

## Internal Deposit Guidelines for ICOMOS National and International Committees

Adopted by the Executive Committee at its meeting in October 2010

### Index

- 1 Mandatory deposit and responsibilities of the Committees
- 2 Follow-up reports and International Secretariat support
- 3 Benefits to Committees and members
- 4 Documents to be deposited
- 5 Type and format of documents accepted
- 6 Submission Procedure
- 7 Copyright issues

### 1 Mandatory deposit and responsibilities of the Committees

- Mandatory deposit aims at guaranteeing a **comprehensive representation** of ICOMOS' scientific production, both in terms of geographic and subject spread.
- National and International Scientific Committees are **required to deposit all the scientific documentation they produce, and the associated metadata**, into the ICOMOS Open Archive: Eprints on Cultural Heritage.
- Committees are responsible for depositing their scientific output within a **reasonable timeframe**, and at the latest six months after the document has been produced.
- Committees are advised to include provisions for up-loading their scientific output into their **event/conference planning and budgets and Strategic Plans**.
- Committees are advised to appoint one or two **specific resource persons**, from their Secretariat or volunteer members, to carry out this task. Their names and contact details should be given in the Committee's annual report to the International Secretariat. To deposit documents, the resource persons just need to register in the Archive, like any other user, in order to obtain a User ID.
- ICOMOS Committees must **raise awareness** of their members to the existence of this Archive and encourage them to use it for their personal research and to deposit their own scientific output.
- Committees that have deposited documentation are listed in the "**Browse by Committee**" page of the Archive. National or International Scientific Committees that have deposited documentation and are subsequently **closed down or suspended**, for whatever reason, will remain visible in the "Browse by Committee" page, with a note mentioning their current status (suspended, under reconstruction, closed down etc.)

### 2 Follow-up reports and International Secretariat support

To raise awareness about the importance and benefits of depositing, as well as to support and encourage the Committees, the International Secretariat will provide Committees with individual **annual follow-up reports**, including appropriate **statistics** of documents deposited as well as global reports for the whole organization.

Committees who are unable, for whatever reason, to deposit their material in the Archive should inform the International Secretariat.

### 3 Benefits to Committees and members

Depositing their scientific output in the ICOMOS Open Archive: Eprints on Cultural Heritage will:

- **Enhance the work** and activities carried out by Committees and improve their **impact**;
- Increase the **visibility** of Committees and maximize **dissemination** of their scientific output;

- Facilitate **access** by Committee members, the entire ICOMOS membership and heritage community to this output, in particular through the “Browse by Committee” feature on the Archive interface;
- Support Committees in creating their own **web sites** – as they can include direct links in their web sites to their documentation in the Archive through the **permanent and unique URL** given to each document;
- Ensure the **long-term digital preservation** of the documents;
- Support Committees and the International Secretariat in producing the **ICOMOS annual report**;
- Safeguard the “**memory**” of each Committee and ICOMOS as a whole;
- Allow **individual members** to deposit their own scientific output and to retrieve documentation for their research and projects.

The **ICOMOS Membership Database** and the ICOMOS Open Archive will be linked in order to facilitate the registration procedures for ICOMOS members. The publications of the members available in the ICOMOS Open Archive will be displayed also in the ICOMOS Membership Database.

#### 4 Documents to be deposited

- **Proceedings and outcomes of conferences** and meetings organised by the Committees including:
  - Full papers or, if these are unavailable, their associated PowerPoint presentations
  - Posters
  - Conclusions, declarations, reports of rapporteurs, etc.
- **Technical reports and dossiers**
- **Monographs**
- **Reports on World Heritage sites** and other cultural properties (unless confidential or internal)
- Documents destined for for-profit or commercial publication:
  - **Conference proceedings destined for printed for-profit publication** should also be deposited. Only the metadata (bibliographic description) and abstracts are made available, but not the full-texts. In this way the scientific community is informed about the existence of this documentation and the Committee can sell the full-text publication. The Committee will decide when the embargo is lifted and the full-texts released for download.
  - **Conference proceedings destined for publication through a commercial publisher** should also be deposited. Committees must check the Publisher’s policy to ascertain whether the documents can be deposited immediately or whether there is an embargo period. In this case, the full-texts will be made available only once the embargo is lifted.
  - In both cases, the Committee can deposit the PowerPoints (.ppt) of each document, if available, until the embargo on the full-text versions is lifted.
- Other documents

#### 5 Type and format of documents accepted

Documents:

- Should be **relevant** to research in the heritage conservation field;
- Can be in any **readable format** (pdf, word, ppt, rtf, excel, jpeg, html, mpeg, xml, plain text, etc);
- Do not have to be laid out in a particular way, but must be **clean and easily readable**.

More information in the [Repository user guide](#)

**6 Submission Procedure**

For a step-by-step explanation on how to submit a document, consult the [Submission Guidelines](#) available on the ICOMOS Open Archive website.

**7 Copyright issues**

The ICOMOS Open Archive respects copyright and all deposited documents remain property of their authors. For full information on copyright issues [consult this page](#) on the ICOMOS Open Archive website.

We thank the ICOMOS Committees for their cooperation. The ICOMOS International Secretariat is at their disposal for any advice.