KARATINA UNIVERSITY

OPEN ACCESS POLICY

MARCH 2018

UNIVERSITY VISION

To be a University of global excellence, meeting the dynamic needs and development of the society

UNIVERSITY MISSION

To create, conserve and disseminate knowledge through training, research, innovation and community outreach

CORE VALUES

Equity

Teamwork

Meritocracy

Academic freedom

Accountability

Excellence

Probity

Library Vision

To be a library of excellence committed to advancement of knowledge through innovative and user-centered services.

Library Mission

To support, enhance and collaborate in the instructional, research and service activities of the University community and society

Library Objectives

The library will strive to achieve the following objectives, to:

i. Facilitate access to information resources for the support of academic, research and community needs.

ii. Serve as a center for academic collection, archives, manuscripts, electronic resources, literary works, audio-visual resources, and artifacts of historic and cultural significance.

iii. Integrate Information Communication Technology in provision and access to library resources and services

iv. Process and provide access to intellectual output of the university.

v. Provide a conducive environment for study and research to the growing university community.

vi. Participate in Community Outreach activities.

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DEFINITIONS

Authorize others to do the same: The Copyright holder has the sole right to authorize other persons to use their works. By depositing their works with Karataina University under the terms of the deposit agreement; the depositor accords Karatina University the non-exclusive right to use the works in the specified ways and context. The depositing of the works does not however limit Karatina University in fair dealing with those works.

Compliance: Conformity in fulfilling official requirements.

Copyright: Copyright is a bundle of five rights, the right to:

1. Reproduce,
2. Prepare derivative works (e.g. translations),
3. Distribute,
4. Display publicly, and
5. Perform publicly.

These rights belong exclusively to the copyright holder (either Karatina University or author of a scholarly article), until/unless the copyright holder transfers them exclusively (a complete transfer, after which the copyright holder no longer has the right) or non-exclusively (an extension of one or more rights to another party, where the right to control still belongs to the original copyright holder).

Copyright holder: is the one with rights under the Copyright Act but can allow other persons use those rights.

Creative Commons License: Recognizes the author's copyright authority, but allows others to copy and distribute the work, provided they give the author credit and only on the specified conditions.

Deposit: A deposit represents a bundle of submitted works. Typically, a deposit consists of descriptive metadata, access conditions and copyright information, and any relevant uploaded files. This entire set of saved information is the deposit record.

Depositor: is the creator of a deposit record, who submits digital items and associated data for review, approval and upload to the repository.

Digital Preservation: The process of ensuring that a digital object is accessible over the long term.

DSpace: Is an open source software package that Karatina University uses for the Repository.

Dublin Core: is an initiative to create a digital 'Library card Catalog' for the web. It is made up of a set of 15 standard metadata elements that facilitate indexing and searching of electronic resources in the World Wide Web.

Embargo: Banning of the full text publication of the document, usually for a defined period of time.

Evaluation: Systematic and objective assessment of an on-going or completed project/programme or policy in order to determine the relevance and fulfillment of objectives as well as efficiency, effectiveness, impact and sustainability.

Final Version of the Article: The author's version with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting.

Institutional Repository (IR): Is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It includes an organization's commitment to the stewardship of digital materials, including long-term preservation where appropriate, as well as organization and access.

Irrevocable, paid-up, worldwide license: The permission granted may not be taken back; there are no fees associated with the permission granted; and the permissions apply worldwide.

Non-exclusive permission: After granting non-exclusive permission, an author still retain ownership and complete control of the copyright in his/her work. One can exercise his/her copyrights in any way he/she feels fit, including transferring them to a publisher if he/she so desire.

Not sold for a profit: Karatina University cannot generate a profit from exercising the rights granted, but can recover costs for a service related to the articles, such as printed course packs.

Open dissemination / open-access repository: Scholarly articles stored and made available on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful, non-commercial purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.

Scholarly articles: are articles that describe the fruits of research and that are accessible to the world for the sake of inquiry and knowledge without expectation of payment. Such articles are typically presented in peer-reviewed scholarly journals and conference proceedings.

Works: Means material, any outputs and/or or information deposited in the repository which may consist of literary works, artistic works, audio-visual works, musical works, sound recordings and broadcasts that is copyrighted or eligible to be copyrighted.

ACRONYMS

CC – Creative Commons

DOAJ – Directory of Open Access Journals

ICT – Information Communication Technology

IR – Institutional Repository

OAI – Open Archives Initiatives

SSL – Secure Sockets Layer

URL – Uniform Resource Locator

CHAPTER ONE: INTRODUCTION

1.0 PREAMBLE

Karatina University generates scholarly material such as theses and dissertations, conference papers, research papers and articles. Some of these information materials are digital or printed and stored in the library for reference by the University Community. The University has created an institutional repository (IR), to archive the intellectual products created by faculties, research staff, conferences and students of the University. These materials are accessible to end users both within and outside the institution through the university portal, with few if any barriers to access.

The Institutional Repository contributes to the commitment of the University to support research and dissemination of information activities. It serves to preserve Karatina University's legacy, facilitates digital preservation and scholarly communication. It provides an open access platform to capture, store, index, and distribute globally a wide range of research outputs, including masters and doctoral theses, produced by the University's researchers and postgraduate students. Other types of research output can also be archived, including data and digital objects. The aim of the Institutional Repository is to promote the University's research profile by exposing Karatina University research outputs online and globally. This will assist in increasing citation rates and the impact of Karatina University research.

The Repository is a complement to traditional research publishing channels, not a replacement. It provides University researchers and postgraduate students secure, stable and long term storage for their material in a centralized location. Through the repository portal multiple users are able to search simultaneously from within an easy to use interface. From the list of search results, a simple click enables the searcher to either access the information electronically in full text or find out where a printed copy is available. It is increasingly becoming clear that "In future a university's quality will be linked to its research output, which includes theses and dissertations," and the university is aiming at those standards.

This policy defines the scope, roles and responsibilities, and legal requirements for management and development of the Karatina University Open Access Institutional Repository (KarUspace).

1.1 Rationale of the Policy

Karatina University is committed to disseminating the scholarly and creative works produced on its teaching/learning and research mandate to the public as widely as possible and preserving access to these works into the future. In addition to the public benefit of such dissemination, this policy is intended to serve faculty interests by promoting greater reach and impact for their work.

Moreover, many granting agencies require that an institution have an Open Access policy in place in order for researchers to receive funding. To align the University's research with

international thinking and initiatives, publicly funded research need to be provided as a public good.

KaruSpace is registered and participates in national and international research infrastructure networks to ensure widespread availability of the university's research outputs. Open access policy is a means and commitment of the university in supporting open access initiatives.

1.2 Policy Statement
It is a university's responsibility to distribute the fruits of scholarship as widely as possible and therefore open access aims at making research literature available online without price and most permission barriers.

1.3 Policy Objectives
The objectives of this policy are to:
i. Provide open access to scholarly output resulting from academic activities undertaken at the University
ii. Promote high standards in the management of research outputs
iii. Provide long-term preservation of the University's research outputs
iv. Increase the visibility and impact of the University's research outputs
v. Raise the profile of the University's research.
vi. Meet the requirements of research funders to make research outputs freely available online.

1.4 Scope of the Policy
The policy applies to all scholarly works authored or co-authored while the person is a member of the Karatina University Community, including visiting staff.

1.5 Policy Declaration
Karatina University is committed to free and open access to scholarship for all and takes responsibility for the dissemination of its own research outputs. In keeping with this commitment, the University adopts the following policy:
i. Karatina University shall operate an institutional repository to be known as the KarUspace
ii. The University will support open access publishing through establishment of open access journals.
iii. All members of the University Community will be required to submit their scholarly output to the Karatina University institutional repository
iv. The institutional repository will operate as a non-profit, non-commercial, open access facility
v. Each member of the University Community grants to Karatina University a non-exclusive, irrevocable, world-wide license to exercise any and all rights under copyright relating to their scholarly articles in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same
vi. Karatina University requires its members to comply with the policies of research funders with regard to open access archiving in line with the Funders' and University's relevant and related policies

vii. The University encourages members of its community to publish their scholarly work in peer-reviewed Open Access journals. A member of the University Community who publishes in an Open Access Journal shall not be disadvantaged during promotion and tenure considerations

viii. Peer reviewed articles for uploading to the institutional repository shall be deposited at the time of acceptance for publication or no later than the date of publication

ix. This policy applies to all scholarly works completed before and after the adoption of the policy

x. The University will constitute a University Open Access Committee. The Committee will inter alia be responsible to Senate and the Vice-Chancellor for vetting the content, interpreting the policy, determining embargo issues and dealing with disputes

xi. The University's institutional repository shall be coordinated and managed by a Repository Administrator under the supervision of the University Librarian with the participation of stakeholders in liaison with the Directorate of Research and Board of Postgraduate Studies

xii. The University reserves the right to accept or reject any scholarly works submitted to the institutional repository to open access

xiii. The right to amend this policy is vesedt with the Council of Karatina University on advice from the Senate

CHAPTER TWO: POLICY FRAMEWORK

2.0 Policy Areas

The policy areas include:

i. Eligible repository content
ii. Access
iii. Submission guidelines
iv. Metadata guidelines
v. Selection, retention, replacement and withdrawal
vi. Privacy and security
vii. Intellectual property rights
viii. Preservation guidelines
ix. Quality control

2.1 Eligible Repository Contents

The repository will contain works from members of the University in digital format. The following types of scholarly works shall form part of the repository:

i. Theses and dissertations/research projects
ii. Scholarly research articles (published, peer reviewed and pre-prints)
iii. Open lectures
iv. Conference/workshop Proceedings
v. Books, monographs, chapters, book reviews
vi. Learning objects (past papers, teaching modules and presentations).
vii. Image collections (paintings, pictures, drawings, illustrations)
viii. Audio and audio-visual materials
ix. Technical reports and working papers
x. Inaugural lectures, distinguished lectures, speeches
xi. Datasets
xii. Maps and charts
xiii. Admissions lists
xiv. Graduation lists
xv. University policies
xvi. Events programs
xvii. Valedictory presentations
xviii. University calendars
xix. University magazines
xx. University Forms
xxi. Newsletters
xxii. Literary publications

xxiii.   Student media content

xxiv.   Other materials as maybe approved by the University Senate

The following types of scholarly works are NOT included in the institutional repository:
    i.   Scholarly works intended for commercial purposes
    ii.   Scholarly works containing confidential or proprietary information
    iii.   Scholarly works restricted due to cultural sensitivity
    iv.   Scholarly works that would infringe a legal obligation of the university and/or the author(s) or creator(s), or the legal rights of a third party
    v.   Plagiarized works and libelous resources, access to such should be suppressed and expunged

2.2 Access

The material in the institutional repository is intended to be freely accessible via the repository's portal and most common search engines such as Google Scholar, DOAJ and OAIster. Anyone may access items in the repository for personal research or study, educational, or not-for-profit purposes without prior permission or charge.

All material in the institutional repository will contain bibliographic details (Metadata) such as author, title etc. which is made available for harvesting by most common search engines. Wherever possible, the full text of the material is made freely available subject to copyright law and license agreements. In those cases where full text can't be made available, the institutional repository provides detailed metadata and location information.

2.3 Submission Guidelines

Submission and deposit of information materials to the institutional repository will be guided by the following guidelines:

    i.   Items may only be deposited by bona-fide members of Karatina University
    ii.   Authors may only submit their own work for archiving or work which they have contributed to and they may be attributed. Where attribution means ascribing a work to a particular person.
    iii.   The institutional repository may accept deposit from institutional authors such as Karatina University or any of its departments.
    iv.   The Repository Administrator only assesses items for the eligibility of authors/depositors, relevance to the scope of the policy, valid layout and format, and the exclusion of spam.
    v.   The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
    vi.   Items can be deposited at any time, but will not be made publicly accessible until upon verification with publishers' policies and until any publishers' or funders' embargo period has expired.

vii. Any copyright violations are entirely the responsibility of the authors/depositors attributed. If the University receives any claims of intellectual property violation, the relevant item will be removed from the institutional repository immediately pending the outcome of investigations.

viii. The authors/depositors shall be responsible and bear liability for any works that are libelous or defamatory. If the University receives a complaint in this regard, work shall be removed from the institutional repository immediately pending an assessment of the complaint having regard also to the steps taken by the complainant.

ix. The institutional repository is not an exclusive repository. Authors may also deposit their work in other repositories.

x. Any submission not meeting the submission criteria will be returned to the depositor together with reasons for refusal.

xi. Where an item has multiple authors :

    a) At least one author must be a member of staff or a student of Karatina University, and

    b) The submitting author shall obtain the permission of the co-authors.

xii. Any submitted works shall be subjected to a plagiarism check.

xiii. Karatina University will recognize the originator of the intellectual property and protect ownership for the creators.

2.4 Metadata Guidelines

Resource description is vital for discoverability of online content and therefore the following metadata guidelines will apply:

i. The metadata schema to be used by Karatina University Repository will be principally based on Dublin Core

ii. Where necessary, to facilitate the full description of a resource, other elements and element refinement as defined by the Dublin Core Metadata Initiative will be used

iii. Anyone may access the metadata free of charge

iv. The metadata may be reused in any medium without prior permission for not-for-profit purposes provided the Open Archives Initiative (OAI) identifier or a link to the original metadata record is given, and the repository is mentioned and should be cited as Karatina University Repository.

v. This institutional repository is not the publisher; it is merely an online archive. Mention of Karatina University Institutional Repository is mandatory when making reference to any works in the institutional repository.

vi. The metadata shall not be re-used in any medium for commercial purposes without formal permission.

vii. The authors, title and full bibliographic details should be credited, where available, one may not alter, transform, or build upon the work.

viii. A hyperlink and/or Universal Resource Locator (URL) are given for the original metadata page, and the content is not changed in any way.

ix. Full items shall not be sold commercially in any format or medium without formal permission of the copyright holders.

x. All users will be expected to use materials in the institutional repository within the copyright limits and licensing agreements.

xi. Karatina University will therefore not be liable for any copyright violation arising from use of items in the institutional repository.

xii. Some full items may be individually tagged with different rights permissions and conditions

2.5 Selection, Retention, Replacement and Withdrawal

2.5.1 Selection and Retention

Items produced as a result of research activity at Karatina University and deposited by an eligible depositor will be accepted and retained indefinitely in the Karatina University Institutional Repository unless the item:

i. Infringes on copyright or other rights
ii. Is proven to include falsified research
iii. Fails to meet legal requirements
iv. Is in a format which cannot be stored or displayed satisfactorily

If a depositor leaves employment at Karatina University, their items shall be retained in the Karatina University Institutional Repository unless the depositor seeks to exercise their rights and obligations under clause 2.5.3.

2.5.2 Replacement

A depositor may request that an item be replaced by another version if:

i. An error is discovered in the content
ii. A published version of the item becomes available and needs to replace the unpublished version on the repository

The replacement item may use the same record as the original.

2.5.3 Withdrawal

Karatina University Institutional Repository provides for a permanent archive of deposited contents, except the following:

i. Items will only be deleted from Karatina University Institutional Repository if there are legal or University Intellectual Property Rights issues or other exceptional circumstances

ii. Items may be withdrawn from open access if necessary and placed in a closed access archive

iii. Records of items will only be withdrawn from view for reasons such as their being found to violate the legal rights of a third party

iv. Karatina University Institutional Repository Administrator shall retain the right to remove the work(s) for professional or administrative reasons.

Items removed from view will be traced (but to avoid loss of the historical record) in the form of a note in the (Description: Provenance) field of the Dublin Core record. The content of the note should be one of the following:

i. Removed from view at request of the author
ii. Removed from view at the University's discretion
iii. Removed from view by legal order

Acceptable reasons for withdrawal include:

i. Proven copyright violation or plagiarism
ii. Legal requirements and proven violations
iii. National security
iv. Falsified research

A metadata record(s) indicating the work(s) was/were stored in the institutional repository will remain in perpetuity. The depositor may request the work(s) is/are removed at any point in the future and can request that their own items are withdrawn from open access view in Karatina University Institutional Repository and stored as a closed access item. The final decision remains at the discretion of the University.

2.6 Privacy and Security

Karatina University is committed to preserving the depositor's privacy. Any personal information collected in the process of operating the institutional repository shall be protected.

To enhance online security, the institutional repository portal will use SSL (Secure Sockets Layer) as the standard security technology to establish encrypted link between the web server and the browsers.

In the event of Karatina university institutional repository closing down, the university will take appropriate measures/procedures to transfer the database to another archive subject to approval by the University Senate.

2.7 Intellectual Property Rights

The institutional repository will be managed in accordance with Karatina University Intellectual Property Rights Policy and Copyright Law of Kenya.

Copyright owners retain the copyright for their material stored in the institutional repository. The University makes every endeavour to observe and abide by current publishers' policies and Kenyan Copyright Law in relation to open access institutional repositories.

Karatina University institutional repository respects the author's/creator's copyright for the deposited contents and will at all times adhere to the Copyright Law. If the Repository Administrator receives proof of copyright violation, the relevant item will be removed immediately.

All depositors will be required to agree to a non-exclusive Karatina University institutional repository deposit agreement (Appendix I) in order to give permission for their work to be held in the institutional repository, to provide for the distribution of their work, and to allow ongoing preservation of both their work and/or the related metadata.

Every time a scholarly work is accessed online via institutional repository, the end user agrees to respect the original copyright of the work, which a depositor has granted access to.

Where Karatina University, student or a member of staff owns the copyright to the work placed in the institutional repository, the Karatina University open access policy will be applied. Where the author is not affiliated to Karatina University, the Creative Commons end-user license will be applied.

Where research is generated as a result of collaboration between multiple authors, Karatina University Institutional Repository will accept an author undertaking on behalf of his/her co-authors provided the author has the co-authors' authority to enter into an agreement on their behalf. Should there be an objection raised, the material in question will be withdrawn subject to further investigation of the complaint.

2.8 Quality Control

Materials in the institutional repository will have a bearing on the reputation of the University, all submissions will be subject to the following quality control procedure:

i.   The Repository Administrator will review and assess all submissions before making them available via Karatina University Institutional Repository for:
    i. Eligibility of the depositor/author.
    ii. Valid metadata.

ii. The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.

iii. Any submissions not meeting the submission criteria will be returned to the depositor together with reasons for refusal.

2.9 Preservation Guidelines

To ensure preservation of both records and items:

i. Items will be retained within Karatina university institutional repository indefinitely.

ii. Karatina university will endeavor to provide continued readability and accessibility of all items deposited in the institutional repository.

iii. Deposited items will be assigned a persistent identifier and a persistent web address (PURL) using a Handle system.

iv. Withdrawn items are not deleted *per se*, but are removed from public view and their identifiers/URLs are retained indefinitely. URLs will continue to point to "tombstone" citations, to avoid broken links and to retain item histories.

CHAPTER THREE: POLICY IMPLEMENTATION, MONITORING AND REVIEW

3.1 Policy Implementation

The University Management has an obligation and responsibility to establish the supporting structures to ensure the implementation of the policy.

i. The University Library shall manage the institutional repository and will be responsible for:

    a. Verifying online submissions, validating and enhancing associated metadata and ensuring research outputs are accurately displayed online.

    b. Organizing copyright clearances to facilitate open access to research outputs wherever possible.

    c. Initiating and maintaining internet harvesting protocols for the university's research and scholarly output.

ii. The institutional repository activities will be coordinated by Repository Administrator, who will carry out the day to day functions of the institutional repository.

iii. The Vice Chancellor shall appoint an Open Access committee to help and oversee the implementation of the policy.

iv. The University Librarian, Deans of Schools and Directors, will be responsible for ensuring that staff and students are aware of their obligations to submit their scholarly and research outputs to the institutional repository to aid the University in exposing its research to the wider global community and thereby enhancing its visibility.

v. The ICT Director will be responsible for the data interchange and the maintenance of the systems and supporting infrastructure.

vi. Karatina University members of staff are responsible for submitting their scholarly works to the institutional repository.

3.2 Monitoring and Evaluation of the Policy

The institutional repository activities as set by this policy will continuously be monitored to ensure compliance with the various policy provisions. There will be an annual evaluation on the performance of institutional repository in respect to the provisions of this policy. The evaluation will be undertaken through statistics including; usage, downloads, views, submissions, and country views among others. In addition, there will be a content review to ensure the quality of works being deposited. This content review will be the responsibility of the Director in charge of Research.

4.0 Compliance with Publisher and Research Funder Policies

To ensure compliance with publisher and research funder policies:

i. Karatina University open access policy is compatible with publishers' copyright agreements as follows:

a) For all submitted items the Repository Administrator will check the publisher's policy. Most policies are documented via the SHERPA/ROMEO database and will use this as a major support tool.

b) Many publishers allow the peer-reviewed final draft to be self-archived, often specifying that a specific acknowledgement be used along with the self-archived item. The Repository Administrator will ensure any such acknowledgements are included in the institutional repository.

c) Some publishers allow their own final full-text version to be self-archived, in these instances the Repository Administrator will contact the submitter to ask for the appropriate item version.

d) Occasionally publishers will not allow either the author's own final, post refereed version or the publisher's version to be self-archived. In these instances the Repository Administrator will contact the submitter to inform them, and, if appropriate, recommend that the author's preprint version (pre-refereed version) can be submitted instead if desired by the author.

ii. For all submitted items, where Research Funder information is supplied, the Repository Administrator will check the Research Funder's policies as regards ensuring open access to research results and publications arising from their funding. Policies are documented via the SHERPA/ROMEO data base (Research Funders Archiving Mandates and Guidelines) and will use this as a major support tool. Where possible, the Repository Administrator will fulfill any archiving requirements on behalf of the submitting author, or alternatively inform them of what they need do to fulfill the conditions of funding.

iii. Karatina University does not require deposit of the full text of books or research monographs.

5.0 Legal and Policy Framework
This Open Access policy shall be interpreted in accordance with the following;
i. The Constitution of Kenya, 2010
ii. The Universities Act, 2012
iii. The Anti-Corruption and Economic Crimes Act, 2003
iv. The Public officer Ethics Act, 2003
v. The Proceeds of Crime and Anti-Money Laundering Act, 2009
vi. The Public Officers' Code of Conduct
vii. Rules Governing the Conduct and Discipline of Students (Undergraduate and postgraduate)
viii. Books and Newspapers Act, 2003
ix. Copyright Act, 2001
x. Films and Stage Plays Act, 1998

xi.   Industrial Property Act, 2001

xii.   Information and Communications Act, 1998

xiii.   Science, Technology and Innovation Act, 2013

xiv.   Trade Marks Act, 1982

xv.   Karatina University Intellectual Property Policy

xvi.   Karatina University Research Policy

xvii.   Karatina University statutes and

xviii.   All relevant laws passed and applicable in the Republic of Kenya

6.0 Policy Review

In keeping with the dynamic nature of information communication in the scholarly environment, Karatina University management shall facilitate the review of this policy as need arises, but not later than five (5) years from the development of this policy. The Repository Administrator shall monitor and evaluate the implementation of this policy quarterly with a view to forming a basis for review. This shall ensure that it remains relevant and addresses the needs of the university community.

7.0 Disclaimer

Karatina University institutional repository is an online archive not a publisher. The Repository Administrator checks all submissions for format, authors' eligibility and adherence to the repository content Policy. Depositors must agree to the Karatina University Deposit Agreement. Neither Karatina University nor the Repository Administrator guarantees or warrants any statements contained within items in the institutional repository. Additionally, neither party will accept any responsibility or liability for any possible mistakes contained therein.

APPENDICES

Appendix I

Deposit Agreement

Karatina University's institutional repository supports long-term preservation of, and free access to scholarly works produced by members of the University. To undertake this role, the University requires certain permissions and warrants from a depositor or copyright owner. By accepting this agreement, a copyright owner still retains copyright to their work and does not give up the right to submit the work to publishers or other repositories. If one is not a copyright owner, they represent that the copyright owner has given them permission to deposit the work. By accepting this agreement, a depositor/copyright owner grants to the University the non-exclusive right to reproduce, translate and distribute the submission, including the descriptive information (metadata) and abstract , in any format or medium worldwide and royalty free, including, but not limited to, publication over the internet except as provided for in the open access policy.

By depositing my/our work in the Institutional Repository, I/we agree to the following:

(i) This submission does not, to the best of my/our knowledge, infringe on anyone's copyright or other intellectual property rights.

(ii) If the submission contains material for which I/we do not hold copyright and that exceeds fair use, I/we have obtained the unrestricted permission of the copyright owner to grant the University the rights required by this agreement and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission

(iii) The submitted material does not contain any confidential information, proprietary information of others or export controlled information

(iv) There are no restrictions or required publication delays on the distribution of the submitted material by the University

(v) Once the submission is deposited in the repository, it remains there in perpetuity

(vi) The information I/we provide about the submitted material is accurate

(vii) That if copyright terms for, or ownership of, the submitted material changes, it is my/our responsibility to notify the University of these changes.

(viii) The submitted material does not contain material that is defamatory, libelous, derogatory, disparaging and I shall assume responsibility for any liability arising from a complaint, penalty, fine, decree made against Karatina University a result of such material being hosted in the repository.

I/we understand that Karatina University Institutional Repository:

(i) May make copies of the submitted work available world-wide, in electronic format via any medium for the lifetime of the repository, or as negotiated with the repository administrator, for the purpose of open access

(ii) May electronically store, translate, copy or re-arrange the submitted works to ensure its future preservation and accessibility within the lifetime of the repository unless notified by the depositor that specific restrictions apply

(iii) May incorporate metadata or documentation into public access catalogues for the submitted works. A citation/s to the work will always remain visible in the repository during its lifetime

(iv) Shall not be under any obligation to take legal action on behalf of the depositor or other rights holders in the event of breach of intellectual property rights or any other right in the material deposited

(v) Shall not be under any obligation to reproduce, transmit, broadcast, or display the submitted works in the same format or software as that in which it was originally created

(vi) May share usage statistics giving details of numbers of downloads and other statistics with Karatina University staff.

Additionally, I/we also understand that if, as a result of my/our having knowingly or unknowingly given a false statement and the University suffers loss, I/we will make good that loss and thus indemnify Karatina University for all actions, suits, proceedings, claims, demands and costs occasioned by the University in consequence of my/our false statement.

While every care will be taken to preserve the submitted work, Karatina University is not liable for loss or damage to the work(s) or associated data while it is stored within the institutional repository.

Work(s) to be deposited:
 Title:…………………………………………………………………………… Author:
………………………………………………………………………………

Depositor's Declaration
I/we　　　　…………………………………………………………………………….
hereby grant Karatina University Institutional Repository, a non-exclusive license on the terms outlined above.

Name: ……………………………………………… (Author/Copyright owner or Nominated Agent) School:…………………………………………… Department/Institute: ……………………………………………… Sign: …………………………………………… Date: ……………………………………………	Witnessed by: University Librarian: …………………………………. Signed: ……………………………… Date: ……………………………… Stamp

Research & Innovation Committee Members:

1. Prof. Gilber Nduru – Director (Directorate of Research)

2. Prof. Patrick Mathenge – Director (Board of Postgraduate Studies)

3. Dr. Helen Kamiri – Dean (SAB)

4. Dr. David Gichuhi – Dean (SOB)

5. Dr. Josiah Osamba – Representative – SESS

6. Dr. Albert Mwangi – Representative – SNRES

7. Ms. Penninah Musangi – Senior Librarian

8. Ms Anne Mumbi – Legal Officer