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## 1. PURPOSE

This policy applies to all the activities and principles pertaining to the Koç University Institutional Repository.

In support of the research and teaching missions of Koç University, the University Library has undertaken an initiative to collect, preserve, index, and distribute scholarly works of Koç University faculty members as well as theses, dissertations and scholarly works of Koç University students, in order to make their works available to a global audience through the Internet.

Koç University Suna Kıraç Library is committed to the establishment of an open-access database for collecting, preserving, and disseminating the scholarly and creative works of Koç University faculty members and students.

For Koç University, the Institutional Repository is an ideal way to showcase the value of the faculty and student research and creative works to society outside the classroom.


The goals of the Koç University Institutional Repository are to

- Collect scientific and creative works of the Koç University Community Members
- Ensure long-term storage of works of the Koç University Community Members
- Provide access to the works in the Institutional Repository according to the Open Access standards

## 2. SCOPE

Most works archived in the Koç University Institutional Repository are peer-reviewed journal articles, yet the repository also includes other types of material as listed below:

- Peer-reviewed journal articles
- Articles that are under review
- Master theses and doctoral dissertations of graduate students
- Conference proceedings
- Seminar and workshop texts
- Technical notes
- Project reports
- Government reports
- Books
- Book chapters
- Book reviews
- Patent documents
- Audio and visual materials
- Educational documents
- Classroom notes
- Student papers

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### 3. REFERENCES

This policy is based on the No. 2547, Law on Higher Education, articles 4/c and 42/d. The full text of the abovementioned Law is accessible on the Council of Higher Education website through the following link, <http://www.yok.gov.tr/web/guest/mevzuat>.

### 4. RESPONSIBILITIES

- 4.1. Koç University President is responsible for the execution of this policy.
- 4.2. Koç University Vice President for Academic Affairs undertakes the preparation, review process and implementation of the OAIR policy.
- 4.3. Faculty Deans and Institute Directors follow up all the requirements of the OAIR Policy.
- 4.4. The Koç University Community (Faculty Members, Students and Staff) complies with the regulations and rules pertaining to the OAIR Policy.
- 4.5. The Library Administration provides, stores, makes documents and resources accessible through the Institutional Repository, and implements all other related procedures
- 4.6. The Computer & Information Technology Department (CIT) handles all the technical requirements, including the installation, updating, maintenance and backup of the open-access system, data and information security, and data transfer processing according to the open access standards of the National Academic Archive System, as well as long-term data storage and preservation.

### 5. DEFINITIONS

#### 5.1 Institutional Repository

Refers to a system that archives, stores, and provides free access to the creative and scholarly work and research of members of the Koç University Community.

#### 5.2 Academic Studies

Koç University Community members' research, funds granted, and creative projects, as well as other relevant activities.

#### 5.3 Koç University Community Member


Refers to Koç University Faculty, Administrative Staff, and Students

#### 5.4 Open Access

Electronic Access, free of charge, to the scholarly publications and intellectual property of Koç University Community Members.

#### 5.5 Archiving

The storage of academic research and publications in the Koç University Institutional Repository

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### 5.6 Preprint

A draft of an academic article or other publication before it has been submitted for peer-review or other quality assurance procedure as part of the publication process. Preprints cover initial and successive drafts of articles, working papers or draft conference papers.

### 5.7 Postprint

The final version of an academic article or other publication - after it has been peer-reviewed and revised into its final form by the author. As a general term this covers both the author's final version and the version as published, with formatting and copy-editing changes in place.

For detailed information in the Glossary of Open Access Abbreviations, Acronyms and Terms, visit the Sherpa website through this link, <http://www.sherpa.ac.uk/glossary.html#p>.

### 5.8 Embargo

Refers to a period of time during which unpaid access to the scholarly works is not permitted on the grounds of confidentiality of patent application processes, copyright restrictions, institutional requirements, etc.

## 6. METHOD

6.1. Koç University Community Members allow storage and access of the preprint, postprint or published version of their intellectual property in the Institutional Repository as the copyrights permit.

6.2 Copyright status of publications is checked on the SHERPA/Romeo database <http://www.sherpa.ac.uk/romeo.php> before they are made available on the internet by the Koç University Institutional Repository.


6.3 Koç University Community Members may restrict open access to the fulltext of their intellectual property for a period of time that can range from 6 months to 3 years for all works if there are grounds established for the confidentiality of information in their intellectual property.

6.4 Works of Koç University Community Members are to be included and harvested into the Koç University Institutional Repository throughout the year. Initially bibliographic information and abstract will be available; fulltext access will not be possible until the end of the embargo period as defined either by the publisher or the creator.

6.5 In addition to the abovementioned conditions, Koç University Community Members agree to comply with the processes that allow open access to the peer-reviewed articles as follows:

#### 6.5.1. Collecting process of the Non-thesis Resources:

- Koç University Annual Report is defined as the primary data providing platform to the Institutional Repository System. Data entry into this system resumes in August of each year by full-time Koç University Faculty Members.

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- Whether indexed or unindexed on the ISI Web of Science, the bibliographic information and electronic version of works, publications, articles, conference proceedings and other scholarly researches of full-time Koç University Faculty Members will be entered by them in PDF (Adobe Acrobat Portable Document Format) into the annual report via the SAP system.
- Full-time Koç University Faculty Members will verify the accuracy of bibliographic information and proper version (preprint, postprint or publisher version) of their work on the Sherpa/Romeo database to be entered to the system while preparing annual reports.
- Koç University Community Members that do not prepare the Koç University Annual Report (adjunct faculty, students, etc.) will fill out the “Institutional Repository Submission Form” located on the Suna Kıraç Library Digital Collections website to submit the bibliographic records of their works. The bibliographic records of multi-authored works produced by Koç University Community Members is to be submitted by the first author.
- Publications should be submitted to the Koç University Institutional Repository in PDF (Adobe Acrobat Portable Document Format).

#### 6.5.2 **Collecting process of Theses and Dissertations**

- Institute directorates require graduate students to fill out the “Thesis Submission Form” that gives consent for their work to be stored and made available via the Koç University Institutional Repository when submitting their thesis and/or dissertation. Institute directorates should send both hardcopies and electronic copies of theses/dissertations with this consent form to Suna Kıraç Library.
- Theses and Dissertations of Koç University Graduate Students are stored in the Koç University Institutional Repository and made accessible on the internet. In cases where conditions to protect the content occur (such as patent applications, books in publication process, institutional or legal grounds, etc.), the embargo for open access to the fulltext applies for a period that ranges from 6 months to 3 years.
- Theses and dissertations should be submitted to the Koç University Institutional Repository in Adobe Acrobat Portable Document Format (PDF).

#### 6.5.3 **Storage:**

- Suna Kıraç Library coordinates the collection and secure long-term storage and preservation of the scholarly and creative works of Koç University Community in the Institutional Repository System.

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- Suna Kıraç Library manages and edits the metadata of the works entered to the Institutional Repository System and collaborates with Koç University Community Members when necessary.
- The Library Administration executes agreements, partnership activities, and collaborative projects relevant to the Institutional Repository System with other institutions, universities and/or organizations.

- 6.5.4 Office of the President at Koç University oversees the execution of this policy, arbitrates in case of disagreements among the participants, and implements any changes to be effective in the process.
- 6.5.5 Koç University President leads the Library Advisory Committee, academic representatives, and Library Director in the execution of this policy.
- 6.5.6 Once the policy is in effect, the Library Advisory Committee will evaluate the effectiveness and workflow of this policy every year until the end of an initial three-year period, and every three years thereafter. The committee might revise or change the policy when necessary, and proposals for any change to be made in the policy will be submitted for the approval of the President.

#### **Library Advisory Committee**

- College of Administrative Sciences and Economics (CASE) Liaison (1)
- College of Sciences (CS) Liaison (1)
- College of Social Sciences and Humanities (CSSH) Liaison (1)
- College of Engineering (CE) Liaison (1)
- Law School Liaison (1)
- School of Medicine (SOM) Liaison (1)
- School of Nursing (SON) Liaison (1)
- Koç University Suna Kıraç Library Director

## **7. RECORDS**

Bibliographic records of scholarly works submitted to the Institutional Repository are kept and stored on the CONTENTdm digital content management system and made accessible through the Suna Kıraç Library Digital Collections website. The maintenance and storage of the bibliographic records are under the responsibility of the Library Administration.

## **8. REVISION**

The Library Advisory Committee has the responsibility of revising and updating this policy. The revision is made every year, in the month of August.

## **9. AMENDMENT/CIRCULATION/APPROVAL TABLE**

Amended page	Date	Amendment	Amendment made by
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**Distribution (Relevant Units)**

Koç University Academic Units

Approval for Acceptance (Vice President for  
Academic Affairs):

Executive Approval (President) :