

# Chung Yuan Christian University Repository System Guidelines

100.1.6 第 882 次行政會議通過

1. In order to preserve academic research and publications, the following guidelines are made.
2. Regarding repository system (hereafter referred as system), the library plans, build, maintain and perform related operational, and cooperate with each unit to execute the content of maintenance.
3. The system including student, faculty, staff publication of journal, conference, technical report, thesis and dissertation, professional book, single chapter of book, patent, computer program, multimedia, performance and CYCU publications and other literatures.
4. Each academic and administrative unit shall assign one person as contact person, and cooperate with library to perform related operational.
5. Categorization of user and its authority as following:
  - a. Adjunct faculty and staff, and doctoral student: May directly upload material to the system and manage their own research.
  - b. Assigned contact person of each unit: Manage and maintain the unit uploaded data, and may help to upload research material.
  - c. Librarian contractors: Manage and maintain material classification architecture of each unit, upload material, add and delete material, and assist upload research material of each unit.
  - d. Master's student, undergraduate student: No permission to directly upload their own material. If want to upload personal data to the system shall has approval of department or instructor, and librarian or each unit assigned contact person help to upload the material.
6. The system provides data retrieval and usage, and intellectual property law, available to be downloaded for personal research use, but may not be reproduced in any form and transmission.
7. The guideline shall become effective after approval of the Administrative meeting and President of university.