

**COLLECTION
STATEMENT FOR
THE RESEARCH
REPOSITORIES
(GRIFFITH
RESEARCH
ONLINE &
CREATIVE
WORKS)**

Description

This statement defines the scope, roles and responsibilities, and legal requirements for management and development of the University's research repositories, Griffith Repository Online (GRO) and Creative Works (CW).

Document information

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Related documents

[ARC Open Access Policy](#)

[Griffith University Code for the Responsible Conduct of Research](#)

[NHMRC Open Access Policy](#)

[Policy Statement On F.A.I.R. Access To Australia's Research Outputs](#)

[Resources for Griffith HDR candidates and staff](#)

[Take Down Notice Procedure](#)

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1. Purpose

The University's research repositories, Griffith Research Online (GRO) and Creative Works (CW), promote the University's research by providing an open access platform to capture, store, index, and distribute globally a wide range of Griffith research outputs.

GRO and CW also supports the University in fulfilling its obligations in relation to the *Australian Code for the Responsible Conduct of Research* and the open access policies from funding agencies such as the Australian Research Council (ARC) and the National Health and Medical Research Council (NHMRC).

This statement defines the scope, roles and responsibilities, and legal requirements for the management and development of GRO and CW.

GRO is available at <https://research-repository.griffith.edu.au/>

CW is available at <https://griffith.edu.au/creative-works>

2. Collection statement

GRO and CW contain bibliographic details (metadata) which are available for harvesting by Griffith University systems, search engines such as Google and [Google Scholar](#). GRO is additionally indexed and discoverable via the National Library's [TROVE](#) and [UnPaywall](#).

Wherever possible, the full text of the material is made freely available, subject to copyright law and publishers' licence agreements.

For material to be included in GRO, at least one of the authors or creators of the work must be, at the time of inclusion, affiliated with Griffith University.

For material to be included in CW, at least one of the creators of the work must be, at the time of inclusion, affiliated with Griffith University and within the approved submission groups: Queensland College of Art, Griffith Film School, Queensland Conservatorium Griffith University, Architecture and Design, and Human Language and Social Sciences.

Material included in GRO is of a research or scholarly nature and may include:

- Peer reviewed research articles
- Books and book chapters
- Conference papers and posters
- Higher degree by research (HDR) theses awarded by Griffith University
- Technical and commissioned reports and working papers
- Creative works with a research component from groups outside of CW's approved disciplines (e.g. original creative works, recorded/rendered creative works and curated public exhibitions and events).
- Final state research data outputs associated with grant-funded research and with manuscripts and journals that have a data policy.

The following types of material are not included in GRO:

- Material intended for commercial purposes
- Material containing confidential or proprietary information
- Material that should not be made publicly accessible for reasons of cultural sensitivity
- Material that would infringe a legal obligation of Griffith University and/or the author(s) or creator(s), or the legal rights of a third party

- Dissertations in Bachelor (Honours), Graduate Diploma and Masters Degree Programs
- Undergraduate research
- Working data

Material included in CW is of a research or scholarly nature and may include:

- Creative Works as defined by the [Excellence in Research for Australia guidelines](#) (ERA), these are four broad types
 - Original creative work
 - Live performance of creative work
 - Recorded/rendered creative work
 - Curated public exhibition/event
- Creative Work eligible for assessment under ERA

The following types of material are not included in CW:

- Material intended for commercial purposes
- Material containing confidential or proprietary information
- Material that should not be made publicly accessible for reasons of cultural sensitivity
- Material that would infringe a legal obligation of Griffith University and/or the author(s) or creator(s), or the legal rights of a third party
- Traditional research outputs intended for GRO
- Creative research professional practice

3. Copyright

Copyright owners retain the copyright for their material stored in GRO and CW.

The material is made available in line with the publisher's copyright policy and the copyright transfer agreements signed by authors.

Copyright guidance for researchers is available on Griffith's website at [Copyright Matters](#).

4. Take Down procedure

Griffith University respects the rights of copyright holders and their representatives and has implemented policies and procedures to support these rights without impacting on the legal use by authorised users of this material.

All reasonable efforts are made to observe and abide by current publishers' policies and Australian copyright law.

The University has a [Take Down Notice Procedure](#) for dealing with notifications of alleged copyright infringements from copyright owners or their representatives.

Requests to remove or restrict access to content for reasons other than breaches of copyright or publisher policy will be addressed on a case-by-case basis by the Library.

5. Roles and responsibilities

5.1 Researcher responsibilities

Under the [Australian Code for the Responsible Conduct of Research](#), researchers are responsible for “communicating their findings to the broadest scholarly community” by making their research outputs available in institutional repositories such as GRO, subject to any necessary agreement with publishers or other legal obligations.

The ARC and NHMRC also require metadata for all research outputs arising from their funded research to be made available to the public in a repository such as GRO as soon as possible, but certainly no later than three months from the date of publication of the research output.

For research outputs to be made available in GRO, researchers first need to claim their research outputs in [Symplectic Elements](#), Griffith University's publications database, and then deposit them to GRO. If a publication has not been automatically harvested by Symplectic Elements, researchers are responsible for manually entering their research outputs. How-To Guides on Griffith's website at [Symplectic Elements Support](#) can explain how to do this.

For creative research outputs to be made available in CW, researchers need to submit a description of the work and all necessary supporting materials to their Creative Works profiles. Researchers can access their profiles directly from [Creative Works](#). Submissions are expected to comply with [guidelines](#) from the Office for Research. How-To Guides on Griffith's [Research Repository](#) website explain how to do this.

5.2 HDR candidates

Under the Griffith Graduate Research School [Thesis submission and examination guidelines](#), Griffith Higher Degree by Research candidates are responsible for:

- Submitting their final theses to the Griffith Graduate Research School (GGRS)
- Supplying a redacted digital copy of their thesis, where redaction is applicable
- Completing the 'Depositing your theses checklist'.

GGRS will deposit digital copies with the Library for inclusion in GRO. An automatic embargo of one year from the date of the award of the degree will be applied to all theses submitted to the Library except when the automatic embargo has been waived by the candidate.

5.3 Library Resource Officers

Library Resource Officers, within the GRO team, are responsible for enabling access to research outputs through the online repository by:

- Reviewing and enhancing metadata records
- Sourcing and uploading full works
- Ensuring adherence to copyright laws, contractual agreements, funding agency policies, and institutional guidelines in the provision of services
- Releasing metadata and files to the general public
- Enabling metadata to be harvested by aggregators for the purposes of promoting Griffith research.

5.4 Research Publication Officers, Office for Research

Symplectic Elements is Griffith University's central publications database implemented to streamline the process of collecting and managing research outputs.

Research Publication Officers, within the Office for Research, are responsible for managing research outputs in Symplectic Elements to meet reporting requirements for both Griffith University and Excellence in Research for Australia (ERA).

5.5 Griffith Graduate Research School

The Griffith Graduate Research School is responsible for providing digital copies of submitted Higher Degree by Research (HDR) theses to GRO for processing.

5.6 Nominated Discipline Reviewers

Creative research outputs require review and approval as major research from nominated discipline leaders before approved submission to Creative Works. The nominated discipline leaders are typically Deputy Deans (Research) and/or Heads of School. Library Resource Officers cannot complete curation and publication of works submitted to CW without a confirmation that each submission is 'major research' as part of the verification of creative research outputs, detailed by the Office for Research's [Creative Research Outputs website](#).