

**The Digital Repository of Ireland**

**Organisational Manager Agreement**

**Definitions**

|                           |  |
|---------------------------|--|
| Access permissions        | The restrictions placed on access by the Depositor.  |
| Authorise/ De-authorise   | Authorisation is a function which specifies access rights to resources. Authorisation is related to computer security. A user with authorisation is a user with official power or permission to perform certain tasks. This may include permission to upload or modify digital objects and metadata in the system. |
| Bulk Export               | Any act of copying a digital object and its associated metadata from the System.   |
| Deposit                   | Any act of uploading or modifying, and publishing file or digital object and its associated metadata to the System.  |
| Depositor                 | The person or persons authorised by the Organisational Manager to upload or modify digital objects to the system.  |
| Digital Object            | A digital object refers to any material and its associated metadata provided by the Depositor under the title applied in the metadata and deposited under the terms and conditions of this Agreement and the Deposit Terms and Conditions.   |
| Digital Object Identifier | The International DOI Foundation has developed DOI names (Digital Object Identifier names) as actionable persistent identifiers for content-related entities. The system then provides for persistent and actionable identification and interoperable exchange of managed information on digital networks.         |

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|------------------------|---|
| Persistent identifier  | Persistent identifiers are unique, maintainable links to digital objects which provide continuous access to the object, even if it moves servers or moves to the responsibility of a different organisation.  |
| Authorised Signature   | The person or persons who has or have signed this agreement on behalf of a depositing organisation.   |
| Organisational Manager | The person or persons who has authority, on behalf of their Organisation, to deposit material in the Repository and to undertake all other actions outlined in the Organisational Manager Agreement (including the application of licences and access permissions to digital objects and the assignment of roles to additional users who have permission to deposit). |
| Roles                  | The set of tasks an individual has permissions to carry out in the Repository, as granted by the Organisational Manager.  |
| System                 | The Digital Repository of Ireland technical repository infrastructure.  |
| The Repository         | The Digital Repository of Ireland (DRI)   |
| Users                  | Individuals registered by the Repository to use the Digital Objects or a member of an institution registered to use the Repository under this Organisational Agreement.   |

**The Organisational Manager:**

M1. Has authority, on behalf of their Organisation, to deposit material in the Repository and to undertake all other actions outlined below (including the application of licences and

access permissions to digital objects and the assignment of roles to additional users who have permission to deposit).

M2. Will ensure that correct rights statements, and where applicable, licensing statements, are applied to the digital objects in the System.

M3. Will ensure that, in the case of an Orphan Work, a diligent search is carried out in good faith in respect of each Work, prior to the use of the Work, by consulting the appropriate sources for the Work in question.

Will prepare a record of each diligent search in respect of an Orphan Work, and provide this record to the Repository.

Will ensure that, in the case of an Orphan Work, its status as an Orphan Work is noted in the metadata associated with the Work.

M4. Will ensure that, in the case of research data with human subjects, consents collected are ethically and legally appropriate and sufficient to allow deposit to DRI.

Will promptly notify The Repository of any copyright, confidentiality, privacy, data protection, defamation, or similar or related issues pertaining to the digital objects.

Will act promptly to edit access permission where any such issue has arisen.

Will act promptly in association with the Repository to ensure that the most appropriate action is taken, including but not limited to actions pursuant to any applicable notice and action procedure.

M5. Will ensure that appropriate access permissions are applied to the digital objects in the System

The Repository will not assume responsibility for the setting of access permissions or access given in error by the depositor. All access to restricted content is managed by the depositing institution who can grant and revoke access to collections and digital objects.

M6. Will ensure that the correct organisational affiliation and any associated logos are applied to each digital object in the System as appropriate.

Will ensure that each digital object in the system has an associated metadata record.

M7. Will ensure that the digital objects deposited meet the Repository documented standards (including but not limited to those pertaining to licensing, metadata and formats).

M8. Grants the Repository the right to make available the digital object according to the access permissions set by the depositor.

M9. Will ensure that contact details for the organisation are applied to collection level metadata, on a per collection basis and updated as necessary.

M10. Will ensure that where the responsibilities outlined above are delegated to an additional Depositor, this Depositor will comply with the above terms and conditions.

M11. It is the responsibility of the Organisational Manager to authorise and de-authorise Depositors within the System.

M12. Will ensure that their contact details are entered into the System.

M13. Will notify the Repository if they leave their position, and will designate an additional point of contact at the organisation if for any reason they cannot fulfil their role as Organisational Manager.

Will seek to ensure that their designee's contact details are entered into the System.

M14. Grants to the Repository the right to carry out appropriate preservation activities on the digital objects. These are detailed in the DRI preservation strategy but may include migration as deemed appropriate by DRI.

M15. May bulk export a copy of their digital objects at any time.

M16. Grants to the Repository, and to any third party nominated by the Repository, a non-exclusive, irrevocable and perpetual licence to make available all digital objects deposited in the System, and all ingested metadata.

In particular, grants to the Repository, and to any third party nominated by the Repository, the right to make available certain metadata fields [Title, Creator, Publisher, Publication Year and DOI] under a public domain dedication.

M17. Grants to the repository the right to assign its benefits, rights and obligations under this Agreement to any third party.

M18. Understands that, ultimately, it is solely a matter for the Repository whether or not an object will be stored or retained in or removed from the system, or made available to the public, including but not limited to actions pursuant to any notice and action procedure.

**The Repository:**

R1. Does not assume sole responsibility for access to and availability of any digital object. Depositors are allowed to make their own digital objects available in any means that they wish.

R2. Will take all reasonable and lawful steps to ensure that the permissions granted by the depositor will be enforced by the system.

R3. Will display the rights statements applied to digital object by the Depositor in the System.

R4. Has the right to aggregate metadata associated with the digital objects.

R5. Will assign a persistent identifier to each digital object.

R6. Will ensure that all metadata in the Repository is publicly accessible.

R7. Will make available statistics to the Organisational Manager on the use of the digital objects.

R8. Undertakes to seek to preserve the digital objects and maintain their long-term usability in accordance with DRI's preservation strategy.

R9. Has the right to process the digital objects according to established data protection practices.

R10. Is not under any obligation to make available the digital objects in the same formats or resolutions as deposited.

R11. If requested in writing by the Organisational Manager, the Repository will consider the removal of digital objects from the Repository, subject to M18 and R14..

R12. If requested in writing by the Organisation Manager, the Repository will return the original digital object to the Organisational Manager.

R13. Will decide whether or not an object will be stored or retained in or removed from the system, or made available to the public, including but not limited to actions pursuant to any notice and action procedure.

R.14. Will promptly notify the Organisational Manager of any copyright, confidentiality, privacy, data protection, defamation, or similar or related issues pertaining to the digital objects.

Will act promptly to edit access permission where any such issue has arisen.

Will act promptly in association with the Organisational Manager to ensure that the most appropriate action is taken, including but not limited to actions pursuant to any applicable notice and action procedure.

Legal Signatory for Member Organisation

Name:

Date:

Organisation:

Role:

Organisational Manager(s) appointed on behalf of Member Organisation *if different from legal signatory*

Name:

Role:

Legal Signatory for Digital Repository of Ireland

Name: Dr. Natalie Harrower

Date:

Organisation: Digital Repository of Ireland

**Role: Director (Acting)**