
1. The Regulations on Open access archives (repository) (hereinafter – the Regulations) of the autonomous organization of education Nazarbayev University, has been developed in accordance with the legislation of the Republic of Kazakhstan, bylaws of Nazarbayev University, the Charter of Nazarbayev University Library and IT Services private entity (hereinafter – the Entity), and its organizations.

2. These Regulations define the basic definitions, objectives and principles of charging and operation of Open access archives (repository) of the autonomous organization of education Nazarbayev University (hereinafter – Nazarbayev University Repository) which is under the authority of the Entity.

3. Nazarbayev University Repository is an institutional electronic archive for long term storage, accumulation and provision of long-term and reliable open access to scientific research results and intellectual products of the academic community of Nazarbayev University associated with them.

4. Nazarbayev University Repository is created on the hardware and software platform of automated library information system of the University.
5. Abbreviations and definitions used in these Regulations:

1) Right holder - the faculty members, and other categories of employees of Nazarbayev University and its organizations having an academic degree not lower than Master, possessing the exclusive right to work, which was submitted or is to be submitted for placement in the Nazarbayev University Repository.

2) User - individual - web site visitor of Nazarbayev University Repository, using its resources and content for specific purposes;

3) Self-Archiving - independent placement of work by the author or other right holder acceded to the license agreement of accession in Nazarbayev University Repository;

4) Open access - free fixed access for any user to any documents (storage items) available in Nazarbayev University Repository;

5) Webometrics is an authoritative source of university rankings which allows evaluating educational and scientific – exploratory achievements of world universities;

6) License agreement for accession - an agreement by which the author or other copyright holder (licensor) grants or agrees to grant to Nazarbayev University Repository (Licensee) the right to use the storage object subject to conditions established by the Licensee and the Licensor taken not otherwise than by way of acceding to the proposed agreement as a whole;

7) Metadata - information about the data used for searching resources, the search results, resource management, and their interaction in other processes.

8) Electronic document (storage object) - a document in which the information is presented in digital form. Scientific work corresponding to a particular position of the list.

9) Responsible administrator - employee of the Entity responsible for records management of communities and collections of Nazarbayev University Repository and provision of advisory assistance to authors in matters of self-archiving.

2. The main goals and objectives of the Repository

6. The main goals and objectives of the Nazarbayev University Repository shall include:

1) improve ranking of scientific activities, web-publication activity of Nazarbayev University through the promotion of its scientific papers on the Internet;

2) promote assessment of scientific papers in international rankings of educational and research activities of Nazarbayev University using Webometrics project.

3) create a reliable and accessible system of centralized and long-term storage of electronic versions of works of "Nazarbayev University" employees.
4) increase citation of scientific publications of Nazarbayev University employees by providing free access to the publications via the Internet.

2. Principles for creating Repository

7. Storage items are placed and stored in the repository subject to absence of a ban on their use by the author from the other right holders (authors, publishers, and other licensees). In case of existence of agreements prohibiting placement of full text of storage object in Nazarbayev University Repository, only the narrative part of work shall be archived (bibliographic description, abstract). Message on right holder of storage object is placed in the appropriate line.

8. Access of unregistered users to bibliographic information and annotations (metadata) in library of Nazarbayev University Repository is open and unobstructed. Metadata can be used without restriction for non-commercial purposes.

9. Access to the full texts of e-documents may be either opened for users – with the possibility to copy and quote materials of the Nazarbayev University Repository while respecting the non-pecuniary rights of the author, or closed, with the possibility to request a copy of the full text from the right holder indicating the purpose of the use of the publication.

10. Scientific and other works placed in the public domain in the repository can be removed from the public access at the written request of the right holder. In this case, scientific and other works are removed from public view, but not deleted from the repository.

11. Upon receipt of a written request from the right holder on seizure of the electronic publication from open access, the request shall be satisfied by employee of responsible department of the Entity.

12. Regulations on Repository do not provide any remuneration to right holders whose works were placed in the Nazarbayev University Repository. Nazarbayev University reserves the right to use the materials placed in the Repository, with the aim of their demonstrations, in both electronic and printed form.

13. Chronological time limits for storage of works in the library of Nazarbayev University Repository are not set.

14. Preservation of the materials available in the Repository and their translation into new formats as technology evolves is provided.

3. Types and formats of materials placed in the Repository

15. Scientific articles, reports, theses and dissertations, books, conference proceedings, and any digital text, maps, audio data, images (video presentation), interactive multimedia materials and other scientific content can be placed in Repository.
16. All formats of files, in which works have been created, are supported.

<table>
<thead>
<tr>
<th>Material</th>
<th>Format</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Adobe Portable Document Format, Microsoft Word</td>
<td>pdf, doc, docx</td>
</tr>
<tr>
<td>Presentation</td>
<td>Microsoft Powerpoint</td>
<td>ppt, pptx</td>
</tr>
<tr>
<td>Tables</td>
<td>Microsoft Excel</td>
<td>xls, xlsx</td>
</tr>
<tr>
<td>Images</td>
<td>JPEG/Exif image file formats, Graphics Interchange Format</td>
<td>Jpg, jpeg, gif, png, tif</td>
</tr>
<tr>
<td>Audio</td>
<td>Waveform Audio File Format, MPEG-1 или MPEG-2 Audio Layer III</td>
<td>wav, mp3</td>
</tr>
<tr>
<td>Video</td>
<td>MPEG-1 или MPEG-2 audio and video compression</td>
<td>mpeg, mpg, mpe</td>
</tr>
</tbody>
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5. The order of publications in the Repository

17. Nazarbayev University Repository is updated with documents by author or right holder through self-archiving or administrator in charge by archiving, in the case, if the author or right holder provides to Nazarbayev University a right to carry out archiving.

18. All process participants - the author, the right holder, responsible administrator, and users shall log on to the portal (http://library.nu.edu.kz) of Nazarbayev University Repository by ID card or login issued by responsible department of "Nazarbayev University".

19. Rights and obligations of the author or other right holder (Licensor) shall be defined in the License Agreement on accession (Attachment 1 position), which is signed by the author for placing the material in the Nazarbayev University Repository.

20. Responsible administrators selected from employees of Institution shall be appointed by order of the Director General of the Institution.

21. The powers of responsible administrator include:

1) adding of documents to the relevant section and (or) collection of Library of Nazarbayev University Repository;

2) edition of previously entered metadata;

3) management of the relevant section and (or) the collection, including the addition and (or) removal of subsections;
4) provision of advice to authors in matters of self-archiving.

22. The author or other right holder places independently the publications in Nazarbayev University Repository, which are supplied with titles, names of authors, abstracts and keywords in Russian, Kazakh and English languages.

23. After independent placement of his publication by the author or other right holder, the responsible administrator checks the document being published for completeness, correctness of filling all the metadata. If the document to be published is designed correctly, the responsible administrator sends the document to the department of cataloging to register bibliographic record of document and to be published in Repository.

24. When data is not entered correctly, and if the content of the document does not contain valid data than the responsible administrator refuses to publish a document describing the reason of refusal.

25. In the absence of an electronic version of the material, the printed version is accepted for digitization at Kabanbay Batyr Ave. 53, office 5412, Digitizing Agency.