RePol

Repository Policy Generator

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**National Initiatives for
Open Science in Europe**

❑ Name: National Initiatives for Open Science in Europe

❑ Acronym: NI4OS-Europe (pronounced "NIFOS")

❑ Call: INFRAEOSC-05 (b) Coordination of EOSC-relevant national initiatives across Europe and support to prospective EOSC service providers - Research and Innovation Actions

❑ Grant number: 857645

❑ Amount of EC funding 5,599,475e

❑ 22 Partners from 15 countries

NI4OS Europe

Participating countries

Greece	Hungary	Albania	Republic of Moldova
Cyprus	Romania	Bosnia-Herzegovina	Armenia
Bulgaria	Slovenia	North Macedonia	Georgia
Croatia	Serbia	Montenegro	

Why policies matter

- Repository policy informs users (humans and machines) about the principles of operation, rights, roles and responsibilities, uses and reuse, etc.

- It helps the provider determine the processes that need to implemented and operational aspects to be covered

- Role in building trust in infrastructure

- Required in certification frameworks (e.g. Core Trust Seal)

- Required in the EOSC onboarding process

Repository policy concerns

❏ Repository owner must align with expectations of their stakeholders, users and the wider community

❏ Owner's goals, resources, approaches and platforms determine what can and will be done and strongly influence the policy

❏ The policy decisions are reflected in deposited content and implementation of repository-related processes

❏ As it describes the repository and its content in general, the policy is closely related to repository metadata (OAI-PMH, EOSC Profiles…)

Problems

- ❏ Many repositories lack policies

- ❏ Aggregators require technical standards to be met, but policies are not mandatory

- ❏ It is difficult for repository owners and managers to envisage all aspects that should be covered

- ❏ Templates and guidelines are provided by OpenDOAR (https://v2.sherpa.ac.uk/opendoar/policytool/) but requirements are growing.

Our goals for RePol

- ❑ Simple choice-based creation of repository policies

- ❑ Policies can be updated to reflect new choices

- ❑ Easy to edit templates to reflect new expectations and conventions

- ❑ Ability to split data into several forms

- ❑ Ability to create several documents from the same data

- ❑ Ability to create XML and JSON files with data and choices

- ❑ Ultimate privacy – user and policy data are not saved and there are no user accounts

What are other service-related documents?

- ❑ Terms of Use (ToU) – terse legal text, usually not produced for repositories; regulates (commercial) service users' access and behaviour, service elements provided, copyright, IPR, use of data, liability…

- ❑ Acceptable Use Policy (AUP) aimed at users, to reduces the potential for their legal action, guidelines to stimulate intended behaviour and service use, describe monitoring and moderation, outline consequences and sanctions

- ❑ IP Policy – mainly about ownership, and licensing of service elements, but not about content IPR

- ❑ Privacy Notice – to all users of service and to ensure legal compliance (GDPR); what service warrants to users in terms of protection of privacy, PII (personally identifiable information) and other related user data

- ❑ End-User License Agreement (EULA) and software license – for software products, not services (but individual items in repositories may be software)

For now, we stick to repository policy!

- ❑ It provides key information for most stakeholders including end users

- ❑ In addition to its section on privacy, a separate Privacy Notice may be needed!

Policy elements

OpenDOAR	RePol
	Preamble + Designated community (adopted from CTS)
Metadata policy (access rights and permissions for information describing items in the repository, and the minimum metadata requirements)	Metadata policy
Data policy (access rights and (re-)use permissions for full-text and other full data items)	Data policy
Content policy (tating the types and versions of documents and datasets held)	Content policy
Submission policy (eligible depositors, quality control and copyright statements)	Submission policy
	Privacy policy (also mentioning third-party applications)
	Curation policy (adopted from CTS)
Preservation policy (long-term retention, migration, and withdrawal protocols)	Preservation policy
	Harvesting policy (suggested by CORE)

RePol

- ❑ Modular structure

- ❑ Free to use and open-source

- ❑ Service: https://repol.ni4os.eu/

- ❑ Wiki: https://wiki.ni4os.eu/index.php/RePol

- ❑ Code: https://github.com/RestlessDevil/RePol/

- ❑ License: EUPL (European Union Public License, Version 1.2 or later, EUPL-1.2-or-later)

KNOWLEDGE WITHOUT BOUNDARIES

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Repository Policy Generator

RCUB

RePol - Repository Policy Generator

Document Creation Forms

Repository Policy

Creation of customised repository policies

Data Download/Upload

Download the data entered into above forms

🖫 Download Data as XML

If you wish to edit an existing policy generated using RePol, upload the previously generated document or a standalone XML

Browse... No file selected.   ⬆ Upload

Reset data in all forms.

⟳ Reset Data

Usage

A trustworthy repository should have a transparent policy, informing users about the roles, responsibilities, rights and procedures aimed at ensuring that their deposited data are preserved and disseminated in line with the FAIR principles. RePol uses a lightweight online form to guide you through the process of defining a repository policy. By choosing options in the form, you choose sets of predefined policy clauses formulated in line with the current best practice. The resulting policy document may be downloaded, additionally customized, and integrated into your repository.

- **Access, data entry and document creation** – You can access RePol through a web browser, without any authentication. Data entry starts with the selection of a form for a document that is to be generated. Once all fields in the form are properly filled, the document can be generated. The same fields are shared across several forms.
- **Editing of generated documents** – The generated HTML document is a draft that must be read and edited before it is considered final. The sections that must be revised are clearly marked. If you want to re-upload and re-use the document in RePol, please refrain from deleting or altering the portion between tags because that is where the machine-readable data is stored.
- **Saving all forms** – At any time, you can download an XML (standalone) file containing all entered data – the latest values of the input elements, from all forms at once. Each generated document also contains its data in a machine-readable format.
- **Later changes of data and documents** – Both standalone XML exports and generated documents can be re-uploaded to the RePol and their data parsed to fill the appropriate input elements in all forms that have them, allowing to update the data or the same data to be re-used in other templates or newer versions of the existing ones. All user-made customisations of the earlier created text will have to be repeated in the new document.

RePol - Repository Policy

2021-02-16 13:05

Creation of customised repository policies

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General Information

Repository name

Enter the name of the repository for which you wish to generate a policy.

Repository URL

Enter the full URL of the repository's home page.

User manual URL

Enter the URL of the user manual, if available.

Owning organization(s)

Provide the name of the legal entity or body/unit owning the repository. This field is mandatory because the policy must be bound to an entity.

Parent organization

If the owner of the repository is a unit within a larger legal entity (e.g. a faculty or an institute within a university), provide the name of the parent organization

Metadata

Restricted access to some metadata

☐

Check the box if the repository contains metadata that is not publicly available.

Flavour of the metadata license

CC0 - Creative Commons option - waive all copyright and related rights ▾

Mention repository owner in re-used metadata

☑

Check this box if you wish to encourage users to cite the repository as the source of metadata, even if the metadata license does not require attribution.

Data/Content Access

Restricted access to some items

☐

Check the box if the repository contains some items that are restricted to general public. Restricted access is usually due to legal limitations, copyright agreements, privacy protection, etc.

Flavour of the content license

Descriptive - OpenDOAR-style content policy ▾

Some repositories recommend particular license types. If this is the case in your repository, check all applicable options. You may manually add additional licenses, if necessary, once you download the generated policy.

Content

Repository type

Institutional ▾

Multi-departmental repositories should be considered institutional, while subject-based ones may additionally restrict depositors.

Repository subjects

Submission

Allowed depositors

Available	
Librarians	→
Staff members	→
Researchers	→
Associates	→
Affiliates	→
Alumni	→
Students	→
General public	→

Selected	
No values selected	

[_____] [+ Add New]

List allowed depositors, e.g. "researchers from SEE Europe" or "Institution A, Institution B and Institution C"

Embargoed items available after embargo expiration?

☐

Items may be deposed at any time but will be made available after the expiration of the embargo period.

Accepted content types

All types of materials ▾

Retention period (years)

[_____]

From the date of depositing. Blank or 0 for the unlimited period.

Links between versions

☐

Record versions have links to the older and newer versions.

Links to the latest versions of items

☐

Repository Policy - Repo

Date (yyyy-mm-dd): 2021-02-16

About Repo

TODO: TO REVIEW AND EDIT BY POLICY WRITER, (SEARCH FOR PARAGRAPHS WITH "TODO:")

TODO: Organization has established the institutional repository Repo). It is the digital repository of ALL (OR THOSE QUALIFIED/CONSTRAINED WITH, E.G., "research") MEMBERS OR DEPARTMENTS OR DEPOSITING/ASSOCIATED INSTITUTIONS of Organization.

TODO: The aim of the repository is to provide open access to DIGITAL COLLECTIONS OR RESEARCH OUTPUTS OR SCHOLARLY OUTPUTS of Organization IN SOME SPECIFIC FIELD (IN LINE WITH THE REPOSITORY TYPE (institutional) AND SUBJECTS (social sciences, multidisciplinary)). The main aim of this repository is to increase the visibility of its research output / OR of the MEMBERS OR DEPARTMENTS OR ALLOWED DEPOSITORS (librarians, researchers, staff) of Organization and, at the same time, provide free access, in compliance with the LINK TO Open Access/Science Policy (ALSO PRINTABLE URL) of Organization passed by the GOVERNING BODY (DATE OF POLICY, E.G., 1 April 2020).

TODO: The aim of this policy is to ensure that the contents of Repo reflect and strengthen the Organization's tradition of research excellence, by increasing the visibility of Organization's research, and providing open access to its research outputs. This policy also establishes the framework within which Repo is managed.

TODO: DESCRIPTION OF REPOSITORY PLATFORM AND VENDOR; EXAMPLE: The repository uses a DSpace-based software platform developed and maintained by the MAINTAINER/SUPPORTER (WITH LINK AND PRINTABLE URL). The software platform is compliant with the OpenAIRE Guidelines for Literature Repositories v3.

TODO: DESCRIPTION OF FRONT-END APP SUPPORTING DEPOSITORS OR OTHER USERS, EXAMPLE: The repository is supplied with the external application FRONT END APP NAME (LINK AND PRINTABLE URL), developed by the SOLUTION DEVELOPER (LINK AND PRINTABLE URL). In FRONT-END APP, authors and funding information are presented as normalized entities. FRONT-END APP also enables metadata export and displays Altmetric scores and Dimensions citations.

Related documents:

- Creative Commons Licences Explainer (below)
- **TODO:** OPTIONAL LINK TO User Manual (ALSO PRINTABLE URL)
- **TODO:** LINK TO Open Access/Science Policy (ALSO PRINTABLE URL)

TODO: Designated Community

Describe briefly the groups of current and potential users and communities for whom the content of the repository is relevant. The designated community may include various sub-communities and it may be relevant to distinguish between primary and secondary communities or internal and external users. For example:

The Designated Community of Repo includes the following user groups:

- Internal users: MEMBERS, STAFF OR FACULTY of Organization. They can deposit their research outputs in the repository, browse and search the metadata, and, in most cases, download content from all repository collections.
- External users: local and international professional researchers, citizen scientists, teachers, students, informed citizens, the general audience, etc. They can browse and search the metadata, and download the Open Access content from the repository.
- Associates: local and international professional researchers who have joint projects with internal users. They can browse and search the metadata, download Open Access content from the repository, access the collection dedicated to their project.

Metadata Policy

- Access to some metadata is restricted.
- The metadata of the items deposited in Repo are made available under the Creative Commons CC0 Public Domain Dedication option ("no rights reserved", https://creativecommons.org/publicdomain/zero/1.0/). This dedication applies exclusively to the metadata associated with the items deposited and under no circumstances is a substitute for or affects their individual licences or permits.
- Anyone can access, copy, share, modify, harvest and re-use the metadata for any purpose, free of charge and without requiring permission from Organization.
- Organization is dedicated to providing high-quality and machine-readable item-level metadata.
- Mention of Repo is appreciated but not mandatory.

RePol - Repository Policy

Creation of customised repository policies

Panels and input elements

General Information

Label / ID	Type / Mandatory	Displayed - "value" (default: green)
Repository name **repo_name** Enter the name of the repository for which you wish to generate a policy.	ONELINE *	
Repository URL **repo_url** Enter the full URL of the repository's home page.	ONELINE	
User manual URL **manual_url** Enter the URL of the user manual, if available.	ONELINE	
	SEPARATOR	
Owning organization(s) **repo_owner** Provide the name of the legal entity or body/unit owning the repository. This field is mandatory because the policy must be bound to an entity.	ONELINE *	
Parent organization **parent_organization** If the owner of the repository is a unit within a larger legal entity (e.g. a faculty or an institute within a university), provide the name of the parent organization	ONELINE	
Institutional Open Access/Science policy URL **oa_policy_url**	ONELINE	
Policy renewal interval (years) **policy_renewal_interval_years**	INTEGER	3

Metadata

Label / ID	Type / Mandatory	Displayed - "value" (default: green)
Restricted access to some metadata **restricted_access_some_metadata** Check the box if the repository contains metadata that is not publicly available.	BOOLEAN	false
Flavour of the metadata license **metadata_policy_flavour**	SELECTONE	Descriptive - OpenDOAR-style metadata policy - "descriptive" CC0 - Creative Commons option - waive all copyright and related rights - "cc0" CC BY attribution to the repository - could complicate reuse by other services - "cc-by"
Commercial metadata use allowed **commercial_metadata_use_allowed** 👁	BOOLEAN	true
Mention repository owner in re-used metadata **mention_repository_owner** Check this box if you wish to encourage users to cite the repository as the source of metadata, even if the metadata license does not require attribution.	BOOLEAN	true

Data/Content Access

Label / ID	Type / Mandatory	Displayed - "value" (default: green)
Restricted access to some items **restricted_access_some_items** Check the box if the repository contains some items that are restricted to general public. Restricted access is usually due to legal limitations, copyright agreements, privacy protection, etc.	BOOLEAN	false
Flavour of the content license **data_policy_flavour** Some repositories recommend particular license types. If this is the case in your repository, check all applicable options. You may manually add additional licenses, if necessary, once you download the generated policy.	SELECTONE	Descriptive - OpenDOAR-style content policy - "descriptive" CC BY attribution to the author - "cc-by" CC BY-NC-SA attribution to the author, non-commercial, share-alike - "cc-by-nc-sa"
Commercial use of items allowed **commercial_item_use_allowed** 👁	BOOLEAN	true

Benefits of using RePol-managed repository policies

❑ Quickly draft a policy that follows good practices and is based on a carefully tailored template

❑ Repository owners and administrators may rely on external expertise and keep up with evolving expectations and requirements

❑ Easier integration of repositories in international infrastructures if the policy is well structured, human and machine readable and in line with typical requirements

❑ Can ask RePol maintainers to address the needs that others may also have