



International Institute for  
**Primary Health Care**  
**Resource Center**

*Information that strengthen primary health care*

# **IIfPHC-E Repository Policy**

## TABLE OF CONTENTS

CONTRIBUTORS TO THE IIFPHC-E REPOSITORY .....	2
CONTENT OF THE REPOSITORY .....	2
SUPPORTED CONTENT TYPES .....	3
SUPPORTED FORMATS .....	3
HOW TO PARTICIPATE TO DEVELOP CONTENT.....	3
ACCESS TO DEPOSITED CONTENT .....	4
WITHDRAWAL OF CONTENT .....	4
COPYRIGHT .....	5
PRIVACY .....	5
USING THE REPOSITORY .....	5
PRESERVATION.....	6
WARRANTIES .....	6

## **IIfPHC-E Repository Policy**

The IIfPHC-E Repository is provided as a public service by the International Institute for Primary Health Care – Ethiopia (IIfPHC-E), henceforth the Institute. The following policy statement is pertaining to the various aspects of managing the Repository. Please send an email at [resourcecenter@iifphc.org](mailto:resourcecenter@iifphc.org) if you have questions about the Repository and/or about the policy.

### **CONTRIBUTORS TO THE IIFPHC-E REPOSITORY**

Contributors work must be in the area of primary health care to align with the mission of the Institute. Contributors may include IIfPHC-E and its partner organizations. Other health organizations working in the areas of primary health care thematic areas are eligible to join. Any of these organizations, henceforth, will be referred as “Contributor” in this document.

### **CONTENT OF THE REPOSITORY**

The Repository is intended primarily as a repository for previously-published work, and not as an independent publishing platform for new research articles. The Repository does offer IIfPHC-E and partner organizations the ability to publish and disseminate their existing research, policies, guidelines, manuals, technical reports, proceedings, working paper series, journals and theses/dissertations.

The scope of deposited content includes:

- scholarly, creative and research-related resources
- research authored or co-authored by staff at IIfPHC-E
- research work conducted through small research grants offered by the Institute
- training materials produced by IIfPHC-E and partners, mainly Ethiopian Ministry of Health
- digitized materials from the IIfPHC-E and partners, mainly Ethiopian Ministry of Health and Ethiopian Public Health Institute.

Deposited content should be in a completed state, rather than in-progress and regularly updated.

Contributors must be willing and able to grant the Institute the non-exclusive rights to both preserve and make their work available through IIfPHC-E Repository.

- Deposited content must be in a digital format.
- If the deposited content is part of a series, other works in that series should also be deposited, when possible. In this way, the Institute can offer a full and complete collection.

---

## SUPPORTED CONTENT TYPES

Contributors may submit works for which they are the sole right holders, or for which they have obtained permission to submit from all co-authors. The Repository accepts a wide range of digital materials, including text, images, video, and audio files. Possible kinds of content include, but are not limited to, the following:

- Publications (including preprints)
- Masters theses/ Dissertations
- Working papers, technical reports and bulletins
- White papers
- Conference papers
- Datasets
- Images
- Audios and videos

---

## SUPPORTED FORMATS

The Repository within IIfPHC-E supports various formats such as .pdf, .mp3, .mp4, .jpeg. All formats can be deposited; but depositors should consider depositing their items in formats that are open, sustainable and well-used in their fields. We recommend preparing your submission in the above formats before submitting or sending them to the Institute. The Institute can help you convert your current format to the access-level format and submit the same to the Repository.

---

## HOW TO PARTICIPATE TO DEVELOP CONTENT

Individuals can send their documents via email on [resourcecenter@iifphc.org](mailto:resourcecenter@iifphc.org). In this case, they must also complete a [license form](#) and return back. The publisher's policies will be reviewed by a staff, and the work will be posted as soon as the review is complete.

Institutes, centers, or organizations can contact [resourcecenter@iifphc.org](mailto:resourcecenter@iifphc.org) to identify an administrative contact, which will be authorized to manage submissions. Training for administrators will be provided by the Institute's staff.

The submissions will be reviewed for compliance with the Repository policies and any other applicable national and international laws and approved for public view in the Repository by the Institute's staff.

## ACCESS TO DEPOSITED CONTENT

All deposited content will be made available to the public, except when forbidden by rights, or when embargoed for a limited time. For such cases, content metadata could be made available.

Works published in the Repository will be available for free to the general public via the Internet. End users of IIfPHC-E Repository, including the general public, will have the right to download and use the work for personal and non-commercial purposes.

Authors must grant a non-exclusive License to the Institute in order to publish their work in the Repository. Because the license is non-exclusive, authors retain ownership of copyright in their work, and may continue to use and license of the work without further obligation to the IIfPHC-E.

## WITHDRAWAL OF CONTENT

All deposits are considered permanent. Contents may be withdrawn in case of the following valid reasons:

- Proven copyright violation
- Breach of publishing contract/license terms
- Plagiarism
- Libel
- National security
- Falsified research

Complaints about the inclusion of an item in IIfPHC-E Repository should be sent in writing to [resourcecenter@iifphc.org](mailto:resourcecenter@iifphc.org). Please include your full contact details, the bibliographic details of the item, the IIfPHC-E Repository identifier (URL), and the reason for the complaint.

On receipt of a complaint, the following actions will be taken:

1. The IIfPHC-E Repository team will return an acknowledgement in writing that the complaint has been received and make an initial judgment as to the validity of the complaint
2. If the complaint is judged to warrant further investigation, the item in question will be withdrawn from public view within 36 hours of receiving the complaint. Complaints sent on a non-working day (weekends, public holidays and other closure days) will be treated as being received on the next working day.
3. The complaint will then be reviewed by the IIfPHC-E Repository team (together with IIfPHC-E management, where necessary). If the grounds for the complaint are found to be plausible, the full text of the item in question will be removed from IIfPHC-E Repository. In most cases, the metadata will NOT be removed, and a note will be supplied giving reasons for withdrawal of the content. If the complaint concerns the

breaking of an embargo, the content will be suppressed for the specified embargo period.

4. The complaint and the author will be informed of the outcome.

Withdrawn items are not deleted per se, but are removed from public view and withdrawn items' identifiers/URLs are retained indefinitely. In the above case, only the record will remain with the message "Item withdrawn by IIFPHC-E authority. If you have any questions, please contact the Resource Center via [resourcecenter@iifphc.org](mailto:resourcecenter@iifphc.org)".

Errata and corrigenda lists may be included with the original record, if required. If necessary, an updated version may be deposited:

- The earlier version may be withdrawn from public view.
- There will be links between earlier and later versions, with the most recent version clearly identified.

## COPYRIGHT

The contributor must either hold the copyright, or the right to deposit, for all contributed content. For unpublished works, the IIFPHC-E Resource Center recommends using a Creative Commons License, either CC-BY or CC-BY-NC.

By depositing their work, contributors agree to give the IIFPHC-E only the non-exclusive right to disseminate and preserve the content. Preservation may require reproducing the content in different formats to ensure future accessibility.

## PRIVACY

### USING THE REPOSITORY

Whenever a user visits the Repository, certain information is gathered and stored automatically. This information does not generally identify the user personally. Information that is automatically collected and stored when visiting the repository site includes:

- The Internet domain and IP address from which the repository was accessed
- The type of browser and operating system
- Date and time
- Pages visited
- Location of the visitor

The automatically collected information is only used internally for technical troubleshooting, to monitor compliance with the IIfPHC-E policy to improve the usability of the Repository, and to record aggregate statistics.

## PRESERVATION

The IIfPHC-E Resource Center is committed to providing preservation of repository content. In order to better preserve this content, the Center will do the following activities:

- Assign a persistent identifier that will always point to the object and/or its metadata
- Provide secure storage and backup
- Perform routine fixity checks, and
- Create provenance records and other preservation metadata to support accessibility and management over time.

## WARRANTIES

Contributors must ensure that the Institute's use of the work in the Repository will not breach any other person's intellectual property, privacy or other legal rights. Likewise, if creation of the work was sponsored or supported by a party (e.g. a government agency or corporate sponsor), authors must have complied with any prior-review or other obligations or requirements imposed by the sponsor agreement. As part of the submission process, authors or their delegates will warrant that to the best of their knowledge, the work does not contain anything which is false, defamatory, unlawful, misleading or deceptive, or otherwise violates any law.