

義守大學機構典藏徵集辦法

Regulations for the Institutional Repository Acquisition at I-Shou University

100 年 2 月 10 日校長核定公告全文

Ratified and promulgated by the President on
February 10, 2011

102 年 3 月 21 日校長核定修正第 1、3~5 條條文

Amendments to Articles 1 and 3~ 5 ratified by
the President on March 21, 2013.

第一條 義守大學（以下簡稱本校）為完善徵集師生教學研究及活動成果，建置本校機構典藏系統（Institutional Repository of I-Shou University，以下簡稱本系統），廣泛且完整記錄保存教學、研究活動產出成果，提高本校能見度，並促進資源共享，特訂定義守大學機構典藏徵集辦法（以下簡稱本辦法）。

Article 1 The Institutional Repository of I-Shou University (hereinafter referred to as IR-ISU) is established to acquire a comprehensive and intact collection of teaching and research achievements by faculty members and students of I-Shou University (hereinafter referred to as the University), in order to increase the University's visibility in the academia and share resources with other universities, and the Regulations for Institutional Repository Acquisition at I-Shou University (hereinafter referred to as the "Regulations") are enacted accordingly.

第二條 本辦法所稱機構典藏（Institutional Repository, IR），係指將本校師生之教學、研究產出成果，如期刊、會議論文、研究計畫報告、專書、考古題等，以數位方法保存全文資料，並建立網路平臺，提供全文檢索與利用。

Article 2 The term "Institutional Repository" (IR) refers to preservation of the teaching or research achievements by the University's faculty members and students, including journal papers, conference papers, research project reports, monographs and previous exam questions, in digital format on an online

full-text retrieval platform.

第三條 機構典藏範圍及來源如下：

Article 3 The IR-ISU may include the following resources:

一、 碩博士論文、專書、考古題、政府機關補助之研究計畫報告：由本校圖書館及相關承辦單位協助提供。

1. doctoral dissertations, master's theses, monographs, previous exam questions, and reports of government-funded research projects, which are provided by the University's Library and related units.

二、 期刊論文資料：自本校系所暨教師表現系統取得。

2. journals papers, which are acquired from the University's Department & Faculty Achievement Data Bank.

三、 會議論文相關資料：

3. Conference Papers:

(一)本校各單位主辦或協辦研討會之會議議程、海報、論文(全文或摘要)或簡報檔等:由主、協辦單位會後主動提供。

a. organizers or co-organizers of symposiums held or co-organized by the University shall provide the conference agenda, posters, conference papers (full texts or abstracts) or PowerPoint files after the conferences.

(二)本校師生接受校內單位補助參加國內外學術會議發表之會議論文(全文或摘要)等：自本校系所暨教師表現系統取得。

b. conference papers (full texts or abstracts) presented at domestic or international conferences by teachers or students subsidized by the University are acquired from the Department & Faculty Achievement Data Bank.

四、 本校各單位之刊物、活動資料等：由各單位協助提供。

4. publications and activity details shall be provided by related units

of the University.

第四條 本校徵集之各項資料皆以永久、無償、非專屬性授權為原則，如需取得著作權人之授權始得為機構典藏者，相關單位應協助由著作權人簽署「義守大學機構典藏上傳及授權同意書」（如附件），由本校圖書與資訊處取得相關資料彙整後，予以典藏。

Article 4 The University shall be granted a permanent, free and non-exclusive license for the data reposted in IR-ISU in principle. If the authorization from the copyright owner is required for IR, related units of the University shall request the owner to sign the “IR-ISU Copyright and Consent Form for Institutional Repository of I-Shou University” (see the appendix). The Office of Library and Information Services will collect the data in IR-ISU after obtaining relevant documents.

第五條 本辦法經行政會議通過，陳請校長核定後，自公告日實施。

Article 5 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.