

Rules and Regulations of the University of Lodz Repository

I General provisions

§ 1

1. The purpose of the University of Lodz Repository, hereinafter referred to as the "Repository", is to promote research output of the University of Lodz employees and doctoral students, as well as projects and research conducted at the University of Lodz.
2. The Repository collects and shares digital versions of works prepared by employees and doctoral students of the University of Lodz or those published at the UL, hereinafter referred to as the "Resources".
3. The deposit and sharing of the Resources takes place online via the following website: <http://dspace.uni.lodz.pl:8080/xmlui/>
4. Personal data in the Repository
 1. Pursuant to Article 24 of the Personal Data Protection Act of 29 August 1997 (Polish Journal of Laws of 2002, No. 101, item 926, as amended), the Controller of your personal data is the University of Lodz, with its registered office in Łódź at Narutowicza 65. The Resource Depositor referred to in § 3 section 1 shall have the right to access the content of their data and change it;
 2. the collected personal data is processed exclusively for the purpose of running the Repository;
 3. providing personal data is voluntary but necessary for depositing materials into the Repository.
5. The Rules set out the principles for the collection, deposit, sharing, and security of the Resources deposited in the University of Lodz Repository.

II Collecting resources

§ 2

1. The Repository is a platform for scientific, teaching and other types of resources related to the scientific and research activities of the UL.
2. The Repository has a hierarchical structure. The individual faculties and other units of the UL correspond to the collections of the Repository, which include the following:
 1. research articles,
 2. books/chapters,
 3. teaching resources,
 4. conference materials,
 5. doctoral and habilitation dissertations.

III Depositing

§ 3

1. General rules

1. An employee or doctoral student of the UL may become a Resource Depositor after obtaining authorisation granted by the editor of the UL Repository.
2. There are two possible ways of depositing the resources in the Repository:
 1. direct depositing (self-archiving) – made by the author of the work or a member of the Editorial Board,
 2. indirect depositing – made by an editor of the Repository or an editor of the UL Publishing House (hereinafter referred to as the editor of the WUL), after obtaining authorisation and declaration from the author of the work or a member of the Editorial Board concerning the type of licence (the authorisation form can be found in the appendix to the Rules), whereby the authorisation may also be provided for in a publishing contract concluded with the UL Publishing House in situation referred to in section 6.
3. In the case, referred to in subsections (a) and (b), insofar as the deposit is made by the editor of the WUL, the Repository editor shall approve the format and metadata before making the Resources available.
4. The Depositories make the publications available in the Repository free of charge, based on the Creative Commons open licences or the perpetual exclusive licence granted to the UL (for resources published by the UL Publishing House or external publishers exercising the UL's publication priority right in accordance with Regulation No. 20 of the Rector of the UL of 29 October 2012), or the perpetual non-exclusive licence (for other resources) granted to the UL, the template of which can be found in the [attachments to these Rules](#).
5. Subject to sections 3 and 5, resources originally distributed in the UL may not be deposited in other electronic databases, including repositories of other scientific institutions (external databases).
6. In external databases, reference may be made in the form of a hyperlink or by indicating the DOI (digital object identifier) number to the originally published material deposited at the University of Lodz. In special cases, the Vice-Rector of the University of Lodz for Research in consultation with the Director of the University of Lodz Library, and if the material has been published by the University of Lodz Publishing House – with the Director of this Publishing House, may agree to deposit the resources in external databases of well-established scientific standing, including databases listed as reference by the Minister of Science and Higher Education, in addition to the Repository.
7. Resources, other than journals and scientific articles, published by the University of Lodz Publishing House may be deposited in the Repository by the Author – also in cases where the Author does not hold any economic copyright, based on the Author's consent to deposit the Resources. The consent is granted, at the Author's request, by the Vice-Rector of the University of Lodz for Research in agreement with the Director of the University of Lodz Publishing House.

8. A scientific work that has been originally published (in a printed form) or disseminated (in an electronic form) in external databases may subsequently be deposited at the Repository.
9. It is not possible to grant a Creative Commons licence, if:
 1. the author does not hold the copyright,
 2. the work has been or is intended to be published for commercial purposes or disseminated for a fee.

2. Scientific journals

§ 4

1. The University of Lodz's academic journals (Journals) shall adopt, as their primary form, the online form, unless otherwise decided by the relevant Journal Editorial Board. The printed version is the secondary form.
2. Each subsequent issue of a Journal is required to be deposited in the Repository by the relevant Journal Editor, unless the relevant Journal Editor decides otherwise. A different decision of the relevant Journal Editorial Board may only apply to depositing of the Journal issues on the hosting platform in the form of paid access or a grace period.
3. In the case of a secondary print version of the Journal, the amount is determined by the Director of the University of Lodz Publishing House, considering the needs of the relevant Editorial Office, interlibrary exchange and subscriptions.

3. Doctoral dissertations

§ 5

1. Doctoral dissertations are subject to the rules specified in the applicable Regulation of the Rector on the collection and accessibility of doctoral dissertations accepted for public defence at the University of Lodz.
2. In the case of doctoral dissertations which are in the form of a typescript of a book, published book, thematically coherent collection of chapters in published books, or thematically coherent collection of articles published or accepted for publication in academic journals – the doctoral dissertation may be deposited and made available at the University of Lodz only in accordance with individual arrangements between the dissertation publisher and its author.

IV Access

§ 6

1. Access to the bibliographic descriptions of the Resources deposited in the Repository is open to all interested parties.
2. Access to the full documents archived at the Repository shall be open to all interested parties. However, it is permissible to make certain texts available only to authorised users, in accordance with the licences granted by the depositaries.
3. Bibliographic descriptions may be used without permission of the copyright owner for non-commercial purposes only and on condition that the original bibliographic address or URI identifier is provided.
4. Copies of the Resources – without permission of the copyright owner – may only be made for personal use or for research and teaching purposes, provided that the source is cited, according to the licence granted by the author.

V Safety and responsibility

§ 7

1. The author is fully responsible for the posted Resources and shall be held liable for any infringement of third party copyrights and posting content that may violate legal standards applicable in the Republic of Poland.
2. Resources violating these Regulations may be removed by the Repository administrator without the author's consent. This provision applies to, among others, resources in relation to which a copyright infringement has been reported.
3. The Resources shall be stored permanently, while maintaining data security.
4. Resources deposited in the Repository cannot be removed by their authors.
5. In exceptional cases, the Repository Editor may update or remove the deposited Resources at the author's request.

Attachments to the Rules and Regulations

[Attachments to the Rules and Regulations of the UL Repository - licence agreements](#)

[Attachments to the Rules and Regulations of the UL Repository](#)

[Regulation No. 51 of the Rector of the University of Lodz of 31 March 2015](#)

Regulations of the Rector of the University of Lodz

[Regulation No. 23 of the Rector of the University of Lodz of 16 December 2014](#)

[Attachment 1](#)

[Attachment 2](#)