

UNIVERSITY OF ILORIN INSTITUTIONAL REPOSITORY MANDATE POLICY

2025

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PREFACE

It is with great pleasure and strategic conviction that I present the University of Ilorin Institutional Repository Mandate Policy, a cornerstone initiative that directly supports the realisation of our ambitious Vision 1:10:500 for institutional transformation and global competitiveness.

When I articulated the 1:10:500 vision- positioning the University of Ilorin as the topmost university in Nigeria, among the top 10 universities in Africa, and one of the top 500 universities globally- I recognised that achieving this goal would require bold, strategic interventions across every dimension of our institutional operations. Research visibility, citation impact, and scholarly communication infrastructure are not peripheral concerns in global university rankings; they are central determinants of institutional standing. This Institutional Repository Mandate Policy addresses one of the most critical yet underutilised assets in our quest for global recognition: the systematic preservation, dissemination, and promotion of our intellectual output.

Global ranking methodologies employed by Times Higher Education, QS World University Rankings, and other authoritative systems increasingly emphasise research discoverability, citation metrics, international collaboration visibility, and digital scholarly presence. Universities that fail to optimise their research communication infrastructure, regardless of the quality of their scholarship, find themselves disadvantaged in these assessments. Our institutional repository, UILSpace, is the strategic platform through which we ensure that every research publication, every doctoral dissertation, every master's thesis, and every undergraduate project contributes measurably to our global footprint and ranking performance.

The challenge we have faced is straightforward: exceptional research conducted within the University of Ilorin remains invisible to global ranking algorithms, international research databases, and potential collaborators when it is not systematically deposited in accessible, discoverable formats. This policy resolves that challenge by establishing clear expectations, providing robust support systems, and integrating repository deposit into our institutional workflows. Through comprehensive population of UILSpace with our scholarly outputs, we will dramatically enhance our research visibility, increase our citation rates, demonstrate our research productivity, and provide the evidence base that ranking systems require to recognise our excellence.

The Vision 1:10:500 is not merely aspirational, it is achievable through disciplined execution of strategic initiatives like this repository mandate. Consider the multiplier effect: when thousands of our research publications become openly accessible and properly indexed, when our graduate theses contribute to our research output metrics, when our faculty scholarship reaches readers in 150+ countries rather than being confined to subscription-limited journals, the cumulative impact on our institutional profile is transformative. Repository optimisation is not the only factor in

achieving this vision, but it is an essential enabler that amplifies the impact of our research excellence.

This policy has been carefully developed through extensive consultation with relevant stakeholders. It embodies our commitment to balancing institutional advancement with individual researcher protections. The phased access framework for theses and dissertations addresses legitimate concerns about intellectual property and publication opportunities while ensuring that our research outputs contribute to institutional metrics. The support-first approach to compliance and the comprehensive services provided by our University Library demonstrate that we are serious about making this policy work for everyone, not imposing burdensome requirements without adequate support.

I am acutely aware that policy alone does not create change- implementation does. Therefore, I have ensured that significant investments have been made in repository infrastructure, professional staffing, training programs, and support services. The Repository Services Unit stands ready to assist every faculty member, every graduate student, and every undergraduate researcher with deposit procedures, copyright guidance, and technical support. We have removed barriers and created pathways for effortless compliance because your time should be spent conducting excellent research, not struggling with administrative processes.

To our faculty and research staff, I call upon you to recognise that your participation in this initiative directly contributes to our collective aspiration for global recognition. Every publication you deposit increases your personal citation impact while simultaneously strengthening our institutional metrics. Your scholarship deserves the widest possible audience, and UILSpace provides the platform to achieve global reach. As we pursue Vision 1:10:500 together, your research visibility becomes our institutional visibility.

To our graduate students, your dissertations and theses represent not only the culmination of your individual scholarly journey but also vital contributions to the University's research portfolio. International ranking systems assess universities based on research output volume, quality, and accessibility. Your work, when properly deposited and disseminated through UILSpace, becomes part of the evidence demonstrating the University of Ilorin's research capacity and graduate training excellence. You are not merely meeting a graduation requirement- you are contributing to institutional transformation.

To our undergraduate students completing research projects, you are developing as scholars within a research-intensive environment. Your projects, though early-career works, demonstrate the comprehensive research culture we are building. They serve as resources for future students and contribute to the scholarly ecosystem that characterises globally competitive universities.

To our department heads, deans, and academic administrators, I charge you with championing this policy as a strategic priority within your departments, faculties and units. Repository compliance should be recognised in performance evaluations, promotion considerations, and departmental

excellence assessments. Departments that achieve exemplary repository participation rates are demonstrating their commitment to the Vision 1:10:500 and deserve recognition for that contribution. Your leadership in fostering compliance and celebrating success will be essential to policy effectiveness.

The path to achieving Vision 1:10:500 requires excellence across multiple domains: teaching quality, research productivity, infrastructure development, internationalisation, and institutional reputation. This Repository Mandate Policy directly addresses research visibility and reputation enhancement, two critical components of global competitiveness. It complements our other strategic initiatives- faculty development, research funding acquisition, international collaboration expansion, and curriculum innovation- creating a comprehensive approach to institutional advancement.

I am fully cognizant that transformative change requires sustained commitment, adequate resources, and collective effort. I have personally ensured that this policy is backed by the necessary financial investment, administrative support, and governance structures to succeed. The University Library, under the capable leadership of the University Librarian, has my complete confidence and full authority to implement this policy effectively. The Repository Enhancement Steering Committee, which I have directed to be established, will provide strategic oversight and ensure alignment with our broader institutional objectives.

This policy becomes effective immediately upon Senate approval. I expect all stakeholders to embrace it not as a burden but as an opportunity- an opportunity to amplify individual research impact, an opportunity to demonstrate institutional excellence, and an opportunity to contribute meaningfully to the University of Ilorin's ascent to the top echelons of global higher education.

The Vision 1:10:500 is ambitious, but it is grounded in our genuine strengths: exceptional faculty, talented students, robust research capacity, and institutional determination. This Institutional Repository Mandate Policy harnesses those strengths and ensures they receive the global recognition they deserve. Let us move forward together with confidence, knowing that each deposit in UILSpace, each openly accessible publication, and each properly preserved thesis brings us measurably closer to our destination: recognition as a top university in Nigeria, a top 10 university in Africa, and a top 500 university globally.

I thank all who contributed to the development of this policy and call upon the entire University of Ilorin community to make its implementation a resounding success. Our future is bright, our path is clear, and our commitment is unwavering.

Prof. Wahab Olasupo Egbewole SAN
Vice-Chancellor
University of Ilorin

1. POLICY STATEMENT

The University of Ilorin is committed to maximising the visibility, accessibility, and impact of research and scholarship produced by its community of scholars. This policy establishes the institutional repository, UILSpace, as the primary platform for preserving and disseminating the University's intellectual output, thereby advancing the University's mission of research excellence, knowledge dissemination, and service to society.

This policy reflects the University's commitment to:

- The principles of open access and open scholarship
- Preservation of the University's intellectual heritage
- Enhanced global visibility of university research
- Improved research impact and citation rates
- Compliance with international best practices in scholarly communication
- Strengthened institutional reputation and global rankings

2. POLICY FRAMEWORK

2.1 Legislative and Regulatory Context

This policy operates within and complies with:

National Framework: Nigerian Copyright Act (2022), NUC Guidelines, Freedom of Information Act (2011), and NITDA Regulations on data protection and cybersecurity.

International Standards: UNESCO Open Access Guidelines, Berlin Declaration on Open Access, Budapest Open Access Initiative, DORA (San Francisco Declaration on Research Assessment), and Plan S principles.

Technical Standards: Dublin Core metadata standards, OAI-PMH protocol for interoperability, Handle System for persistent identifiers, and COUNTER standards for usage statistics.

2.2 Core Policy Principles

Academic Freedom: Researchers maintain the right to pursue inquiry and publish findings while balancing institutional mandate requirements with scholarly independence.

Open Access and Knowledge Equity: Research serves as a public good with universal access, removing barriers and reducing global knowledge disparities, particularly for African scholarship.

Research Integrity: Commitment to intellectual honesty, transparent documentation, proper attribution, ethics compliance, and quality assurance in all deposits.

Digital Stewardship: Long-term preservation through format migration, secure data management, technological sustainability using open standards, and professional curation.

Author Rights: Recognition and protection of intellectual property rights, proper attribution through ORCID integration, copyright retention support, and career advancement facilitation.

Transparency and Accountability: Open governance with stakeholder consultation, evidence-based decision-making, equitable policy implementation, and published compliance metrics.

2.3 Key Stakeholders

Internal Stakeholders:

- Faculty and researchers (content creators)
- Students (thesis/dissertation authors)
- Academic departments (compliance coordinators)
- University administration (strategic oversight)
- University Library (infrastructure management)
- CREDIT (funder compliance)
- COMSIT (technical support)

External Stakeholders:

- Research funders (mandate compliance)
- Publishers (copyright partners)
- Peer institutions (benchmarking partners)
- Professional associations (discipline standards)
- Government and policymakers (public accountability)
- General public (research beneficiaries)
- International repository networks (COAR, OpenDOAR, African networks)

2.4 Ethical Framework

Research Ethics: Compliance with human and animal subjects' protections, respect for indigenous knowledge and data sovereignty, appropriate handling of dual-use research, and ethics consultation for sensitive materials.

Equity and Inclusion: Universal design for accessibility, support for African scholarship and local language research, multilingual inclusivity, and equitable treatment across career stages.

2.5 Alignment with University Strategic Objectives

This policy directly supports the University of Ilorin's 1:10:500 vision, positioning the institution as the topmost university in Nigeria, top 10 in Africa, and top 500 globally.

Enhancing Research Visibility: Systematic capture and dissemination of all university research outputs ensures global discoverability through search engines and international research databases, directly addressing a key ranking indicator.

Increasing Citation Impact: Open access repository deposits demonstrate 50-100% higher citation rates than non-deposited equivalents, improving the university's research impact metrics that heavily influence global rankings.

Demonstrating Research Productivity: Comprehensive documentation of research output volume across all disciplines provides evidence of institutional research capacity for ranking assessments.

Strengthening International Outlook: Global accessibility of research, geographic reach statistics, and international collaboration visibility contribute to internationalisation metrics in ranking methodologies.

Preserving Intellectual Heritage: Long-term preservation ensures the university's scholarly contributions remain accessible for current and future generations, documenting institutional evolution and excellence.

3.0 PURPOSE AND OBJECTIVES

3.1 Purpose

This policy mandates the deposit of scholarly and research outputs into the University of Ilorin's institutional repository (UILSpace) to ensure maximum preservation, accessibility, and impact of the University's intellectual contributions.

3.2 Objectives

The specific objectives of this policy are to:

1. **Preserve Intellectual Heritage:** Ensure long-term preservation and accessibility of the University's scholarly output for current and future generations
2. **Enhance Research Visibility:** Maximise global discoverability of university research through open access dissemination
3. **Increase Research Impact:** Improve citation rates and research influence through enhanced accessibility
4. **Support University Rankings:** Contribute to improved performance in national and international university ranking systems

5. **Demonstrate Research Excellence:** Showcase the breadth, depth, and quality of university research to stakeholders globally
6. **Facilitate Knowledge Transfer:** Enable easier access to university research by industry, government, civil society, and the general public
7. **Ensure Compliance:** Meet increasingly common funder and publisher mandates for open access to research outputs
8. **Support Research Assessment:** Provide a comprehensive record of scholarly output for promotion, tenure, and institutional assessment processes

4. SCOPE AND COVERAGE

4.1 Materials Covered by This Policy

This policy applies to the following categories of scholarly and research outputs produced by University of Ilorin authors:

4.1.1 Mandatory Deposit Materials

The following materials MUST be deposited in UILSpace:

A. Theses and Dissertations

- All doctoral dissertations
- All master's theses
- All undergraduate project reports and theses
- All postgraduate diploma dissertations

B. Peer-Reviewed Research Publications

- Journal articles (published or accepted for publication)
- Book chapters in scholarly edited volumes
- Conference papers published in peer-reviewed proceedings
- Research monographs and scholarly books

C. University-Generated Research Outputs

- Technical reports and working papers
- Research reports submitted to funders or sponsors
- Policy briefs and white papers
- Inaugural lectures and professorial addresses

- Datasets accompanying publications (where appropriate and permitted)

4.1.2 Encouraged Deposit Materials

The following materials are STRONGLY ENCOURAGED for deposit:

- Conference presentations and posters
- Preprints and submitted manuscripts
- Creative works (musical compositions, artistic works, performances, exhibitions)
- Patents and inventions documentation
- Teaching and learning materials (with appropriate licensing)
- Professional practice outputs
- Community engagement documentation
- Any other scholarly or research materials of lasting value

4.2 Authors Covered by This Policy

This policy applies to:

A. Primary Coverage:

- All full-time academic staff (Professors, Readers, Senior Lecturers, Lecturers, Assistant Lecturers)
- All full-time research staff and postdoctoral researchers
- All graduate students (doctoral, master's, postgraduate diploma)
- All undergraduate students completing research projects

B. Extended Coverage:

- Visiting scholars and adjunct faculty affiliated with the University during their period of affiliation
- Retired faculty and emeriti who wish to deposit their scholarly work
- Collaborative works where at least one author has a University of Ilorin affiliation

4.3 Exclusions

This policy does NOT require deposit of:

- Materials subject to confidentiality agreements, non-disclosure requirements, or security classifications

- Materials containing sensitive personal data that cannot be appropriately anonymised
- Materials that would infringe third-party intellectual property rights
- Commercial publications (textbooks, trade books) where deposit would violate publisher agreements
- Materials subject to patent applications before patent grant
- Examination materials and student assessments (other than theses/dissertations)

Authors uncertain about whether specific materials fall under this policy should consult with the Repository Services Unit of the University Library.

5. DEPOSIT REQUIREMENTS AND TIMELINES

5.1 Deposit Timelines

5.1.1 Theses and Dissertations

- **Graduate Students:** Must deposit the final approved electronic version in UILSpace within **four (4) weeks** of successful thesis/dissertation defence and before degree conferral
- **Undergraduate Students:** Must deposit the final approved project report in UILSpace before final clearance and graduation
- **Embargo Periods:** Students may request an extension of the 36-month embargo periods (delay of public access), where justified by pending patents, publication plans, or other legitimate reasons. Requests must be routed through the supervisors and the Dean of Postgraduate School to the Vice-Chancellor, who shall approve on behalf of the Senate

5.1.2 Peer-Reviewed Publications

- **Faculty and Research Staff:** Must deposit the accepted manuscript version (author's final peer-reviewed manuscript) or published version (if publisher permits) within **six (6) months** of publication
- **Publisher Embargo Compliance:** Where publishers impose embargo periods, the deposit should occur immediately, with the access embargo set to comply with publisher requirements
- **Preprint Deposit:** Authors are encouraged to deposit preprints (submitted manuscripts) prior to peer review to establish priority and maximise dissemination timeline. It is, however, advised that authors should always check their target journal's preprint policy before depositing.

5.1.3 Other Research Outputs

- **Technical Reports and Working Papers:** Should be deposited within **three (3) months** of completion
- **Conference Papers:** Should be deposited within **three (3) months** of conference presentation
- **Inaugural Lectures:** Must be deposited within **one (1) month** of delivery by the Library and Publications Committee

5.2 Version Requirements

5.2.1 Preferred Versions for Journal Articles

In order of preference, authors should deposit:

1. **Publisher's PDF (Version of Record):** If the publisher's license permits open access repository deposit
2. **Author's Final Manuscript (Accepted Manuscript/Postprint):** Final peer-reviewed version incorporating all referee comments, prior to publisher copyediting and formatting
3. **Submitted Manuscript (Preprint):** If neither of the above can be deposited due to publisher restrictions (Please check the intended publisher's policy on preprint deposit before depositing)

5.2.2 Format Requirements

- **Preferred Formats:** PDF/A (archival PDF), PDF, Microsoft Word (.docx), LaTeX source files
- **Acceptable Formats:** Plain text (.txt), HTML, EPUB, and other non-proprietary formats
- **Multimedia:** Video (MP4, WebM), Audio (MP3, WAV, FLAC), Images (JPEG, PNG, TIFF)
- **Data:** CSV, JSON, XML, and other open data formats
- **Unacceptable Formats:** Proprietary formats without open alternatives should be accompanied by open format versions where possible

5.2.3 Quality Requirements

Deposited materials must:

- Be complete and final versions (not drafts, unless specifically depositing preprints)
- Include all figures, tables, appendices, and supplementary materials

- Have clear, accurate bibliographic metadata
- Be free of malware and technical corruption
- Meet reasonable quality standards for scholarly communication

6 METADATA REQUIREMENTS

6.1 Minimum Metadata Requirements

All deposited materials must include the following minimum metadata:

Essential Fields:

- Title (complete and accurate)
- Author(s) name(s) with University of Ilorin affiliation
- Date of publication or completion
- Document type (journal article, thesis, technical report, etc.)
- Abstract or description (minimum 100 words)
- Faculty/Department/Unit affiliation
- Subject/discipline classification
- Language of content

For Published Works, Also Include:

- Journal/book title
- Volume, issue, and page numbers
- Publisher information
- DOI (Digital Object Identifier) if available
- ISBN/ISSN if applicable
- Citation information

For Theses/Dissertations, Also Include:

- Degree type and name
- Supervisor(s) name(s)
- Examination date
- Degree-granting unit

- Keywords (minimum 5)

6.2 Enhanced Metadata (Strongly Encouraged)

To maximise discoverability and impact, authors are strongly encouraged to provide:

- ORCID identifiers for all authors
- Funding information (grant numbers, funding agencies)
- Keywords and subject classifications using controlled vocabularies
- Research data availability statements
- Related publications and outputs
- Conference information (for conference papers)
- License information and rights statements

6.3 Metadata Quality Standards

- All metadata must be accurate, complete, and in English (with vernacular language alternatives where appropriate)
- Author names should be provided in standardised format (Surname, First name)
- Subject classifications should use established taxonomies where possible
- Abstracts must be informative and suitable for independent understanding
- Keywords should be specific and relevant to the content.

7. COPYRIGHT, LICENSING, AND INTELLECTUAL PROPERTY

7.1 Retention of Copyright

Authors retain copyright to their work deposited in UILSpace unless they have transferred copyright to publishers or other third parties. Deposit in the repository does NOT constitute transfer of copyright to the University.

7.2 License to the University

By depositing work in UILSpace, authors grant the University of Ilorin a **non-exclusive, perpetual, royalty-free license** to:

- Preserve the work in the repository indefinitely
- Make copies for backup and preservation purposes
- Migrate the work to new formats to ensure continued accessibility

- Distribute the work publicly via the repository
- Display metadata about the work in discovery services
- Include the work in repository catalogues and indices

This license does NOT grant the University the right to modify the content of deposited works, nor does it transfer copyright ownership.

7.3 Publisher Copyright Compliance

7.3.1 Author Responsibilities

Authors are responsible for:

- Verifying that they have the legal right to deposit materials
- Determining which version(s) of published works may be deposited
- Complying with any embargo periods required by publishers
- Obtaining necessary permissions for third-party content (figures, tables, etc.) included in their works

7.3.2 University Support

The University Library provides:

- Copyright advisory services to help authors understand their rights
- Publisher policy database access (SHERPA/RoMEO and similar resources)
- Author addendum templates enabling rights retention
- Embargo management systems to ensure publisher compliance
- Assistance negotiating with publishers when needed

7.3.3 Rights Retention Recommendation

The University strongly encourages all faculty and researchers to:

- Retain sufficient rights to enable repository deposit when negotiating with publishers
- Use author addenda to modify publisher copyright agreements
- Prefer publishers with author-friendly copyright policies
- Deposit preprints prior to publication to ensure at least one version is always openly accessible

7.4 Creative Commons Licensing

Authors are encouraged to license their works using Creative Commons licenses to communicate reuse permissions clearly:

- **CC BY (Attribution):** Recommended for maximum reuse and impact
- **CC BY-SA (Attribution-ShareAlike):** Appropriate when requiring derivative works to use the same license
- **CC BY-ND (Attribution-NoDerivatives):** When authors wish to prevent derivative works
- **CC BY-NC (Attribution-NonCommercial):** When restricting commercial use is important

The Repository Services Unit in the university library shall provide guidance on selecting appropriate licenses.

7.5 Third-Party Content

When depositing works containing third-party content (quotes, figures, tables, images):

- Authors must have appropriate permissions or rely on fair use/fair dealing
- Significant third-party content should be documented in metadata
- When in doubt, consult with the Repository Services Unit before deposit

7.6 Confidential and Sensitive Materials

Materials subject to the following restrictions should NOT be deposited or should be deposited with appropriate access restrictions:

- Confidentiality or non-disclosure agreements
- National security classifications
- Privacy-protected personal data
- Commercial confidentiality
- Patent-pending innovations (until patent grant)
- Other legal or ethical restrictions on dissemination

8. ACCESS POLICIES AND EMBARGO MANAGEMENT

8.1 Default Access Level

The default access level for all deposited materials is **Open Access** (publicly accessible worldwide without barriers), reflecting the University's commitment to maximising research impact and accessibility.

8.2 Restricted Access Options

In specific circumstances, restricted access may be appropriate:

8.2.1 Temporary Embargoes

Access to deposited materials may be embargoed (delayed) for limited periods when:

- **Publisher Requirements:** Publisher agreements require embargo periods (typically 6-24 months)
- **Patent Applications:** Pending patent applications require confidentiality until filing or grant
- **Thesis Embargoes:** Graduate students require time to publish findings before public release
- **Funder Requirements:** Funding agencies impose specific embargo requirements
- **Other Legitimate Reasons:** Commercial sensitivity, ethical considerations, or other valid reasons

Embargo Periods:

- Standard embargo periods: 6-36 months
- Embargoes exceeding 36 months for thesis and dissertations require special approval from the Vice-Chancellor
- Metadata (title, authors, abstract) remains publicly visible during the embargo periods
- Automatic access activation occurs when embargo periods expire

8.2.2 Permanent Access Restrictions

In exceptional cases, materials may be deposited with permanent access restrictions:

- **Metadata-Only Records:** When full-text cannot be made openly accessible, metadata records document University research output
- **Campus-Only Access:** When licensing permits access only to the University community

- **Administrator-Mediated Access:** For sensitive materials requiring case-by-case access decisions

8.3 Embargo Request Process

8.3.1 For Graduate Students

- Students request embargoes through the thesis/dissertation submission form
- Request must include justification and proposed embargo period
- Supervisor must endorse the embargo request
- Vice-Chancellor approves embargo periods exceeding 36months

8.3.2 For Faculty and Staff

- Faculty request embargoes when depositing materials
- Justification must be provided (publisher requirements, patent applications, etc.)
- Repository staff verify publisher embargo requirements using SHERPA/RoMEO or direct publisher contact
- Head of Department approves embargoes exceeding standard publisher requirements
- The Vice-Chancellor approves all embargoes exceeding 36 months

8.4 Access Rights Management

- All deposited materials receive persistent URLs (via Handle system) that remain valid indefinitely
- Download statistics are tracked and reported to authors
- Materials may be accessed via repository interface, search engines, and international discovery services
- No registration or authentication required for accessing open access materials

9. ROLES AND RESPONSIBILITIES

9.1 Authors (Faculty, Researchers, Students)

Primary Responsibilities:

- Deposit required materials within specified timelines
- Provide accurate, complete metadata
- Ensure legal right to deposit materials

- Comply with publisher copyright and embargo requirements
- Update or correct metadata when errors are identified
- Respond to Repository Services Unit communications regarding deposits

Rights:

- Receive deposit assistance and copyright advisory services
- Access download statistics and impact metrics for their deposits
- Request corrections or updates to metadata
- Request removal of materials in exceptional circumstances (subject to approval)
- Maintain copyright ownership of their works

9.2 Graduate Students (Specific Additional Requirements)

Doctoral and Master's Students:

- Deposit final approved thesis/dissertation before degree conferral
- Complete repository submission form with accurate metadata
- Obtain supervisor approval before submission
- Provide electronic version in approved format
- Respond promptly to any metadata queries or format issues

Undergraduate Students:

- Deposit final approved project reports before graduation
- Follow department-specific submission procedures
- Ensure the project supervisor has reviewed the final version

9.3 Academic Supervisors

Responsibilities:

- Ensure supervisees are aware of deposit requirements
- Review and approve thesis/dissertation submissions before repository deposit
- Approve or deny embargo requests from graduate students
- Assist students with metadata preparation when needed
- Verify that deposited thesis versions are the final approved versions

9.4 Heads of Departments/Units

Responsibilities:

- Communicate policy requirements to departmental faculty and students
- Monitor departmental compliance with policy
- Approve embargo requests for faculty publications exceeding standard periods
- Designate departmental repository liaison to coordinate with Repository Services Unit
- Include repository deposit in faculty performance expectations and evaluations
- Support integration of policy into departmental workflows

9.5 Deans of Faculties

Responsibilities:

- Ensure faculty-wide awareness of and compliance with policy
- Monitor faculty-level compliance metrics
- Support faculty development activities related to scholarly communication and repository use
- Approve significant embargo requests from faculty
- Include repository metrics in faculty annual reports and strategic planning
- Allocate resources to support faculty compliance (faculty time for deposit activities)

9.6 Dean of Postgraduate Studies

Responsibilities:

- Approve graduate student embargo requests up to 24 months
- Ensure thesis/dissertation deposit requirements are integrated into graduation clearance procedures
- Monitor graduate student compliance before degree conferral
- Coordinate with the Repository Services Unit on graduate student deposit issues
- Include repository requirements in graduate student orientation and handbooks
- Report graduate student compliance statistics to the Senate

9.7 University Library and Repository Services Unit

Responsibilities:

- Manage and maintain UILSpace infrastructure and systems
- Provide repository deposit assistance and mediated deposit services
- Offer copyright advisory services and publisher policy guidance
- Develop and deliver training programs for faculty, staff, and students
- Create and maintain documentation, guides, and help resources
- Process deposits and ensure metadata quality
- Manage embargoes and access restrictions
- Generate usage statistics and impact reports for authors and administrators
- Monitor system performance, uptime, and security
- Preserve deposited content and migrate to new formats when necessary
- Promote repository use and demonstrate value to stakeholders
- Maintain relationships with international repository networks
- Report compliance statistics and policy effectiveness to the Vice-Chancellor

Services Provided:

- Walk-in and online consultation for deposit questions
- Mediated deposit services (library staff handle deposit on author's behalf)
- Copyright advisory consultations
- Training workshops and orientation sessions
- Individual author assistance upon request
- Batch deposit services for departments or research groups
- Download and citation statistics for authors
- Publisher policy verification

9.8 Computer Services and Information Technology Directorate (COMSIT)

Responsibilities:

- Provide technical infrastructure support for the repository platform, including server hosting, network connectivity, and system maintenance
- Ensure high-speed, reliable network access to UILSpace for all university users
- Implement and maintain robust cybersecurity measures to protect repository content and user data
- Deploy and manage SSL certificates for secure data transmission
- Provide backup infrastructure with geographic redundancy for disaster recovery
- Collaborate with the Repository Services Unit on system integration with institutional systems (student records, HR databases, research administration platforms)
- Support the implementation of persistent identifier systems (Handle.net) and technical standards (OAI-PMH, Dublin Core)
- Monitor system performance, uptime, and capacity requirements
- Respond to technical issues and provide troubleshooting support for repository systems
- Plan and execute system upgrades, platform migrations, and technical enhancements
- Ensure compliance with NITDA regulations on data protection and cybersecurity
- Provide technical training to Repository Services Unit staff on system administration and maintenance
- Allocate adequate server capacity and scalability for growing repository content
- Coordinate with external technical consultants for specialised implementations when needed

Coordination:

- Regular technical coordination meetings with the Repository Services Unit
- Joint participation in the Repository Policy Committee for technical decision-making
- Collaboration on user authentication and access control systems
- Support for integration of the repository with the university's broader digital infrastructure

9.9 Centre for Research, Development and In-House Training (CREDIT)

Responsibilities:

- Include repository deposit requirements in research grant management procedures
- Ensure funded research outputs are deposited as required by policy and funder mandates
- Monitor compliance with funder open access requirements
- Include repository metrics in institutional research reporting
- Coordinate with the Repository Services Unit on research output tracking
- Promote repository use in research development activities

9.10 Registry and Academic Support Services Unit

Responsibilities:

- Integrate thesis/dissertation deposit into degree conferral procedures
- Verify repository deposit compliance before graduation clearance
- Maintain records linking graduated students to deposited theses/dissertations
- Coordinate with the Repository Services Unit on student compliance tracking

9.11 University Librarian

Policy Oversight:

- Overall responsibility for policy implementation and effectiveness
- Approve significant deviation requests from policy requirements
- Report annually to the Senate on policy compliance and effectiveness
- Recommend policy revisions based on implementation experience
- Allocate resources for repository operations and development
- Represent repository interests in university strategic planning

10. GOVERNANCE STRUCTURE

10.1 Overview

Effective governance of the Institutional Repository requires clear authority structures, defined responsibilities, and systematic oversight mechanisms. This section establishes the governance framework, ensuring strategic alignment, operational excellence, and accountability throughout policy implementation and ongoing operations.

10.2 Governance Bodies

10.2.1 The Senate

Role: Ultimate policy authority and strategic oversight

Responsibilities:

- Approve policy and substantive amendments
- Review annual compliance and performance reports
- Provide strategic direction for repository development aligned with the 1:10:500 vision
- Address significant compliance or implementation issues escalated from committees
- Ensure policy alignment with the University's academic mission and values

Meeting Schedule: As per the regular Senate calendar; repository matters included in the annual reporting cycle

10.2.2 The Vice-Chancellor

Role: Strategic champion and ultimate executive authority

Responsibilities:

- Provide visible, sustained leadership connecting the repository to institutional strategic objectives
- Approve and promulgate repository policies on behalf of the Senate
- Authorise resource allocation for repository infrastructure and services
- Serve as final arbiter in disputes regarding policy interpretation or significant compliance matters
- Represent the university in external partnerships and repository consortium arrangements
- Champion repository achievements in communications with stakeholders, funders, and ranking organisations
- Ensure accountability for repository performance as it relates to the 1:10:500 vision

The Vice-Chancellor delegates operational responsibility to designated officials while retaining strategic oversight.

10.2.3 Repository Enhancement Steering Committee

Composition: Deputy Vice-Chancellor, Academic (Chair), University Librarian, Senate Representative, Provost (representing the Deans), Dean of Postgraduate School, Director, COMSIT, Director, CREDIT

Role: Strategic oversight and high-level guidance

Responsibilities:

- Provide strategic direction aligned with university objectives and the 1:10:500 vision
- Review implementation progress and resolve major challenges requiring senior leadership intervention
- Make resource allocation recommendations to the Vice-Chancellor
- Approve significant policy interpretations or temporary modifications
- Maintain institutional commitment to repository excellence
- Provide periodic reports directly to the Vice-Chancellor on strategic matters
- Address systemic barriers requiring executive-level intervention

Meeting Schedule: Quarterly during implementation (first 12 months), semi-annually thereafter

Reporting: Reports to the Vice-Chancellor on strategic matters and progress toward realising the university's objectives.

10.2.4 Repository Policy Committee

Composition: University Librarian (Chair), Provost, Dean of Postgraduate School, Director, COMSIT, Director, CREDIT, Chairman, Library and Publication Committee, Head, Repository Services Unit and Postgraduate Student Representative

Role: Operational oversight and tactical implementation

Responsibilities:

- Oversee day-to-day policy implementation and compliance
- Review compliance data and identify intervention needs
- Resolve operational issues and interpret policy for specific situations
- Approve process refinements and workflow improvements
- Coordinate between academic units and repository services
- Monitor support service quality and user satisfaction

- Develop recommendations for policy adjustments based on implementation experience
- Escalate unresolved issues to the Steering Committee
- Ensure integration of repository requirements into academic workflows

Meeting Schedule: Monthly during active implementation phases (first 12 months), quarterly during steady-state operations

Reporting: Quarterly reports to the Repository Enhancement Steering Committee; annual report to the Senate

10.2.5 Repository Services Unit

Location: University Library

Role: Operational management and service delivery

Responsibilities:

- Day-to-day repository operations and user support
- Technical infrastructure management and maintenance
- Deposit processing and metadata quality assurance
- Copyright advisory and publisher policy guidance
- Training program development and delivery
- User support services (consultation, mediated deposit, troubleshooting)
- Compliance tracking and reporting
- Usage statistics and impact metrics generation
- First-line problem resolution
- Continuous service improvement and innovation

Reporting: Reports to University Librarian; provides operational reports to Repository Policy Committee

10.3 Decision-Making Authority

10.3.1 Decision Levels

Routine Operational Decisions:

- **Authority:** Repository Services Unit staff

- **Examples:** Deposit processing, metadata corrections, routine support requests, embargo activation
- **Oversight:** University Librarian

Significant Policy Interpretations:

- **Authority:** University Librarian in consultation with Repository Policy Committee
- **Examples:** Exemption requests, extended embargo approvals, access restriction decisions, disciplinary variations in requirements
- **Oversight:** Repository Enhancement Steering Committee

Strategic Policy Matters:

- **Authority:** Repository Enhancement Steering Committee with recommendation to Senate
- **Examples:** Major policy amendments, substantial resource allocations, significant enforcement actions, strategic partnerships
- **Oversight:** Senate and Vice-Chancellor

Emergency Decisions:

- **Authority:** Vice-Chancellor (temporary, pending Senate review)
- **Examples:** Legal compliance requirements, critical security issues, urgent funder mandate changes

10.3.2 Appeals Process

Authors who believe they have been treated unfairly in enforcement or policy application may appeal through the following levels:

Level 1: Repository Services Unit (informal resolution)
Level 2: University Librarian (formal review)
Level 3: Repository Policy Committee (mediation and decision)
Level 4: Vice-Chancellor (final institutional appeal)
Level 5: Senate (if constitutional or major policy interpretation issues arise)

Appeals must be submitted in writing with clear grounds: factual errors, legitimate legal restrictions, circumstances beyond the author's control, or procedural irregularities.

10.4 Reporting and Accountability

10.4.1 Reporting Structure

Monthly (Internal):

- Repository Services Unit provides operational reports to the University Librarian
- Metrics: deposits processed, support requests handled, technical issues, and immediate concerns

Quarterly:

- Repository Policy Committee receives comprehensive implementation reports
- Metrics: compliance rates by unit, content growth, usage trends, service quality, challenges and solutions
- Repository Enhancement Steering Committee receives strategic progress reports

Annually:

- Comprehensive report to Senate including full compliance analysis, usage and impact statistics, benchmarking with peer institutions, success stories, challenges and solutions, resource utilisation, strategic recommendations, and contribution to university ranking vision
- Public annual report showcasing repository achievements and impact

Ad Hoc:

- Vice-Chancellor receives reports on significant issues, major milestones, or strategic opportunities as they arise

10.4.2 Accountability Mechanisms

Repository Services Unit: Accountable to University Librarian for service quality, operational excellence, and user satisfaction

University Librarian: Accountable to Vice-Chancellor and Senate for overall policy effectiveness, compliance rates, and strategic alignment with institutional objectives

Repository Policy Committee: Accountable to Repository Enhancement Steering Committee for operational oversight and tactical implementation

Repository Enhancement Steering Committee: Accountable to Vice-Chancellor and Senate for strategic outcomes and contribution to the 1:10:500 vision

Academic Units (Departments/Faculties): Accountable for unit-level compliance rates and integration of repository requirements into academic workflows

10.5 Coordination Mechanisms

Cross-Unit Coordination:

- Repository Liaison Librarians serve as a bridge between faculties and repository services
- Regular communication between the Repository Services Unit and academic departments
- Integration points with: Registry (graduation clearance), Research Office (grant management), COMSIT (technical infrastructure), academic departments (compliance monitoring)

External Coordination:

- University Librarian maintains relationships with repository networks and peer institutions
- Participation in national and international repository organisations
- Collaboration with publishers, funders, and scholarly communication stakeholders

10.6 Conflict Resolution

When conflicts arise regarding policy interpretation, compliance requirements, or resource allocation:

Step 1: Repository Services Unit attempts informal resolution through consultation and clarification

Step 2: The University Librarian mediates and provides an authoritative interpretation

Step 3: Repository Policy Committee reviews and makes a recommendation

Step 4: Repository Enhancement Steering Committee makes a binding decision (for operational matters) or recommendation to the Senate (for policy matters)

Step 5: The Vice-Chancellor or Senate makes the final determination on matters of institutional significance

Common conflict areas and resolution approach:

- Copyright/legal restrictions: Legal counsel consulted, documented exemptions granted where legitimate
- Disciplinary variations: Flexibility within policy framework, discipline-specific guidance developed
- Resource constraints: Prioritisation protocols applied, creative solutions explored
- Competing priorities: Alignment with the university ranking vision used as a decision criterion

10.7 Governance Review and Adaptation

Governance structures will be reviewed every three years as part of comprehensive policy review, with adjustments made based on:

- Effectiveness in achieving policy objectives
- Efficiency of decision-making processes
- Clarity of authority and responsibility
- Stakeholder satisfaction with governance responsiveness
- Evolving institutional needs and priorities
- Best practices from peer institutions

11. COMPLIANCE AND ENFORCEMENT

11.1 Compliance Monitoring

11.1.1 Systematic Tracking

The Repository Services Unit, in coordination with relevant administrative units, will:

- Maintain comprehensive records of deposit requirements for all eligible authors
- Track deposit compliance rates by faculty, department, and individual
- Generate quarterly compliance reports for Heads of Departments and Deans
- Produce an annual compliance report for the Senate
- Identify patterns of non-compliance requiring attention

11.1.2 Compliance Metrics

The following metrics will be tracked and reported:

- Percentage of eligible publications deposited (by faculty, department, individual)
- Percentage of theses/dissertations deposited before graduation
- Average time from publication to deposit
- Percentage of deposits with complete metadata
- Compliance trends over time

11.2 Support-First Approach

The University adopts a **support-first approach** to compliance, recognising that most non-compliance results from:

- Lack of awareness of requirements
- Uncertainty about copyright and publisher policies
- Insufficient understanding of deposit procedures
- Time constraints and competing priorities

Therefore, the initial response to non-compliance emphasises:

1. **Education and Awareness:** Information campaigns, reminders, and clarification
2. **Assistance and Support:** Offering help with deposit processes, copyright questions, and technical issues
3. **Barrier Removal:** Identifying and addressing systematic obstacles to compliance

11.3 Enforcement Mechanisms

When support-focused approaches do not achieve compliance, progressive enforcement mechanisms will be applied:

11.3.1 For Graduate Students

Level 1 - Preventive:

- Repository deposit integrated into thesis/dissertation submission process
- Electronic submission system includes repository upload
- Student clearance system verifies deposit completion

Level 2 - Enforcement:

- Degree conferral held until repository deposit is completed
- Graduation clearance withheld for non-compliant students
- Final transcript release delayed until compliance

Appeals Process:

- Students may appeal deposit requirements to the Dean of Postgraduate Studies
- Legitimate grounds include copyright restrictions, confidentiality requirements, or ethical constraints
- Appeals must be submitted in writing with supporting documentation

11.3.2 For Faculty and Research Staff

Level 1 - Reminders and Support (Months 1-6 after publication):

- Automated email reminders at 3 and 6 months after publication
- Offer of mediated deposit services
- Copyright and publisher policy guidance
- Personal outreach from the Repository Services Unit

Level 2 - Administrative Notification (Months 7-12):

- Notification to the Head of Department of non-compliance
- The Head of Department discusses compliance with the faculty member
- Additional repository support offered
- Explanation of consequences if non-compliance continues

Level 3 - Performance Linkage (Month 12+): For persistent non-compliance after 12 months:

- Non-compliance noted in annual performance review
- Repository deposit compliance included in promotion and tenure review criteria
- Research grant internal approvals may be delayed until compliance is achieved
- Access to certain University research support or any other support services may be conditioned on compliance

Level 4 - Senior Leadership Involvement (Persistent Pattern): For faculty demonstrating a persistent pattern of non-compliance across multiple publications:

- Dean of Faculty reviews the case and meets with the faculty member
- Formal compliance plan developed with timelines
- Continued non-compliance may affect research privileges, promotions, or other academic benefits

Exemption Process:

- Faculty may request exemption from deposit requirements for specific publications
- Requests submitted to the University Librarian with justification
- Valid grounds include copyright restrictions preventing deposit, confidentiality agreements, commercial sensitivity, or other legitimate legal or ethical constraints

- Exemption decisions documented and tracked
- Patterns of exemption requests may be referred to the Deans or the Senate

11.4 Departmental and Faculty Accountability

11.4.1 Performance Metrics

Repository deposit compliance will be included in:

- Departmental annual reports
- Faculty annual reports
- Institutional research output reporting
- Accreditation self-studies and external reviews

11.4.2 Recognition and Incentives

To encourage compliance and celebrate success:

- Departments achieving >90% compliance recognised publicly
- Faculty achieving exceptional compliance and repository impact receive awards
- Repository metrics (downloads, citations) included in research excellence recognition
- Success stories and high-impact repository deposits promoted in university communications

11.5 Appeals and Grievances

11.5.1 Appeal Process

Authors who believe they have been treated unfairly or incorrectly in enforcement actions may appeal through the following process:

Step 1: Informal resolution with the Repository Services Unit

Step 2: Formal appeal to the University Librarian

Step 3: Appeal to the Chairman of the Senate

Step 4: Final appeal to Senate (if necessary)

11.5.2 Grounds for Appeal

Valid grounds for appeal include:

- Factual errors in compliance determinations
- Legitimate copyright or legal restrictions preventing deposit

- Evidence of substantial good-faith effort to comply
- Technical problems with the repository systems are preventing deposits
- Circumstances beyond the author's control are preventing timely deposit

11.6 Retrospective Compliance

11.6.1 Existing Faculty

For publications authored before this policy's effective date:

- Deposit is mandatory
- Retrospective digitisation programs will systematically add historical content
- Faculty who voluntarily deposit pre-policy publications receive recognition
- Priority given to recent publications (past 10 years)

11.6.2 Historical Theses and Dissertations

- All historical theses/dissertations will be systematically digitised by the Library
- Authors will be contacted, when possible, to provide permission
- Reasonable efforts made to locate authors of older works
- Works where authors cannot be located will be deposited under fair use principles with metadata indicating copyright status

12. SUPPORT SERVICES AND RESOURCES

12.1 Repository Services Unit

The University Library's Repository Services Unit in the University Library Building provides comprehensive support:

12.2 Available Services

12.2.1 Self-Service Resources

- Comprehensive online help documentation
- Video tutorials for common deposit procedures
- FAQ covering frequent questions
- Publisher copyright policy database
- Author addendum templates
- Metadata guidelines and examples

12.2.2 Consultation Services (By Appointment or Walk-In)

- Copyright and publisher policy consultations
- Deposit assistance and technical support
- Metadata guidance
- Format conversion assistance
- Troubleshooting deposit problems
- Impact tracking and statistics interpretation

12.2.3 Mediated Deposit Services

For authors who prefer not to handle deposits personally:

- Submit publications and metadata to the Repository Services Unit
- Staff handle the complete deposit process
- Author reviews and approves before publication
- Particularly useful for bulk deposits or complex materials

12.2.4 Training Programs

Regular training opportunities:

- Yearly introductory workshops for new faculty and graduate students
- Specialised workshops on copyright, open access, and scholarly communication
- Department-specific training sessions upon request
- Individual training appointments available
- Online self-paced training modules

12.3 Technical Infrastructure

12.3.1 Repository Platform

- Modern DSpace-based repository system
- Persistent identifiers (Handle.net) for all deposits
- Full-text search capabilities
- Mobile-responsive interface
- Integration with Google Scholar and other academic search engines

- OAI-PMH harvesting for international discovery services

12.3.2 Security and Preservation

- Regular automated backups
- Geographic redundancy for deposited content
- Format migration for long-term preservation
- Malware scanning of uploaded files
- SSL encryption for secure access
- Robust disaster recovery procedures

12.4 Author Benefits and Services

12.4.1 Impact Tracking

Authors receive:

- Monthly email reports of downloads and views
- Geographic distribution of readers
- Citation tracking assistance
- Altimetric indicators (social media mentions, news coverage, policy citations)
- Comparative metrics (departmental, disciplinary benchmarks)

12.4.2 Profile Management

- Personal author pages showcasing all deposited works
- ORCID integration for researcher identity management
- CV export capabilities
- Customizable email alerts for new citations or downloads

12.4.3 Promotional Support

- Social media promotion of high-impact deposits
- Inclusion in University research highlights
- Press release assistance for significant findings
- Integration with University communications and marketing

13 PERFORMANCE INDICATORS AND SUCCESS METRICS

13.1 Primary Success Indicators

The following metrics will be used to assess policy effectiveness:

13.1.1 Content Coverage Metrics

- **Thesis/Dissertation Coverage:** Target 100% of awarded degrees represented within 1 year of policy implementation
- **Faculty Publication Coverage:** Target 80% of eligible publications deposited within 6 months of publication by year 2
- **Total Repository Items:** Growth from current baseline to 10,000+ items within 24 months
- **Full-Text Availability:** 85%+ of deposits available as full-text (not metadata-only)
- **Retrospective Content:** Addition of 5,000+ historical items within 36 months

13.1.2 Usage and Impact Metrics

- **Download Volume:** Target 50,000+ monthly downloads within 24 months
- **Geographic Reach:** Content accessed from 150+ countries
- **Search Engine Visibility:** 70%+ of traffic from search engine referrals
- **Citation Impact:** 20%+ increase in institutional citation counts within 36 months
- **Altimetric:** A growing number of deposits with measurable social and policy impact

13.1.3 Compliance Metrics

- **Faculty Compliance Rate:** 80%+ of faculty depositing required publications within 6 months
- **Student Compliance Rate:** 100% of graduates completing thesis/dissertation deposit
- **Departmental Participation:** All departments with >80% faculty participation within 24 months
- **Embargo Compliance:** 95%+ of publisher embargoes correctly implemented
- **Metadata Quality:** 95%+ of deposits with complete required metadata

13.1.4 Service Quality Metrics

- **Faculty Satisfaction**: 80%+ satisfaction rating in annual surveys
- **Student Satisfaction:** 80%+ satisfaction rating in graduation surveys

- **System Uptime:** 99.5%+ availability
- **Support Response Time:** 90%+ of queries answered within 24 hours
- **Mediated Deposit Turnaround:** 90%+ completed within 5 business days

13.2 Reporting Requirements

13.2.1 Quarterly Reports (Internal)

The Repository Services Unit provides quarterly reports to:

- University Librarian
- Heads of Departments
- Deans of Faculties

Including:

- Compliance statistics by department/faculty
- Content growth and usage trends
- Common challenges and solutions
- Support service utilisation

13.2.2 Annual Reports (Senate and Public)

Comprehensive annual report including:

- Full compliance analysis
- Usage and impact statistics
- Comparative benchmarking with peer institutions
- Success stories and high-impact deposits
- Challenges encountered and solutions implemented
- Recommendations for policy or procedure improvements
- Resource utilisation and budget requirements
- Strategic priorities for the following year

13.2.3 External Reporting

Repository statistics will be included in:

- University annual reports

- Research office annual reports
- Accreditation self-studies
- Ranking submissions
- Funder reports where relevant

14. POLICY COMMUNICATION PLAN

14.1 Target Audiences

Primary Audiences:

- Current faculty and research staff
- Graduate students (master's and doctoral)
- Undergraduate students completing research projects
- Academic department heads and administrators
- New faculty and student orientees

Secondary Audiences:

- University leadership and Senate
- External research collaborators
- Funding agencies and research partners
- Alumni and emeriti faculty
- General public and media

14.2 Communication Strategies

14.2.1 Initial Launch Communication

University-Wide Announcements:

- Official announcement from the Vice-Chancellor
- Feature article in University newsletter/magazine
- Email to all faculty, staff, and students
- Press release to external media
- Social media campaign

Department-Level Communication:

- Presentations at department meetings
- Specialised materials for each faculty
- Discipline-specific examples and benefits
- Q&A sessions with department members

Student Communication:

- Integration into orientation programs
- Information in student handbooks
- Announcements in graduate student assemblies
- Peer-to-peer information sharing through student leaders

14.2.2 Ongoing Communication

Regular Reminders and Updates:

- Quarterly email updates to all faculty
- Monthly "repository tips" in the university bulletin
- Success stories featuring high-impact deposits
- Download and citation statistics shared with authors
- Annual report highlighting achievements

Targeted Communication:

- Automated reminders to faculty about recent publications requiring deposit
- Graduation reminders to students about thesis deposit requirements
- New faculty welcome packets including repository information
- Department-specific compliance reports to department heads

Feedback Channels:

- Regular surveys of faculty and student experiences
- Suggestion box for repository improvements
- Focus groups with users and non-users
- Annual open forum for repository discussion

14.3 Communication Materials

Print Materials:

- Policy summary cards for quick reference
- Comprehensive policy document
- Discipline-specific guides
- FAQ booklets
- Posters for department display

Digital Materials:

- Website with complete policy and guidance
- Video tutorials (deposit procedures, copyright basics, etc.)
- Infographics explaining benefits and requirements
- Online FAQ with search functionality
- Email templates for common situations

Training Materials:

- PowerPoint presentations for workshops
- Hands-on exercise materials
- Copyright decision trees
- Metadata preparation checklists
- Quick-start guides

15. RELATIONSHIP TO BROADER UNIVERSITY STRATEGY

15.1 Alignment with Strategic Goals

This Institutional Repository Mandate Policy directly supports the University of Ilorin's strategic objectives:

Research Excellence:

- Increases research visibility and citation impact
- Facilitates research collaboration and knowledge exchange
- Provides infrastructure for documenting research output

- Supports evidence-based research assessment

Global Recognition:

- Enhances university performance in international rankings
- Demonstrates commitment to international best practices
- Increases global accessibility of university research
- Positions the university as a leader in African scholarly communication

Knowledge Dissemination:

- Removes barriers to accessing university research
- Enables broader societal benefit from university scholarship
- Supports lifelong learning and continuing education
- Facilitates technology transfer and innovation

Institutional Memory:

- Preserves the university's intellectual heritage
- Ensures long-term accessibility of research and scholarship
- Documents institutional research capacity and evolution
- Creates a comprehensive archive for historical research

Student Success:

- Provides visibility for graduate student research
- Creates valuable resources for current students
- Demonstrates the university's commitment to student scholarship
- Facilitates student research skill development

15.2 Integration with University Systems

The repository policy integrates with and supports:

Research Administration:

- Complements research grant management systems
- Supports funder mandate compliance
- Provides research output tracking for reporting

- Enables research impact assessment

Academic Support Services Unit:

- Integrates with thesis/dissertation submission processes
- Supports graduation clearance procedures
- Provides resources for promotion and tenure review
- Enables program assessment and accreditation

Library Services:

- Extends the library's role in scholarly communication
- Complements traditional library collections
- Provides new services for faculty and students
- Positions library as partner in research process

Communications and Marketing:

- Provides content for research highlights and news
- Demonstrates research excellence to external audiences
- Supports alumni engagement through accessible research
- Enhances institutional reputation

15.3 Continuous Improvement Commitment

The University commits to:

- Regular policy review and refinement based on experience
- Ongoing investment in repository infrastructure and services
- Professional development for repository staff
- Adaptation to evolving scholarly communication landscape
- Responsiveness to user needs and feedback
- Integration of emerging technologies and best practices

16. POLICY GOVERNANCE AND AMENDMENT

16.1 Policy Ownership and Authority

Policy Owner: University Librarian
Approving Authority: The Senate of the University of Ilorin
Operational Management: Repository Services Unit, University Library

16.2 Policy Review Schedule

16.2.1 Regular Review

This policy will be comprehensively reviewed every **three (3) years** to ensure:

- Continued alignment with the university's strategic objectives
- Incorporation of emerging best practices
- Response to technological changes
- Address implementation challenges
- Reflect evolving scholarly communication landscape

16.2.2 Annual Assessment

The University Librarian will provide an annual report to the Senate, including:

- Compliance statistics and trends
- Repository usage and impact metrics
- Implementation challenges and solutions
- Recommendations for policy adjustments
- Resource requirements and budget updates
- Comparative benchmarks with peer institutions

16.3 Amendment Process

16.3.1 Minor Amendments

Administrative Updates (procedures, contact information, formatting):

- May be made by the University Librarian
- Must be communicated to the Senate through its Chairman
- Do not require Senate approval

Examples: Updated contact information, clarified procedural details, formatting improvements

16.3.2 Substantive Amendments

Policy Changes (scope, requirements, enforcement):

- Require Senate approval
- Follow standard University policy amendment procedures
- Include consultation with affected stakeholders

Examples: Changes to deposit requirements, modified timelines, and altered enforcement mechanisms

16.3.3 Emergency Amendments

In cases of:

- Legal requirements
- Funder mandate changes
- Critical system security issues
- Other urgent circumstances

The Vice-Chancellor may approve temporary policy modifications pending Senate review at the next scheduled meeting.

16.4 Stakeholder Consultation

Policy reviews and amendment processes will include consultation with:

- Faculty representatives
- Postgraduate Student Association
- Departmental Heads
- Deans of Faculties
- Research administration
- Library staff and repository users
- External stakeholders as appropriate

16.5 Critical Success Factors

Implementation success depends on:

1. **Sustained Leadership Commitment:** Vice-Chancellor's visible, ongoing support connecting repository to 1:10:500 vision

2. **Adequate Resources:** Protected budget and stable staffing throughout implementation
3. **Excellent Support Services:** High-quality, responsive assistance making compliance effortless
4. **Effective Communication:** Clear, consistent messaging linking repository participation to institutional advancement and individual researcher benefit
5. **Flexibility and Responsiveness:** Rapid adjustment based on feedback and emerging challenges
6. **Celebration of Success:** Regular recognition, building positive momentum and demonstrating value
7. **Integration with Strategy:** Explicit connection to 1:10:500 vision in all communications and reporting
8. **Long-term Perspective:** Recognition that cultural change requires sustained effort beyond initial implementation

Enablers: Integration with promotion/tenure and graduation processes; workflow automation; recognition and incentives for high performers; multi-channel communication; and continuous improvement through feedback.

17. RELATED POLICIES AND GUIDELINES

This policy should be read in conjunction with:

- University of Ilorin Intellectual Property Policy
- University of Ilorin Research Policy
- University of Ilorin ICT Policy
- University of Ilorin Thesis and Dissertation Regulations
- University of Ilorin Intellectual Property Policy
- Nigerian Copyright Act and relevant national legislation

18. IMPLEMENTATION STRATEGY AND TIMELINE

18.1 Implementation Approach

This policy will be implemented through a **four-phase, support-first approach** over 12 months, prioritising stakeholder engagement, capacity building, and systematic barrier removal before full enforcement. Implementation directly supports the University's vision of enhanced research visibility, citation impact, and global competitiveness.

Core Principles:

- Progressive implementation with clear milestones
- Intensive support before enforcement
- Continuous feedback and adaptation
- Celebration of early adopters and success stories
- Integration with existing institutional workflows

18.2 Implementation Phases

PHASE 1: FOUNDATION (Months 1-2)

Key Activities:

- Policy development, stakeholder consultation, and Senate approval (Months 1-2)
- Technical infrastructure deployment: Handle.net, SSL certificates, ORCID integration, altimetric services (Months 3-5)
- Training materials development: videos, FAQs, guides, copyright resources
- Repository Services Unit staffing and training
- Integration with graduation clearance and student information systems

Change Management Focus: Building awareness and establishing credibility through stakeholder consultation, transparent communication about policy rationale, and demonstrating institutional investment in support infrastructure.

Success Indicators: Senate approval achieved, technical infrastructure operational, training materials complete, positive reception to policy announcement.

PHASE 2: AWARENESS AND CAPACITY BUILDING (Months 6-8)

Key Activities:

- University-wide policy launch with Vice-Chancellor's address
- Intensive training campaign: faculty workshops, graduate student orientations, department presentations
- Repository Liaison Librarian deployment to each faculty
- Comprehensive communication: newsletters, social media, posters, email campaigns
- Integration into new faculty and student orientation programs

Change Management Focus: Moving from awareness to understanding. Address common concerns directly: "too busy" (show 5–10-minute deposit time, offer mediated service), "copyright issues" (provide advisory services, demonstrate 90%+ publishers allow deposit), "doesn't help career" (share citation impact evidence), "too complicated" (hands-on training, excellent support).

Success Indicators: 70%+ faculty/students attend training or access materials, 500+ early adopter deposits, repository awareness reaches 90%, positive training satisfaction ratings (75%+).

PHASE 3: SOFT LAUNCH AND REFINEMENT (Months 9-10)

Key Activities:

- Policy becomes effective with flexible enforcement
- Mandatory thesis/dissertation deposit for all graduates (integrated into clearance)
- Intensive support period: extended consultation hours, proactive faculty outreach, rapid problem resolution
- Systematic feedback collection through surveys and focus groups
- Process refinement based on user experience
- Mediated deposit services heavily promoted

Change Management Focus: Converting understanding to action. Provide just-in-time support, rapidly address technical problems, celebrate compliance (department recognition, success stories), demonstrate responsiveness to feedback through visible improvements.

Success Indicators: 60%+ graduating students complete deposit on time, 40%+ faculty deposit within 6 months, user satisfaction 70%+, system uptime 99%+, 2,000+ deposits by phase end.

PHASE 4: FULL IMPLEMENTATION (Months 11-12)

Key Activities:

- Full enforcement mechanisms activated:
    - Degree conferral contingent on thesis deposit (strictly enforced)
    - Faculty non-compliance noted in performance reviews
    - Progressive enforcement: reminders (3, 6 months) → department head notification → performance linkage
- Compliance monitoring and reporting: monthly reports to department heads and deans
- Repository metrics integrated into: annual reports, promotion reviews, departmental assessments

- Sustained training cycles and support services
- Recognition and awards for high-performing departments and impactful deposits

Change Management Focus: Normalising compliance as institutional culture. Shift from external motivation (requirements) to internal motivation (value recognition). Celebrate success: download milestones, citation impact evidence, and international reach statistics. Build repository champions among satisfied users.

Success Indicators: 95%+ student compliance, 80%+ faculty compliance, 5,000+ new deposits, 50,000+ monthly downloads, content accessed from 150+ countries, 80%+ user satisfaction, measurable contribution to ranking metrics.

18.3 Resource Allocation

18.3.1 Staffing: Repository Manager (1 FTE), Metadata Specialists (1 FTE), Copyright/Scholarly Communication Librarian (1 FTE), Technical Support (0.5 FTE), Student Assistants (2-3 FTE), Faculty Liaison Librarians (0.25 FTE each faculty).

Note: The necessary personnel may be drawn from the existing workforce within the university library and COMSIT, with capabilities enhanced through targeted professional training and development initiatives.

18.3.2 Budget Priority Areas: Personnel (salaries, training, professional development), systems and services (Handle.net, ORCID, altimetric, software licenses), equipment (digitisation, server capacity, backup infrastructure), training and outreach (materials, workshops, campaigns).

18.3.3 Infrastructure Requirements

A. Computing Infrastructure:

Adequate server capacity for growing content (minimum 10TB initially, scalable), redundant backup systems with geographic distribution, high-speed network connectivity, SSL certificates and security infrastructure, and development/testing environment separate from production

B. Physical Infrastructure:

Dedicated workspace for Repository Services Unit staff, digitisation workstation with appropriate equipment, consultation spaces for author meetings, and secure storage for physical materials awaiting digitisation

C. Software and Systems:

DSpace repository platform (open-source, but requires hosting and customisation), Handle.net system integration, Google Analytics and reporting tools, metadata management tools, preservation and format migration tools, and integration with institutional systems (student records, HR, research administration)

18.3.4 Resource Intensity by Phase: Phase 1 (100% baseline - infrastructure investment), Phase 2 (120% - peak training/support), Phase 3 (110% - intensive support), Phase 4 (90% - sustained operations), Year 3+ (85% - operational efficiency).

18.4 Risk Management

Identified Risks and Mitigation:

a. Compliance Risks: Faculty resistance or non-compliance, inadequate awareness of requirements, competing priorities reducing attention to deposits, systematic non-compliance undermining policy effectiveness

Mitigation Strategies: Support-first approach emphasising assistance, comprehensive training and education programs, progressive enforcement with multiple intervention points, incentive structures recognising compliance

b. Legal and Copyright Risk: Unintentional copyright infringement through deposits, publisher agreement\ violations, third-party intellectual property issues and liability for unauthorised content

Mitigation Strategies: Comprehensive copyright advisory services, publisher policy database maintenance, author responsibility for verifying deposit rights, takedown procedures for problematic content, and legal counsel consultation when needed

c. Technical Risks: System failures or downtime, data loss or corruption, security breaches, and format obsolescence

Mitigation Strategies: Redundant backup systems with geographic distribution, regular system maintenance and updates, robust cybersecurity measures, preservation planning and format migration, and service level agreements for critical systems

d. Privacy and Confidentiality Risks: Inadvertent disclosure of sensitive information, human subjects research privacy violations, commercial confidentiality breaches and personal data exposure

Mitigation Strategies: Clear guidance on materials requiring access restriction, ethics review integration, redaction support services, embargo management systems and privacy impact assessments

e. Reputational Risks: Poor quality deposits damaging the university's reputation, predatory journal content association, retracted research remaining accessible and misinformation or discredited research

Mitigation Strategies: Quality standards for deposits, metadata indicating retractions or corrections, author responsibility for scholarly quality, transparent handling of problematic content and clear disclaimers about repository content scope

f. Financial Risks: Insufficient resources for implementation, unexpected costs exceeding the budget, loss of funding support over time and economic pressures reducing commitment.

Mitigation Strategies: Multi-year budget planning and allocation, core infrastructure designation, efficiency improvements and automation, leveraging open-source solutions, and partnership and resource sharing

g. Sustainability Risks: Loss of institutional commitment over time, staff turnover affecting continuity, technological obsolescence and changing scholarly communication landscape

Mitigation Strategies: Policy embedding in institutional culture, comprehensive documentation, succession planning for key roles, ongoing professional development, participation in international networks and regular policy review and adaptation

18.5 Policy Sustainability Plan

Long-term Viability Mechanisms: Permanent budget line-item allocation, core university function designation, staff position institutionalisation, infrastructure maintenance planning and continuous professional development.

Adaptation Capability: Regular environmental scanning, emerging trend monitoring, best-practice adoption, stakeholder feedback integration, and a flexible policy framework that allows refinement.

Network Participation: African repository consortium membership, international collaboration engagement, resource and expertise sharing, collective advocacy participation and innovation and learning community involvement.

19. CONCLUSION

This Institutional Repository Mandate Policy represents the University of Ilorin's commitment to maximising the visibility, accessibility, and impact of its scholarly output. By systematically capturing and disseminating university research through UILSpace, we enhance our research impact, improve our global standing, preserve our intellectual heritage, and contribute to the advancement of knowledge locally and globally.

Successful implementation requires partnership among faculty, students, administrators, and library staff. The University provides comprehensive support services to make compliance straightforward and minimally burdensome while maintaining flexibility to address legitimate concerns and special circumstances.

This policy positions the University of Ilorin as a leader in Nigerian and African scholarly communication, demonstrating our commitment to research excellence, open scholarship, and global engagement. Through systematic implementation and continuous improvement, we will build a world-class institutional repository that serves our community and enhances our institutional mission for generations to come.

20. APPENDICES

APPENDIX A: DEFINITIONS AND GLOSSARY

Accepted Manuscript (Postprint): The author's final version of a manuscript after peer review and incorporating referee comments, but before the publisher's copyediting and formatting.

Author's Original Manuscript (Preprint): The version of a manuscript submitted to a journal for peer review, before any referee comments.

COMSIT: Computer Services and Information Technology Directorate

Creative Commons License: A standardised, legally vetted license that allows authors to specify permissions for use and reuse of their works.

CREDIT: Centre for Research Development and In-House Training

Digital Object Identifier (DOI): A persistent identifier or handle used to uniquely identify objects, standardised by the International DOI Foundation.

DSpace: Open-source repository software widely used by academic institutions globally for managing and disseminating digital content.

Embargo: A temporary restriction on access to deposited materials, typically required by publisher copyright agreements.

Handle System: A comprehensive system for assigning persistent identifiers to digital objects, providing permanent URLs that remain valid even if content location changes.

Institutional Repository: A digital archive of the intellectual output of an institution, particularly a research institution, managed and maintained by that institution.

Metadata: Information describing deposited materials, including title, authors, abstract, subject, publication details, and other descriptive information that enables discovery and understanding.

OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting): A protocol enabling automated harvesting of metadata by international discovery services.

Open Access: The practice of providing unrestricted access to peer-reviewed scholarly research online, free of cost to readers.

ORCID (Open Researcher and Contributor ID): A persistent digital identifier that distinguishes researchers and contributors from one another, addressing name ambiguity problems.

Persistent Identifier: A long-lasting reference to a digital object that provides reliable linking even if the object's location changes.

Publisher Version (Version of Record): The final published version of an article with the publisher's formatting, copyediting, and layout.

Repository Deposit: The act of submitting scholarly materials to the institutional repository, including uploading files and providing metadata.

SHERPA/RoMEO: An online resource that aggregates and analyses publisher open access policies globally, helping authors understand what they can deposit in repositories.

UILSpace: University of Ilorin Space - the institutional repository of the University of Ilorin.

APPENDIX B: FREQUENTLY ASKED QUESTIONS (FAQs)

Q1: Why is the University requiring a repository deposit?

A: Repository deposit maximises the visibility, accessibility, and impact of the university's research, contributing to enhanced citations, improved rankings, broader societal benefit, and preservation of intellectual heritage. It reflects international best practices in scholarly communication.

Q2: I already published my article in a journal. Why do I need to deposit it in the repository?

A: Journal publication reaches subscribers of that journal, while repository deposit makes your work discoverable through search engines (particularly Google Scholar), international research databases, and to researchers without journal subscriptions. Studies show repository-deposited articles receive 50-100% more citations than non-deposited equivalents. The repository version complements rather than duplicates the journal publication.

Q3: Won't the repository deposit violate my publisher's copyright?

A: Most publishers (approximately 90%) explicitly permit authors to deposit some version of their work in institutional repositories. The Repository Services Unit maintains a database of publisher policies and provides copyright advisory services to help you determine exactly what you can deposit. Many publishers allow immediate deposit of accepted manuscripts, even if they require embargoes on the published version.

Q4: I signed away my copyright to the publisher. Can I still deposit?

A: Even if you transferred copyright, most publisher agreements include author rights that permit repository deposit. We can help you review your specific publisher agreement. For future publications, we encourage using author addenda to explicitly retain repository deposit rights when negotiating with publishers.

Q5: My publisher requires a 12-month embargo. What should I do?

A: Deposit your accepted manuscript immediately but set a 12-month embargo on public access. The metadata (title, authors, abstract) will be immediately visible, and full-text access will automatically activate after 12 months. This ensures you comply with your publisher agreement while still preserving your work and preparing it for future access.

Q6: How long does it take to deposit a publication?

A: For most journal articles, self-deposit takes 5-10 minutes once you're familiar with the process. If you prefer, our mediated deposit service lets you email the publication and basic information to us, and we'll handle the entire deposit process in less than 2 minutes.

Q7: What if I can't find the journal article file or don't have a digital version?

A: Contact the Repository Services Unit. We can often obtain files from publishers, locate open access versions, or assist with scanning print copies if necessary. We're here to help make deposits as easy as possible.

Q8: I'm worried about plagiarism if my thesis is openly accessible. Should I request an embargo?

A: Open access actually provides better protection against plagiarism than restricted access. Repository deposits are timestamped and permanently archived, establishing a clear priority for your work. Search engines can identify plagiarism of open-access work more easily than restricted work. However, if you plan to publish findings from your thesis, a 36-month embargo is reasonable to allow time for journal submission.

Q9: My research involves proprietary data or commercial partnerships. Do I still need to deposit?

A: Materials subject to legitimate confidentiality agreements, commercial sensitivity, or legal restrictions are exempted from the deposit requirement. You should contact the Repository Services Unit to document the exemption with appropriate justification. We understand that some research cannot be openly shared.

Q10: I have 50 publications from my career. Do I need to deposit all of them?

A: The mandatory requirement applies to all publications irrespective of the policy's effective date. Retrospective deposit significantly enhances your research visibility and citation impact. We're happy to help with bulk deposits.

Q11: What formats should I submit? I have my article in Word, PDF, and LaTeX.

A: PDF is generally preferred for final versions as it preserves formatting. However, we accept multiple formats. If you have both Word and PDF versions, submitting both provides format options for users. LaTeX source files are also valuable for preservation. Our system accepts a wide range of formats.

Q12: Can I update or correct a deposit after submission?

A: Yes. You can request updates, corrections, or additional versions at any time by contacting the Repository Services Unit. We want the repository to contain the most accurate, complete versions of your work.

Q13: What happens to my thesis after I graduate if I don't deposit it?

A: Your degree will not be conferred until the thesis deposit is completed. Deposit is integrated into graduation clearance procedures. This ensures preservation of your scholarly work and contributes to the University's research record.

Q14: I'm graduating soon. When exactly must I deposit my thesis?

A: Final approved electronic thesis must be deposited within four weeks of successful defence and before degree conferral. We recommend depositing immediately after receiving final supervisor approval to avoid delays in graduation clearance. The Repository Services Unit offers drop-in hours specifically for graduating students needing assistance. However, it is only the extended abstract that will be published immediately, while the whole version of the thesis will be published after the 36-month embargo period unless otherwise prohibited through a special request made to the University Librarian and approved by the Vice-Chancellor on behalf of the Senate.

Q15: How do I know if my deposited work is being read or cited?

A: You'll receive monthly email reports showing downloads, geographic distribution of readers, and view statistics. We also provide citation tracking assistance and altimetric indicators showing broader impact, including social media mentions and news coverage. Your author profile page displays cumulative statistics for all your deposits.

Q16: Will the repository deposit help my promotion application?

A: Yes. Repository deposits increase research visibility and citation rates, which are key criteria in promotion reviews. Additionally, the University values repository participation as evidence of commitment to knowledge dissemination. Download statistics and impact metrics from the repository can strengthen promotion applications by demonstrating research reach beyond traditional citation counts.

Q17: I published a book. Do I need to deposit the entire book?

A: For commercially published books (trade books, textbooks), a deposit is generally not required or possible due to publisher agreements. However, if you published a scholarly monograph with an academic press and retained appropriate rights, deposit is encouraged. For book chapters in edited volumes, a deposit is required following the same guidelines as journal articles. Contact us to discuss your specific situation.

Q18: What if my co-authors are from other institutions? Who deposits the article?

A: The University of Ilorin author(s) are responsible for ensuring the deposit. If multiple UNILORIN authors collaborated on a publication, any one author's deposit satisfies the requirement for all. We encourage coordination among co-authors to avoid duplicate deposits, but duplicate deposits are not problematic if they occur.

Q19: Can I deposit work I published while at another institution?

A: Yes! We encourage depositing your entire scholarly corpus regardless of institutional affiliation at the time of publication. This creates a comprehensive record of your research and maximises your research visibility. However, only work with UNILORIN affiliation is subject to the mandatory deposit requirement.

Q20: I'm concerned about research ethics. Does repository deposit require additional ethics approval?

A: No. If your research received ethics approval for publication, repository deposit does not require separate ethics approval, as it's simply another form of dissemination. However, if your research involves human subjects' data, ensure that deposited materials comply with the consent protocols used in your study. The Repository Services Unit can advise on appropriate anonymisation or redaction if needed.

Q21: What about creative works like musical compositions, artwork, or performances?

A: Creative works are strongly encouraged for deposit, though requirements vary by discipline. Visual artists might deposit images of works and exhibition catalogues. Musicians might deposit scores, recordings (with appropriate licensing), or programme notes. Performing artists might deposit videos of performances or scripts. We're happy to work with you to determine appropriate formats and materials for your creative outputs.

Q22: My article is in Yoruba/Hausa/Igbo [local language]. Should I still deposit it?

A: Absolutely! The repository welcomes scholarly work in all languages. Research in local Nigerian languages is particularly valuable for cultural preservation and accessibility to local communities. We encourage providing English abstracts for non-English publications to enhance international discoverability, but this is not required.

Q23: I'm a visiting scholar. Does this policy apply to me?

A: If you're publishing research with the University of Ilorin affiliation during your visit, we strongly encourage repository deposit to maximise visibility of collaborative work. However, the mandatory requirements may be modified based on your visiting agreement. Contact the Repository Services Unit to discuss your specific situation.

Q24: What happens if the repository system is down when my deposit deadline approaches?

A: System outages are extremely rare (99.5%+ uptime), but if genuine technical problems prevent deposit, contact the Repository Services Unit immediately. We'll document the issue and extend your deadline appropriately. We never penalise anyone for technical problems beyond their control.

Q25: Who can see my deposit during an embargo period?

A: During embargo periods, the metadata (title, authors, abstract, publication information) is publicly visible, but the full-text file is not accessible. This ensures your work is discoverable and citable, but respects publisher embargo requirements. Repository administrators can see the full-text file for management purposes. When the embargo expires, the full text automatically becomes publicly accessible.

Q26: I published in a predatory journal. Should I still deposit it?

A: The repository accepts deposits of all published scholarly work. However, we encourage you to carefully evaluate journal quality before submission. If you've already published in a questionable journal, depositing in the repository won't make the situation worse and may actually help by providing context and making your work more discoverable. For future publications, consult with the Repository Services Unit or the library and Publication Committee for guidance on reputable publication venues.

Q27: My research was funded by an external agency. Do they have special requirements?

A: Many funding agencies (such as TETFUND, international foundations, and research councils) now mandate open access to funded research outputs. Repository deposit typically satisfies these mandates. Contact the Repository Services Unit with your funding agreement, and we'll help ensure compliance with any specific funder requirements, including timing, version, and licensing specifications.

Q28: Can I deposit a manuscript that's under review but not yet accepted?

A: Yes! Depositing preprints (submitted manuscripts before peer review) is encouraged and increasingly common in many disciplines. Preprints establish priority for your ideas, increase visibility during the review process, and may actually help your work get accepted by demonstrating interest. However, check your target journal's preprint policy first, as a small number of journals don't accept previously posted manuscripts.

Q29: I made a mistake in my deposited manuscript. How can I fix it?

A: Contact the Repository Services Unit immediately. For minor errors (typos, formatting issues), we can update the file. For significant scholarly errors, you might deposit a corrected version with a notation of the correction or add an erratum document. We want the repository to contain accurate, reliable information and will work with you to make necessary corrections.

Q30: What if I disagree with a peer reviewer and want to deposit my original version as well as the published version?

A: The repository can accommodate multiple versions of the same work. You might deposit both your original submitted manuscript (preprint) and the final accepted manuscript (postprint) with notes explaining the different versions. This can be particularly valuable when reviewer-mandated changes significantly alter your argument or findings. However, ensure you're not violating publisher agreements when depositing multiple versions.

Q31: I'm about to retire. What happens to my repository deposits?

A: Your repository deposits remain permanently accessible and continue to be associated with your name and UNILORIN affiliation. Many retired faculty actually increase their repository activity post-retirement, depositing historical publications and materials they didn't have time for during

their active careers. We encourage emeriti faculty to continue depositing and to help us identify valuable historical materials for retrospective digitisation.

Q32: Can I deposit teaching materials like lecture notes or course syllabi?

A: Yes! While not mandatory, teaching materials are valuable resources that other educators can learn from. Many faculty deposit syllabi, lecture slides, laboratory manuals, and other teaching resources. You can choose appropriate Creative Commons licenses that specify how others may use your materials. Some faculty find that openly sharing teaching materials leads to invitations to speak, consult, or collaborate.

Q33: I invented something and we're applying for a patent. Can I deposit the related research?

A: DO NOT deposit any materials related to patent applications until the patent is granted. Public disclosure before patent filing can jeopardise patent rights. Once the patent is granted, you can and should deposit the patent documentation and any related publications. Coordinate with the Laboratory to Product Centre regarding timing. This is one of the legitimate exemptions from immediate deposit requirements.

Q34: My article includes data tables and statistical analysis. Should I deposit the underlying data as well?

A: Increasingly, best practice involves depositing research data alongside publications. If your data can be shared ethically and legally (no privacy concerns, no confidentiality restrictions), we encourage deposit. We can help you prepare data documentation, choose appropriate formats, and apply proper licenses. Many funding agencies and journals now require data sharing, so repository data deposit may satisfy multiple requirements simultaneously.

Q35: I'm collaborating with researchers at other institutions in Nigeria and abroad. How does this affect deposit requirements?

A: As a UNILORIN author, you're required to ensure deposit regardless of co-author affiliations. Your co-authors may also deposit the same article in their institutional repositories - this is normal and beneficial, increasing overall accessibility. If coordinating with co-authors, one deposit with UNILORIN affiliation properly noted satisfies your requirement. International collaborations with repository deposits demonstrate global research engagement and help ranking metrics.

Q36: I published a literature review or systematic review. Is that considered "research" for deposit purposes?

A: Absolutely! Literature reviews, systematic reviews, meta-analyses, and other synthesis publications are valuable scholarly contributions that should be deposited. These works are often highly cited and broadly useful to other researchers. They represent substantial scholarly effort and intellectual contribution worthy of preservation and dissemination.

Q37: My research involves human subjects, and I obtained ethical approval. Does the repository deposit need a separate ethics review?

A: No separate ethics review is needed for repository deposit. The ethics approval you obtained for publication covers repository dissemination, which is simply another form of making your research publicly available. However, ensure your deposited materials comply with your original consent protocols - don't include identifying information if your consent forms didn't cover public data sharing. The Repository Services Unit can advise on appropriate redaction if needed.

Q38: What about conference abstracts? Are those significant enough to deposit?

A: Conference abstracts are welcome but not mandatory. If the abstract was published in conference proceedings, it should be deposited following the same guidelines as other publications. For abstracts that were only presented orally or on posters, deposit is encouraged but optional. Many researchers find that depositing presentation slides or posters from conferences increases visibility and demonstrates active research engagement.

Q39: I'm a medical researcher with clinical trial data. What are the special considerations?

A: Clinical research has special considerations regarding patient privacy, regulatory compliance, and trial registration requirements. You should deposit publications from clinical trials following standard procedures but be especially careful about ensuring complete de-identification of any case studies or patient data. Many clinical trials now require data sharing plans - repository deposit can satisfy these requirements with appropriate de-identification and documentation. Consult with both the Repository Services Unit and the University Research Ethics Committee for guidance.

Q40: I've been publishing for 20 years and have over 100 publications. Is there an easy way to do bulk deposits?

A: Yes! The Repository Services Unit offers bulk/batch deposit services specifically for this situation. You can provide a list of your publications with basic information, and we'll systematically deposit them on your behalf. We can often harvest metadata and even full-text from various sources to minimise your effort. Many faculty have successfully deposited decades of work through our mediated bulk deposit service over a few weeks with minimal time investment on their part.

Q41: I published my research in a subscription journal, but I see it's available on ResearchGate or Academia.edu. Can I just point people there instead of depositing in UILSpace?

A: While academic social networks like ResearchGate and Academia.edu are useful for networking, they don't substitute for institutional repository deposit for several important reasons: (1) These platforms are commercial companies that could change policies, start charging fees, or even cease operations; (2) They don't provide the same preservation guarantees; (3) They may actually be hosting copyrighted versions illegally; (4) Institutional repository deposit with proper

metadata contributes to university rankings and research metrics in ways that social network sites don't. We encourage using both - deposit in UILSpace for permanent preservation and university benefit, and also share on social networks for immediate networking value.

Q42: My department has its own website where we post faculty publications. Do I still need to deposit in the repository?

A: Yes. Departmental websites are valuable but don't provide the same benefits as repository deposit: (1) Departmental websites often disappear during website redesigns or when webmasters change; (2) They typically lack proper metadata for discovery by search engines; (3) Content isn't systematically preserved or backed up; (4) They don't integrate with international research discovery systems; (5) They don't contribute to university-wide metrics for rankings. The repository provides permanent, professionally managed preservation that departmental websites cannot match. By all means, maintain departmental websites, but also deposit them in UILSpace for permanent preservation and maximum discoverability.

Q43: I'm worried about my work being stolen or used without attribution. Won't open access make this more likely?

A: This is a common concern, but evidence suggests the opposite. Open access actually provides better protection: (1) Repository deposits are permanently timestamped and archived, establishing clear priority and ownership; (2) Plagiarism detection software can only catch copying of openly accessible work - it can't detect copying of restricted access work; (3) Wide dissemination means more people are familiar with your work and can identify misappropriation; (4) Legal documentation of publication dates is clearer with permanent repository records. If anything, restricted access makes it easier for your work to be copied without detection. Open access increases both your visibility and your protection.

Q44: I published an op-ed or popular article in a newspaper. Should I deposit that?

A: Popular writing and public engagement outputs are welcome in the repository, though not mandatory like peer-reviewed research. Op-eds, newspaper articles, blog posts for scholarly blogs, and other public intellectual work demonstrate research impact and engagement beyond academia. These materials are increasingly valued in comprehensive research assessment. We encourage depositing these items, particularly when they relate to your research expertise and demonstrate knowledge translation to broader audiences.

Q45: My research challenges government policy or addresses controversial issues. Could a repository deposit create problems?

A: Academic freedom includes the right to publish research that may be politically sensitive or challenge established policies. The repository operates under the same academic freedom principles as traditional publication. Depositing in the repository doesn't create additional risk beyond the original publication. In fact, repository preservation ensures your research remains

accessible even if the original publisher faces pressure. The University supports scholarly inquiry and protects academic freedom as fundamental principles. However, if you have specific security concerns, contact the University Librarian to discuss appropriate measures.

Q46: I'm an undergraduate completing my final year project. Why does the repository want my project when it's just a learning exercise?

A: Your undergraduate project represents original research and contributes to the University's scholarly output. Many undergraduate projects include original data collection, analysis, and insights that could be valuable to future students or other researchers. Repository deposit: (1) Preserves your work permanently as part of your academic record; (2) Allows future students to learn from and build on your methodology; (3) Provides you with a permanent, citable record of your early scholarly work; (4) Demonstrates the University's comprehensive research culture; (5) May help you if you apply for graduate programs or jobs, as you can point to your deposited work. Your project may be more significant than you realise!

Q47: I translate research from other languages into English or translate my own research into other languages. Should I deposit translations?

A: Yes! Translations expand research accessibility and are valuable scholarly contributions. You should deposit translations along with information about the original work. If you've translated someone else's work, ensure you have appropriate permissions. If you've translated your own work into another language, depositing both versions in the repository is excellent practice as it serves different linguistic communities. Multilingual research access is particularly valuable for Nigerian and African scholarship.

Q48: My article was rejected by several journals before being accepted. Should I deposit the rejected versions too?

A: No, deposit only the version that was ultimately accepted for publication (or the final published version if the publisher permits). Earlier rejected versions typically contain errors or weaknesses identified by reviewers and don't represent your best work. However, if a rejected manuscript contains substantially different content or arguments from what was eventually published, you might consider depositing both with a clear notation of their relationship - but this is unusual and optional.

Q49: I discovered an error in my published research. How should I handle this in the repository?

A: Research integrity requires acknowledging and correcting errors. Options include: (1) Deposit a corrected version with a note explaining the correction; (2) Deposit a formal erratum or corrigendum document alongside the original; (3) If the error is significant enough to invalidate findings, consider a retraction notice. The Repository Services Unit will work with you to handle

the situation appropriately while maintaining transparency and integrity. Honest acknowledgement of errors actually enhances rather than damages scholarly reputation.

Q50: Can I see statistics on how many times my work has been downloaded and from where?

A: Yes! You'll receive automated monthly email reports showing: (1) Download counts for each deposited item; (2) Geographic distribution of downloads (which countries); (3) Referral sources (how people found your work); (4) Trend data over time; (5) Comparisons with departmental and university averages. You can also access real-time statistics through your author profile page. These statistics are increasingly useful for promotion applications, grant proposals, and demonstrating research impact. Many faculty find these metrics motivating and use them to identify unexpected audiences for their work.

Q51: I supervise many graduate students. Is there a way to see all my students' theses in one place?

A: Yes! The repository can create supervisor profile pages that automatically aggregate all the theses you've supervised. This provides a convenient way to showcase your mentoring contributions and makes it easy to share your students' work with colleagues, prospective students, or funding agencies. Many supervisors include links to their repository supervisor pages in their CVs or personal websites to demonstrate their graduate training track record.

Q52: My research group has a multi-year project with many publications. Can we create a collection for our project?

A: Absolutely! The Repository Services Unit can create special collections for research projects, centres, labs, or thematic areas. Collections provide a curated showcase for related work and make it easy for interested researchers to find all outputs from a project. This is particularly useful for funded projects, interdisciplinary initiatives, or established research groups. Collections can include publications, data, technical reports, and other outputs, providing a comprehensive project archive.

Q53: I'm concerned about version control. If I deposit my accepted manuscript and the publisher later changes something, what happens?

A: Repository deposits are versioned and timestamped. The version you deposit is permanently preserved as-is, even if the publisher's final version differs slightly. This is actually advantageous - it provides documentation of your original work before editorial changes. If significant differences exist between your deposited version and the publisher's final version, you can deposit both with appropriate notation. The repository maintains the integrity of deposited versions and doesn't change them based on later publisher modifications.

Q54: What happens to repository deposits if I leave the university to take a position elsewhere?

A: Your repository deposits remain permanently accessible and continue to be associated with your UNILORIN affiliation for work conducted here. This is appropriate as the research was conducted while you were affiliated with the University. Many researchers have publications affiliated with multiple institutions throughout their careers, reflecting their academic trajectory. Your UNILORIN repository deposits remain part of the University's permanent scholarly record and continue to contribute to institutional research metrics. They also provide a permanent record of your scholarly productivity during your time here, which can be valuable for your own documentation.

Q55: I've heard about "green" and "gold" open access. What do these terms mean and which one is the repository?

A: These terms describe different open access approaches:

- **Gold Open-Access:** Publishing in open-access journals where articles are immediately freely available on the publisher's website. Usually involves article processing charges (APCs) paid by authors or institutions.
- **Green Open-Access:** Authors deposit copies of their publications in institutional repositories like UILSpace, even when published in subscription journals. No author fees involved.
- **Hybrid:** Some subscription journals offer authors the option to pay fees to make individual articles open access.

UILSpace provides green open access - free to authors, free to readers. This complements gold open-access publishing. If you publish in a gold open-access journal, you should still deposit in the repository for permanent preservation and university documentation. Many researchers use both routes - publishing gold open-access when funding permits and repository deposit for all other publications.

Q56: My research includes photographs, videos, or audio recordings. Can I deposit multimedia materials?

A: Yes! The repository accepts various multimedia formats, including images (JPEG, PNG, TIFF), videos (MP4, WebM), and audio (MP3, WAV). Multimedia materials might include: research documentation, recorded interviews (with appropriate consent), performance recordings, field observations, ethnographic materials, architectural documentation, or artistic works. We can advise on appropriate formats, file sizes, metadata, and permissions. Multimedia deposits are particularly valuable for fields like performing arts, anthropology, architecture, linguistics, and creative disciplines.

Q57: I worry that depositing my thesis will prevent me from publishing articles from it later. Is this true?

A: Generally, no. Most journals recognise that thesis deposit is a degree requirement distinct from prior publication. Key points: (1) Many journals explicitly state that thesis deposit doesn't constitute prior publication; (2) A thesis embargo (typically maximum of 36 months) has been put in place by the university to allow time for article submission; (3) Articles developed from theses typically involve substantial revision and reformulation, making them sufficiently different from the thesis; (4) Increasingly, journals expect underlying data and comprehensive methods to be available, which your thesis provides. If concerned about a specific journal, check their policy on theses or contact the editor. The Repository Services Unit can help you research journal policies.

Q58: Can I remove my deposit from the repository if I change my mind later?

A: This is possible but discouraged, as it undermines the repository's preservation mission and may break citations. Legitimate reasons for removal include: (1) Copyright violation discovered after deposit; (2) Privacy or ethical concerns requiring content removal; (3) Legal requirements or court orders; (4) Retraction of the underlying publication. Removal requests are reviewed case-by-case basis by the University Librarian. If the issue is a simple error or desire to update, we prefer replacing the deposit with a corrected version rather than removing it entirely. Remember that once research is publicly available (whether in journals, repositories, or elsewhere), it can never be completely erased from the internet, so think carefully before initial deposit.

Q59: My field moves very quickly, and my research becomes outdated rapidly. Is there still value in repository deposit?

A: Even in fast-moving fields, repository deposit provides value: (1) Historical documentation of field development is important for later scholars; (2) Methods and approaches may remain valuable even when specific findings are superseded; (3) Negative results and failed approaches help prevent duplication; (4) Your work establishes priority and documents your contributions; (5) Teaching and learning benefit from access to the evolution of knowledge; (6) Some readers are accessing research years or decades after publication. Fields like computer science, medicine, and technology change rapidly, yet repository deposits from early periods remain heavily accessed and cited.

Q60: I published in a journal that later became predatory or was delisted from indexes. Should I remove my deposit?

A: No, keep the deposit. Repository preservation ensures your scholarly work remains accessible even if the original publication venue becomes problematic. You might add metadata noting concerns about the journal if appropriate. The repository preserves your scholarly contribution independent of the journal's reputation. If you've published in a questionable venue, the best

response is to publish your next work in more reputable venues, not to hide previous work. The repository provides a neutral, permanent home for your scholarship regardless of publication venue.

Q61: I'm a non-academic librarian/administrator/professional staff member, not an academic. Does this policy apply to me?

A: The mandatory policy primarily targets academic and research staff with formal research responsibilities. However, non-academic librarians, administrators, and professional staff who conduct research and publish scholarly work are strongly encouraged to deposit their publications. Many professional staff members produce valuable research in areas like educational administration, library science, information technology, student affairs, and other fields. Repository deposit is open to all University community members, and we encourage broad participation beyond the mandatory requirement.

Q62: How long does the university commit to maintaining the repository? What if funding is cut?

A: The repository is considered core infrastructure for research and scholarly communication, not an optional project. The University commits to permanent maintenance as part of its scholarly mission. Repository content is backed up in multiple locations with geographic redundancy. In the unlikely event that UILSpace could not be maintained locally, content would be migrated to another system or preservation network rather than being deleted. Institutional repositories enjoy strong national and international support networks that would assist with preservation even in worst-case scenarios. Your deposits are safer in a professionally managed repository than on personal websites or departmental servers.

Q63: My English is not perfect. Will my writing be corrected or edited before the deposit?

A: The repository deposits your work as submitted without content editing. We are not copy editors and don't modify scholarly content. However, if your deposit contains obvious language errors that might embarrass you or undermine understanding, we may contact you to suggest revision before making it publicly accessible. Many authors have manuscripts professionally edited before publication - if you're concerned about language quality, you might seek editorial assistance before depositing. What matters most is the quality of your scholarship and ideas, not perfect grammar.

Q64: Can I deposit my PhD thesis by publication (compilation thesis with papers rather than a monograph)?

A: Yes. For these by publication, deposit the complete thesis document (which typically includes an introduction, synthesis chapters, and copies of published papers). You should also deposit the individual papers as separate items if you haven't already, noting their relationship to the thesis. This provides both the integrated thesis narrative and the individual papers for separate discovery and citation.

Q65: I'm working on a book manuscript. Should I deposit chapter drafts as I write them?

A: This depends on your publisher agreement and scholarly norms in your field. For manuscript-in-progress: (1) Some authors deposit working papers or book chapters as preprints to get feedback and establish priority; (2) Others prefer to wait until the complete manuscript is finished; (3) Most book publishers require that manuscripts not be previously published elsewhere, which might preclude depositing complete chapters. We recommend consulting with your publisher and the Repository Services Unit about appropriate timing and materials for deposit. Often, you can deposit after book publication under green open access terms.

Q66: My research received media attention. Should I deposit press coverage along with the research publication?

A: Great question! Press coverage represents a broader impact and is valuable to document. You might: (1) Add links to press coverage in the metadata of your research publication deposit; (2) Deposit press releases if you issued them; (3) Save and deposit newspaper articles or media coverage as PDF if you have permission. We're developing altimetric tracking that will automatically capture some media mentions, but manually documenting significant coverage ensures it's permanently associated with your work. Media attention demonstrates research impact beyond academic citations and strengthens your scholarly profile.

Q67: I collaborate with industry partners. What if our research agreement includes confidentiality provisions?

A: Research subject to confidentiality or non-disclosure agreements is specifically exempt from the repository deposit mandate. You should document the exemption by notifying the Repository Services Unit with basic information (who funded the research, why it can't be deposited, expected confidentiality period). If confidentiality is temporary (e.g., until patent filing or commercial launch), you can deposit with an extended embargo that releases content when confidentiality expires. Balance commercial obligations with scholarly communication goals by depositing what you can when you can.

Q68: I have datasets from my research. What format should I use for the deposit?

A: Preferred data formats prioritize openness and longevity: (1) CSV for tabular data rather than Excel; (2) Plain text or XML rather than proprietary formats; (3) Open formats for specialized data types (GeoJSON for geographic data, NetCDF for scientific arrays, etc.); (4) Include comprehensive documentation (readme files, codebooks, data dictionaries); (5) Use standard metadata schemas appropriate to your discipline. The Repository Services Unit can advise on appropriate formats and help with data preparation. Well-documented, openly formatted data has much greater reuse value than proprietary formats.

Q69: What if I want to deposit historical materials from long-ago research that was never published?

A: Unpublished historical research can be very valuable! Grey literature (unpublished research, technical reports, working papers) often contains valuable information not available elsewhere. If you have unpublished research you'd like to preserve and share, we encourage deposit. Include a clear notation that it's unpublished and contextualise its status. Some unpublished work becomes valuable years later as historical documentation of research approaches or preliminary findings that informed later published work.

Q70: Can I deposit grant proposals, especially successful ones that might help others?

A: Successful grant proposals are valuable resources that help less experienced researchers understand what funders value. You can deposit grant proposals after: (1) Checking with the funding agency about any restrictions; (2) Redacting confidential budget details if necessary; (3) Noting that it's a funded proposal and providing grant details. Many researchers have found that sharing their successful proposals helps build collaborative networks and demonstrates their grant-getting track record. Failed proposals generally shouldn't be deposited unless they contain methodological or theoretical value worth preserving.

Q75: I'm an early-career researcher competing for jobs and promotions. How can repository deposits help my career?

A: Repository deposits benefit early career researchers particularly strongly: (1) Increased citations from enhanced accessibility can establish your emerging reputation; (2) Download statistics provide evidence of impact beyond citations; (3) Comprehensive deposit record demonstrates productivity and scholarly engagement; (4) Repository author pages serve as professional portfolio showcasing complete body of work; (5) Open access demonstrates commitment to modern scholarly communication values; (6) Geographic distribution of downloads shows international reach; (7) Early repository adoption positions you as forward-thinking scholar. Many hiring committees and promotion reviewers now explicitly value open access participation and digital scholarship footprint.

Q76: Our department uses a specific citation style (APA, MLA, Chicago). Does the repository require a particular citation format?

A: The repository doesn't dictate citation style for your deposited work—use whatever style is appropriate for your discipline or required by your publisher. However, when providing metadata about your work (title, authors, publication details), please be accurate and complete. The repository will generate standardised citations in multiple formats that users can copy when citing your work.

Q77: I'm publishing in a Nigerian journal that isn't indexed internationally. Will repository deposit help increase its visibility?

A: Absolutely! Repository deposit is particularly valuable for research published in local or regional journals with limited international reach. By depositing in UILSpace, your work becomes discoverable through Google Scholar and other international search engines, dramatically increasing visibility beyond the journal's normal readership. This helps elevate both your work and Nigerian scholarship generally on the global stage.

Q78: My research was conducted in collaboration with a community organisation. Do they need to approve the repository deposit?

A: If your research agreement with the community organisation includes any confidentiality provisions or requires their approval for dissemination, yes, you should obtain their consent before depositing. However, most community-based research is intended for public benefit, and a deposit would be appropriate. If you're uncertain, consult with the Repository Services Unit and provide relevant documentation from your research agreement. We can help you determine the appropriate approach.

Q79: I received a Senate Research Grant. Does this affect my deposit requirements?

A: Internal university research grants like the Senate Research Grant don't typically impose additional requirements beyond this policy, but you should check your specific grant agreement. Repository deposit actually helps demonstrate the impact and value of internally funded research, strengthening future grant applications. CREDIT may request repository links when reporting on grant outcomes.

Q80: Can I deposit my inaugural lecture even if it hasn't been formally published as a monograph yet?

A: Yes! Inaugural lectures should be deposited within one month of delivery according to this policy (Section 5.1.3). You can deposit your lecture text, presentation slides, or video recording if available. The Library and Publications Committee will coordinate this process. Later, if a formal monograph is published, you can deposit that as well, noting its relationship to the original lecture.

Q81: I'm supervising an interdisciplinary thesis that spans multiple departments. Which department's repository liaison should the student work with?

A: The student should work with the repository liaison from their home department (the department granting the degree). However, the thesis metadata can indicate its interdisciplinary nature and list relevant subject classifications from all applicable fields. This ensures the work is discoverable by researchers in all relevant disciplines. The Repository Services Unit can help with appropriate cross-disciplinary metadata.

Q82: My research uses proprietary software or specialised equipment. Should I include information about these tools in my deposit?

A: Yes, please include comprehensive methodological information in your deposit, including software versions, equipment specifications, and analytical procedures. This information can go in methods sections, appendices, or separate documentation files. Transparency about tools and methods is increasingly important for research reproducibility and helps other researchers understand and potentially replicate your work, even if they don't have access to identical tools.

Q83: I'm a postdoctoral researcher. Am I covered by this policy?

A: Yes, all full-time research staff, including postdoctoral researchers, are covered by this policy (Section 4.2). You should deposit all eligible research outputs produced during your time at the University of Ilorin with UNILORIN affiliation. Your repository deposits create a valuable record of your scholarly productivity that can strengthen future job applications and demonstrate your research impact.

Q84: Can I deposit research that was partially funded by industry but doesn't have confidentiality restrictions?

A: Yes! If your industry-funded research doesn't have confidentiality restrictions preventing dissemination, you should deposit it like any other research. Industry funding doesn't automatically preclude open access. In fact, many companies appreciate the increased visibility that repository deposit provides for collaborative research. Just verify that your funding agreement doesn't restrict deposits, and you're good to proceed.

Q85: I published a case study involving my professional practice. Does it qualify as research requiring a deposit?

A: Yes, scholarly case studies analysing professional practice are valuable research contributions that should be deposited. Whether in education, medicine, law, business, architecture, or other professional fields, well-documented case studies contribute to professional knowledge and should be preserved and shared. Ensure that any confidential client or patient information is appropriately anonymised before deposit.

Q86: Our research centre has been producing an annual report. Should these be deposited in the repository?

A: Yes! Research centre annual reports are valuable documentation of institutional research activity and should be deposited. These reports often contain preliminary findings, progress updates on long-term projects, and summaries of centre activities that provide context for understanding your research program. Depositing them ensures they're preserved and accessible to stakeholders, funders, and interested researchers.

Q87: I'm writing a textbook based on my research and teaching. Should I deposit anything related to it?

A: Commercial textbooks themselves typically cannot be deposited due to publisher agreements. However, you might deposit: (1) Any research articles or papers that informed the textbook; (2) Supplementary teaching materials you've created (with appropriate Creative Commons licensing); (3) Datasets or case studies used in the textbook that you have rights to share. These deposits can actually help promote your textbook by demonstrating your expertise.

Q88: My thesis supervisor left the university. Who approves my thesis deposit now?

A: If your original supervisor has left the university, your current acting supervisor or the Head of your Department should approve your thesis deposit. The Dean of Postgraduate School can provide guidance if there's uncertainty about the approval chain. The important thing is that an appropriate senior academic who is familiar with your work verifies that the deposited version is the final approved thesis.

Q89: I have a chapter in an edited volume where different chapters have different authors. How do I handle copyright?

A: For contributed chapters in edited volumes, you typically retain more rights than for journal articles. Check your contributor agreement with the publisher. Most publishers allow chapter authors to deposit their individual chapters in institutional repositories, even if the full book cannot be deposited. The Repository Services Unit can help you verify the specific publisher's policy for edited volumes and guide you on depositing your chapter appropriately.

Q90: Can departments create collections showcasing their research strengths for promotional purposes?

A: Absolutely! The Repository Services Unit can work with departments to create curated collections highlighting specific research themes, centres of excellence, or departmental strengths. These collections are excellent for: (1) Showcasing departmental expertise to prospective students and collaborators; (2) demonstrating research capacity for accreditation reviews; (3) promoting the department's work in specific areas. Contact the Repository Services Unit to discuss creating a departmental collection.

Q91: I presented at an international conference, but the proceedings won't be published. Should I deposit my presentation?

A: Yes! Conference presentations without published proceedings are strongly encouraged for deposit (Section 4.1.2). You can deposit your presentation slides, poster, or abstract. This documents your scholarly activity, makes your work discoverable to people interested in the topic, and provides evidence of conference participation for your CV and promotion applications. Many valuable research findings are first presented at conferences and never appear elsewhere.

Q92: My research involves mathematical proofs or theoretical work with no empirical data. What should I deposit?

A: Theoretical and mathematical research should be deposited just like empirical research. Deposit your published papers, working papers, or technical reports containing your theoretical contributions, proofs, models, or analyses. Theoretical work is a vital part of scholarly output and deserves preservation and dissemination. The format might be primarily text and equations rather than data, but it's equally valuable to the repository and the scholarly community.

Q93: I'm collaborating with researchers in other African countries. How does this affect the repository deposit?

A: African collaborations are wonderful and strongly supported! As a UNILORIN author, you should ensure the work is deposited in UILSpace. Your collaborators may also deposit the same work in their institutional repositories—this is beneficial, not problematic. Multiple deposits across African institutions increase the visibility of African research and demonstrate the strength of intra-African scholarly collaboration, which is valuable for ranking metrics and research reputation.

Q94: Can I deposit the software code I developed for my research?

A: Yes! Research software and code are increasingly recognised as important scholarly outputs. You can deposit: (1) Source code with appropriate documentation; (2) User manuals or technical documentation; (3) Sample datasets for testing the software; (4) Publications describing the software. Consider adding an appropriate open-source license (MIT, GPL, Apache, etc.) to clarify how others may use your code. The Repository Services Unit can advise on software deposit best practices.

Q95: My published article has supplementary materials (additional figures, extended data tables). Should I deposit these separately?

A: Yes! Supplementary materials should definitely be deposited along with your article. They can be: (1) Included as additional files attached to the same repository record as your article; (2) Deposited as separate items with clear links to the main article. A comprehensive deposit of all components ensures that readers have access to the complete scholarly work, not just the abbreviated version in the published article.

Q96: I'm concerned about predatory conferences. If I presented at a conference that turned out to be questionable, should I still deposit?

A: This is a judgment call. If the conference turned out to be predatory, but your research and presentation were legitimate scholarly work, you can deposit your presentation materials with appropriate context. However, you might: (1) Not highlight the conference name prominently if it's known to be predatory; (2) Focus on depositing the scholarly content rather than emphasising conference participation; (3) Learn from the experience and be more selective about future

conferences. The repository preserves your scholarly contribution independent of the venue's reputation.

Q97: Can I deposit interview transcripts or field notes from my qualitative research?

A: This depends on your research ethics approval and consent protocols. If your participants consented to their anonymised data being made publicly available, and if sharing won't compromise confidentiality, you can deposit appropriately anonymised transcripts or field notes. This supports research transparency and allows other scholars to understand your analytical process. However, if your consent forms didn't cover public data sharing, you should not deposit raw qualitative data. Consult with the Repository Services Unit and the Research Ethics Committee if you're uncertain.

Q98: I'm on sabbatical at another institution. If I publish while on sabbatical, what affiliation should I use?

A: This depends on your sabbatical arrangement. If you're on paid sabbatical from UNILORIN, you should maintain UNILORIN as your primary affiliation even if you add the host institution as a secondary affiliation. Publications from the sabbatical with UNILORIN affiliation should be deposited in UILSpace. If you publish with dual affiliations, both institutions may include the work in their repositories. Check your sabbatical agreement for any specific guidance on publications and affiliations.

Q99: My thesis has multiple volumes or parts. How should I deposit it?

A: For multi-volume theses: (1) You can deposit all volumes as separate files within a single repository record, clearly labelled (Volume 1, Volume 2, etc.); (2) Or create separate repository records for each volume with clear notation of their relationship. The Repository Services Unit can advise on the best approach for your specific situation. Include comprehensive metadata that makes clear the thesis is multi-volume and helps users understand how the parts relate to each other.

Q100: How does the repository support the university's ranking vision, and how does my individual participation contribute?

A: The repository directly supports ranking vision by: (1) Increasing research visibility in global ranking algorithms; (2) Improving citation metrics that heavily influence rankings; (3) Demonstrating research productivity and quality; (4) Enhancing international collaboration visibility; (5) Providing evidence of research impact beyond traditional measures. Your individual participation matters because rankings assess institutional-level metrics that aggregate from individual researchers. Every publication you deposit makes UNILORIN research more discoverable globally, increases citation potential, and contributes measurably to the collective metrics that determine our ranking position. You're not just complying with policy-you're directly

contributing to institutional transformation and our ascent to a topmost university in Nigeria, one of the top 10 in Africa, and top 500 globally.