RePol

Repository Policy Generator

Branko Marović & Vasilije Rajović
University of Belgrade Computer Centre

Milica Ševkušić
Institute of Technical Sciences of SASA
NI4OS-Europe

- Name: National Initiatives for Open Science in Europe
- Acronym: NI4OS-Europe (pronounced “NIFOS”)
- Call: INFRAEOSC-05 (b) Coordination of EOSC-relevant national initiatives across Europe and support to prospective EOSC service providers - Research and Innovation Actions
- Grant number: 857645
- Amount of EC funding €5,599,475
- 22 Partners from 15 countries
Why policies matter

- Repository policy informs users (humans and machines) about the principles of operation, rights, roles and responsibilities, uses and reuse, etc.
- It helps the provider determine the processes that need to be implemented and operational aspects to be covered
- Role in building trust in infrastructure
- Required in certification frameworks (e.g. Core Trust Seal)
- Required in the EOSC onboarding process
Repository policy concerns

- Repository owner must align with expectations of their stakeholders, users and the wider community
- Owner’s goals, resources, approaches and platforms determine what can and will be done and strongly influence the policy
- The policy decisions are reflected in deposited content and implementation of repository-related processes
- As it describes the repository and its content in general, the policy is closely related to repository metadata (OAI-PMH, EOSC Profiles…)}
Problems

- Many repositories lack policies
- Aggregators require technical standards to be met, but policies are not mandatory
- It is difficult for repository owners and managers to envisage all aspects that should be covered
- Templates and guidelines are provided by OpenDOAR (https://v2.sherpa.ac.uk/opendoar/policytool/) but requirements are growing.
Our goals for RePol

- Simple choice-based creation of repository policies
- Policies can be updated to reflect new choices
- Easy to edit templates to reflect new expectations and conventions
- Ability to split data into several forms
- Ability to create several documents from the same data
- Ability to create XML and JSON files with data and choices
- Ultimate privacy – user and policy data are not saved and there are no user accounts
What are other service-related documents?

- Terms of Use (ToU) – terse legal text, usually not produced for repositories; regulates (commercial) service users' access and behaviour, service elements provided, copyright, IPR, use of data, liability…
- Acceptable Use Policy (AUP) aimed at users, to reduce the potential for their legal action, guidelines to stimulate intended behaviour and service use, describe monitoring and moderation, outline consequences and sanctions
- IP Policy – mainly about ownership, and licensing of service elements, but not about content IPR
- Privacy Notice – to all users of service and to ensure legal compliance (GDPR); what service warrants to users in terms of protection of privacy, PII (personally identifiable information) and other related user data
- End-User License Agreement (EULA) and software license – for software products, not services (but individual items in repositories may be software)

For now, we stick to repository policy!

- It provides key information for most stakeholders including end users
- In addition to its section on privacy, a separate Privacy Notice may be needed!
# Policy elements

<table>
<thead>
<tr>
<th>OpenDOAR</th>
<th>RePol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata policy (access rights and permissions for information describing items in the repository, and the minimum metadata requirements)</td>
<td>Preamble + Designated community (adopted from CTS)</td>
</tr>
<tr>
<td>Data policy (access rights and (re-)use permissions for full-text and other full data items)</td>
<td>Metadata policy</td>
</tr>
<tr>
<td>Content policy (stating the types and versions of documents and datasets held)</td>
<td>Data policy</td>
</tr>
<tr>
<td>Submission policy (eligible depositors, quality control and copyright statements)</td>
<td>Content policy</td>
</tr>
<tr>
<td>Privacy policy (also mentioning third-party applications)</td>
<td>Submission policy</td>
</tr>
<tr>
<td>Preservation policy (long-term retention, migration, and withdrawal protocols)</td>
<td>Privacy policy</td>
</tr>
<tr>
<td>Curation policy (adopted from CTS)</td>
<td>Curation policy (adopted from CTS)</td>
</tr>
<tr>
<td>Harvesting policy (suggested by CORE)</td>
<td>Harvesting policy (suggested by CORE)</td>
</tr>
</tbody>
</table>
RePol

- Modular structure
- Free to use and open-source
- Service: https://repol.ni4os.eu/
- Code: https://github.com/RestlessDevil/RePol/
- License: EUPL (European Union Public License, Version 1.2 or later, EUPL-1.2-or-later)
## Repository Policy Generator

**Creation of customised repository policies**

**Data Download/Upload**

- Download the data entered into above forms
- If you wish to edit an existing policy generated using RePol, upload the previously generated document or a standalone XML

**Usage**

A trustworthy repository should have a transparent policy, informing users about the roles, responsibilities, rights and procedures aimed at ensuring that their deposited data are preserved and disseminated in line with the FAIR principles. RePol uses a lightweight online form to guide you through the process of defining a repository policy. By choosing options in the form, you choose sets of predefined policy clauses formulated in line with the current best practice. The resulting policy document may be downloaded, additionally customized, and integrated into your repository.

- **Access, data entry and document creation** – You can access RePol through a web browser, without any authentication. Data entry starts with the selection of a form for a document that is to be generated. Once all fields in the form are properly filled, the document can be generated. The same fields are shared across several forms.
- **Editing of generated documents** – The generated HTML document is a draft that must be read and edited before it is considered final. The sections that must be revised are clearly marked. If you want to re-upload and re-use the document in RePol, please refrain from deleting or altering the portion between tags because that is where the machine-readable data is stored.
- **Saving all forms** – At any time, you can download an XML (standalone) file containing all entered data – the latest values of the input elements, from all forms at once. Each generated document also contains its data in a machine-readable format.
- **Leveraging changes in data** and **document update** – Both standalone XML exports and generated documents can be re-uploaded to the RePol and their data parsed to fill the appropriate input elements in all forms that have them, allowing to update the data or the same data to be re-used in other templates or newer versions of the existing one. All user-made customisations of the earlier created text will have to be repeated in the new document.

<table>
<thead>
<tr>
<th><strong>General Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Repository name</strong></td>
</tr>
<tr>
<td><strong>Repository URL</strong></td>
</tr>
<tr>
<td><strong>User manual URL</strong></td>
</tr>
<tr>
<td><strong>Owning organization(s)</strong></td>
</tr>
</tbody>
</table>

**Provide the name of the legal entity or body/unit owning the repository. This field is mandatory because the policy must be bound to an entity.**

**Parent organization**

If the owner of the repository is a unit within a larger legal entity (e.g. a faculty or an institute within a university), provide the name of the parent organization.
Repository Policy - Repo

Date (yyyy-mm-dd): 2021-02-16

About Repo

TODO: TO REVIEW AND EDIT BY POLICY WRITER. (SEARCH FOR PARAGRAPHS WITH "TODO:")

TODO: Organization has established the institutional repository Repo. It is the digital repository of ALL (OR THOSE QUALIFIED/CONSTRAINED WITH, E.G., “research”) MEMBERS OR DEPARTMENTS OR DEPOSITING ASSOCIATED INSTITUTIONS of Organization.

TODO: The aim of the repository is to provide open access to DIGITAL COLLECTIONS OR RESEARCH OUTPUTS OR SCHOLARLY OUTPUTS of Organization IN SOME SPECIFIC FIELD (IN LINE WITH THE REPOSITORY TYPE (institutional) AND SUBJECTS (social sciences, multidisciplinary)). The main aim of this repository is to increase the visibility of its research output / OR of the MEMBERS OR DEPARTMENTS OR ALLOWED DEPOSITORS (librarians, researchers, staff) of Organization and, at the same time, provide free access, in compliance with the LINK TO Open Access Science Policy (ALSO PRINTABLE URL) of Organization passed by the GOVERNING BODY (DATE OF POLICY, E.G., 1 April 2020).

TODO: The aim of this policy is to ensure that the contents of Repo reflect and strengthen the Organization’s tradition of research excellence, by increasing the visibility of Organization’s research, and providing open access to its research outputs. This policy also establishes the framework within which Repo is managed.

TODO: DESCRIPTION OF REPOSITORY PLATFORM AND VENDOR, EXAMPLE: The repository uses a DSpace-based software platform developed and maintained by the MAINTAINER-SUPPORTER (WITH LINK AND PRINTABLE URL). The software platform is compliant with the OpenAIRE Guidelines for Literature Repositories v3.

TODO: DESCRIPTION OF FRONT-END APP SUPPORTING DEPOSITORS OR OTHER USERS, EXAMPLE: The repository is supplied with the external application FRONT END APP NAME (LINK AND PRINTABLE URL), developed by the SOLUTION DEVELOPER (LINK AND PRINTABLE URL). In FRONT-END APP, authors and funding information are presented as normalized entities. FRONT-END APP also enables metadata export and displays Attribution sources and Dimensions citations.

Related documents:
- Creative Commons Licences Explanation (below)
- TODO: OPTIONAL LINK TO User Manual (ALSO PRINTABLE URL)
- TODO: LINK TO Open Access Science Policy (ALSO PRINTABLE URL)

TODO: Designated Community

Describe briefly the groups of current and potential users and communities for whom the content of the repository is relevant. The designated community may include various sub-communities and it may be relevant to distinguish between primary and secondary communities or internal and external users. For example:

The Designated Community of Repo includes the following user groups:
- Internal users: MEMBERS, STAFF OR FACULTY of Organization. They can deposit their research outputs in the repository, browse and search the metadata, and, in most cases, download content from all repository collections.
- External users: local and international professional researchers, citizen scientists, teachers, students, informed citizens, the general audience, etc. They can browse and search the metadata, and download the Open Access content from the repository.
- Associates: local and international professional researchers who have joint projects with internal users. They can browse and search the metadata, download Open Access content from the repository, access the collection dedicated to their project.

Metadata Policy

- Access to some metadata is restricted.
- The metadata of the items deposited in Repo are made available under the Creative Commons CCO Public Domain Dedication notice (“no rights reserved”. https://creativecommons.org/publicdomain/zero/1.0/). This dedication applies exclusively to the metadata associated with the items deposited and under no circumstances is a substitute for or affects their individual licences or permits.
- Anyone can access, copy, share, modify, harvest and re-use the metadata for any purpose, free of charge and without requiring permission from Organization.
- Organization is dedicated to providing high-quality and machine-readable item-level metadata.
- Mention of Repo is appreciated but not mandatory.
RePol - Repository Policy

Creation of customised repository policies

Panels and input elements

### General Information

<table>
<thead>
<tr>
<th>Label / ID</th>
<th>Type / Mandatory</th>
<th>Displayed - &quot;value&quot; (default green)</th>
</tr>
</thead>
<tbody>
<tr>
<td>repo_name</td>
<td>ONLINE *</td>
<td></td>
</tr>
<tr>
<td>repo_url</td>
<td>ONLINE</td>
<td></td>
</tr>
<tr>
<td>manual_url</td>
<td>ONLINE</td>
<td></td>
</tr>
</tbody>
</table>

### Metadata

<table>
<thead>
<tr>
<th>Label / ID</th>
<th>Type / Mandatory</th>
<th>Displayed - &quot;value&quot; (default green)</th>
</tr>
</thead>
<tbody>
<tr>
<td>restricted_access_eome_meta_data</td>
<td>BOOLEAN</td>
<td>false</td>
</tr>
<tr>
<td>metadata_license</td>
<td>SELECTONE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CC BY [Creative Commons option - waive all copyright and related rights - &quot;cc-by&quot;]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Commercial metadata use allowed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>false</td>
</tr>
<tr>
<td></td>
<td></td>
<td>mention_repository_owner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>true</td>
</tr>
</tbody>
</table>

### Data/Content Access

<table>
<thead>
<tr>
<th>Label / ID</th>
<th>Type / Mandatory</th>
<th>Displayed - &quot;value&quot; (default green)</th>
</tr>
</thead>
<tbody>
<tr>
<td>restricted_access_some_items</td>
<td>BOOLEAN</td>
<td>false</td>
</tr>
<tr>
<td>data_policy_flavour</td>
<td>SELECTONE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CC BY to the author - &quot;cc-by&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CC BY-NC-SA to the author, non-commercial, share-alike - &quot;cc-by-nc-sa&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>commercial_item_use_allowed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>true</td>
</tr>
</tbody>
</table>
Main configuration file (template-forms.xml)

```xml
<xs:element name="mainConfigurationFile">
  <xs:complexType>
    <xs:sequence>
      <xs:element name="policy" type="policyType" maxOccurs="unbounded"/>
      <xs:element name="policyDocument" type="policyDocumentType" maxOccurs="unbounded"/>
    </xs:sequence>
  </xs:complexType>
</xs:element>
```

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RePoL - Repository Policy

Creation of customised repository policies

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### General Information

- **Repository name**
  - [Input field]

- **Repository URL**
  - [Input field]

- **User manual URL**
  - [Input field]

### Repository Policy

- **Owning organization(s)**
  - [Input field]

- **Policy renewal interval (years)**
  - [Input field]

### Institutional Open Access/Science policy URL

- [Input field]

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**Main configuration file (template-forms.xml)**

- **Main configuration file**
  - [Input field]

- **Restricted access to some metadata**
  - [Input field]

- **Check the box if the repository contains metadata that is not publicly available.**
  - [Input field]
Benefits of using RePol-managed repository policies

- Quickly draft a policy that follows good practices and is based on a carefully tailored template
- Repository owners and administrators may rely on external expertise and keep up with evolving expectations and requirements
- Easier integration of repositories in international infrastructures if the policy is well structured, human and machine readable and in line with typical requirements
- Can ask RePol maintainers to address the needs that others may also have