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Fundamentals

1. What is the Nazarbayev University Repository?

The Nazarbayev University Repository is an institutional online archive created to accumulate, store, and provide open access to scientific research results and intellectual products of the academic community of Nazarbayev University.

NUR is designed to store, index, distribute, and preserve the digital materials of the University.

NUR uses DSpace software; for more information about DSpace, please visit: <http://www.dspace.org/>.

2. What are the benefits of Open Access?

Open access benefits everyone involved in scholarly communication. Providing free access to publications enhances the visibility of **authors'** publications and may lead to increased citations and higher research impact. Research impact is an important determinant for applications for grant funding, tenure, hiring, and promotions. Repository content is searchable not only on the library website but also through Google.

Open access improves the international ranking of **Nazarbayev University** by promoting and enhancing the research and activities of its faculty and researchers. This will be helped in part by the institution's participation in the **Webometrics** project.

The **library** benefits by adding relevant and scholarly online information to the collection at no cost.

Researchers, students, teachers, and people everywhere benefit from an increased access to information and knowledge.

Publishers benefit from increased visibility of their articles and publications.

3. Whom do I contact about NUR?

Feel free to contact Ms. Tolkyn Jangulova, NUR coordinator (phone: +7 (7172) 709 244 or email: tolkyn.jangulova@nu.edu.kz) with any NUR-related questions.

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Ownership, Copyright, and Permissions

1. Who can deposit content into NUR?

Any person or group within the Nazarbayev University and its organizations can submit content to the Repository.

Content created cooperatively with co-authors who are not affiliated with the NU are also accepted, as long as at least one of the authors is affiliated with the NU and the submitter owns sufficient rights to the material.

2. Can I deposit content that I created before I joined the NU? What happens to my content in NUR if I leave the NU?

You may submit content you created before you joined the NU as long as you hold sufficient rights to the item. NUR does not remove content once submitted; if you leave, your content will still be preserved. You may add it to another repository or site, if you like, without needing to consult NUR.

3. Can I put already-published work in NUR?

Digitized works whose published originals have passed into the public domain can certainly be included.

Otherwise, assuming that you originally created the work, but you signed some sort of copyright-transfer agreement with your publisher:

For books: If your contract with the book publisher contained a clause that reverts the copyright to you after the book goes out-of-print, then you have sufficient rights to submit the book to the NUR.

For journal articles: Many publishers give blanket permission to post one or more of the pre-print (pre-peer-review manuscript), post-print (final manuscript after peer review and editing), or publisher's typeset PDF to a repository like NUR.

The first place to look for such permission is **SHERPA/ROMEO**, a database of publisher policies. The next place to look is the publisher's own website, which often includes its policies or its standard publication agreements.

4. Does NUR take over my copyright when I deposit my work?

No. The NUR license is *non-exclusive*, meaning that you give NUR permission to do what it normally does—preserve and display content—but you do not give up any rights to do the same things yourself.

NUR does not limit what else you do with your work.

5. What is Creative Commons? How is a Creative Commons license different from the NUR license?

Creative Commons licenses allow you to give blanket permission to end-users for certain uses of your work under certain conditions, without in any way damaging your rights over the same work. They are excellent for teachers and scholars, who can allow other teachers and scholars to reuse their work without the tiresome process of seeking additional permissions.

Creative Commons licensing is completely optional; simply click the "Skip Creative Commons" button at that stage to bypass the Creative Commons licensing process. Without it, your work enjoys the customary protections of copyright.

The Creative Commons license is *not* a substitute for the NUR license. Creative Commons licenses are an agreement between you (as the depositor) and those who download your work from NUR. The NUR license is an agreement between you and Nazarbayev University; it covers actions (such as transformation of your digital files for preservation purposes) that Creative Commons licenses do not. Accepting the NUR license is not optional.

6. Can I restrict access to my content in NUR?

We *strongly prefer* that you make your work available to the world, the descriptive information (author, title, keywords, etc.) about an item in NUR cannot be access-restricted.

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Depositing Work to NUR

1. How do I add my content to NUR?

If you have not added anything to NUR before, please check to be given deposit rights to the appropriate NUR collection(s) for your content. To deposit content, please contact us (phone: +7 (7172) 709 244 or email: tolkyn.jangulova@nu.edu.kz) or use the feedback form.

2. Will I need special software to upload content?

No. Only a web browser.

3. What types of digital files are accepted?

NUR can accept almost any self-contained file format. To help ensure that your content remains readable and usable long into the future, however, NUR *prefers* open, standard, non-proprietary, common formats whenever they are available. Please contact us if you have any questions or concerns about appropriate file formats.

4. What types of documents are covered by this Policy?

Scientific articles, reports, abstracts of theses and theses, chapter of books and books, conference proceedings, and any digital text, maps, audio data, images, video, presentation, interactive multimedia materials and other scientific content can be placed in Repository.

5. Can NUR scan my paper documents into digital form for me?

Yes, consider contacting the Digital Center:

Gulnur Usenova, gulnur.ussenova@nu.edu.kz

Tolkyn Jangulova, tolkyn.jangulova@nu.edu.kz

6. What happens if I want to remove the content from the NU Repository at a later time?

Under most circumstances, no. NUR's primary goal is to preserve its contents indefinitely. Nazarbayev University reserves the right to use materials placed in the repository in electronic form. Documents within the Repository can be removed from public view at the written request of the author, but not deleted from the Repository.

Mistakes do happen, and problems do arise; in that case, contact the NUR coordinator.

7. Can I submit content to NUR from an already existing database?

Yes, using the normal NUR submission workflow.

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Using, Searching, and Browsing NUR Content

1. Does a Google search find content in NUR?

Yes. Google indexes NUR regularly, and NUR contents are included in Google Scholar as well.

2. Who can view content located in NUR?

NUR is an open archive and its contents are therefore accessible free of charge to anyone on the World Wide Web. The goal of NUR is to allow any person with an Internet connection and web browser to view its contents.

3. Is NUR full-text searchable?

Yes, the content is then distributed through a searchable Web interface.

1. What is the difference between a community and a collection?

A community is a group of *people*, such as a campus, department, or research unit. Communities may contain sub-communities and collections.

A collection is a group of *content items*. Decisions about deposit rights and workflows happen on this level.

2. Can I change community or collection's name, logo, or description after it's created?

Certainly! Just ask via the NUR feedback form.

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