

Repository User Guide

The ICOMOS Open Archive: EPrints on Cultural Heritage is a global archive specializing in the conservation and restoration of monuments, sites and landscapes. The aim of this repository is to make scientific and technical documentation available, searchable, useable, visible and harvestable to the international scientific community in the field of heritage conservation.

This document **specifies the contents and documents accepted** by the ICOMOS Open Archive, and provides **guidance to ensure the quality of records created**.

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1 Contents accepted

This is an institutional (ICOMOS) and a subject repository.

Scientific and technical documents **relevant** to research in the field of conservation and restoration of monuments, sites and landscapes are accepted in **all languages**.

The documents:

- must have been successfully **peer reviewed** (e.g. scientific journal articles, or other publications published by an institution or a Publisher, scientific conference papers accepted in a conference, academic thesis, etc);
- do not have to be laid out in a particular way, but must be **clean and easily readable**;
- must be available in a **readable format** (pdf, word, ppt, rtf, excel, jpeg, html, mpeg, xml, plain text, etc).

Items are individually tagged with their:

- version type and date;
- peer-review status;
- publication status.

2 Document types accepted

- **Article**: An article in a journal, magazine, newspaper, including electronic-only media such as online journals or news websites.
- **Journal**: A complete issue of a journal.
- **Conference or Workshop item**: A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then the user must use "Book Section" or "Article" instead.
- **Book section**: A chapter or section in a book.
- **Book**: A book or a monograph. This may be a conference volume, technical report, documentation, manual, working paper or discussion paper.
- **Thesis**: A thesis or dissertation (Masters, PhD, other).
- **ICOMOS Evaluation**: ICOMOS evaluation of a World Heritage property.
- **Teaching resource**: Lecture notes, exercises, exam papers or course syllabuses.

- **Other:** Any other type of document not present in this list, which lies within the subject scope of the repository but is not covered by the above mentioned categories (e.g. Bibliographic references, unpublished reports and working papers, datasets, learning objects, multimedia and audio-visual materials).

3 Document formats accepted

- PDF
- Word
- PowerPoint
- Excel
- HTML
- Plain Text
- Postscript
- Rich Text (RTF)
- Image: JPEG, PNG, GIF, BMP, TIFF
- Video: MPEG, QuickTime, AVI
- Audio: WAV, MP3, OGG, FLAC, WMA
- Archive: BZ2, TGZ, ZIP
- XML

4 Metadata

Metadata is **data about data**; it is the bibliographic information about the document which the user/author is storing in the Archive: title, author, abstract, keywords, journal title, number of pages, etc. It is important to enter **accurate metadata** so that end-users are able to make **accurate searches**.

How to enter metadata?

- Users/authors must **register** with the system so that the Archive can create an account and identify the user/author. Only once the account has been activated can the user start the submission process.
- Before depositing, users/authors must **determine if documents are eligible** for the ICOMOS Open Archive in accordance with this **Repository user guide**, in terms of:
 - accepted contents;
 - accepted document types;
 - copyright legislation;
 - the publisher's copyright policy.
- User/authors must then **prepare the material and the metadata** to describe the document.

For a more detailed step-by-step guide to the deposit process, also consult the [Submission Guidelines](#).

For a description of what metadata you need to provide for each type of document and the meaning of each metadata field see the [List of Metadata](#).

5 Content use and reuse policy

Metadata policy for information describing items in the repository:

- Anyone may access the metadata free of charge.
- The metadata may be re-used for not-for-profit purposes in any medium and without permission provided:
 - the Open Access Identifier or a link to the original metadata record are given;
 - the ICOMOS Open Archive: EPrints on Cultural Heritage is clearly mentioned.
- The metadata **must not be re-used in any medium for commercial purposes without formal permission**

Data policy for full-text and other full data items:

- Anyone may access full items free of charge.
- Single copies of full items can generally be reproduced, displayed or performed, and given to third parties in any format or medium, for personal research or study, educational or not-for-profit purposes without prior permission or charge, provided that:
 - the authors, title and full bibliographic details are given;
 - a hyperlink and/or URL are given for the original metadata page
 - the content is not changed in any way.
- Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
- Mention of the ICOMOS Open Archive is appreciated but not mandatory.

6 Copyright issues

- The Open Access movement promotes free and unlimited access to scientific production while defending the rights of authors over their articles and publications. It recognizes that authors have intellectual property of their publications and thus they should decide how their publications should be disseminated and used.
- The ICOMOS Open Archive: Eprints on Cultural Heritage respects copyright and all **documents deposited remain the property of the author.**
- Before depositing a document, **authors must make sure they hold the copyright or are authorized to deposit the document** in the ICOMOS Open Archive, and that there is **no restriction on its electronic distribution.**
- In depositing the files and the associated metadata, **the author:**
 - **grants** the ICOMOS Open Archive: Eprints on Cultural Heritage the right to store them and to make them permanently publicly available for free online;
 - **declares** that the document deposited is his/her own intellectual property;
 - **understands** that the ICOMOS Open Archive: Eprints on Cultural Heritage does not assume any responsibility if there is a breach of copyright in distributing the documents or metadata.
- Authors of articles published in a commercial scientific journal are advised to **check the terms** of the contract signed with the publisher, before depositing their article in the ICOMOS Open Archive. Most scientific journals allow authors to publish their articles in Open Access, generally with certain conditions and time constraints. For more information on Publishers' policies see <http://www.sherpa.ac.uk/romeo/>
- If a work is deposited by someone other than its author, this person declares that he/she has been appointed by the author or the copyright holder to deposit the documents in the repository. In depositing the files and the associated metadata, this person accepts full responsibility for any breach of copyright that distributing these files or metadata may entail.

Authors are asked to accept the following disclaimer at the final stage of the deposit procedure:

For work being deposited by its own author:

The ICOMOS Open Archive is a self-archive. ICOMOS is not responsible for the accuracy of the information provided in deposited documents. Opinions expressed and data provided in deposited documents, and their associated metadata, do not commit ICOMOS in any way and are the sole responsibility of their authors. Deposited documents are not automatically endorsed by ICOMOS.

ICOMOS respects copyright and all documents deposited in the ICOMOS Open Archive remain property of their authors. In self-archiving documents and their associated metadata, authors declare that the material they deposit is their own intellectual property and grant ICOMOS the right to store it in the ICOMOS Open Archive: EPrints on Cultural Heritage and to make them permanently publicly available for free on-line. ICOMOS does not assume any responsibility if there is a breach of copyright in distributing the documents or metadata.

For work being deposited by someone other than its author:

In depositing documents, and their associated metadata, that are not their own work, the person depositing declares that he/she has been appointed by the author or the copyright holder to deposit the documents in the repository or that the material is in the public domain, and accepts full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Creative Commons

Creative Commons is a non-profit organization whose main aim is to establish a balance between the rights of authors, cultural industries and the general public's access to culture. **Creative Commons "provide free licenses and other legal tools to mark creative work with the freedom the creator wants it to carry, so others can share, remix, use commercially, or any combination thereof."** It is the first attempt to provide a valid legal framework for Open Access.

In the upload stage of the deposit, the ICOMOS Open Archive: Eprints on Cultural Heritage offers authors, who hold the rights to their works, the possibility of choosing one of the **following six available Creative Commons licenses** to publish their works.:

- Attribution
- Attribution Share Alike
- Attribution No Derivatives
- Attribution Non-Commercial
- Attribution Non-Commercial Share Alike
- Attribution Non-Commercial No Derivatives

For more information about these licenses consult

<http://creativecommons.org/about/licenses/>

7 Preservation policy

- All the materials deposited in the ICOMOS Open Archive will be retrievable but it is **recommended to deposit files in PDF format**.
- The ICOMOS Open Archive will strive to **ensure continued readability and accessibility** of deposited documents by:
 - retaining deposited documents indefinitely;
 - migrating documents to new formats, where necessary, and providing software emulation to access un-migrated formats, where possible.
- The ICOMOS Open Archive **regularly backs up** its files according to current best practice.
- The **original bit stream is retained** for all items, in addition to any upgraded formats.

Removal of items

- Items may be removed at the request of the author/copyright holder and/or upon unilateral decision of the Archive's administrator.
- Acceptable reasons for withdrawal include:
 - Journal publishers' rules;
 - Proven copyright violation or plagiarism;
 - Legal requirements and proven violations;
 - National security;
 - Falsified research;
 - Insulting, discriminatory and other inappropriate content.
- Withdrawn items are not deleted per se but are removed from public view.
- Withdrawn items' identifiers/URLs are retained indefinitely.
- URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories, with:
 - a link to a replacement version, where available;
 - a note explaining the reasons for withdrawal.
- Changes to deposited items are not permitted.
- Errata and corrigenda lists may be included with the original record if required.
- If necessary, an updated version may be deposited. There will be links between earlier and later versions, with the most recent version clearly identified.
- In the event of the ICOMOS Open Archive being closed down, the database will be transferred to another appropriate archive.

8 Interoperability

Open Access is based on a system that enables interoperability between existing open access archives, which follow the standards established by the Open Archives Initiative (OAI).

This initiative "promotes interoperability standards that aim to facilitate the efficient dissemination of content". The Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) provides an implementation framework for interoperability based on the exchange and collection of data.

The ICOMOS Open Archive: EPrints on Cultural Heritage supports **OAI 2.0** with a base URL of <http://openarchive.icomos.org/cgi/oai2>