**Myanmar Education, Research and Learning (MERAL) Portal policies**

### **Content**

* **Scope**: All fields of research. All types of research artifacts. Content must not violate privacy or copyright, or breach confidentiality or non-disclosure agreements for data collected from human subjects.
* **Ownership**: By uploading content, no change of ownership is implied and no property rights are transferred to MERAL. All uploaded content and metadata remain the property of the parties prior to submission.
* **Quality**: All information is provided “as-is”, and the user shall hold MERAL and information providers supplying data to MERAL free and harmless in connection with the use of such information.
* **Metadata types and sources**: All metadata is stored internally in JSON-format according to a defined [JSON schema](https://zenodo.org/schemas/records/record-v1.0.0.json). Metadata is exported in several standard formats such as MARCXML, Dublin Core, and DataCite Metadata Schema.
* **Language**: All languages are accepted.

### **Access and Reuse**

* **Access**: Files may be deposited under closed, open, embargoed or restricted access. Files deposited under closed access are protected against unauthorized access at all levels. Access to metadata and data files is provided over standard protocols such as HTTP and OAI-PMH.
* **Content use and re-use**: Use and re-use is subject to the license under which the objects were deposited. Creative Commons Attribution ([CC-BY International 4.0](https://creativecommons.org/licenses/by/4.0/)) licence is a preferred licence.
* **Embargo status**: Users may deposit content under an embargo status and provide and end date for the embargo. MERAL will restrict access until the end of the embargo period; at which time, the content will become publicly available automatically.
* **Metadata use and reuse**: Metadata is licensed under Creative Commons Attribution ([CC-BY International 4.0](https://creativecommons.org/licenses/by/4.0/)) licence, except for email addresses. All metadata is exported via OAI-PMH and can be harvested.

### **Removal**

* **Revocation**: Content not considered to fall under the scope of the repository will be removed.
* **Withdrawal**: Items may be removed at the request of the author/copyright holder. Acceptable reasons for withdrawal: journal publishers' rules; proven copyright violation or plagiarism; legal requirements and proven violations; national security; and falsified research. Withdrawn items are not deleted per se, but are removed from public view. If the uploaded research object must later be withdrawn, the reason for the withdrawal will be indicated on a tombstone page, which will henceforth be served in its place. Withdrawal is considered an exceptional action, which normally should be requested and fully justified by the original uploader. In any other circumstances reasonable attempts will be made to contact the original uploader to obtain consent. The URL of the original object are retained. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.

### **Longevity**

* **Retention period**: Items will be retained for the lifetime of MERAL.
* **Functional preservation**: MERAL will try to ensure continued readability and accessibility of content. But it may not be possible to guarantee the readability of some unusual file formats.
* **File preservation**: Files and metadata are backed up nightly and replicated into multiple copies in the online system.
* **Fixity and authenticity**: All data files are stored along with a MD5 checksum of the file content. Files are regularly checked against their checksums to assure that file content remains constant.
* **Succession plans**: In case of closure of MERAL, best efforts will be made to integrate all content into suitable alternative institutional and/or subject based repositories.

### **Terms of use and Intellectual Property Rights**

* **Intellectual Property Rights**: MERAL acknowledges that all Intellectual Property Rights in the materials are the sole and exclusive property of the participating universities or duly licensed to the participating universities. No rights are assigned or transferred to MERAL except for the right to use the metadata and full texts in accordance with the terms and conditions described below. MERAL shall accrue no rights, including Intellectual Property Rights, in regard to the metadata and full texts. Participating Universities are responsible for respecting applicable copyright and license conditions for the files they upload. Participating Universities represent and warrant that the use of their content does not infringe third-party rights. Participating universities shall indemnify and hold MERAL and its users harmless from any third-party claims resulting from the use of the content.
* **Consent for re-use of metadata**: Participating Universities allow MERAL to publish metadata records, thus to provide public access to them under the Creative Commons Attribution ([CC-BY International 4.0](https://creativecommons.org/licenses/by/4.0/)) licence without any restrictions on reuse in original and derivative forms.
* **Consent for re-use of full texts**: Participating Universities allow MERAL to store the full text files of publications and make them available (access rules defined per record type by the participating University). MERAL will not provide the full text files for public distribution, unless otherwise authorized by the participating universities.