

## **REGULATIONS OF ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS INSTITUTIONAL REPOSITORY**

### **ARTICLE 1. GENERAL PROVISIONS**

1. Regulations of Institutional Repository (hereinafter – regulations) determine ISM University of Management and Economics (hereinafter – ISM) collection of scientific works in cyberspace objectives, aggregated data usage and management.
2. Regulations and changes are approved by president's order.

### **ARTICLE 2. GOALS OF INSTITUTIONAL REPOSITORY**

1. To collect and store ISM scientific publications, finest undergraduate and graduate theses, doctoral dissertations, conference materials, cases, and other scientific products.
2. To expand public access and publicize works.
3. To merge previously separately used Publication and Electronic Theses databases into one.
4. To create a space, which allows sharing scientific information among ISM scientific community effectively.

### **ARTICLE 3. DOCUMENTS DATA AND FILE FORMATS**

1. Institutional Repository holds full text documents, summaries, and bibliographic data.
2. Institutional Repository may contain text, graphic, audio and video documents.
3. Institutional Repository accepts documents, which are submitted in prevalent, commonly used file formats:
  - 3.1. PDF – portable document; HTML – hypertext terminal language; DOC, DOCX – Microsoft Word document;
  - 3.2. Annexes and additional documents shall be submitted in the same file formats as main documents. It is also allowed to submit spreadsheet files (XLS, XLSX – Microsoft Excel document); all annexes can be collected and submitted in an archive (ZIP – compressed archive type); as pictures (JPG, JPEG – joint photographic experts group; PNG – portable network graphics).
  - 3.3. Conference proceedings and messages of alternative type can be submitted in presentation file formats (PPT, PPTX – Microsoft PowerPoint document); audio and video documents (MP3 – mpeg audio layer III, OGG – ogg vorbis container, AVI – audio video interleave, MPEG – mpeg video); and other mutually compatible and timely formats.
4. Institutional Repository is available online at <http://archive.ism.lt>

### **ARTICLE 4. DOCUMENTS ACCESS STATUS AND STORAGE TIME**

1. The bibliographic data of documents and its summaries are freely available on the Internet.
2. Documents or their separate components are stored in one of the following access statuses:
  1. The document is freely accessible on the Internet and the Institution's intranet;
  2. The document is freely accessible on the Institution's intranet.
3. Student theses access status is decided by the Defense Committee.
4. Scientific publications statuses are decided by an author.

5. Statuses of other documents, held in an Institutional Repository are decided by the library and concerned university departments.
6. Uploaded student theses are held in an Institutional Repository for 7 years from the date of upload.
7. Scientific publications are held in an Institutional Repository indefinitely.

#### **ARTICLE 5. DOCUMENTS SELECTION AND UPLOADING**

1. During the defense of bachelor's, master's or dissertation, the Defense Committee decides which works are to be publicized.
2. Work status, decided by the Defense Committee, may be modified, upon request of the author addressed to the Dean, within 5 working days after the defense date.
3. Within 5 days after defense results are known, Defense Committee chairman or a manager of studies provides licensing agreement for an author.
4. Within 5 days after the collection of electronic versions of theses and signatures is finished, a manager of studies provides selected works, license agreements and a protocol of the Defense Committee with selected works access statuses.
5. Within 60 days, after the collected documents are provided, library uploads selected works into Institutional Repository.
6. Authors of scientific publications are obliged to provide electronic versions to the library. If there is no possibility to provide electronic versions, printed versions are accepted.
7. Library provides authors with license agreements to sign, a certificate about the submitted publications and within 5 days catalogues them.
8. Library has a right to request further information about the publications, and Authors must provide it.

#### **ARTICLE 6. INSTITUTIONAL REPOSITORY MANAGEMENT**

1. The library is responsible for owning Institutional Repository and managing bibliographic data.
2. Documents submission, selection principles, professional and formal requirements, and guidelines for the development of Institutional Repository are decided by the library.
3. Technical maintenance, support and administrative functions of Institutional Repository are performed by IT department.