

UNBC Institutional Repository

Content Guidelines

October 12, 2016

(Based on Kwantlen KORA Guidelines)

Eligible Contributors

1. Items may only be deposited by members of the UNBC community.
2. UNBC community members include:
 - a. Individuals and groups affiliated with a UNBC department, programs, research team, working group, collaborative project, or conference, such as:
 - i. Current and former* UNBC faculty researchers and employees.
(* See Eligible Content items 8 & 9)
 - ii. UNBC faculties, departments and schools
 - iii. UNBC research institutes
 - iv. Undergraduate students with faculty sponsorship
3. Other UNBC-affiliated individuals or entities will be considered on a case-by-case basis.

Eligible Content

1. The UNBC IR collects scholarly and creative materials in digital format
2. Items are only added to the UNBC IR with the permission of the author/creator, and where permitted under Canadian copyright law.
3. The UNBC IR is an open-access repository providing access to the complete (i.e. full text) digital works. Abstracts and citations on their own, without the complete work will not be included.
4. The IR includes all types of digital formats, generally excluding applications, executable code, datasets and software.
5. Eligible types of works include:
 - a. Journal articles
 - b. Books or chapters
 - c. Popular media articles
 - d. Conference and workshop papers and presentations
 - e. Lectures and speeches
 - f. Research reports, technical reports and working papers
 - g. Multimedia and audio-visual materials
 - h. Theses and dissertations
 - i. Student projects as selected by faculty members or academic units
 - j. Selected course-related materials and learning objects produced by instructors

- k. Other types of materials will be considered on a case-by-case basis
6. Previously-published journal articles may include different versions, including:
 - a. Working draft
 - b. Pre-print: the author's manuscript as submitted to the publisher for peer-review
 - c. Post-print: the final peer-reviewed draft, also called the accepted version
 - d. Published version also called the final or official version, which has been copy-edited, typeset, and/or enhanced by the publisher in other ways.
7. Works that are subject to a publisher's embargo period may be added to the UNBC IR at any time, but they will not be made publicly visible until the embargo period has ended.
8. Works published or created prior to an author's affiliation with UNBC may be retroactively deposited as long as the authors are currently affiliated with UNBC and meet all submission requirements
9. Works published or created by authors who are no longer affiliated with UNBC may be retroactively deposited as long as the work was published or created by authors while they were affiliated with UNBC and meet other submission requirements.
10. The UNBC IR will also accept materials produced by non-university researchers that are produced in conjunction with a UNBC-sponsored event, such as a conference or lecture series.

The Geoffrey R. Weller Library reserves the right to deny materials not within the scope of the UNBC IR guidelines.

The Geoffrey R. Weller Library reserves the right to remove a work from the UNBC IR without prior notice for administrative or legal reasons. Upon such an occurrence, the metadata record indicating prior storage of a Work in the Repository may remain visible in perpetuity.