IDRC Digital Library
Policies and Governance

I.   Preamble: Purpose & Intent

As a publicly funded Canadian institution, IDRC is committed to enhancing the availability of funded research results. This not only enhances public accountability and transparency of IDRC-funded research, but also firmly demonstrates the Centre's commitment to contribute to the global "public good" the research it supports. It also ensures that such research results will be freely accessible in order to contribute to the public debate on development issues for public benefit.

Empowerment through knowledge and the sharing of knowledge are core values for IDRC, and are widely shared by the Centre's research partners throughout the world. Throughout its 35 year history, IDRC has actively promoted the sharing of the research results of its funded projects, believing that only when this knowledge is shared can it make a productive change in people's lives. Moreover, promoting the sharing of research results in an open and accessible format, as well as providing a platform for research dissemination, helps to strengthen the overall scientific and research capacity of IDRC's partners. It also complements the other professional and technical support provided to Southern researchers by IDRC staff in areas such as research proposal development, mentoring, research project monitoring and evaluation, and provision of research databases. Finally, this platform will give stronger voice to southern researchers, facilitating southern contributions to global debates and increasing support for open access modes of scholarly communication thereby enhancing prospects for the development of open source software and protocols to support it. Such efforts are now enabling all research organizations to make their research freely available to a global

research community and are part of a broader global movement to remove economic, social, and geographic barriers to the sharing of knowledge.

II.   Definition and scope

The IDRC Digital Library collects, makes available, and preserves in digital format scholarly output that is created by IDRC-funded researchers or IDRC staff, and/or is otherwise relevant to IDRC's program activities. The IDL follows an open access model of scholarly communication, compliant with the Open Archives Initiative (capable of being crawled by the OAI Protocol for Metadata Harvesting). The definition of Open Access which will be applied to the IDRC Digital Library is set out below in Section VIII. The IDL facilitates access and provides a means to collect, organize, and preserve research outputs in digital form. It provides a mechanism for IDRC to disseminate and facilitate access to development-relevant research results through metadata, OA harvesters, and specialized search engines such as Google Scholar (which gives priority to search results from institutional repositories). The goal of the IDRC Digital Library is to include all research outputs emanating from IDRC-funded research projects, all research outputs created by IDRC staff, and a selection of externally produced research outputs that are relevant to and, consistent with, IDRC's program activities.

III.   Content

The IDRC Digital Library will collect and disseminate the "tangible intellectual output of IDRC's mandate", that is research results and documents generated by IDRC-supported projects, IDRC recipients, and IDRC staff. Selection criteria from the Collection Development Policy will be applied for IDRC-funded and generated content. It is anticipated that the following types of documentation will be included in the IDL, subject to licensing requirements highlighted in Section IX:

- IDRC produced publications, including books, journals and newsletters, published and unpublished;
- Documents emanating from IDRC such as consultants' reports relating to research, evaluation reports and items describing IDRC activities, projects, programs and services;
- Substantive learning materials produced by IDRC that may be considered a helpful resource to IDRC partners and development researchers;
- Items directly resulting from IDRC funding such as the scientific outputs and other outputs such as conference or workshop reports and proceedings, theses and dissertations, and research reports by Centre interns, sabbaticants, and awardees;
- Items authored by IDRC staff, dealing with a subject related to international development, and written or published during the individual's tenure with IDRC, in both IDRC produced and non-IDRC produced publications (the latter subject to permission); these may be speeches, journal articles or essays/chapters in books. Substantive items describing the work or history of IDRC or related to its

programs or projects, but not produced by IDRC; these may be journal or newspaper articles about IDRC or its projects.

NOTE:
Items within the categories described above considered to be confidential, or to contain information which may be subject to Canadian privacy or access to information legislation, or which are for internal use only will not be made publicly available. See Appendix A for policies on the treatment of outputs associated with IDRC-funded research activities.

The IDRC Digital Library will also collect and disseminate externally produced research outputs that are relevant to and, consistent with, IDRC's program activities. The character of these outputs will be similar to those described above, but there will be no direct link to any IDRC-funded activity and no participation of any IDRC employee. Externally produced research outputs submitted to the IDL will be vetted and approved by the leader of the most relevant Program Initiative prior to inclusion in the IDL. Only those outputs that reflect IDRC program activities, are of high academic quality, and for which copyright clearance has been obtained will be accepted into the IDL. Priority will be given to outputs produced by Southern researchers.

IV.   Language

The Digital Library will be governed by the Official Languages Act. By these requirements:
  a. IDRC-owned materials will be made available in the IDL in both official languages – English and French to the extent possible;
  b. Third party owned materials (either funded or not funded by IDRC) produced by third parties not subject to the Official Languages Act may be made available in the IDL in the official language in which they are written – either English or French;
  a. The interface and metadata <u>tags</u> for all materials (whether unilingual or bilingual per above requirements) will appear in both official languages. There will be certain notices in both languages included, as necessary, to make it clear that certain materials are not owned or produced by IDRC, but rather by an entity not subject to the OLA.

V.   Submission of content

Guidelines for the submission of content vary by the origin, i.e. IDRC-funded research results, staff publications and externally-produced content.

<u>Project outputs</u>
It is the responsibility of IDRC program staff to collect the outputs of funded projects and to ensure that they are forwarded to RIMS Division via one of the following methods.

a) All electronic outputs are to be submitted to Livelink. RIMS staff will capture these outputs from Livelink, index, and put into the Digital Library.
b) Two copies of paper documents or outputs in other formats from <u>Ottawa-administered projects</u> must be submitted to the RIMS Division.
c) One copy of print or other format outputs for <u>Regionally-administered projects</u> must be put on the Regional Office project file and one copy transmitted immediately to RIMS Division.

Project-related publications, published outside of IDRC and received by Program staff, should also be submitted to RIMS Division for inclusion in the IDL. In addition, RIMS will contact recipients for a period of up to three years after the closure of a project to solicit any project-related outputs subsequently produced.

Because IDRC seeks to ensure long-term access to its funded outputs, the objects representing these outputs will be physically captured by the repository. Links to partner and IDRC web sites are not sufficient.

<u>Staff publications</u>
Staff must forward one copy of all of their IDRC-supported or –related publications, conference presentations, and research papers to RIMS Division for the Archives. Electronic versions should be filed to Livelink; print and other formats sent to the Division. RIMS staff will follow up regarding any necessary publisher permissions to disseminate via the repository. Staff are encouraged to publish in publications which allow open access to their work.

<u>Externally produced content</u>
As noted above, the IDRC Digital Library will also collect and disseminate externally produced research outputs that are relevant to and, consistent with, IDRC's program activities. Externally produced research outputs submitted to the IDL will be vetted and approved by the leader of the most relevant Program Initiative prior to submission. The IDRC staff contact with the researcher should obtain written permission for inclusion in the IDL.

VI. Formats

See Appendix B for the list of file formats supported by the IDRC Digital Library.

VII. Roles and responsibilities / Governance

Advisory Committee

The IDRC Digital Library Advisory Committee is composed of senior IDRC staff whose role is liaison with Program Branch Management, to develop and review the governance policies of the IDL, and to advise the IDL team. Membership will include representation of Program and Partnership Branch, and Communications, IT Management and RIMS Divisions.

Stakeholders Committee

The Digital Library Stakeholders Committee, composed of staff from Program and Partnership Branch, Communications Division, and RIMS Division, will represent user concerns. Regional Office representation will be ensured.

Research Information Management Services (RIMS) Division

The RIMS Division is responsible for developing and maintaining the repository. The team consists of cataloguers who create metadata, a systems analyst who maintains and develops the repository application, and staff who provide training and repository promotion.

Information Technology Management Division (ITMD)

ITMD provides and supports the server infrastructure required to house and maintain the repository as well as supporting the integration of the repository with other corporate applications. The ITMD team is an important source of expertise, experience and advice for the IDL team. RIMS Division liaises with ITMD on an ongoing basis. IDL issues will be identified and followed up within the context of this ongoing partnership.

Program and Partnership Branch

Program and Partnership Branch staff are the primary source of content for the IDRC Digital Library. Their role is to identify research outputs created by IDRC-funded researchers and others that will make a contribution to the development research community. It is their responsibility to submit content to the repository according to the prescribed procedures. Program and Partnership Branch staff may also contribute to the browsability of the repository by developing and maintaining collections in their repository community sites.

VIII. Access

Content in the IDRC Digital Library constitutes two types with two different types of access:

Documents for which there exist links to the full-text electronic content are available according to the following definition of open access:

"By 'open access' to [research] literature, we mean its free availability 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. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited."

These documents will comprise IDRC-owned and published documents as well as those IDRC-funded and externally produced documents and publications for which permission has been granted to make available in the IDRC DL according to the open access definition above.

1. Documents, which for reasons of permissions, privacy, or patent issues, will not be made available according to open access provisions. Metadata only will be displayed for these items if judged appropriate and acceptable. In such cases, users will be invited to contact IDRC directly for document delivery which will be provided with due notice of the limited permissible use of the document in question.

IX.   Licensing issues

Licensing issues vary by three categories of documents that are planned for the repository:
1. IDRC-supported project outputs
2. Third party owned outputs (which are not the result of IDRC-supported projects) which the Centre judges to be sufficiently relevant to its programming activities.
3. IDRC-owned documents: staff publications, consultant reports where IDRC owns the output, IDRC publications.

IDRC will seek permissions for all documents in categories 1 and 2 for which it wishes to make the full text available under Open Access provisions. Institutions will be contacted and asked for permission on a document by document basis. Selection criteria will be established according to demand, age of document, quality of typescript for scanning, and workload. RIMS Division staff will manage the permission process and maintain documentation on the status of permission requests.

IDRC has full rights to most of the types of documents in Category #3 and to make available under Open Access guidelines if it so wishes, with the possible exception of content published by IDRC staff in third party publications. The full text of these publications will be included only with permission.

The wording of the Memorandum of Grant Conditions Dissemination Clause will be revised and efforts will be made to negotiate all new funding contracts to be in compliance with Centre support for an Open Access repository.

X. Preservation

The Digital Library is the environment in which IDRC will seek to ensure permanent retention of "born digital" research outputs from IDRC-funded works. As such, content submitted in fulfilment of IDRC funding must be subjected to format guidelines that can be supported by the IDL. Because IDRC seeks to ensure long-term access to its funded outputs, the objects representing these outputs will be physically captured by the repository. Links to partner and IDRC web sites are not sufficient.

Externally funded content will also be assured the same long-term preservation if the content is submitted in a format supported by the IDL for preservations.

XI. User Privacy

IDRC respects the privacy concerns of users of this web site. As a general policy no personal information is automatically collected from users of this web site. Certain non-personal information, such as a user's internet service provider, operating system, the length of user visits and user requests made during visits, may be collected. This is done by the use of a 'cookie'. A cookie is a small piece of data which is sent to the user's web browser and saved on the user's computer hard drive. The information collected is used to enhance the on-line experience for users and to provide IDRC with information such as the number of visitors to its web site. Information collection via cookies is a standard practice on most web sites.

Personal information, such as a user's name, phone number and e-mail are only gathered where users provide such information voluntarily when registering for the IDRC Digital Library's e-mail updates.

The practices outlined in this Privacy Statement are specific to this IDRC web site. The sites of other organizations to which this web site provides links may have different practices and users are encouraged to review the policies of those web sites when visiting them.

IDRC reserves the right to make changes to this Privacy Statement from time to time.

XII. Conditions of Use

The IDRC Digital Library must be used in accordance with the definition of open access as defined in Section VIII above.

The copyright holders of works in the IDRC Digital Library are to be acknowledged when their works are downloaded, copied and/or distributed. The copyright holder must be recognized as follows:

"This work is used with the permission of _____ (name of copyright holder). Copyright, _____ (year), _____(name of copyright holder)". IDRC requires all third parties accessing the works via the IDRC Digital Library to maintain such notices intact when making any subsequent use of the works.

For assistance with the identification of copyright holders, please contact the IDRC Library at reference@idrc.ca or 613-236-6163, extension 2578.

Appendix A
Policies on the treatment of outputs associated with IDRC-funded research activities

How are funded research outputs that have been identified by the program officer as not for public access handled in the IDL?

In order to comply with the Program Officer's instructions, metadata will not be created for the IDL and the document will be available only through IDRC's internal records management system.

How are media documents e.g. newspaper articles, radio interviews handled in the IDL?

The Centre's Office of the General Counsel has advised that obtaining permissions for this type of content is likely to be unsuccessful. As a result, metadata will be created and made accessible to all in the IDL but the electronic full text will be viewable within the IDL by Centre staff only.

Appendix B

File Formats supported by the IDRC Digital Library

Description	Extensions	MIME type
Microsoft Word	doc	application/msword
Adobe PDF	pdf	application/pdf
Postscript	ps, eps, ai	application/postscript
SGML	sgm, sgml	application/sgml
Microsoft Excel	xls	application/vnd.ms-excel
Microsoft PowerPoint	ppt	application/vnd.ms-powerpint
Microsoft Project	mpp, mpx, mpd	application/vnd.ms-project
Microsoft Visio	vsd	application/vnd.visio
Filemaker	fmp3, fm	application/x-filemaker
Photoshop	psd, pdd	application/x-photoshop
Audio AIFF	aiff, aif, aifc	audio/x-aiff
Audio/basic	au, snd	audio/basic
Audio MPEG	mpa, abs, mpeg, mp3	audio/mpeg, audio/x-mpeg, audio/mp3, audio/x-mp3
RealAudio	ra, ram	audio/x-pn-realaudio
Audio WAV	wav	audio/x-wav

Image GIF	gif	image/gif
Description	**Extensions**	**MIME type**
Image JPEG	jpeg, jpg	image/jpeg
Image PNG	png	image/png
Image TIFF	tiff, tif	image/tiff
Image BMP	bmp	image/x-ms-bmp
Photo CD	pcd	image/x-photo-cd
HTML	html, htm	text/html
Text	txt	text/plain
Rich Text Format	rtf	text/richtext
XML	xml	text/xml
Video MPEG	mpeg, mpg, mpe	video/mpeg
Video Quicktime	mov, qt	video/quicktime
Video MPEG4 (Media File)	mp4	video/mp4, audio/mp4
Video AVI (Audio Video Interleave File)	avi	video/avi, audio/avi
Video ASF (Advanced Streaming Format)	asf	video/x-ms-asf

Description	Extensions	MIME type
ODF (Open Document Format for Office Applications)	Odt, odg, odp, ods, odc, odi, odf, odm	application/vnd.oasis.opendocument.text application/vnd.oasis.opendocument.graphics application/vnd.oasis.opendocument.presentation application/vnd.oasis.opendocument.spreadsheet application/vnd.oasis.opendocument.chart application/vnd.oasis.opendocument.image application/vnd.oasis.opendocument.formula application/vnd.oasis.opendocument.text-master
OGG (Compressed Multimedia File)	ogg	audio/x-ogg, application/x-ogg
OGM (Compressed Video File)	ogm	n/a OGM is another extention for the OGG container adopted by Windows users to distinguish music (OGG) and video (OGM). Although not an official extention it is used by DivX and Xvid encoders that put video into the Ogg container

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