

上智大学学術情報リポジトリ運用規程

Regulations Concerning the Sophia University Repository for Academic Resources

Enacted April 1, 2010

Amended July 1, 2011 April 1, 2014 April 1, 2015 April 1, 2017

(Purpose)

Article 1

The Regulations contained herein set forth the necessary matters regarding the management and operation of the Sophia University Repository for Academic Resources (hereinafter referred to as “Sophia-R”).

(Objective of Sophia-R)

Article 2

The objective of Sophia-R is to digitally compile and archive, and provide an environment that enables easy access to the research and educational achievements (hereinafter referred to as “Academic Contents”) that members of faculties, graduate schools, the Sophia Research Organization, and the research institutions and centers set forth in Article 6 of the University Regulations (hereinafter referred to as “Research Organizations”) of Sophia University (hereinafter referred to as “the University”), including faculty and staff members and graduate school students that currently belong to or previously belonged to the University (hereinafter referred to as “Members of the University”), were involved in formulating in association with the University’s research and educational activities. At the same time, it aims to disclose Academic Contents to researchers both in and outside the university and contribute to the development of academic research.

(Supervising Manager)

Article 3

A Supervising Manager shall oversee the management and operation of Sophia-R, and the Head Librarian shall assume the position.

(Operational organization)

Article 4

The management and operation of Sophia-R shall be performed pursuant to the categorization set forth in the following items, by the divisions stipulated in each respective item:

- (1) Support for the collection of Academic Contents: Library, Bureau of Academic Research and Information (hereinafter referred to as “Library”) and Center for Research Promotion and Support, Bureau of Academic Research and Information
- (2) Support for the registration of Academic Contents and the operation and maintenance of Sophia-R: Library
- (3) Construction of the server, management and maintenance of equipment: ICT Office, Bureau of Academic Research and Information (hereinafter referred to as “ICT Office”)

(Managing committees)

Article 5

The Library Committee shall discuss all matters regarding the management and operations of Sophia-R. However, matters concerning construction of the server, management and maintenance of equipment stipulated in the preceding article shall be consulted with the ICT Office and placed before the Subcommittee on Information Technology Systems for Education and Research.

(Academic Contents eligible for registration)

Article 6

Academic Contents to be registered with Sophia-R shall meet the following requirements:

- (1) It is an outcome of academic research or bears academic significance.
- (2) A major portion has been produced in relation with research and educational activities at the University.
- (3) It has been compiled by a person that wishes to register Academic Contents in Sophia-R pursuant to Article 7 (hereinafter referred to as “Applicant”).
- (4) It complies with laws concerning intellectual property and copyrights and bears no issues

- in terms of public order and morality, social norms, or information security.
- (5) Its data structure and format do not obstruct the operations of the Sophia-R system.

(Applicants)

Article 7

The Applicant shall submit to the Head Librarian the Sophia University Academic Information Repository Application Form and the data of the report (as electronic data or in book form) that he/she wishes to register.

- 2 Applicants shall meet one of the qualifications provided in the items below:
- (1) Faculty and staff members and graduate school students of Sophia University
 - (2) Authors of papers published in Sophia University ' s Kiyo or theses and dissertations, which were written or published during enrollment at the University
 - (3) Those specifically approved by the Head Librarian

(Obligations of the Applicant)

Article 8

Applicants to Sophia-R shall comply with the items provided below:

- (1) The applicant shall undertake the required procedures prescribed by Sophia University to obtain permission to use the Academic Contents that he/she wishes to register.
- (2) When the copyright of the Academic Content belongs to more than one person or to a person other than the applicant then the applicant shall preliminarily obtain permission to use it.
- (3) The applicant shall be responsible for the contents of the registered Academic Content.

(Registration of Academic Contents)

Article 9

The library shall register Academic Contents. However, this shall not preclude the applicant from registering the Academic Contents on his/her own.

- 2 Academic Contents shall not be registered in the event the applicant is found in violation of the preceding article.

(Deletion of the Academic Contents)

Article 10

The Supervising Manager may delete registered Academic Contents in the cases provided below:

- (1) When the Academic Contents are in violation of Article 6;
 - (2) When the applicant is found to be in violation of the obligations stipulated in Article 8; or
 - (3) When the applicant requests deletion.
- 2 The contents registered by those stipulated in Article 7, paragraph 2 during enrollment shall not be deleted after he/she has left Sophia University unless the applicant especially requests as such.

(Use of registered Academic Contents)

Article 11

The Supervising Manager shall use the Academic Contents registered in the repository as provided below:

- (1) Reproduce the relevant Academic Contents and register the reproduction on the server that composes Sophia-R.
- (2) Publish (or send) the reproduction stipulated in the preceding item via the Internet to the wide public for access free of charge. However, the Supervising Manager shall bring to the attention of the recipients that the relevant reproductions shall be used in compliance with the Copyright Law for the purposes and within the scope set forth in the Law.
- (3) Reproduce and change the media for the purpose of archiving and continued accessibility.
- (4) For the purpose of mutual coordination with other databases openly accessed in the university, provide the metadata and links of the Academic Contents registered in item (1)

(Other)

Article 12

Matters that are not mentioned in the Regulations herein shall be determined based on consultation between the applicant and Library as required.

(Amendment and abolishment of the Regulations)

Article 13

Amendments and abolishment of the Regulations shall be made based on the opinions the Library Committee, pursuant to the procedures set forth by the Sophia School Corporation.

Supplementary provision

The Regulations shall become effective as of April 1, 2010

Supplementary provision

The Regulations shall be amended and become effective as of July 1, 2011.

Supplementary provision

The Regulations shall be amended and become effective as of April 1, 2014.

Supplementary provision

The Regulations shall be amended and become effective as of April 1, 2015.

Supplementary provision

The Regulations shall be amended and become effective as of April 1, 2017.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.