



UNIVERSITÀ DEGLI STUDI DI MILANO

Archivio Istituzionale della Ricerca (AIR) / Institutional Research Information System (IRIS) – AIR/IRIS Policy

AIR/IRIS (hereinafter AIR) is the research information system of the University of Milan. It records our scientific production since 2004. In March 2009, the Academic Senate identified the repository as the single point of data collection for the University's scientific research, in order to improve its visibility and impact at the national and international level.

From the Academic Senate resolution of 20 March 2009:

The Academic Senate resolved to identify the AIR infrastructure as the University's institutional research repository, thereby defining its features, purposes, contents and users, as well as regulating the use of data. The AIR repository will therefore be the single point of data collection for the scientific production of the University, with the primary goal of maximizing its visibility [...]

The institutional needs for which these records are used (requests for funding, divisional annual reports, local and national research assessment) require that the repository be complete. For this reason, it is mandatory to enter research records, possibly within one month from publication, in order to keep the repository up to date.

This is the only source of data for internal and external research assessment, for funding requests and for divisional annual reports. As a result, it must include all publications, and the data must be exhaustive and reliable. Bibliographic records should be accompanied by abstracts (required for doctoral theses and for unpublished conference speeches) and, subject to copyright law, by the full text of research works. Since 2008, the repository records have been sent daily to the MIUR website (professors and researchers page). Therefore, University faculty is no longer required to enter duplicate records on the MIUR website.

Metadata Policy

For access to information on repository records.

1. Anyone can access record metadata for free.

2. Record metadata can be freely reused for non-profit purposes. They cannot be used for private profit.

Data Policy

For access to full-text records.

1. Anyone can access full-text records free of charge, in accordance with the authors' choices and the publishers' policies.
2. Copies of the publications may be:
 - reproduced, made, shown, provided to third parties in any format;
 - freely used for non-profit purposes, personal study or research, and educational purposes;

provided that:

- the title, authors and any other bibliographic details are cited;
 - a link is provided to the original page containing the record metadata;
 - contents are not changed in any way.
3. Full-text records cannot be used for commercial purposes without the author's formal consent.

Content Policy

For the identification of repository data.

1. AIR is an institutional research repository.
2. It contains the following types of material:
 - articles in periodicals;
 - translations of articles in periodicals;
 - contributions to books;
 - translations of contributions to books;
 - unpublished conference speeches;
 - books;
 - book translations;
 - book editing projects;
 - internal reports or research reports;
 - standards and patents;
 - maps;
 - multimedia products and applications;
 - multimedia product and application editing projects;
 - critical editions, annotated editions or translations, scholarly comments;

- projects, e.g. as editorial directors or members of the scientific advisory board of a periodical;
 - doctoral theses.
3. Each record must include the following information:
- the date of publication;
 - the version of the full text, if attached (draft, manuscript submitted to the publisher, version accepted by the publisher, version released by the publisher);
 - the type of review (blind or open peer review, scientific advisory board, none);
 - publication status (published, ePub ahead of print).

Submission Policy

For the purposes of identifying staff authorized to enter records, quality control and copyright compliance.

1. Records can only be filed by qualified academic staff or by authorized staff. In particular, AIR records may be entered by authors, including:
 - professors;
 - researchers;
 - PhD students;
 - research fellows;
 - post-graduate students;
 - contract faculty under research programmes; or by
 - technical and administrative staff authorized by department heads using this [form](#).
2. The authors will enter the data and confirm their author status by signing a statement at the time of filing.
3. Department heads may submit a request via email (air@unimi.it) for staff other than authors to enter records in AIR, using this [form](#). Authorised staff should be previously trained by the AIR service, in order to ensure record quality.
4. Authors must file bibliographic metadata for all their research works.
5. Research records should be entered within one month from publication, to ensure that AIR records are always up to date and available for administrative needs.
6. Authors are required to file the full text for all their records. However, they may apply for an embargo, or request that it be not available for consultation.
7. Embargoed records will not be publicly visible until the embargo expires.

8. Expert librarians assess AIR records for relevance, classification, and metadata accuracy.
9. However, the data enterer bears sole liability for the truthfulness and genuineness of the statements made when entering data.
10. The author bears sole liability for copyright infringement.
11. Any works found to infringe copyright will be immediately removed from AIR.
12. The University of Milan disclaims liability for copyright infringement by third-party users of the repository.

Preservation Policy

For the purposes of maintaining, updating or removing AIR data.

1. AIR records will be kept on file indefinitely.
2. We will try to ensure ongoing access to AIR data.
3. If necessary, data will be migrated to new, updated formats.
4. We regularly back up all AIR data.
5. As a rule, no records are removed from AIR.
6. The removal of a record may be required for the following reasons:
 - plagiarism or proven copyright infringement;
 - proven legal violations;
 - national security;
 - falsification of research.
7. Removed records will not be deleted, but will no longer be publicly visible.
8. The handle identifier and URL for each AIR record will be maintained indefinitely.
9. It is possible to request changes or updates to AIR records.
10. The handle identifier and URL for each record will always point to its latest version.
11. Should AIR be closed, all data will be transferred to another suitable repository.

Approved by the Academic Senate on March 20, 2009