Research Commons

Responsibility for Policy:	Digital Research Repository Coordinator
Approving Authority:	University Librarian
Approved:	September 2014
Next Review Date:	September 2016

The Research Commons Collection Development Policy is a stand-alone document and does not need to be read in conjunction with the Library's Collection Development Policy or any other subject specific collection development documents.

1.   General Information

1.1 Collection Purpose
Research Commons http://researchcommons.waikato.ac.nz/ is an open access digital repository for the scholarly outputs of researchers at the University of Waikato.

1.2 University of Waikato affiliation
- Material is authored by at least one current (at the time of publication) University of Waikato staff member
- Research outputs authored by staff prior to their becoming employed by the University of Waikato will not usually be added.
- Student work is accepted in the Theses collections
- In some cases exceptions are made for student work if it is part of a wider collection of material.

1.3 Copyright
Material made available in Research Commons must adhere to the appropriate copyright regulations and licensing conditions.

1.4 Types of material
Material deemed to be research is collected.
The collection predominantly consists of:
- Journal articles
- Conference contributions (full papers, presentations)
- Research and technical reports
- Working papers
- Book chapters
- Reviews (substantial works – book, music, theatre, dance etc.)
- Theses

Pre-publication versions of documents are collected.
Newspaper articles and "opinion pieces" are rarely collected as these are not generally considered research.

2. Description of Existing Collection

The repository contains research outputs of University of Waikato staff as well as Higher and Masters Degree theses from students enrolled from 2006 and onwards. Theses produced prior to 2006 may be deposited upon request.

2.1 Formats and Types of Material
The collection is electronic.
- Full-text files are preferred
- Text material should be submitted in PDF format. If documents are received in proprietary software format (e.g. Microsoft Word, PowerPoint), they will be converted to PDF before submittal to the database.
- Data in Excel spreadsheet format is submitted in its original form and not converted
- Image and video files may be accepted in whatever format it is submitted
- If it is not possible to make full-text files available, a bibliographic record with a link to the full text may be added to the database.
- A bibliographic record will not be added if the full text of the publication is not accessible electronically.

2.2 Languages
English and Maori are the primary languages of the collection.

2.3 Publication Dates
The focus is primarily on the latest research, however, material from any timeframe is considered.

3. Collections within Research Commons
- Each Faculty (Including the School of Māori and Pacific Development) has its own Community in Research Commons.
- Collections can also be formed for research units and institutes by negotiation with the unit concerned; they sit under a Faculty Community.
- There is a Community for research produced by General Staff.
- There is a Community for Masters and Higher Degree Theses.
- Masters Degree theses and Higher Degree theses are collected.
- From 2006 University regulations state that all Masters (at least 90 points), MPhil and Doctoral theses be deposited electronically with the Library, along with one print copy. The requirement to submit a digital copy applies to students who enrolled or re-enrolled in a thesis on or after 1 January 2006. Full regulations can be found on the University website: http://calendar.waikato.ac.nz/assessment/dissertations.html
- Theses produced prior to 2006 may be deposited upon request.
- Dissertations are not collected