



Policy for Institutional Repository

Prof S.S. Basavanal Library

KARNATAK UNIVERSITY, DHARWAD.

1. **Introduction:** Karnatak University is actively involved in teaching and research. It is necessary to make the scholarly output of this academic institution easily accessible. Institutional Repository (IR) facilitates to showcase the intellectual productivity of the institution by collecting, processing and providing free access to information. It helps to build the image of institution among the research community in specific and public in general. Hence, it is necessary to have an IR for the Karnatak University, Dharwad.
2. **Definition:** “Institutional Repository is a digital collection of Karnatak University permanent Teaching faculty’s scholarly output. The software based IR facilitates to retrieve the published documents”. This document should be called *as “Policy for Institutional Repository of Karnatak University, Dharwad”*.
3. **Scope:** The Karnatak University IR should contain:
 - 3.1 Publications of permanent teaching faculty of P.G Departments of Karnatak University, Dharwad and P.G. Centres/P.G. Departments of Constituent Colleges of Karnatak University, Dharwad.
 - 3.2 Articles published in journals with ISSN.
 - 3.3 Articles published in Conference/Seminar proceedings with ISBN.
 - 3.4 Title page and content page of books with ISBN.
 - 3.5 Title page and content page of book chapter(s) with ISBN.
 - 3.6 Articles published in news papers and news letters are excluded.
4. **Access to IR:**
 - 4.1 This IR should be accessed through www.kudlibrary.ac.in
 - 4.2 IR should be made open access and should have provision for download of the available full text documents.
 - 4.3 Access should be facilitated only through valid email ID and Mobile Number.
5. **Procedure for Submission:** Procedure for submitting documents for IR is as given below:
 - 5.1 Submission of documents by the teaching faculty members shall be only through their Institutional e-mail.
 - 5.2 Only softcopy of publications in PDF format should be sent to IR@kud.ac.in.
 - 5.3 A hardcopy of consent letter in the prescribed format must be submitted to the Librarian, Karnatak University, Dharwad for further process.

5.4 The Author should obtain the Copyright clearance from the respective publishers of the work before submitting to IR; if not only the first page of the article should be submitted.

5.5 Contents of the documents to be submitted should fall within the scope of the IR policy.

5.6 Copyright restrictions should be abided by the submitter/author.

6. Guidelines:

6.1 The Karnatak University has the right to reject the publications submitted to IR which are not falling under the scope of IR;

6.2 The University has the right to withdraw the uploaded publications without any intimation to the author(s);

6.3 It is mandatory for all the faculty members to submit their publications(s) (as per the scope of IR) as and when they are published for uploading to the IR.

6.4 No hard copy of the publications will be maintained in the library;

6.5 The Registrar, Karnatak University, Dharwad will be the final authority to settle any disputes with regard to IR.



**Registrar
Karnatak University
Dharwad**