of archives material.

1.4 MATERIAL SAMPLING AND DESTRUCTIVE ANALYSIS PROCEDURE

Material sampling or destructive analysis of any object or specimen requires special circumstance.

Request for samples are evaluated due to the fact that such uses inherently lead to reduced quality of the original specimen.

Researchers must request permission for destructive analysis or sampling of specimens by submitting a detailed written proposal to the appropriate responsible officer designated for that purpose.

The officer will evaluate such proposals according to scientific value, the researchers experience, the type of sample requested and the type of specimen required.

Accessioned typed material in any form are prohibited from destructive analysis or sampling.

Destructive analysis will not be permitted if specimen will loose its overall original integrity.