



QA818 Library Open Press Takedown Policy

10 January 2022

NUI Galway Open Press is made available for members of the NUI Galway community to publish open educational resources. It is expected that all resources published on Open Press are high quality, original or correctly attributed teaching or learning materials and are in keeping with the NUI Galway Code of Conduct. See 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/human-resources/duringemployment/policiesandprocedures/>).

Users acknowledges that NUI Galway makes no representation or warranty, express 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 NUI Galway with regard to 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 scholarship practices. Where material from others is included it must be used in accordance with how it is licensed. Reported content will be removed immediately and an assessment 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@nuigalway.ie.

Reporting resources

Copyright violation

Open Press is made available for purposes of teaching and learning. NUI Galway has required that all books be made available under a creative commons license and correctly reuse and attribute

content 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 that 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@nuigalway.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 while we assess the issues.

Any other violation

The content posted to NUI Galway Open Press is created by members of the NUI Galway community. 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@nuigalway.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 to have been removed unjustly or in error, you may appeal the Library's decision by emailing library@nuigalway.ie and explaining why you believe 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 which 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 shall procure that 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.

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