

○Internal Operating Regulations for Senshu University
Institutional Repository

Established on : April 1, 2011

(Purpose)

Article 1

The purpose of these Internal Regulations is to set out necessary matters relating to the Repository operated by Senshu University (hereinafter the “University”) .

(Definition)

Article 2

1. “Repository” herein means the Senshu University Institutional Repository, which permanently accumulates and preserves Content in an electronic form and sends the Content without charge in and outside the University via a network.
2. “Content” herein means results created by educational and research activities in the University and the academic documents possessed by the University.

(Management and Operation of Repository)

Article 3

The Repository shall be managed and operated by the library of the University.

(Content Registered)

Article 4

To be registered in the Repository, Content must satisfy all of the following requirements.

- (1) Content must have an academic value and falls under any of the following:
 - (a) Academic papers (articles of scholarly journals and annals, papers presented in a conference, etc.)
 - (b) Degree theses (doctoral theses)
 - (c) Academic materials (academic statistical data, historical materials, rare books, etc.)

- (d) Research reporting materials (reports on results of research by research fund in and outside university such as grants-in-aid for scientific research)
 - (e) Other academic results that may be published and satisfy the criteria prescribed by the library commission
- (2) Content must be created in an electronic format.
 - (3) Content must be available through distribution on the Internet.
- (Application for Registration of Content)

Article 5

1. The following persons are eligible to apply for the registration of Content in the Repository:
 - (1) Teaching staff and graduate students who are/were enrolled at the University
 - (2) Persons who contributed to a publication of the University's educational research institution
 - (3) Other persons specifically approved by the director of the library
2. A person who applies for the registration of Content in the Repository (hereinafter an "Applicant") shall submit an application for registration in Senshu University Institutional Repository to the director of the library.

(Registration of Content and Vicarious Execution thereof)

Article 6

1. An Applicant shall register Content in the Repository through the registration system for the Repository; provided, however, that at the request of the Applicant, the library may register Content on his/her behalf.
2. Notwithstanding the proviso of the preceding paragraph, out of the Content listed in Article 4, an article of annals issued by the University's educational research institution may be registered in the Repository by the said educational research institution on behalf of an Applicant, unless the author denies the registration under the preceding paragraph.

(Copyrights of Content and Authorization to Use)

Article 7

1. At the time of registering Content in the Repository, if the copyright or any other right (hereinafter “Copyrights”) of the Content is vested solely in an Applicant, the Applicant shall license the library to use the Copyrights without charge.
2. At the time of registering Content in the Repository, if the Copyrights to the Content are vested in more than one person, including an Applicant, the Applicant shall submit to the library a document proving that other holders of the Copyrights have consented to license the library to use the Copyrights without charge; provided, however, that at the request of the Applicant, the library may carry out the procedure on his/her behalf.
3. At the time of registering Content in the Repository, if Copyrights to the Content are vested in any person other than an Applicant, the Applicant shall submit to the library a document proving that the holder of the Copyrights has consented to license the library to use the Copyrights without charge; provided, however, that at the request of the Applicant, the library may carry out the procedure on his/her behalf.
4. In cases set forth in the preceding two paragraphs, if the holder of Copyrights indicates its intention in advance to license the library to use the Copyrights without charge, a document shall not be required to be submitted to prove that consent has been obtained.
5. At the time of applying for registration of Content under paragraph 2 or 3, if the attribution of Copyrights of the Content is unknown, an Applicant may request the library to investigate the attribution.
6. Even when Content is registered in the Repository, Copyrights shall not be transferred to the library, but the holder shall reserve the Copyrights.

(Denial of Registration of Content)

Article 8

1. The library may deny registration of Content in the Repository for which

an application is made under paragraph 2 of Article 5, in any of the following cases; provided, however, that when the library denies registration under item (3), it shall obtain the approval of the library commission:

- (1) If the Content infringes Copyrights vested in a third party
- (2) If the Content is likely to constitute a crime
- (3) If the Content is prejudicial to public order and morals

2. In the case of the preceding paragraph, the director of the library shall give the Applicant notice of denial of registration by specifying the reason.

3. A person who is dissatisfied with the reason of denial under the preceding paragraph may file objection to the library commission.

(Utilization of Registered Content)

Article 9

The library may utilize Content registered in the Repository in the following manners:

- (1) By reproducing and storing the Content in a server constituting the Repository
- (2) By sending, without charge, on the Internet, reproductions created under the preceding item to many and unspecified persons
- (3) By reproducing it or converting its media so that it will be preserved and its usability will be maintained

(Matters Observed regarding Use of Registered Content)

Article 10

The library shall comply with the following items with respect to use of the Content registered in the Repository:

- (1) The library shall not utilize it in any manner other than those specified in the preceding article.
- (2) The library shall make the following matters known to persons using the Content on the Internet to ensure that the Copyright Act (Act No. 48 of 1970) will be complied with:
 - (a) A person using Content must obtain the consent of the holder of

Copyrights.

- (b) Notwithstanding provision (a), a person shall not be required to obtain the consent of the holder of Copyrights for reproduction or quotation for private use or other use within the stipulations of Articles 30 through 50 of the Copyright Act that provide for limitations to copyrights.

(Deletion of Registered Content)

Article 11

1. The library may delete Content registered in the Repository, in any of the following cases:
 - (1) If a person who has registered Content applies for its deletion by specifying the reason and the director of the library approves it
 - (2) If the director of the library decides to delete Content because it turns out to have been created by plagiarism or piracy
 - (3) If the director of the library decides to delete Content because it turns out to be prejudicial to public order and morals
2. When the director of the library decides to remove registration under item (3) of the preceding paragraph, the director of the library shall submit the matter to and obtain the approval of the library commission in advance.

(Delegation to Operational By-laws)

Article 12

In addition to these Internal Regulations, any matters necessary for the operation of the Repository shall be provided for by operational by-laws through deliberation of the library commission.

(Revision and Abolition of Internal Regulations)

Article 13

Revision and abolition of these Internal Regulations may be proposed by the director of the library and decided by the university president through deliberations of the library commission.

Supplementary Provisions

These Internal Regulations shall become effective on April 1, 2011.

(English Translation: *The original is written in Japanese.)