

Metadata Policy

Metadata is information describing items in amber for example title or author. This policy describes how it can be used.

1. Anyone may access the metadata. There is no charge and no user name or password is required.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record is given.
3. The metadata can be re-sold commercially with permission and provided the OAI Identifier or a link to the original metadata record is given.

Content Policy

The content policy covers the types of information included in amber.

1. amber is a multi-institution subject-based repository including research published by NHS Staff working for ambulance services in England. Typically amber covers subjects in paramedicine and emergency medicine.
2. amber holds all types of items, however, the inclusion of editorial, journalist and commentary is discretionary.
3. Papers are individually tagged with their version type and date and their publication status.

Submission Policy

The submission policy covers who can deposit material with amber, the quality of the material deposited and copyright issues. See also Submission Process.

1. Items may only be submitted by NHS staff working in ambulance services in England.
2. Authors may only submit their own work for archiving.
3. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout & format, and the exclusion of spam
4. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.

5. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.
6. Any copyright violations are entirely the responsibility of the authors/depositors.
7. If the repository receives proof of copyright violation, the relevant item will be removed immediately.

Data Policy for full-text and other full data items

The data policy covers items that are made available in full typically preprints or post-prints.

- 1) Anyone may access full items free of charge.
- 2) Copies of full items generally can be:
 - a) reproduced, displayed or performed, and given to third parties in any format or medium;
 - b) for personal research or study, educational, or not-for-profit purposes without prior permission or charge;

provided:

- c) the authors, title and full bibliographic details are given;
 - d) a hyperlink and/or URL are given for the original metadata page;
 - e) the content is not changed in any way.
- 3) Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

Preservation Policy

How material deposited with amber is be managed.

- 1) Items will be retained indefinitely.
- 2) The repository will try to ensure continued readability and accessibility.
- 3) Items will be migrated to new file formats where necessary.
- 4) Where possible, software emulations will be provided to access un-migrated formats.
- 5) The repository regularly backs up its files according to current best practice.
- 6) The original bit stream is retained for all items, in addition to any upgraded formats.
- 7) Items may not normally be removed from the repository.
- 8) Acceptable reasons for withdrawal include:
 - a) Proven copyright violation or plagiarism
 - b) Legal requirements and proven violations
 - c) National Security
 - d) Falsified research

- 9) Withdrawn items are not deleted per se, but are removed from public view.
- 10) Withdrawn items' identifiers/URLs are retained indefinitely.
- 11) URLs will continue to point to a retaining citation, to avoid broken links and to retain item histories.
- 12) Changes to deposited items are not permitted.
- 13) Errata and corrigenda lists may be included with the original record if required.
- 14) If necessary, an updated version may be deposited.
- 15) In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Acknowledgment

These policies are substantially based on the OpenDOAR Policy Support Tool [<https://v2.sherpa.ac.uk/opensoar/policytool/>].

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