

**ST. AUGUSTINE UNIVERSITY OF TANZANIA
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REPOSITORY POLICY (RP)

DECEMBER, 2020

Acronyms

DVCAA: Deputy Vice Chancellor for Academic Affairs

ICT: Information and Communication Technology

IT: Information Technology

MLRC: Mario Mgulunde Learning Resource Centre

PDF: Portable Document Format

RP: Repository Policy

SAUT: St. Augustine University of Tanzania

1. Introduction:

This document is a St Augustine University of Tanzania Repository Policy (SAUT-RP). It is a framework that describes procedures of depositing and managing materials such as books, research reports, journal articles, conference papers and other scholarly works from such persons eligible to deposit their materials in the University Repository. The policy provides the criteria to be followed, type and quality of materials to be accepted at the repository. Furthermore, the policy highlights the selection and retention time period of deposited materials at the repository. The SAUT Repository shall preserve research outputs and other scholarly works published by staff and students. All materials will be published and made available in electronic form-Portable Document Format (PDF) to be accessed freely by academicians, researchers, students and other scholars from around the world.

In the past, SAUT had no management system for publications generated by university staff and post-graduate students. In a bid to address this challenge, the RP intends to consequently enhance knowledge sharing through collection, management and dissemination of publications generated at SAUT. The RP shall bridge the gap of knowledge sharing amongst scholars and community at large by making research output more visible and accessible to all stakeholders.

2. Rationale:

Currently most of the universities around the world have adopted Institutional repository as a vital infrastructure for sharing and dissemination knowledge in view of facilitating research, teaching and learning. Consequently they have developed instruments for management of the repository. SAUT has recently established its repository and now is putting on place a policy to guide management of repository resources. The policy is meant to guide collection, preservation and dissemination of scholarly works generated at SAUT. The repository shall facilitate information sharing among students and staff and others outside SAUT. It shall guide the depositors and users of scholarly works on how to access knowledge and promote research and publication culture

The RP intends to:

- 2.1 Control collection, management and dissemination of scholarly work stored in the Repository;
- 2.2. Make scholarly works available for knowledge sharing;
- 2.3 Resolve disputes arising from copyright violations;
- 2.4 Improve proficiency and quality of services for knowledge sharing.

3. Main Objective:

- 3.1 The overall objective of the RP is to avail outputs to staff, students and community of St. Augustine university of Tanzania for the core functions of a university: teaching, research and service to the community.

3.2 Specific Objectives

The Specific Objectives of the RP shall be:

- 3.2.1 To guide collection of scientific and scholarly works from SAUT staff and postgraduate students.
- 3.2.2 To enhance research and quality teaching
- 3.2.3 To collect research outputs/reports generated by staff and the students
- 3.2.4 To encourage cooperation and sharing of scholarly works amongst academic staff, students and stakeholders.

4. Types of Accepted Materials:

The types of materials/documents to be accepted at the repository shall include:

- 4.1 Theses and dissertations
- 4.2 Books and book chapters
- 4.3 Conferences and workshop papers
- 4.4 Research reports
- 4.5 All Journal materials published at SAUT
- 4.6 All other scholarly works generated by SAUT staff and students and approved by the repository committee

5. Functions of the Repository:

- 5.1 To avail all works published by staff and students to the public
- 5.2 To collect and retain records of research works generated by SAUT staff and students
- 5.3 To serve as regional documentary unit for the lake zone
- 5.4 To contribute to SAUT visibility in terms of research outputs and publications

6. Access:

The repository shall be an open access repository, thus SAUT will be committed to provide unlimited access to publications in the repository. All Knowledge deposited to the repository shall be accessed free of charge for educational, consultancy and personal purposes without prior permission from the repository authority. However, SAUT may restrict access according to the university policy and regulations or publishers' requirements.

6.1 Objectives

- 6.1.1 To promote knowledge sharing.
- 6.1.2 To enhance SAUT visibility through staff and students publications

6.2 Statement

SAUT shall ensure free access to all deposited scholarly works to all stakeholders within and out of Tanzania

6.3 Strategies

- 6.3.1 To sensitize stakeholders on the importance of repository in relation to Learning, teaching and research
- 6.3.2 To equip SAUT repository with relevant information
- 6.3.3 To strengthen IT infrastructure so as to provide good services to the users

7. Quality Control:

Quality control is the process of assuring that scholarly works meet minimum required standards. To ensure high standards all unpublished scholarly works will be subjected to peer review before they are submitted to the repository.

7.1 Objectives

- 7.1.1 To enhance quality of scholarly works published by SAUT staff and students
- 7.1.2 To assure relevance and originality of publication

7.2 Statement

The SAUT Repository committee shall ascertain the suitability of the submitted documents before uploading them into the repository databases.

In particular, the following shall be taken into account:

- 7.2.1 Observance of copyright law.
- 7.2.2 Originality of work
- 7.2.3 Testing of Plagiarism before the document is uploaded into the repository.

7.3 Strategy

- 7.3.1 SAUT shall put in place peer review committees at faculty level to review all works before their submission to Repository.
- 7.3.2 Guidelines and standards for submission of scholarly works to repository shall be developed and disseminated to staff and students

8. Repository Management:

The SAUT Learning Resources Centre comprise mostly of books, Journals particularly e-books and e-Journals. The establishment of the repository will require specific staffing and facilities for efficiency and effectiveness use of resources. SAUT shall appoint the necessary personnel and put in place facilities for adequate management of repository.

8.1 Objectives

- 8.1.1 To enhance access to knowledge for academics, students and other stakeholders
- 8.1.2 To ensure that the deposited electronic resources are well organized, preserved and open for access.
- 8.1.3 To improve customer care to staff and students wishing to consult the repository

8.2 Statement

SAUT shall provide all the necessary resources and facilities required for the repository to run smoothly.

The DVCAA shall be responsible for administering the operation of the Repository. The University management shall facilitate the process of establishing the Repository together with supplying all the necessary facilities and staff in order to run the Policy efficiently. SAUT MLRC shall manage the repository.

8.3 Strategy

- 8.3.1 To equip the repository with required facilities such as Internet, computers, printers to facilitate availability and accessibility of information amongst all the stake holders.
- 8.3.2 To recruit staff for the effective coordination of the repository.
- 8.3.3 To develop guidelines for utilization of the repository

8.4 MLRC responsibilities

Mario Mgulunde Learning Resource Centre's (MLRC's) responsibilities in regard to the policy will be:

- 8.4.1 The promotion of the use of SAUT repository
- 8.4.2 Conducting training and sensitization of both SAUT staff and postgraduate students about writing and uploading their work into the repository
- 8.4.3 Collecting/receiving electronic documents and depositing them to the Institutional Repository
- 8.4.4 Verification of the submitted works.
- 8.4.5 Promotional awareness of knowledge sharing through repository.
- 8.4.6 Promotional use of electronic resources and publishing.
- 8.4.7 Uploading documents collected from the staff and students.
- 8.4.8 Supervision and coordination of all activities associated with repository.
- 8.4.9 Maintenance of the repository
- 8.4.10 To ensure authors fill in a deposit agreement form.
- 8.4.11 To ensure that SAUT repository policy is implemented.
- 8.4.12 Initiation of the process for amendment of SAUT repository policy when needed

8.5 ICT responsibilities

The Information and Communication Technology (ICT) Unit shall be responsible for:

- 8.5.1 Management and maintenance of network infrastructure, software and hardware related to IR.
- 8.5.2 Protection of the repository and ensuring that the repository is accessible all the time.
- 8.5.3 Maintenance of IR, Dspace software and regular back up of data.
- 8.5.4 Maintenance and management of the repository server.
- 8.5.5 Provision of statistics of uploaded documents and accessed at specific times.
- 8.5.6 Monitoring any misuse of information.
- 8.5.7 Assistance to users with IT technical issues
- 8.5.8 Maintenance of internet connection.

8.6 Directorate of Research, Publications and Postgraduate Studies shall be responsible for:

- 8.6.1 Encouragement of both academic staff and Postgraduate students to submit their scholarly work to the repository.
- 8.6.2 To monitor in the checking of plagiarism
- 8.6.3 Assistance in the verification of documents to ensure credibility before uploading them onto the server for public use.

9. Collection and Submission:

All scholarly works published by SAUT members of staff and students shall be collected and deposited in the repository and make it publicly visible to the information seekers.

9.1 Objectives

To ensure that all publications are collected and stored in the right place, and are made visible locally and internationally for the purpose of sharing knowledge.

9.2 Statement

- 9.2.1 All publications or other scientific documents approved by the faculty peer review committees shall be collected and deposited in the repository by the staff of Institutional repository.
- 9.2.2 Copyright clearance shall be required for all documents to be submitted to the IR before they are made accessible to the public.

9.2.3 It shall be mandatory for all academic staff and postgraduate students of SAUT to submit soft copies of their scholarly works in Portable Document Format (PDF) to the SAUT repository

9.3 Strategy

To ensure that all research output, journal articles and books published by SAUT staff and postgraduate students are deposited to the repository. All submitted scholarly works must conform to the accepted quality and standards, thus the following shall be observed:

9.3.1 Compulsory submission of an abstract together with scholarly piece

9.3.2 In the event of an author's SAUT contract being terminated, his/her scholarly work/s shall remain in the SAUT repository.

9.3.3 The scholarly works shall be reviewed by the editors of the Journals from the respective academic departments of SAUT

9.3.4 Only reviewed works shall be accepted and uploaded to the repository.

9.3.5 It shall be mandatory to deposit scholarly works online unless the scholarly works is published and the publisher cannot allow a particular work to be published again

10. Preservation:

To keep scholarly works and maximize the publicity, the publications shall be retained in the repository indefinitely unless there are legal/ intellectual property rights issues. The publications received will be well-maintained to maximize the usage of information generated at SAUT.

10.1 Objective

10.1.1 To ensure that the scholarly works generated by SAUT academics and students are protected and stored for future use.

10.1.2 To enable knowledge sharing amongst academics and students in Tanzania and globe at large.

10.2 Statement

SAUT shall be committed to retain indefinitely all scholarly works deposited in the IR

10.3 Strategies

10.3.1 The SAUT-Repository shall preserve all scholarly works in pdf format.

10.3.2 Information Technology (IT) experts shall maintain computers, internet and servers for the smooth running and protect them from dangerous viruses and damage.

10.3.3 SAUT shall provide equipment necessary to preserve electronic publications in the repository in order to facilitate access of information

11. Withdrawal:

Any documents deposited may be withdrawn if it is found that they breach the legal requirements or existing policies. The submitted work will be removed from the repository so as to safeguard reliability of the repository. Also old edition/version should can be removed and replace a new one. SAUT senate shall retain the right to withdraw the items from the repository.

11.1 Objectives

11.1.1 To keep appropriate, reliable and acceptable e-resources in the repository.

11.1.2 To ensure that the repository maintains e-resources that have high standards for its user's.

11.2 Statement

SAUT shall, upon recommendation by the MLRC, withdraw submitted publications from repository if:

11.2.1 The document contradicts existing policies or regulations of SAUT and outside.

11.2.2 The documents include falsified research.

11.2.3 The documents infringe on copyright.

11.2.4 The document infringe on plagiarism

11.2.5 The document is contrary to Tanzania's national laws.

11.2.6 The document Infringe on publishers' rules

11.3 Strategy

11.3.1 Withdrawal of publications from the repository shall be approved by SAUT senate.

11.3.2 To ensure that all documents deposited are recommended by the faculty peer review committees.

- 11.3.3 To ensure that the repository staff shall visit the repository regularly and keep updating it, to replace the old editions/versions with the new ones. The old editions/versions should be withdrawn from the IR

12 Compliance and Monitoring:

The implementation of SAUT RP shall depend on commitment of the University, the peer review committees at faculty level and Institutional repository staff. In this regard, SAUT management has the responsibility to put in place the supporting structures to ensure the implementation of the policy.

12.1 Objectives

- 12.1.1 To maintain and keep good and acceptable academic publications which comply with both local and international standards
- 12.1.2 To provide means of ascertaining whether the repository goals are achieved

12.2 Statement

The MLRC management shall oversee all activities in the repository.

12.3 Strategy

- 12.3.1 The SAUT repository committee shall develop a mechanism to be used for compliance and monitoring of implementation of the policy
- 12.3.2 MLRC shall ensure that all scholarly works deposited fulfil all the e-resources requirements
- 12.3.3 SAUT shall establish a friendly environment and work together with all stakeholders, establish a structure to safeguard the operation of the SAUT Institutional Repository.
- 12.3.4 MLRC shall monitor all activities related to the institutional repository for better achievement.

13 Policy Review:

To update and keep the Policy relevant to its users. The Policy shall be reviewed every after three years.

Approved by SAUT Council on this 17th day of December 2020



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