

UFU IR Information Policy

DIRECTIVE R No. 989, AS OF SEPTEMBER 19th, 2016.

Replaces the nomenclature: “*Biblioteca Digital da Universidade Federal de Uberlândia* (Digital Library of Federal University of Uberlandia - UFU DL)” for “*Ducere: Repositório Institucional da Universidade Federal de Uberlândia* (Institutional Repository of Federal University of Uberlândia (UFU IR))” and establishes its Informational Policy.

UFU’s DEAN, by legal assignments granted to him, considering the needs pointed out by SISBI/UFU, regarding the management of the university’s scientific production, and:

CONSIDERING the need to preserve the institutional output and provide greater visibility to the university's scientific, technical, cultural, artistic, administrative and technological production;

CONSIDERING the need to promote exchange with other institutions by identifying and establishing links between regional, national and international research groups;

CONSIDERING the need to gather, in a single digital environment, the university’s intellectual production easing the management of information and knowledge;

CONSIDERING the need to encourage and contribute to open access to the information produced at the university;

CONSIDERING the need to optimize the management of investments in teaching, research and extension activities developed at the institution;

CONSIDERING the need to measure the impact of the researches developed within the university, enabling the mapping of intellectual production at regional, national and international level;

RESOLVES:

Art. 1° - to change the nomenclature of the digital archive of technical-scientific and intellectual production developed within this University from “UFU Digital Library”, created by the Directive R no. 1225, as of 11/09/2004, to “*Ducere: UFU Institutional Repository*”.

Art. 2° - to establish the policy for the development, implantation and maintenance of UFU IR.

Art. 3° - UFU IR is a database that gathers and disseminates the collection of intellectual production generated within the University, in digital format.

Art. 4° - The repository platform should be developed in free software.

Art. 5° - The repository should be integrated with national and international systems, observing the use of integration standards and protocols of Open Access model.

Art. 6° - The digital objects will be freely available for searching according to Creative Commons Public License and the non-exclusive default distribution license, which allows wide reproduction and distribution of the document in any media.

Art 7° - The repository will be made up of COMMUNITIES and SUB COMMUNITIES that organize their contents into collections of deposited documents.

Art. 8° - The communities will be composed of UFU academic units (colleges, institutes, special educational units, among others) and administrative units.

§ 1° Each sub community will have a coordinator, responsible for its interaction with FUU's IR managing committee.

§ 2° Inclusion of a new community and/or sub community shall be subject to its own criteria and procedures in accordance with UFU IR managing committee's favorable opinion.

Art. 9° - The collections will be sets of items (metadata and digital objects) that can be presented as text, audio, video and image.

§ 1° Inclusion of a new collection shall be subject to the goals and specificities of the sub community in which it is bound and to the criteria pre-established by UFU IR managing committee.

§ 2° Inclusion of a new community and/or sub community shall be subject to its own criteria and procedures in accordance with UFU IR managing committee's favorable opinion.

Art. 10° - All scientific, technical, cultural, artistic and technological production developed within the university must be submitted to UFU IR, in its entirety, subject to the following exceptions:

I – books or chapters of books that have contractual restrictions on copyright;

II - Articles published in scientific journals, which contract with the authors, presents a clause that prevents the availability of those in open access repositories;

III – Research results whose content may be patented or published in books and chapters;

IV – Missing cases will be analyzed by the UFU IR managing committee;

§ 1° Any digital object deposited in the repository can be published in other digital environments

§ 2° In the case of partial release of the document (metadata), the embargo period will consist of two years from the UFU IR deposit authorization date. For renewing this period, the author must contact UFU IR managing committee. If there is no manifestation, the full text of the digital object will be fully published.

Art. 11° - Only the members of the university community (teachers, students and administrative technicians) will be considered authors of UFU IR's content, considering:

I - Works produced by more than one author, the document, will be deposited in the community to which the first author is directly linked;

II - In the case of digital objects published by the UFU Publishing House, they will be deposited in the community to which the author is directly linked;

Art. 12° - The authors or the responsible of each community (self-archiving) will be responsible for the deposit of the contents in the repository, except for theses and dissertations defended in the university, whose submission will be the responsibility of a specific SISBI/UFU staff;

Art. 13° - The metadata shall be defined by the UFU IR managing committee and, when necessary, in partnership with those responsible for the communities, according to accepted international standards and particularities of each digital object.

Art. 14° - UFU IR managing committee and those responsible for the communities may submit documents to UFU IR upon authors' authorization, ensuring a continuous flow of inclusion of new digital objects.

Art. 15° - In order to comply with this policy, UFU IR managing committee, made up of SISBI/UFU and CTI's servers, responsible for its implementation and monitoring will establish stimulus mechanisms and integration actions to make it possible to avoid duplicating efforts.

Art. 16° - This resolution shall take effect on the date of its publication;