

Yokohama National University Repository Operational Guidelines

Established on July 13, 2006

Revised on February 8, 2019

Revised on July 20, 2020

Revised on March 31, 2023

Determined by Yokohama National University Library Steering Committee

(Objective)

1. Yokohama National University (hereinafter “the University”) aims to serve the development of education and research and contribute to society at large by collecting scholarly information, etc. produced in academic research of the University, archiving and storing it permanently on the Yokohama National University Repository (hereinafter the “Repository”), and disseminating and providing it internally and externally.

(Committee)

2. Important matters concerning the management and operation of the Repository will be discussed at the Yokohama National University Library Steering Committee (hereinafter “the Committee”).

(Management and Operation)

3. The library is responsible for the management and operation of the Repository.

(Information to Be Registered)

4. Scholarly information, etc. subject to registration, archiving and storage on the Repository (hereinafter “Registration”) will be the following research and education outputs that are produced at the University in electronic format and distributable via the network.

- (1) Scholarly articles (such as academic journal articles, preprints, and academic conference presentation materials)
- (2) Dissertations (such as doctoral dissertations)
- (3) Data obtained through research activities (such as supporting data of various research outputs)
- (4) Teaching materials
- (5) Bulletins, research records, etc. prepared by a section, etc.
- (6) Bulletins, study group journals, research records, etc. prepared by academic societies and study groups located at the University
- (7) Other information deemed appropriate by the Director of Yokohama National University Library

(Registrant)

5. Persons authorized to register scholarly information, etc. with the Repository (hereinafter “the Registrant”) are as follows:

- (1) Faculty members and students who belong, or used to belong, to the University; and
- (2) Other persons authorized by the President under special circumstances.

(Registration Procedure, etc.)

6. Those who wish to register scholarly information, etc. with the Repository must submit the Yokohama National University Repository Registrant Application Form in Exhibit 1 to the Director of Yokohama National University Library.

(Registration of Scholarly Information, etc.)

7. The Registrant may register scholarly information, etc. prepared by themselves or in which they are involved through the Repository registration system. However, the library may perform registration work on their behalf at the request of the Registrant. In such case, the Registrant must submit the Yokohama National University Repository Registration Approval Form in Exhibit 2 to the Director of Yokohama National University Library.

(Metadata)

8. After scholarly information, etc. is registered, the library will register metadata consisting of relevant bibliographic information, links, citations, abstracts, etc.

(Digital Object Identifier)

9. The library will give a digital object identifier (DOI) to each of the following contents published:

- (1) Scholarly articles (including academic journal articles, preprints, and academic conference presentation materials) that were issued at the University
- (2) Dissertations (such as doctoral dissertations) for a degree conferred by the University
- (3) Data obtained through research activities at the University (such as supporting data of various research outputs)
- (4) Teaching materials issued at the University
- (5) Bulletins, research records, etc. prepared by a section, etc.
- (6) Bulletins, study group journals, research records, etc. prepared by academic societies and study groups located at the University

(Licenses)

10. Licenses in using registered scholarly information, etc. and metadata will be as follows:

- (1) Copyright holders of their scholarly information, etc. may make the information publicly available under any license of their choice.
- (2) The University will make registered metadata publicly available under Creative Commons Zero (CC0) public domain licenses or equivalent license. However, this will not apply to abstracts contained in metadata without the consent of the copyright holder.

(Use of Registered Scholarly Information, etc.)

11. The University will use scholarly information, etc. registered with the Repository as follows:

- (1) The University will make a copy of the scholarly information, etc. and store the copy in the server that hosts the Repository.
- (2) The University will make available (send) the copy pursuant to the preceding item to a large number of unspecified users via the network.
- (3) The University will make copies and media conversion for the purpose of archiving and maintaining availability.
- (4) The University will make secondary uses as separately prescribed.

12. The University will observe the following matters concerning the scholarly information, etc. registered with the Repository.

- (1) The University will not use it in any manner other than those pursuant to the preceding paragraph; and
- (2) The University will make those using the scholarly information, etc. via the network aware of the following matters to ensure that they comply with the Copyright Act:

- They may use the scholarly information, etc. subject to the consent of the relevant copyright holder in principle. However, for any usage within the range of the provisions of restrictions on rights stipulated in the Copyright Act, such as reproduction, citation, etc. for personal use, they are not required to obtain the consent of the relevant copyright holder.

(Copyright and License of Scholarly Information, etc.)

13. If the ownership of the copyright of any scholarly information, etc. is held by the Registrant only, the Registrant will grant a license to the University to use the information free of charge pursuant to Paragraph 11.

14. If the ownership of the copyright of any scholarly information, etc. is held by two or more copyright holders, including the Registrant, the Registrant must submit a document proving that the Registrant has obtained the consent of other copyright holders to grant a license to use the information free of charge pursuant to Paragraph 11.

15. If the ownership of the copyright of any scholarly information, etc. is held by anyone other than the Registrant, the Registrant must submit a document proving that the Registrant has obtained the consent of the copyright holder to grant a license to use the information free of charge pursuant to Paragraph 11. However, this does not apply to cases where the copyright holder has indicated his/her license policy beforehand.

16. Even after a scholarly article, etc. is registered with the Repository, the ownership of the copyright will not be transferred to the University and will remain with the copyright holder.

(Deletion of Scholarly Information, etc.)

17. The University may delete scholarly information, etc. registered with the Repository if the Committee has determined to delete it for such reasons as being against public order or deriving from plagiarism or stealing, or having significantly inappropriate content.

(Points to Note)

18. These guidelines will be applied, ensuring consistency with the Yokohama National University Regulations on Employee Invention (Regulations No. 107 of 2004) and the Yokohama National University Regulations on Handling of Tangible Research Objects Resulting from Research (Regulations No. 373 of 2004).

(Exhibit 1)

令和 年 月 日

横浜国立大学学術情報リポジトリ登録者申請書

横浜国立大学附属図書館長 殿

私は、「横浜国立大学学術情報リポジトリ運営指針」に従い、学術研究成果を横浜国立大学学術情報リポジトリに登録することを申請します。

記

(申請者記入欄)

所属		
氏名		印
連絡先	電話	
	FAX	
	E-mail	
ID	希望アカウント	※英数字8桁以内でお願いします。
	パスワード	※英数字8桁以内でお願いします。
備考		

(Exhibit 2)

学術情報リポジトリへの登録許諾書

令和 年 月 日

横浜国立大学附属図書館長 殿

部局名

氏名

E-mail:

私は、「横浜国立大学学術情報リポジトリ運営指針」に従って、下記の学術研究成果を横浜国立大学学術情報リポジトリへ登録し公開すること及び同指針11. (1)～(4)に定める利用を許諾します。

登録する際は以下のライセンスを付与します。※

※ライセンスを付与する場合に限り、希望するライセンスを選択または記述してください。

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参考 <https://www.bunka.go.jp/jiyuriyo/>

・その他（自由記述） _____