

# INSTITUTIONAL OPEN ARCHIVE REGULATION OF BAHÇEŞEHİR UNIVERSITY

## CHAPTER ONE

### **Purpose, Scope, Basis and Definitions**

#### **Purpose**

##### **Article 1-**

- (1) This Regulation aims to ensure that the institutional archive that has been created in the University compiles the scientific knowledge produced by the members of institution, protects such knowledge in the long-term and offers access to compiled knowledge to make it shared widely.
  
- (2) This Regulation regulates the principles and procedures on the transfer of scientific works developed by the members of institution electronically to the Institutional Archive of the Library and offering the same to open access.

#### **Scope**

##### **Article 2:**

- (1) The following materials constitute the scope of Institutional Archive:
  - a) Articles published in scientific journals,
  - b) Articles under the publication process,
  - c) Master's theses and PhD dissertations,
  - d) Conference proceedings,
  - e) Seminar texts,
  - f) Technical notes,
  - g) Project works,
  - h) Book excerpts,
  - i) Award-winning works,
  - j) Patents,
  - k) Open course materials,
  - l) Electronic books,

## **Basis**

### **Article 3-**

(3) This Regulation has been issued based on the letter of Council of Higher Education, “Institutional Archive Works”, dated 02.04.2014, numbered 36054236-806.02.04-06.

## **Definitions**

### **Article 4:**

(1) As used in this Regulation, the following terms shall have the meanings stated below:

- a) University : Bahçeşehir University,
- b) Library : Barbaros Library of Bahçeşehir University,
- c) Institution Members : Faculty Members, Administrative Staff and Students of Bahçeşehir University
- d) Open Access : Having free online access to works with scientific and artistic content
- e) Institutional Archive : A system containing a series of services where scientific literature and artistic products of institution members are electronically collected, stored, indexed, protected and distributed.

## **CHAPTER TWO**

### **Powers and Responsibilities**

#### **Institution members producing the information**

##### **Article 5-**

- a) They are responsible for transferring their scientific works conducted in that year to the Institutional Archive until the end of that academic year at the latest.
- b) Postgraduate students are responsible for transferring their dissertations to the Institutional Archive within one month from their completion at the latest.
- c) The author decides whether the material that is transferred to the Institutional Archive will be available for open access as a full text or will be opened after a certain period of time. The author has the right to make that decision.

## **Library**

### **Article 6-**

- a) According to Article 42(d) of Chapter 6 of the Higher Education Law no. 2547, the purpose is to compile scientific and intellectual knowledge of the institution completely. The Library is responsible to fulfill this requirement under the

Institutional Archive Project of Bahçeşehir University.

- b) The Library informs relevant department heads of the information about the personnel responsible for Institutional Archive.
- c) The Library sends announcement e-mails and runs necessary promotion and information activities in order to inform institution members of the Institutional Archive.
- d) The Library controls metadata entries of scientific works transferred by institution members to the Institutional Archive, makes necessary edits, and contacts academic staff, administrative staff and students for such corrections if needed.
- e) The Library carries out necessary technical infrastructure works together with the Information Technology Department in order to ensure the works that are produced by institution members and constitute scientific and intellectual assets of the institution are available for access through the Institutional Archive, these works are protected and stored in the long-term and maintained safely.
- f) The Library carries out necessary procedures for agreements and collaborations with other universities and institutions regarding the Institutional Archive for submitting the same to the approval of Presidency.

## **CHAPTER THREE**

### **Benefits, and Right to Publish and Benefit**

#### **Benefits**

##### **Article 7-**

- a) Creating electronic archive of publications of the University by means of open archive activities,
- b) Ensuring that scientific works of the University are known and used by a wider audience with free, easy, fast and open access to the information produced by institution members,
- c) Guiding the institution members in having more references as a result of more common use of their scientific works available in the open archive,
- d) Ensuring that contributions of institution members to all kinds of scientific activities through their scientific works published in Turkey and abroad are globally known and thus reflecting actual scientific performance of the University,
- e) Enabling that the works of institution members which are not published but deemed as a scientific content, such as conference proceedings and course notes, are published

electronically,

- f) Encouraging institution members to develop and publish scientific works,
- g) Ensuring that Bahçeşehir University participates in and contributes to international open archive protocols and projects and leads relevant works nationwide,
- h) Ensuring that Open Archive of Bahçeşehir University complies with the protocol OAI-PMH and available for search by various search engines such as Google Scholar, OAIster, and Doar.

### **Right to Publish and Benefit**

#### **Article 8-**

The following conditions apply to the right to publish information sources in the Institutional Archive of Bahçeşehir University and to benefit from such sources.

- a) It is up to author to publish his/her works as a full text in the institutional archive.
- b) Anyone can have free access to and use the works that are available in the system.
- c) Members of Bahçeşehir University can ensure that all kinds of scientific works they create are available in the institutional archive of Bahçeşehir University by following necessary procedures with the help of open archive officer.
- d) The works that have been published or decided to be published in any journal are not subject to any copyright infringement provided **they are not publisher version**.
- e) When the information sources available in the Institutional Archive of Bahçeşehir University, it is obligatory and necessary for the person who uses such sources to give citation for the purposes of scientific ethics.

### **Entry into force**

**Article 9-** This Regulation enters into force on the date it is accepted by the Senate of Bahçeşehir University.

### **Enforcement**

**Article 10-** This Regulation is enforced by the Presidency of Bahçeşehir University.