




Universiti
Malaysia
PAHANG
Engineering • Technology • Creativity

UMP INSTITUTIONAL REPORITORY POLICY

UMP-IR

PERPUSTAKAAN UNIVERSITI MALAYSIA PAHANG

 <p>Universiti Malaysia PAHANG <small>Engineering • Technology • Creativity</small></p>	2017	UMP/LIB/PI/IR-BI-v1
UMP INSTITUTIONAL REPOSITORY POLICY (UMP-IR)		

1. INTRODUCTION


- 1.1 UMP Institutional Repository (UMP-IR) was developed using E-Prints software and launched by YH. Professor Dato 'Dr. Rosli Bin Mohd Yunus, Deputy Vice-Chancellor (Research and Innovation) in December 2010. The UMP-IR are the institutional repository to store all of the university communities intellectual works.
- 1.2 UMP-IR provides and manage long-term storage and the distribution of digital works of the UMP community.
- 1.3 UMP-IR act as a contributor to the sharing and exchange of research knowledge among researchers, universities and other stakeholders.

2. OBJECTIVE

- 2.1 Maximizing the visibility of UMP works through online access.
- 2.2 To increase the citation of the university through open access.
- 2.3 To collect and validate the work of UMP for the university rating.

3. DEPOSITOR / CONTRIBUTOR

- 3.1 Depositor/Contributors must be a UMP staff and are responsible for the work that they contributed.
- 3.2 Depositor/Contributors are obligated to declare that they hold the copyright to the material submitted. The depositor/contributors must fill in a declaration form before submitting their paper.
- 3.3 Depositors/Contributors are required to enter a complete information or work submitted.
- 3.4 Depositors/Contributors are responsible to informed of any changes to the library regarding the work involved.
- 3.5 Depositors/Contributor is required to submit a full text of work as a library collection.

 <p>Universiti Malaysia PAHANG <small>Engineering • Technology • Creativity</small></p>	2017	UMP/LIB/PI/IR-BI-v1
UMP INSTITUTIONAL REPOSITORY POLICY (UMP-IR)		

4. COLLECTION OF MATERIAL

4.1 UMP Collection means the works produced by UMP staff while serving or studying in UMP or have affiliation with Universiti Malaysia Pahang with the work concern.

4.2 Types of work required to be registered are as follows:

4.2.1 Article

- i. Articles published in journals indexed and non-indexed.
- ii. Articles or studies published in magazines, newspapers, newsletters and do not necessarily peer-reviewed.

4.2.2 Books

- i. Books (Research) - printed and bound book, which was published by the referee and are recognized by one person or a group of research academics.
- ii. Books (Other) - general books, printed and bound non-published work or other research methods for a person or a group.
- iii. Books Translation - a book that was translated from the original language to another language.

4.2.3 Chapter in Book

Chapter in a book, printed, bound and published by a recognized publisher.

4.2.4 Proceedings

Articles published in proceedings of conferences, seminars, congresses, colloquia / workshops and so on.

4.2.5 Seminar Paper/ Conference


Paper presented either orally or in poster sessions / seminars either outside or in countries that are not published.

4.2.6 Audio / Video / Slide / Multimedia

Audio-visual material in the format specified.

4.2.7 Monographs

- i. Monograph (Research) - Specific, printed and bind books, audited and published by recognized publishers, research work of an individual or a group of academic or custom postgraduate thesis (Masters and PhD).
- ii. Monograph (Non-Research) - Public, printed, bound, relevant and published book by a person in a specific topic of non-research works or books in a series of General Lectures / Public Letters and others recognized on par.

 <p>Universiti Malaysia PAHANG <small>Engineering • Technology • Creativity</small></p>	2017	UMP/LIB/PI/IR-BI-v1
UMP INSTITUTIONAL REPOSITORY POLICY (UMP-IR)		

4.2.8 Intellectual Property (IP)

Design and creation by UMP researchers; writing / literary and artistic works; symbol; name; and images used in commerce for which exclusive rights are recognized under applicable law (patent, trademark, copyright, utility innovation, industrial design)

4.2.9 Research report

Writing/ work such as final report of research/ grant, consulting work report.

4.2.10 Thesis

A scholarly study of postgraduate students from the Institute of Postgraduate Studies (IPS)

4.2.11 Bachelor's Project (PSM)

Final year graduate student project from each quality faculty based on faculty proposals.

4.2.12 Periodicals

Recurring issues over a certain period of time (magazines, bulletins, newspapers etc.)


4.2.13 Other Types - writing / works other than those listed (policy papers, policies, papers, teaching and learning materials, popular writing, program /activity reports etc.)

5. QUALITY ASSURANCE

5.1 To ensure that the metadata quality of work in UMP-IR are according to the standards set.

5.2 The UMP Library are responsible to ensure that the quality of work and complies with the submission delivery, to be assessed and confirmed before being approved.

5.3 The UMP Library are responsible for the maintenance and maintaining the full text content of any work that has been registered.

 <p>Universiti Malaysia PAHANG <small>Engineering • Technology • Creativity</small></p>	2017	UMP/LIB/PI/IR-BI-v1
UMP INSTITUTIONAL REPOSITORY POLICY (UMP-IR)		

6. INFORMATION WORKS

- 6.1 Any works written by UMP staffs and received by UMP-IR.
- 6.2 The journals / proceedings shall lay affiliate Universiti Malaysia Pahang.
- 6.3 Only books, book chapters, journal articles, proceedings and popular writing in certain areas that have been published will be approved.
- 6.4 Materials in manuscript form, in press and online first will not be approved.

7. THE RIGHT EDITORIAL


- 7.1 The Editor reserves the right to exclude any work submitted.
- 7.2 The Editor reserves the right to edit, reject material for amendments for technical purposes and indexing, define access based on copyright agreements and convert the file to a format that is commonly used.

8. COPYRIGHT

- 8.1 Depositors/contributors are responsible for ensuring that each registered work is subjected to the Copyright Act 1987 and other relevant regulations.
- 8.2 Copyright works deposited in UMPIR remain under the Copyright Act 1987.
- 8.3 Any violation of copyright, it will be removed immediately and completely canceled.
- 8.4 Work can not be deposited until the embargo has expired.

9. CONSUMER LEVEL ACCESS (Admin, User, Access UMP)

- 9.1 UMP staffs can access full-text articles (if available) for free by using identification (username) and password.
- 9.2 Other than UMP Staff, access to UMP-IR are limited.

 <p>Universiti Malaysia PAHANG <small>Engineering • Technology • Creativity</small></p>	2017	UMP/LIB/PI/IR-BI-v1
UMP INSTITUTIONAL REPOSITORY POLICY (UMP-IR)		

10. MAINTENANCE OF MATERIALS


- 10.1 UMP Library ensure of reading and accessing UMP continuously. In case of migration necessity to a new format, the Library reserves the right to change the format stored for the purpose of maintenance work.
- 10.2 UMP Library is responsible for the maintenance of data and a backup copy periodically.
- 10.3 In the event of closure of the UMP-IR, the database will be moved to the archive appropriate to the needs of the University.

11. ACCOUNTABILITY

- 11.1 UMP Library is responsible for the implementation and maintenance of UMP-IR policy.
- 11.2 The Management of UMP-IR is under the care of UMP Library. The Chief Librarian shall report to Deputy Vice-Chancellor (Research and Innovation) on the current status of UMP-IR.
- 11.3 UMP Library will guide authors/depositors to complete the submission process works. Training shall be conducted by the UMP Library according to the needs of lecturers, researchers and staffs.

12. THE RESPONSIBILITY

- 12.1 Deputy Vice-Chancellor (Research and Innovation) shall advise the Vice-Chancellor and are responsible for ensuring compliance with the overall policy of the UMP-IR.
- 12.2 Deans and Directors are responsible for ensuring the work of the staff are contributed to the UMP-IR.
- 12.3 Information Communication & Technology Centre UMP are responsible for the accesibility of UMP-IR and to ensure that the tools are performing accordingly.


 <p>Universiti Malaysia PAHANG <small>Engineering • Technology • Creativity</small></p>	2017	UMP/LIB/PI/IR-BI-v1
UMP INSTITUTIONAL REPOSITORY POLICY (UMP-IR)		

13 DISCLAIMER

UMP library is not liable for any loss or damage arising directly or indirectly from reliance of the information contained in the repository.

14 CHANGES IN POLICY

This policy will be reviewed by the UMP Library subject to change.

 <p>Universiti Malaysia PAHANG <small>Engineering • Technology • Creativity</small></p>	2017	UMP/LIB/PI/IR-BI-v1
UMP INSTITUTIONAL REPOSITORY POLICY (UMP-IR)		

GLOSARRY

1. **Affiliate:** The address/ name of the author's institution listed on the writing.
2. **Open Access:** Access to free scientific materials via the internet.
3. **Journal:** Publications or periodicals specifically for a particular subject, profession, or field.
4. **Authors/ Depositors:** Parties that deposit writing / work at UMP-IR.
5. **Author:** single or a group of authors who are responsible for a Research result.
6. **Proceedings:** Information on recording of conference.
7. **Scopus:** Citation database published by Elsevier. Writing/Works including articles, conference papers, letters, reviews, notes, article in press and editorial materials. Access Scopus via <http://www.scopus.com>.
8. **UMP-IR:** Repository Institution which includes bibliographic information and soft copy of writing/work of UMP staff.