

BURO Versions Policy

Author: Matt Holland

Title: BURO versions Policy

Institution Name: Bournemouth University

Institution Address: Talbot Campus, Fern Barrow, Poole, Dorset, BH12 5BB

E-Mails: mholland@bournemouth.ac.uk / dball@bournemouth.ac.uk

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What is a version?

For the purposes of BURO a version is an iteration of a piece of work that is intended for final publication or a presentation intended for public delivery. The final form of publication can include the following:

- Presentation, Workshop or Keynote Paper
- Conference Paper
- Journal Article
- Contribution to a Book
- Book or Monograph
- Report
- Multimedia Product

Iterations may have different stages of development before final delivery to a publisher or audience. Within this process there are several defined milestones:

Versions	Definitions
Draft	Early version circulated as a work in progress
Submitted Version	The version that has been submitted to a journal for peer review
Accepted Version	The final author-created version that incorporates referee comments and is the accepted for publication version
Published Version	The publisher- created version
Updated Version	A version updated since publication

Source: VERSIONS Project, 2008. *Versions TOOLKIT for authors, researchers and repository staff*. London: Library, The London School of Economics and Political Science. Available from: http://www.lse.ac.uk/library/versions/VERSIONS_Toolkit_v1_final.pdf [Accessed 12 March 2008]

How versions will be organised in the repository?

- A repository record is defined by the form of publication, for example Article or Book Chapter.
- Within this different versions can be added for example Submitted Version or Accepted Version. See separate guide – *Adding Versions to BURO*.
- BURO may contain records that originate from a single piece of research for example, Conference Paper and Article developing the conference paper topic. These will not be related directly but may share authors name or title.
- BURO may contain records that are part of the same publication, for example chapters in the same book, or conference papers from the same proceedings. These will be related to each other using their BURO Internet address.

What versions your repository will keep?

- BURO will normally retain a maximum of three versions of an item. These could include Submitted Version, Accepted Version and Published Version with publishers permission.
- The Accepted Version is the best version for routine submission to BURO.

- If BURO is used as a development vehicle to share versions with colleagues and collaborators, it may be desirable to share Drafts. Access to these can be restricted to a defined set of Users. There are three options 1) Anyone – Unrestricted, 2) Registered Users Only – Bournemouth University Staff, 3) Repository Staff Only – BURO editors.
- Publishers may require restricted access as a condition for inclusion in BURO.

Retention

Versions that will be retained on BURO are the Submitted Version, Accepted Version and Published Version. Draft versions will be retained at the specific request of the depositor, but would normally be expected to be superseded by later Versions above. Draft versions will be removed in consultation with depositors. Versions will be removed from BURO at the specific request of depositors or publishers.

Retrospective changes by repository staff

Changes will be made to the properties of Versions deposited to keep pace with best practice in institutional repository management. In the near future this is likely to include adding coversheets to Versions, identifying the source of the Version as BURO and containing key Version information

Recording Changes Made by Repository

BURO will record changes made to Versions deposited. The nature of this record will evolve as the management of BURO becomes more sophisticated. This information would normally include:

Information about earlier version:

Original Name: e.g. *filename.doc*
 Original format. e.g. Word 2000
 Original creation date: e.g. 15 March 2008

Information about current version:

Description of the nature of change e.g. .doc to .pdf,
 Current file name e.g. *filename.pdf*,
 Date of change e.g. 12 March 2008,
 Person who made change e.g. Matt Holland

Original copies of items migrated from to another format by BURO will be retained electronically in a “deep store”.

Repository ingest policy

Basic metadata (information about the item deposited) is enforced by the compulsory fields required by BURO during the submission process. Users are encouraged to provide as much information as they can BURO editors may add information in Editorial Review and may request further clarification of metadata from depositors before passing deposited items into BURO.

Version maintenance policy.

BURO editors will routinely review the repository to ensure compliance with the various policies and procedures as they are promulgated. This is likely to include changing Word documents to .pdf, and periodically checking with Users that the Version in BURO is the most current. For example have In Press items been published? Are Draft Versions now in a more advanced form? However, BURO anticipates that Users will take responsibility for upgrading records and versions they have submitted.

Object File Format

BURO accepts a number of file types, including still, moving image and audio files. The normal file type for printed documents is .pdf. Word files submitted to BURO will be converted to .pdf during the process of Editorial Review. Multimedia file types may change with changes in technology.