

Kent Data Repository policies

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Introduction

The Kent Data Repository (KDR) is the University of Kent's institutional data repository.

- KDR aims to
- Support researchers for whom there is no available repository for their funder, publisher or subject by providing access to a high-quality service for their data within the university.
- Preserve this unique and distinctive digital collection of content created by the University.
- Improve the discoverability and accessibility of the University's research.
- Provide a system that ensures University staff can reliably comply with the open access policies of research bodies and funders.

- Provide a system which allows University staff to acquire a Digital Object Identifier (DOI) for their data. This can be supplied to publishers to refer to data associated with publications and should be used in a Data Access Statement.
- Provide an institutional record of the University's research data
- Help academics, researchers and University staff maximise the impact of their work.

Funder open access policies

Research funders have policies that require research data to be preserved and/or open access as a condition of funding. Where external bodies that express such requirements provide their own repositories for this purpose, use of these repositories should take precedence.

KDR does not replace this requirement or recommendation but aims to provide a place for University data where specific repositories are not available.

Purpose of policy

This document sets out the policies governing the content, management, preservation, and use of KDR. It incorporates a Take-down Policy which outlines the approach to requests to remove repository content.

Audience

This policy supports University staff, researchers and postgraduate researchers who deposit outputs in KDR, together with the wider community who benefit from access to research data.

Strategic principles

KDR is managed by Library Services as one of the University's collections. This policy follows and aligns with the strategic principles set out in the Library Services Collection Management Policy.

KDR forms part of our commitment to Open Research as set out in our Open Research Statement. It supports openness throughout the research cycle and an 'open as possible, as restricted as necessary' approach.

Content Policy

1. KDR accepts all types of research data, defined as "any recorded information that supports or validates research observations, findings or outputs."

2. KDR is used to record the metadata (information about the data) and data files from research and professional practice activity undertaken by staff and post-graduate research students at the University
3. Deposits must include adequate documentation to enable accurate reuse in the form of a 'read me' file.
4. KDR is an entirely digital collection of metadata and content.
5. Multiple files can be added to one KDR entry. Individual data files associated with a KDR entry can be made openly available, restricted for a set period, or permanently closed.
6. A wide variety of outputs is supported, but sustainable file formats are actively encouraged.
7. Unpublished or null data is also permitted if it is of high quality and is sufficiently documented.
8. Postgraduate researchers who have successfully completed a research degree at Kent should add supporting data from their final thesis to KDR. This should be done in advance of their Viva so that it can be referenced and accessed via a DOI when the thesis is being examined.
9. The Kent Academic Repository (KAR) is the University's repository for research outputs. When a research output does not take a digitally preservable form, such as a performance, exhibition, building or sculpture, a metadata-only record for the output should be created in KAR and any accompanying data (e.g. a video of the performance, photographs of the exhibition, plans of a building, or sketches of the sculpture) should be uploaded to the data repository.

Exclusions

1. Data relating to teaching, teaching materials or dissertations completed as part of undergraduate or taught Masters programmes are excluded from KDR.
2. Research publications cannot be added to KDR and should instead be added to the separate Kent Academic Repository (KAR). KDR allows for a related resources link to be created between the data and the associated publication or output archived elsewhere.
3. Data produced by staff prior to commencing employment at the University should not be added to KDR, as they do not form part of the University's institutional record of research outputs.

Metadata Policy

1. Anyone may access the metadata (information about the research data) free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes provided the OAI Identifier or a link to the original metadata record are given.
3. Digital continuity of KDR metadata is supported by use of the Open Archives Initiative Protocol for Metadata Harvesting and by considering emerging open access interoperability standards.
4. Unique and persistent identifiers are applied and incorporated. DOI, ORCID and RoR IDs are currently integrated. Evolving persistent identifiers will be assessed and implemented where possible.
5. Digital Object Identifiers (DOIs) are applied to each deposit and registered directly within the repository.

Data and Access Policy

1. Anyone may access data files that are openly available free of charge.
2. Data files should be used in accordance with the licence that has been applied.
3. Data files must not be harvested by robots except transiently for full-text indexing or citation analysis.
4. Data must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. Entries should be cited using the allocated DOI. Acknowledgment of the repository is appreciated but not required.
6. KDR does not offer a mediated access service and does not undertake to pass on or evaluate access requests. Data files are either openly available, closed for a set period, or permanently restricted.

Submission Policy

Submission Policy concerning depositors, quality & copyright

1. Items may only be deposited by university staff.
2. Library staff will deposit items into KDR on behalf of research post-graduate students and will support them with this. Provision of a completed ReadMe form with information about the data, and a completed form agreeing to the conditions of deposit is mandatory, is mandatory.
3. By adding content to KDR depositors
 - agree to abide by the University IT regulations and conditions of use
 - give permission for KDR to store the files and information in perpetuity and make the information about the data publicly and freely available online.
4. The validity, accuracy, and authenticity of the research data remain the responsibility of the depositor.
5. Any ethical, copyright, data protection or intellectual property violations are the responsibility of the authors/depositors.
6. Automated feeds and alerts may be used to locate University data and add metadata records to KDR
7. Deposits are quality control checked before they are made publicly available in KDR. These checks confirm
 - the eligibility of the depositor
 - the relevance of the submission to the scope of the repository
 - compliance with the required metadata standard
 - the suitability of the file format and layout
 - that each deposit contains sufficient metadata to create a viable repository entry that can be discovered and accessed by users.

Items that do not meet these requirements will be returned the user's work area for amendment. In such cases, the item will not be made live in KDR until the necessary changes have been completed.

8. Entries will be made live once quality checks have been completed. A DOI will be created. Once an item is live in KDR the metadata is discoverable online, but access to the individual files within the entry can be restricted temporarily or permanently.

Preservation Policy

1. Items will be retained indefinitely.
2. The repository will seek to ensure continued readability and accessibility.
 - Items will be migrated to new file formats where necessary.
3. The repository regularly backs up its files according to current best practice.
4. Items may not normally be removed from the repository.
5. Acceptable reasons for withdrawal include:
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National Security
 - Falsified research
6. Withdrawn items are not deleted but are removed from public view.
7. Withdrawn items' identifiers/URLs are retained indefinitely.
8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
9. If necessary, an updated version may be deposited.
10. In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Take-down policy and procedure

The University of Kent seeks to observe the highest standards of compliance with the law and considers the posting of any material which amounts to defamation, infringement of data protection, intellectual property, or copyright very seriously.

Making a complaint

If you have found material which is unlawful on KDR e.g. breaches privacy or intellectual property rights, please email researchsupport@kent.ac.uk including the following details:

- the title and URL of the item your complaint refers to.
- the grounds for your complaint.

What we do when we get a complaint

Upon receipt of a Takedown Notice the following procedure will be followed.

1. We will acknowledge receipt of your Notice by email or letter within ten working days and will make an initial assessment of the validity and plausibility of the complaint. We may ask you to verify your identity and authority as the complainant.
2. If the initial assessment is that your complaint is potentially valid, we will temporarily remove access to the item that is subject to the complaint, pending the outcome of the assessment.
3. If the initial assessment is that your complaint is not valid, we will inform you by email and give you a further opportunity to explain your case.
4. Where a complaint is judged to be potentially valid, we will notify the contributor who deposited the material, inform them of the details of the allegations and ask them to address the complaint.
5. The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably to the satisfaction of both parties, with the following possible outcomes:
 - material is replaced on KDR unchanged
 - material is replaced on KDR with changes
 - material is removed from KDR, but a metadata record remains
 - material and metadata record is removed from KDR and a 'tombstone' record created
6. We will inform the complainant of the outcome

Complaints relating to viewpoints

We understand that some items recorded in KDR may cause sensitivities for our users. We work with our Library Services [Collection Development Policy](#) and the University's [Code of Practice on Academic Freedom and Freedom of Speech](#) to guide our decisions on such matters. We need to balance sensitivity concerns with the principles of freedom of information.

Our Collection Development Policy states that

"In line with the RLUK and IFLA's Statements on Libraries and Intellectual Freedom¹, we support the principles of intellectual freedom, facilitating access to different ideas, opinions and information without endorsement or censorship. We do not restrict access to materials based on the ideas or opinions expressed within the content.

The materials we hold does not imply an endorsement of the views expressed within the content".

The Code of Practice on Academic Freedom and Freedom of Speech (3.1) states that
"The University hold that freedom of speech within the law and freedom of inquiry are fundamental; that the university is based on equality, diversity and respect; and that as members of the University community, we value each other. It encourages its staff, students and visitors to engage in robust, challenging, evidence-based and civil debate as a core part of academic enquiry and wider university activity, even if they sometimes find the viewpoints expressed to be disagreeable, unwelcome or distasteful".

In line with these policies, we do not restrict or remove access to items in KDR based on their content or viewpoint.

Accessibility

Where possible, KDR will aim to meet Web Content Accessibility Guidelines (WCAG) 2.2 at Level AA for accessibility.

See the Kent Data Repository Accessibility Statement

Related policies & guidance - online links

Policies

Library regulations, policies and statements

Guides

The Kent Data Repository (KAR) guide

Glossary

https://media.www.kent.ac.uk/se/46917/OpenResearchGlossary_September2023.pdf

Document history

Authored by Open Research Team, Library Services September 2026

Reviews and replaces the Kent Data Collection Development Policy (which was undated)

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