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| **Code** | QA818 |
| **Title** | Open Press Takedown |
| **Policy Owner** | Head of Open and Digital Research, Library |
| **Date** | 10 March 2025 |
| **Approved By** | Library Strategy Committee |

# Purpose

The Open Press Takedown policy aims to ensure that all Open Educational Resources (OERs) published on the open press platform ([https://openpress.universityofgalway.ie](https://openpress.universityofgalway.ie/)) are of high quality, correctly attributed, and adhere to ethical standards.

# Description

Open Press allows University of Galway community members to publish Open Educational Resources. All resources published on Open Press are expected to be high-quality, original, or correctly attributed teaching, learning, or research materials that are in keeping with the Code of Conduct. See the student code of conduct (https://www.nuigalway.ie/media/registrationoffice/files/Student-Code-of-Conduct-2019.pdf) and staff code of conduct (https://nuigalway.ie/humanresources/duringemployment/policiesandprocedures/).

Users acknowledge that the University of Galway makes no representation or warranty, expressed or implied, as to the accuracy, reliability, or completeness of any OER content and materials made available through Open Press, and no responsibility or liability is or will be accepted by the University of Galway with regard to the same.

We reserve the right to remove content at our discretion if it is deemed to be:

* Offensive or inappropriate
* Plagiarised or infringing on copyright
* Of concern in another way

**Offensive or inappropriate content**

We will remove content that is found to be unlawful, defamatory, offensive, inappropriate, slanderous, pornographic, insulting, threatening, racist, sexist or that incites hatred, violence or division through misinformation. We will also ban users who create such material.

**Plagiarised or infringing on copyright**

We expect authors to correctly attribute resources or create them themselves in keeping with open practices. Where material from others is included, it must be used in accordance with its licensing. Reported content will be removed as soon as possible, and an assessment will be carried out. Authors may be granted a warning where the infringement appears to be unintentional.

**Of concern in another way**

We will approach concerning resources on a case-by-case basis and may remove them at our discretion for reasons other than those listed above. Please let us know about concerns you have regarding resources hosted on Open Press by emailing [library@universityofgalway.ie](mailto:library@universityofgalway.ie)

# Reporting resources

**Copyright violation**

Open Press is made available for teaching, learning, and research purposes. University of Galway has required that all web books be made available under a creative commons license and that content be correctly reused and attributed in accordance with the content’s original licenses. However, due to the large volume of materials created and sources cited, we are not always able to identify copyright violations.

If you hold the rights to materials published or remixed in Open Press that are incorrectly attributed, unattributed, or published in violation of copyright, please let us know so we may correct the attribution or remove the materials from Open Press.

If you are a rights holder and are concerned that you have found material on Open Press in violation of copyright, you may request the removal of the material from our site by submitting a notice including the below to [library@universityofgalway.ie](mailto:library@universityofgalway.ie).

Please include the following in your notice:

1. The material that you believe to be infringing on copyright
2. Your contact information
3. A statement that you are the owner or are authorised to act on behalf of the owner
4. A statement that the information in the notice is accurate
5. Your physical or electronic signature

Upon receiving a notice that includes the details listed above, we will remove the allegedly infringing material from public view as soon as possible while we assess the issues.

**Any other violation**

Members of the University of Galway community create content posted to Open Press. As the hosting service, we expect users to act responsibly. Materials that do not meet our standards will be removed at our discretion.

To report a resource, please submit a removal request to [library@universityofgalway.ie](mailto:library@universityofgalway.ie), including the following information:

1. A link to the material that you believe to contain inappropriate content
2. A description of why you believe the material should be removed (i.e. it is offensive or inappropriate, it is inaccurate)

Upon receipt of a report, the material will be reviewed, and you will receive a notice of our decision within seven working days.

**Appeals**

If you believe your content has been removed unjustly or in error, you may appeal the Library’s decision by emailing [library@universityofgalway.ie](mailto:library@universityofgalway.ie) and explaining why your material should be reinstated. Include any documentation which may support your case. The Library will again review the complaint in light of any new information you have provided and will send you and the original complainant a notice of our decision within seven working days. At this point, the Library’s decision on the status of the material will be final.

**Data Protection**

The author(s) of any OER shall (and any individual involved with the author(s) in the use of any OER materials) comply with all applicable provisions of the Data Protection Acts 1988-2003 as may be amended and shall ensure that where the User is processing personal data (as defined in the Data Protection Acts 1988 -2003 as may be amended) ensure that they have in place appropriate technical measures to guard against the unlawful or unauthorised use of personal data and to protect it against its accidental or authorised loss or disclosure.

# Responsibilities

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| **Name** | **Responsibility** |
| **Head of Open and Digital Research, Library** | Policy Owner |
| **Library Senior Management Team** | Approval of amendments |
| **Library Strategy Committee** | Approval and ratification of amendments |

*Visit the* ***P&P Repository*** *on the* ***Quality Office website*** *for other policies, procedures, regulations and guidelines*