

**Kwame Nkrumah University of Science and Technology Institutional
Repository (KNUSTSpace) POLICY**

1. INTRODUCTION

- 1.1 a. The KNUSTSpace is an open access university based institutional repository (IR) that offers a service to the KNUST community and enables the management and dissemination in digital format of academic and research output and learning and teaching resources that have either been created by or donated to the community. KNUST community is defined as the past, present and future staff and students of KNUST and also all Colleges, Faculties, Centres, Institutes and Departments of KNUST.
- b. The Policy governs the operations of the Repository including the guidelines for authors who wish to deposit their original output. Research output, and learning and teaching resources published and unpublished, may be deposited in the IR.
- c. The repository must be made accessible at all times to those who wish to deposit and those wishing to search it should not be discouraged.
- d. It is interoperable, that is, its contents are seen by others so standardised metadata or protocol, like OAI –PMH or Dublin Core needs to be used.
- e. The services intended are the collection, classification, preservation and retrieval of items submitted to KNUSTSpace by all staff and students.
- 1.2 Content is what makes an IR successful when authors deposit their output in it. This is the most important but yet most difficult in the implementation of an IR. It is difficult because of the great efforts needed to get those who have to provide the content to appreciate the benefits of having their output in the IR and also the training and skills needed to use the IR.

2 KNUSTSpace SERVICES

- 2.1 The KNUSTSpace offers the University and its staff the following benefits:

- 2.2 KNUSTSpace will provide main services at no cost to the KNUST community and all other persons who will use the items entered on KNUSTSpace.
- 2.3 The Main Services are two (2)
 - 2.3.1 KNUSTSpace Interactive Service provides a system where KNUST staff and other persons who will use the items are enabled to effectively submit items or access items, respectively.
 - 2.3.2 KNUSTSpace Operations Service will be provided by the KNUST Main Library with support from the University Information Technology Services (UITS) to store, preserve, back up, recover and generally monitor the KNUSTSpace functioning system.
- 2.4 Access to research output of KNUST from a central source.
- 2.5 Provides increased availability of local content in global scholarly communication.
- 2.6 Provides increased global visibility and showcases the academic and research output and learning and teaching resources use and impact of intellectual output of KNUST.
- 2.7 Preserves KNUST's intellectual heritage for posterity.
- 2.8 Enables the research output of staff to be more cited.
- 2.9 Enhances the productivity and effectiveness of learning and teaching.
- 2.10 Helps to discover and locate resources relevant to learning and teaching needs by using the search and browse functions, drawing on the metadata included with each resource.
- 2.11 Enables collaborative research between KNUST researchers and other researchers worldwide.
- 2.12 Facilitates exchange of expertise and experience with those who are looking for the creation or repurposing of learning and teaching resources.
- 2.13 All items in KNUST Space are searchable.
- 2.14 KNUSTSpace uses the Open Source Software DSpace, developed by Hewlett Packard (HP) and Massachusetts Institute of Technology (MIT). It is one of the two most widely used Open Source softwares for Institutional Repositories and has a big community of users who offer assistance to each other including technical support online. It can also be used to archive different formats of items.

KNUSTSpace MANAGEMENT COMMITTEE

3.1 Composition

The KNUSTSpace Management Committee which is a sub-Committee of the Library Committee shall be composed of the following persons:

University Librarian -- Chairperson

6 College Librarians

1 rep from the UITS

Systems Librarian (KNUSTSpace Manager)

Institutional Repository Librarian

2 reps from the Academic Board

An Assistant Registrar -- Secretary

3.2 Functions

Its functions are

- a. To determine the policies on submission and dissemination of content, licensing and copyright issues for approval by the university.
- b. To determine the overall services to offer as well as standards.
- c. To make decisions to fit into the University mission and strategic plan.
- d. To see to the smooth running of KNUSTSpace services.

3.3 Meetings

It shall meet quarterly and submit its reports to the Library Committee.

4 SUBMISSIONS POLICY

4.1 Persons who can submit Items

- 4.1.1 Any member of KNUST community can submit items to KNUSTSpace. However he/she must have been assigned necessary rights by the KNUSTSpace Manager who grants such permissions, so that he/she will be able to upload the item.

Request for such permission must be sent to the KNUSTSpace Manager or Collection administrator.

4.1.2 Submissions can either be self archived (by researchers/authors) or mediated archived (by IR staff). Quality assurance will be carried out by the IR staff to ensure that only original work is deposited. Authors may only submit their own work. Authors are expected to ensure that they do not self archive materials that copyright has been signed away to publishers. For such articles expressed permission should be sought from the copyright owner. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired. Any copyright violations are entirely the responsibility of the authors/depositors. If the KNUSTSpace receives proof of copyright violation, the relevant item will be removed immediately. All items submitted are organized in an easily retrievable format. Items submitted must meet the 15 qualified Dublin core fields.

4.1.3 Items submitted must meet the Dublin Core fields stated in the table below:

Metadata Element	Element Description	Policy
Creator	Main author. An entity primarily responsible for making the content of the resource. eg. A person, an organization or a service. APA bibliographic writing style as in a reference list. Syntax: surname, initials (first name) [http://en.wikipedia.org/wiki/Apa_style#Reference_list] When initial and full name are <i>both available</i> use this formatting: Mensah, C. (Charles).	Mandatory (unknown if not available)
Contributor	An entity responsible for making contributions to the content of the resource. APA bibliographic writing style as in a reference list. Syntax: surname, initials (first name) [http://en.wikipedia.org/wiki/Apa_style#Reference_list] When initial and full name are <i>both available</i> use this formatting: Mensah, C. (Charles). Typically, the name of a Contributor should be used to indicate the entity. Examples of contributors are: a supervisor, editor, technician or data collector.	Optional
Coverage	The extent or scope of the content of the resource.	Optional

	Coverage will typically include spatial location (a place name or geographic coordinates), temporal period (a period label, date, or date range) or jurisdiction (such as a named administrative entity). E.g. The Great Depression; start=1929; end=1939; Perth International Arts Festival, 2000; start=2000-01-26; end=2000-02-20. More information: http://dublincore.org/documents/2000/07/28/dcmi-period/	
Date	A date of an event in the lifecycle of the resource associated with the creation availability or lifecycle of the resource. “Published” is the default interpretation. Typically, Date will be associated with the creation or availability of the resource. Recommended best practice for encoding the date value is defined in a profile of ISO 8601 [W3CDTF] and follows the YYYY-MM-DD format. For fuzzy dates use a logical year that most represents that period, e.g. "1650" instead of “17th century”	Mandatory System supplied if not provided by user
Description	An account of the content and provenance of the resource, eg. An abstract, table of contents, reference to a graphical representation of content or a free-text account of the content. „Abstract” is the default interpretation	Mandatory if applicable
Format	The physical or digital manifestation of the resource IANA registered list of Internet Media Types (MIME types) [http://www.iana.org/assignments/media-types/]. Some examples: text, image, audio, video.	Recommended System supplied
Identifier	An unambiguous reference to the resource within a given context. URI scheme, linking to persistent identifier (URN, handle, DOI), full text document or human start page.	System supplied
Language	A language of the intellectual content of the resource. E.g. ISO 639-3: English: eng; German: deu; Arabic: ara	Recommended (pull-down menu, including “non-text”)
Publisher	An entity responsible for making the resource available, responsible for publication, distribution or imprint. Typically, the name of a Publisher should be used to indicate the entity. The (commercial or non-commercial) publisher of the resource; not the (sub)institution the author is affiliated with. Publisher is used only in the bibliographic / functional sense, not an organisational one. Use only the full name of the given (commercial) publisher, not the name of an organization or institute that is otherwise [in a broader sense] associated with the creator. With university publications place the name of the faculty and/or research group or research school after the name of the university. In the case of organizations where	Mandatory if applicable

	there is clearly a hierarchy present, list the parts of the hierarchy from largest to smallest, separated by full stops.	
Relation	A reference to a related resource	Optional
Rights	Information about rights held in and over the resource. Typically, a Rights element will contain a rights management statement for the access or use of the object, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights. It is preferred to refer to a rights service where the reuse rights are made clear to the end-user by using a URL. For example the Creative Commons organisation has created URIs for their different Licences in the different Jurisdictions. This can be applied to create machine readable usage licenses.	Recommended
Source	A reference to a resource from which the present resource is derived. Guidelines for Encoding Bibliographic Citation Information in Dublin Core Metadata [http://dublincore.org/documents/dc-citation-guidelines/]. Best practice: Use only when the described resource is the result of digitization of non-digital originals. Otherwise, use Relation. Optionally metadata about the current location and call number of the digitized publication can be added.	Optional
Subject (unqualified)	The topic of the content of the resource. Free language terms If no specific classification scheme is used we recommend the Dewey Decimal Classification (DDC). The first 1000 terms is called the Dewey Decimal Classification Summary and can be downloaded at http://www.oclc.org/dewey/resources/summaries/ if one agrees with the following terms and conditions: http://www.oclc.org/research/researchworks/ddc/terms.htm	Mandatory when applicable
Title (unqualified)	A name given to the resource. The title will be the name by which the resource is formally known Preserve the original wording, order and spelling of the resource title. Only capitalize proper nouns. Punctuation need not reflect the usage of the original. Subtitles should be separated from the title by a colon. This instruction would result in Title: Subtitle (i.e. no space). If necessary, repeat this character for multiple titles.	Mandatory
Type	The nature or genre of the content of the resource. Some examples of the publication types: article, bachelor Thesis, master Thesis, doctoral Thesis, book, book Part, review, conference Object, lecture, working Paper, preprint, report,	Mandatory

	annotation, contribution To Periodical, patent. Recommended: version to indicate the status in the publication process (e.g. draft, submitted Version, accepted Version, published Version, updated Version)	
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4.2 What can be submitted to KNUSTSpace

- 4.2.1 Scholarly or researched items and learning and teaching resources including their full text.
- 4.2.2 Items in digital format.
- 4.2.3 Items that are complete and fit for publication.
- 4.2.4 Items produced, sponsored by or donated to the KNUST Community.
- 4.2.5 Items that the author is willing to grant KNUST the right for preservation and distribution through KNUSTSpace.
- 4.2.6 Items that the copyright issues have been cleared with the Publisher and such documented clearance forwarded to KNUSTSpace office.
- 4.2.7 Items that conform to the structure determined for KNUSTSpace entries.
- 4.2.8 Items that can be preserved on long-term basis.
- 4.2.9 Items that are in series, provided the other parts in the series will be added in future to make it a complete set.
- 4.2.10 Any items that have contributions from, produced by, sponsored by any member of the KNUST community.
- 4.2.11 Pre-prints and postscripts.

4.3 What cannot be submitted to KNUSTSpace

- 4.3.1 Items that are of temporary value or ephemeral nature.
- 4.3.2 Items that have controversial, derogatory, pornographic or discriminatory content.
- 4.3.3 Items of administrative or commercial use to the University.

4.4 Acceptable content formats

- 4.4.1 Documents (Journal Articles, Working Papers, Technical Reports, Pre-Prints, Post-Prints, Manuscripts, Conference Papers, Newspaper Clippings, Speeches.
- 4.4.2 Theses and Dissertations
- 4.4.3 Inaugural /Professorial/ Occasional Lectures

- 4.4.4 E-resources
- 4.4.5 Data Sets
- 4.4.6 Multimedia Publications
- 4.4.7 Digital Images
- 4.4.8 Lecture notes
- 4.4.9 Grey literature
- 4.4.10 Presentations
- 4.4.11 Courseware

4.5 Revised Versions

Any revised version of an item will be treated as a new item. However an earlier version can be withdrawn upon request, although it will be archived in the “KNUSTSpace Provenance” Collection.

5 COMMUNITIES WITHIN KNUSTSpace

- 5.1 Items in KNUSTSpace are organized by Communities and Sub-communities. These are further subdivided into Collections. A Community in KNUSTSpace is a unit, say a College and a Collection could be a Faculty or Department. Each unit will maintain a Community Manager who may be a Librarian.

6 RESPONSIBILITIES OF THE COMMUNITY MANAGER

- 6.1. Liaison between the Community and KNUSTSpace Office.
- 6.2 Collect and / or prepare items for submission with Policies in mind.
- 6.3 Monitor and seek copyright clearances.
- 6.4 Decide on how and when to submit in collaboration with KNUSTSpace Manager.
- 6.5 Forward requests for items to be withdrawn.
- 6.6 Publicise KNUSTSpace in the Community.

7 RESPONSIBILITIES OF THE KNUSTSpace MANAGER.

- 7.1 Inform communities about any changes in KNUSTSpace format.

- 7.2 Ensure that the IT personnel provide adequate storage, including back-up and recovery services.
- 7.3 Ensure that the interface for browsing, searching, viewing and downloading of items in the repository are in line with KNUSTSpace Policy.
- 7.4 Ensure that there is collaboration with IT personnel to enable efficient, systems management services for the repository including migrating to a newer version of DSpace.

**8. RESPONSIBILITIES OF THE INSTITUTIONAL REPOSITORY (IR)
LIBRARIAN**

- 8.1 Retain and maintain items submitted to KNUSTSpace
- 8.2 Disseminate items submitted according to the Policy.
- 8.3 Preserve the items using the agreed and standard methods.
- 8.4 Be available through e-mail or personal contact to the university community for information about KNUSTSpace.

9 RIGHTS OF THE UNIVERSITY MAIN LIBRARY

The University Main Library has the right to:

- 9.1 Refuse items that are not within the scope of KNUSTSpace as stated in Section 4.2.
- 9.2 Renegotiate terms of agreement with Communities and Collections.
- 9.3 Move collections to reflect current agreement between KNUSTSpace and Communities.
- 9.4 Redistribute or amend metadata of items submitted to KNUSTSpace.
- 9.5 Re-accession items submitted as necessary.
- 9.6 Appraise items when Communities are cancelled or are twenty five years old, for long –term archiving.
- 9.7 Migrate items for more effective preservation if necessary.
- 9.8 Provide links between Communities and items to guide users.
- 9.9 Decide on number of items or size of files that will constitute fair use.
- 9.10 Charge for services that will require a lot from KNUSTSpace staff.

10 RESPONSIBILITIES OF THE UNIVERSITY

The KNUST as a University is expected to:

- 10.1 Be actively committed to the preservation of research material through KNUSTSpace.
- 10.2 Provide support with regard to hardware, manpower, funding.
- 10.3 Set Policy at University level regarding issues that affect KNUSTSpace, eg. Copyright rules, image requirements, mandated archiving etc.
- 10.4 Support functions mandated by existing Policies

11 RESPONSIBILITIES OF INFORMATION SYSTEMS AND TECHNOLOGY UNIT

- 11.1 The Library Information Systems and Technology Unit provides software support with regard to KNUSTSpace which include the following:
 - 11.1.1 Software installation and upgrading
 - 11.1.2 Projects: Roll-out of Software, Networking and Hardware
 - 11.1.3 Supplement or augment in-house technical skills, network administration, project management.
- 11.2 Its mission amongst others is to “interpret the strategic plan of KNUST and the Library in order to ensure that the necessary IT infrastructure and programmes are available in time to realize the objectives”.

12 COPYRIGHT, INTELLECTUAL PROPERTY, LICENSING ISSUES

- 12.1 When an item is submitted to KNUSTSpace the author(s) grants a non-exclusive dissemination rights to the KNUST. This does not prevent the author(s) from publishing it as a journal article or in any other place because he/she still holds copyright of the item. Through submission of the work to the KNUSTSpace the copyright ownership is unaffected.
- 12.2 The author(s) have to seek copyright clearance, if necessary, from a Publisher that requires that before submitting the item to KNUSTSpace.

- 12.3 The author(s) has to be familiar with the copyright rights of the Publisher of the item.
- 12.4 The author(s) has to ask permission from the Publisher before submitting the item to the repository. A letter granting that permission must be submitted to KNUSTSpace 'Letter of Consent' page <http://dspace.knust.edu.gh/dspace/dspace-admin/license-edit> on the KNUSTSpace. "The Rights" field must be used to refer to the permission granted.
- 12.5 In order to get more information about the permissions that are normally given as part of each publisher's copyright transfer agreement please check the SHERPA/RoMEO publisher copyright policies and self-archiving website at <http://www.sherpa.ac.uk/romeo.php> . If any publisher cannot be found on this site, the publisher should be contacted directly.
- 12.6 If an item is submitted but a restriction is placed on it for a period, only the abstract will be made public while the full text is blocked until the expiration of the embargo period.
- 12.7 The KNUST holds the copyright for Theses and dissertations along with its staff or student who produced it. It is therefore mandatory for all students and staff of KNUST to submit electronic copies along with the print copies of their Theses and Dissertations.
- 12.8 Before submitting an item the author will be required to sign an agreement with the following content:
"By submitting this item I (author, copyright owner or assignee) grant to the KNUST the non-exclusive, royalty-free, perpetual right to reproduce, translate, distribute copies of the Work (including the abstract, text, images and related data) worldwide in any format and in any medium for the purpose of free access (except for associated media costs); to make copies as necessary to store the Work in the KNUSTSpace (including for back-up purposes); to store electronically, translate, copy, or re-arrange the Work and to transmit it into archives to ensure its future preservation and accessibility; to incorporate metadata or documentation into public access catalogues for the Work (provided that a citation to the Work will always remain visible); to transmit the Work to disciplinary repositories of

relevance for the dissemination of the Work; and to alter or restrict access if there are weighty reasons for doing so. I agree that the KNUST can translate the Work but without changing the content, to any format or medium to ensure its preservation, and keep more than one copy for back-up, preservation and security. I confirm that the Work is as a result of my own work and I have the right to grant its use to KNUSTSpace. The Work, to the best of my knowledge, does not and will not infringe the intellectual property rights (including copyright) of any third party. I also agree that I have secured all necessary copyright clearance to enable KNUSTSpace to use it, including from any organizations that sponsored the work.

My identity, that is, my name will be attached to the Work as it is exactly indicated when the Work is submitted for entry”.

Please Note: The KNUSTSpace adheres to the Ghana Copyright Act.

- 12.9 The KNUSTSpace will preserve the privacy of submitters, in that their personal information will only be used for running the repository. No personal information that the repository collects from authors of items or from people who subscribe to the repository’s service will be for any other purposes, like commercial or others. Personal information like name, addresses, postal and e-mail, telephone etc may only be disclosed to outside parties only when it is lawful or necessary to protect the rights and property of users of KNUSTSpace.

13 PRESERVATION POLICY

- 13.1 The KNUSTSpace will endeavour to accept as many file formats as is possible.
- 13.2 KNUSTSpace will use two levels of digital preservation.
- 13.2.1 Bit preservation; ensures that not a single bit of the file is changed overtime although the physical media evolves around it.
- 13.2.2 Functional preservation ensures that the file changes over time, and the material continues to be used immediately in the same original way, while the digital format and physical medial evolve over time.

- 13.2.3 It should be noted that some file formats can be preserved using straight forward format migration like documents in XML and also TIFF images.
- 13.2.4 In order to make it less cumbersome for author(s), KNUSTSpace will accept items in all formats. It will therefore define three levels of preservation for an item as follows:
- 13.2.5 Supported, where the format will be given full preservation through format migration or emulation techniques.
- 13.2.6 Known, where KNUSTSpace recognizes the format but it cannot guarantee full preservation.
- 13.2.7 Unsupported, where KNUSTSpace cannot recognize the format and so will put it under the “Unknown” list. Anytime an item is uploaded to KNUSTSpace it will be assigned to one of these three categories. Bit preservation will be done for all the three categories, to enable future use of the actual work, if needed.
- 13.3 To enable the full text of items submitted to KNUSTSpace to be searched it is advisable to use any of the following formats, Microsoft Word, Plain text, HTML and Adobe PDF, if it is only text or has passed through the process of OCR.
- 13.4 To enable files to be accessed on long term basis, a description metadata that is the description of how the file for the item was created, its origin, dimensions of the object, how it was digitized etc must be included in the “Description” field in the process of submission. This will enable future migration to updated versions. For examples of how to do this, contact the KNUSTSpace Manager in the Main Library.
- 13.5 A checksum that is used to verify the integrity of a full text file over time will be generated for each item that is submitted to KNUSTSpace. This means that there will likely be restrictions on the replacement of bit streams.
- 13.6 Any material deposited in the KNUSTSpace is done so in perpetuity. Any material produced by a member of staff while in the employment of KNUST or by a student while studying in KNUST will still remain in the repository even after the person leaves the University.
- 13.7 Any time that there is need to migrate to a new software or format all the material in the repository will be migrated and full access made to them.

- 13.8 Items will in principle be retained indefinitely.
- 13.9 KNUSTSpace will try to ensure continued readability and accessibility. It may not be possible to guarantee the readability of some unusual file formats.
- 13.10 KNUSTSpace regularly backs up its files according to current best practice.
- 13.11 KNUSTSpace may transfer copies of held Items to long-term archives to ensure their future preservation and accessibility.

14 WITHDRAWAL POLICY

14.1 When there is doubt as to the originality of the item deposited, or the result of the research is found to be false, or the item was plagiarized, or copyright has been infringed upon, etc, the item will be withdrawn from the repository. Items may be removed at the request of the author/copyright holder. Acceptable reasons for withdrawal include:

- Journal publishers' rules
- Proven copyright violation or plagiarism
- Legal requirements and proven violations

14.2 Withdrawn items are not deleted *per se*, but are removed from public view. When such an item is removed from public use, a note will be inserted in the place it was removed from like, “removed from view at “Library’s discretion” or “request of author” or “legal order” or “KNUST discretion” as the case may be. However, the metadata will remain to be seen but it cannot be searched. Such a removed item will be kept as a historical record in the repository in perpetuity. Withdrawn items' identifiers/URLs are retained indefinitely. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.

14.3 If absolutely necessary to delete the item and its record from the repository, that will be done and a tombstone will be provided for the removed item.

15 WORKFLOW POLICY

15.1 The person who submits an item (self archive) is allowed to edit the item’s metadata, upload the files himself into the task pool but the files will not be

- immediately shown on the Internet. Once the item has been submitted he cannot do anything more, like edit or delete it.
- 15.2 The IR Librarian reviews the content of all items that are submitted, edits the metadata of items but cannot change the content items; if he rejects an item he has to give cogent reasons like ‘the item has already been deposited in the repository’, ‘incorrect formatting’ ‘non-adherence to the KNUSTSpace Policy’ or ‘file name or version is wrong’. He/she adds LCSH (Library of Congress Subject Headings) to the item to ensure that the keywords or subjects assigned keeps material in a group together and also submits items, that is, mediated archiving, and accepts an item as part of KNUSTSpace entry.
 - 15.3 The roles of Reviewer and Editor of metadata will be done by one person and Submitter of items by another person.
 - 15.4 Items submitted will be processed at least within five working days.

16 KNUSTSPACE WORKFLOW ROLES

- 16.1 The KNUSTSpace IR recognizes that Communities (Colleges/Faculties) have very different ideas as to how material should be submitted to it, by whom, and with what restrictions. The following are issues that should be constantly addressed by the Community representatives (administrators), working together with the KNUSTSpace Manager, and there after model a workflow for each collection to enforce the decisions made:
 - 16.11 Who can deposit items?
 - 16.12 What type of items will they deposit?
 - 16.13 Who else needs to review, enhance, or approve the submission?
 - 16.14 To what collections can they deposit material?
 - 16.15 Who can see the items once deposited?
 - 16.16 What metadata fields should be included on the Submission User Interface or is a customized interface for that specific Collection necessary?

17 KNUSTSPACE ROLES

17.1 The system has the notion of e-people who have roles in the workflow of a particular Community in the context of a given collection. Individuals from the Community are automatically registered with KNUSTSpace via the KNUST Portal (after authentication against the LDAP Server), then manually assigned to appropriate roles.

17.2 There are four possible roles in KNUSTSpace as part of the workflow process: Submitter, Reviewer, and Metadata Editor and Collection Administrator. An e-mail message is sent to each person at the appropriate step in the workflow, with authorizations set up in advance for each role. We are committed towards processing items within a period of five working days. KNUSTSpace responsibilities are formally part of the role descriptions of all Cataloguers (Metadata Editors) and Information Specialists (Collection Administrators) at KNUST library.

Submitter permissions	<ul style="list-style-type: none"> - Can edit metadata for own submission - Can upload files for own submission - Cannot do anything to the item once it is submitted
Reviewer permissions (optional)	<ul style="list-style-type: none"> - Can review content of all files submitted to the collection - Can edit baseline metadata of all items - Can accept or reject all submissions to the collection. <ul style="list-style-type: none"> - Rejection will stop submission. Possible reasons: duplicates, item does not adhere to KNUSTSpace policy/collection policy, incorrect version of file/file naming, formatting incorrect, etc. - Acceptance will let submission go to next step

	<ul style="list-style-type: none"> - Can send a message explaining decision - Can edit metadata of all submissions to collection (Cannot change files)
Metadata Editor permissions (Optional)	<ul style="list-style-type: none"> - Can edit metadata of all submissions to collection - Add LCSH to each item submitted - Submission automatically becomes part of DSpace after this step - (Any approval would have happened before)
Collection Administrator permissions	<ul style="list-style-type: none"> - Primary responsibility to communicate to departments - Identify opportunities - Monitor activities within Collections - Create Item Template in collaboration with Metadata Editor - Update Collection Home Page

18. METADATA STANDARDS

- 18.1 Metadata for an item in KNUSTSpace after being entered is stored in a database, properly indexed and can be searched through the public User Interface (UI). Currently until DSpace is updated, items in KNUSTSpace have only descriptive metadata.
- 18.2 KNUSTSpace has been registered with OAISTER to harvest its metadata. Its metadata can also be retrieved through Google and Google Scholar. It has also been registered with DSpace; Open Archives Initiative; OpenDOAR; ROAR; Scirus; Wikipedia; Institutional Archive Registry; and the KNUST Library Catalogue.

19. PROVENANCE DATA

The KNUSTSpace system tracks data about an item created; community where it resides; change in format or organisation of the item or community and withdrawal of the item or community from public use.

20. KNUSTSpace AUTHENTICATION

- 20.1 The general public can browse or download an item from the KNUSTSpace since it is on open access.
- 20.2 Only items that have restrictions are not included. Items with restrictions will be identified on the Homepage of the Community.
- 20.3 Access for submission of items is through the University's portal using the username (in this case the staff number) and e-mail password. This is authenticated with the LDAP server of the University against the e-mail address registered for the person on the server.

21 SYSTEM BACKUP AND AVAILABILITY

- 21.1 The back up of the KNUSTSpace will be done by the Library IT personnel in collaboration with the IT staff of the University Information Technology Services (UITS) from time to time, and as necessary.
- 21.2 Master copies of the archived items will be stored on the Archival server in TIFF format.

22. METADATA POLICY FOR INFORMATION DESCRIBING ITEMS IN THE KNUSTSpace

- 22.1 Anyone may access the metadata free of charge.
- 22.2. 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.
- 22.3. The metadata must not be re-used in any medium for commercial purposes without formal permission.

23. DATA POLICY FOR FULLTEXT AND OTHER FULL DATA ITEMS

23.1. Anyone may access full items free of charge.

23.2.1 Copies of full items generally can be: reproduced, displayed or performed, and given to third parties in any format or medium used for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

provided:

23.2.2 the authors, title and full bibliographic details are given

23.2.3 a hyperlink and/or URL are given for the original metadata page

23.2.4 the content is in general not changed in any way.

23.3. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.

24. CONTACTS AND COMMUNICATION

24.1 Anyone wishing to know more about KNUSTSpace can contact

Mrs. H. R. Asamoah-Hassan maadwoa2000@yahoo.com

Mr. Abednego Corletey cyber4ac@yahoo.com

Mr. Richard Lamptey phanerosis@yahoo.com

24.2 Anyone wishing to make suggestions should send it to cyber4ac@yahoo.com

24.3 All general inquiries on KNUSTSpace should be sent to

knustspace@knust.edu.gh

Credit: This Policy has been developed with some technical information from the University of Pretoria's UPSpace Policy document and

The Dublin Core Fields document

<http://dublincore.org/documents/2000/07/16/usageguide/sectb.shtml#content>