

Tokyo University of Marine Science and Technology OACIS academic repository  
management guidelines

October 2, 2007

Approved by the Third Research Promotion Committee

Article 1: Purpose

Tokyo University of Marine Science and Technology (TUMSAT) will collect the academic research produced during educational and research activities at the university and permanently preserve these research products in electronic format in the TUMSAT academic repository called the Open Access Collection of International and Scholarly Papers (hereinafter “OACIS”). TUMSAT will make these research products available online free of charge, thus advancing scientific research at TUMSAT and at the same time contributing to society.

Article 2: Administration and operations

The TUMSAT library will manage and operate OACIS in coordination with TUMSAT's Information Processing Center.

Article 3: Contributors

The following types of contributors are encouraged to provide the products of their academic research to OACIS:

1. Faculty (including part-time instructors) and students affiliated with or formerly affiliated with TUMSAT
2. Others approved by the TUMSAT library administrator

Article 4: Requirements for academic research products

The academic research products offered must fulfill all the requirements listed below to be made available via OACIS:

1. They were produced by contributors while they were affiliated with TUMSAT, either on their own or jointly.
2. They are in compliance with laws pertaining to intellectual property rights and TUMSAT regulations.
3. They will not generate problems related to the law or social norms with respect to the matters listed below:
  - A. Individual rights such as reputation or privacy, as well as personal

information

B. Information security

C. Confidentiality duties

4. Making them available will not result in other problems.

#### Article 5: Permission for use

Contributors give their permission, without compensation, for each of the following actions undertaken in connection with OACIS:

1. Reproducing academic research products and storing them on the OACIS servers
2. Making copies available to the public online
3. Copying or media conversion as needed for convenient retention and use

#### Article 6: Registration

Contributors will comply with the designated release consent procedures when providing the library academic research products.

#### Article 7:

When multiple persons share the copyright for an academic research product, contributors must disclose the requirements specified in articles 5 and 9 to the other copyright holders in advance and obtain their consent.

#### Article 8: Public release

The library must advise people who use academic research products provided via OACIS over networks (“users”) to ensure that their use complies with copyright laws in connection with public release.

#### Article 9: Copyright

Copyright is retained by the original copyright holders; it is not transferred to the library when academic research products are registered and posted on OACIS.

#### Article 10: Use

Users must obtain the consent of the copyright holders when they exceed the limits of personal use and citations as stipulated under copyright laws.

#### Article 11: Cancellation of public release

The library can cancel the public release of academic research products provided to

OACIS in any of the following cases:

1. The contributors submit an application for cancellation and provide reasons that the library administrator acknowledges are legitimate
2. The library administrator decides to cancel because the content violates the public order and/or standards of decency, was stolen or plagiarized, or is unusually inappropriate
3. Other cases that involve the library administrator's approval

Article 12: Exemptions

TUMSAT bears no responsibility for any harm to users arising from the use of academic research products provided via OACIS.

Article 13: Miscellaneous provisions

Matters required in connection with OACIS operations will be specified separately from the items specified in these guidelines.