

Repository Policy - AESOP Eprints

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About AESOP Eprints

Aims and Scope / Mission

The Association of the European Schools of Planning (AESOP) has established the institutional repository AESOP Eprints <https://eprints.aesop-planning.eu/home>

The aim of AESOP Eprints is to provide open access for a wide variety of scholarly outputs in the field of planning. The main aim of the AESOP Eprints is to provide access to a wide variety of resources created by the AESOP, while increasing the visibility of its research outputs and community members.

The aim of this policy is to ensure that the contents of the AESOP Eprints reflects and strengthens the AESOP's tradition of research excellence, by increasing the visibility of the AESOP's research, and providing open access to its research outputs. This policy also establishes the framework within which the AESOP Eprints is managed.

The repository uses a Dspace based open code software platform developed and maintained by the Stichting OpenAccess (<https://www.openaccess.ac>). The software platform is compliant with the [OpenAIRE Guidelines for Literature Repositories v3](#).

Designated Community

The Designated Community of the AESOP Eprints includes the following **user groups**:

- Internal users: Members of the Association of the European Schools of Planning. They can deposit their research outputs in the AESOP Eprints, browse and search the metadata, and download content from collections they are authorised for.
- External users: local and international professional researchers, citizen scientists, teachers, students, informed citizens, the general audience, etc. They can browse and search the metadata, and download the content from the repository collections that are made available to public.

Metadata Policy

- Anyone may access the metadata free of charge.
- The metadata of the items deposited in the AESOP Eprints are made available under the Creative Commons [CC0 Public Domain Dedication option](https://creativecommons.org/publicdomain/zero/1.0/) (<https://creativecommons.org/publicdomain/zero/1.0/>). This dedication applies exclusively to the metadata associated with the items deposited and under no circumstances is a substitute for or affects their individual licenses or permits.
- Anyone can access, copy, share, modify, harvest and re-use the metadata for any purpose, free of charge and without requiring permission from the AESOP.
- The AESOP is dedicated to providing high-quality and machine-readable item-level metadata.

- If you are harvesting or reusing the AESOP Eprints metadata, mention of the AESOP Eprints is appreciated but not mandatory.

Data Policy

The deposited content (documents) will be made available to the public, except when forbidden by contracts, rights, or when embargoed for a limited time.

Each deposited item (document) is individually tagged with appropriate license.

Content Policy

- The AESOP Eprints is a subject-based repository, covering:
 - education in the planning domain
 - planning
- The AESOP Eprints accepts and holds all types of materials.
 - publications (including preprints);
 - working papers and technical reports;
 - white papers and reports;
 - datasets;
 - conference presentations;
 - conference posters;
 - course-based publications and training materials;
 - images;
 - audio and video recordings
 - dissertations;
 - masters and undergraduate theses;
- Items are individually tagged with their type, date, version, peer-review status and publication status.
- Principal languages for content:
 - English

Supported File Formats

Although all formats can be deposited, it is recommended to use formats that are open and sustainable. The following formats are preferred for preservation reasons:

- Textual: PDF/A, TXT, HTML, XML, CSV
- Images: TIFF, JPEG 2000
- Audio: WAVE, AIFF
- Video: MOV, Motion JPEG 2000
- Database/Spreadsheet: CSV, XML

A more detailed list of recommended file formats can be found here: <https://dans.knaw.nl/en/file-formats/>

Submission Policy

- Items may only be deposited by authorized users of the AESOP Eprints with appropriate credentials. (See the [registration](#) section).

- Authorized users include AESOP members.
- The submission process must conform to the submission guidelines given in User Manual.
- Deposited metadata and items are subject to verification by repository manager
- The repository manager vets items for the eligibility of authors/depositors, relevance to the scope of the AESOP Eprints, valid layout and format, and the exclusion of spam.
- Depositors must own all necessary rights required to deposit the data. Data depositors are held responsible for compliance with any national or international legal regulations and publisher embargoes.
- The validity and authenticity of the content of submissions and any copyright violations are the entire responsibility of the depositor.
- If the AESOP Eprints receives proof of copyright violation, the relevant item will be removed as soon as possible.
- By depositing metadata and the content into the AESOP Eprints, the depositors accept the terms and conditions defined in this Policy.

Versioning Policy

- If necessary, an updated version of an item may be deposited.
 - The earlier version may be withdrawn from public view.
 - There will be links between versions, with the most recent version clearly identified.
 - The item's permanent URL or PID will always link to the latest version.

Privacy Policy

- Whenever a user visits the repository, the following information is automatically collected and stored:
 - IP address
 - date and time
 - pages visited
- This information is only used internally for technical troubleshooting, to improve the usability of the repository, and to record aggregate statistics. The system collects personal information submitted during the deposit process. Submitted information will be used only for the purpose for which you submitted it, and will not be shared with third parties or used for commercial purposes.

Curation Policy

- Initial items are retained unchanged and edits are only made on copies of originals.
- Annotations or edits are made if allowed by relevant licenses.
- The provided levels of curation include:
 - basic metadata curation (brief checking, adding basic metadata, etc.)

Preservation Policy

- Items will be retained indefinitely.
- The AESOP Eprints regularly backs up its files according to current best practice.
- The AESOP Eprints will try to ensure continued content readability and accessibility of the deposited items.
- Where possible, items will be migrated to new file formats when necessary.

- The repository may work with external partners to convert or migrate file formats, develop and implement software emulations for old file formats, and/or record preservation metadata.
- It may not be possible to guarantee the readability of some less common file formats over time.
- The original bitstream is retained for all items, in addition to any upgraded formats.
- Items may not normally be removed from the repository.
- Acceptable reasons for withdrawal include:
 - publishers' policies and requirements
 - proven copyright violation or plagiarism
 - legal requirements and proven violations
 - national security
 - falsified research
- Withdrawn items remain available for audit purposes to administrators only.
- Withdrawn items are not deleted per se, but are removed from public view.
- Identifiers/URLs of withdrawn items will be retained transiently. The AESOP Eprints may reveal a deleted status for records upon harvesting requests.
- The metadata of withdrawn items will not be searchable.
- Changes to deposited items are not permitted to end-users. If necessary, a new version may be created.
- Errata and corrigenda lists may be included with the original record if required.

Harvesting Policy

The metadata of the items deposited in the AESOP Eprints are made available to harvesters and aggregators under the Creative Commons [CC0 Public Domain Dedication option](https://creativecommons.org/publicdomain/zero/1.0/) (<https://creativecommons.org/publicdomain/zero/1.0/>)

Data can be harvested by robots and aggregators for full-text indexing or analysis.

Policy Revisions

This policy is subject to revision every year or whenever deemed necessary by changed circumstances or changes in best practice.