



## PURPOSE

The purpose of this policy is to establish guidelines for the management, access, and promotion of digital resources and open access materials at the University of Kalba (UKB) Library. This policy ensures that digital resources support the academic, research, and informational needs of students, faculty, and staff, while promoting open access as a means of enhancing the dissemination of scholarly work.

## DEFINITION

**Digital Resources:** A 'Digital Library Resource' refers to the digital materials such as multimedia content, documents, and data stored in digital libraries to support diverse user needs and behaviors, including those of people with disabilities and multilingual users.

**Open Access:** Open Access (OA) refers to all electronic resources that are made widely available on the internet without licensing and copyright restrictions. Open Access resources can include articles, journals, books, conference proceedings, theses, videos, music, etc.

## POLICY STATEMENT

### Digital Resources Management

- **Acquisition of Digital Resources:** The UKB Library will acquire digital resources that align with the university's academic programs and research goals. This includes subscription-based content, freely available resources, and open access materials. The library will consider factors such as relevance, quality, and user demand when acquiring digital resources.
- **Licensing and Access:** The library will ensure appropriate licensing agreements with content providers to allow wide access to digital resources. Access will be managed through user authentication systems, ensuring that students, faculty, and staff can access resources remotely and on-campus.
- **Digital Resource Preservation:** UKB Library will implement strategies to preserve and ensure the long-term accessibility of digital resources, including regular backups, format migration, and partnerships with vendors for sustained access. This includes maintaining an institutional repository for hosting scholarly works.

### Open Access Initiatives

- **Promotion of Open Access:** The UKB Library is committed to promoting open access (OA) to research and academic materials produced by UKB faculty, staff, and students. This includes encouraging faculty and researchers to publish in open access journals and deposit their work in the university's institutional repository.



- **Institutional Repository:** UKB Library will maintain an institutional repository for hosting and sharing research publications, theses, dissertations, and other scholarly works produced by the university community. The repository will be openly accessible to ensure maximum dissemination of UKB research outputs.
- **Open Access Advocacy:** The library will advocate for the adoption of open access policies at the institutional, regional, and global levels. The library supports initiatives such as the Budapest Open Access Initiative and the Berlin Declaration, which aim to make scholarly research freely available to the public.

### Access and Equity

- **Equitable Access:** UKB Library is committed to providing equitable access to digital resources for all members of the university community, regardless of their location. The library will work to ensure that resources are accessible to users with disabilities and will make digital content available in multiple formats when feasible.
- **User Education:** The library will provide training and support to help users understand how to effectively find and use digital resources, including open access materials. This will include workshops, online tutorials, and user guides on accessing databases, e-books, and using the institutional repository.

### Usage and Copyright Compliance

- **Copyright Compliance:** All users of UKB Library's digital resources are expected to comply with copyright laws and licensing agreements. The library will provide guidance on the fair use of resources, including proper citation practices and responsible use of copyrighted materials.

### Evaluation and Continuous Improvement

- **Resource Evaluation:** UKB Library will regularly assess the usage and relevance of its digital resources. The library will track usage statistics, seek feedback from users, and stay informed about emerging technologies and trends in digital content to ensure its resources meet the evolving needs of the academic community.
- **Policy Review:** This policy will be reviewed on a regular basis to ensure that it remains aligned with UKB's goals, technological advancements, and best practices in open access and digital resource management. Updates will be made as necessary to reflect changes in copyright laws, digital technology, and open access initiatives.

### RESPONSIBILITIES

UKB library users is expected to use digital resources ethically and responsibly, adhering to the terms and conditions set forth by content providers and respecting the intellectual property rights



of authors and publishers.

### **SCOPE**

This policy applies to all digital resources provided, acquired, or supported by UKB Library, including electronic books (e-books), digital journals, databases, multimedia materials, institutional repositories, and open access content. It also applies to the promotion and advocacy of open access publishing, as well as the use and preservation of digital resources.

