

National Institute of Polar Research Repository Operating Guideline

Approved by National Institute of Polar Research on 27/10/2014

Revised on 30/3/2018

(Aims and Scope)

This guideline covers the necessary matters for the operation of the National Institute of Polar Research (hereinafter referred to as the “NIPR” Information Repository (hereinafter referred to as the “NIPR repository”).

(Definition)

In this guideline, repository is an electronic archive system that electronically collects, accumulates and stores, and transmits and provides NIPR research outputs free of charge through the network inside and outside of the institute. NIPR repository contributes to the development of academic research at NIPR and for the purpose of contributing to society to a large extent.

(Management and operation)

Management and operation of the NIPR repository shall be carried out at the National Institute of Polar Research Library (hereinafter referred to as “library”).

(Registrant)

Persons who have the right to register resources in NIPR repository are as follows.

- 1 Faculty staff currently enrolled in NIPR
- 2 Person who is admitted by library director

Those who wish to register shall submit a repository registration application form to the library director.

(Resources can be registered)

Resources to be registered shall satisfy all of the following requirements.

- 1 To have significance in scholarly context
- 2 To involve NIPR faculty staff (enrolled or having been enrolled)
- 3 To make an electronic form
- 4 To disseminate through the network

(Copyrights)

If the copyright of the resources to be registered in NIPR repository belongs only to a person who obtained the library director’s approval (hereinafter referred to as “registrant”), the registrant shall grant the licenses that is specified in “licenses” term to the library.

If the copyright of the resources to be registered in NIPR repository belongs to more than one person including the registrant, the registrant shall provide another copyright holder's consent form to the library.

If the copyright of the resources to be registered in NIPR repository belongs to anyone other than the registrant, the registrant shall provide copyright holder's consent form to the library. However, this is not required if the copyright holder shows the policy of permission beforehand.

(licenses)

The registrant permits the the library to use resources registered in NIPR repository as follows:

- 1 To duplicate the resources and save it on the server
- 2 To publish the copy of the previous duplicated resources free of charge through the network
- 3 To make copies and media conversion of resources to preserve and maintain availability

NIPR library notifies persons who use resources in NIPR repository to comply with the copyright law and orders based on the copyright law and other related laws and regulations.

(Elimination)

NIPR library eliminates the resources registered in NIPR repository as follows:

- 1 When the registrant applies for elimination with a reason and approves it by library director
- 2 Library director decides to eliminate due to reasons such as the result of being contrary to public order and morals (e.g. plagiarism or fabrication), or the contents are remarkably inappropriate.
- 3 Library director decides to eliminate any specific reasons

Notwithstanding the preceding paragraph, when replacing or deleting resources to which DOI was granted based on the NIPR Digital Object Identifier (DOI) granting guideline (September 30, 2016), it shall be in accordance with that guideline.

(Disclaimer)

NIPR Library shall not responsible for any damage or disadvantage of any registrant, copyright holder or user caused by publication or use of the resources.

(Governing law and jurisdiction)

The Guidelines shall be construed and applied according to the laws of Japan. The Tokyo District Court or the Tokyo Summary Court shall have exclusive jurisdiction of the first instance over any disputes arising in connection with the resources to be registered in NIPR repository.

(Others)

Beyond what is provided for in this guideline, necessary particulars involving NIPR repository management or operation issues shall be negotiated by the persons concerned.