

Guide to handling documents in PURE

PURE is used to implement Leuphana's open access strategy not only as a directory of research outputs but also as a full-text repository. This means that PURE not only contains evidence of research achievements but also research results, e.g. in the form of complete articles or lecture texts. For this purpose, publication as well as project and activity entries can be supplemented by documents (texts, audio and video files, images, etc.). This may involve copyright-protected material. Therefore, please only upload documents and document versions to PURE for which you have the appropriate rights.

1. Transfer of rights of use

In order for the University to be able to store and, if necessary, distribute content that you have uploaded to PURE and that falls under copyright protection, rights of use must be transferred to the university. This applies to descriptions of the various contents, such as publications, projects, activities, expert and organisational profiles (so-called metadata) as well as to full texts of publications or other documents uploaded as additional information. In the following you will therefore find the exact wording for the transfer of rights of use as well as important instructions for uploading documents in PURE. Please note that you have agreed to the transfer of rights and compliance with the instructions by registering for PURE.

Therefore, by entering information into PURE, agreeing to import data into PURE, and/or uploading a document and not excluding its transmission to other systems, a user transfers the rights set forth below and agrees to comply with applicable copyright laws in the following form: The user grants Leuphana as operator of PURE the simple right for the duration of the legal protection period and unlimited in space,

- to make the metadata or the work, including the abstract and metadata, publicly accessible through the repository and to make the necessary copies for this purpose. This means, in particular, storing the work and/or the abstract and the metadata in electronic databases and making them available to a large number of users by means of digital or other transmission technology, whether in the context of services that require a retrieval by the user or in services where the use takes place at the initiative of the repository, including all transmission paths (cable, radio, satellite, etc.) and protocols (TCP/IP, http, WAP, HTML, XML, etc.), as well as
- to reproduce and distribute the work by way of print-on-demand in paper form or on other storage media (CD Rom, CDI, e-book etc.).

He / she also agrees to a possible later conversion into another data format.

Leuphana as operator of the repository may transfer the rights granted by this agreement in whole or in part to third parties and grant simple rights of use to other repositories without requiring the separate consent of the authors.

2. Disclaimer

In the event of any infringement of rights, Leuphana University as the operator of PURE is initially liable to third parties. Employees can be held liable if they deliberately violate the rules that apply to the handling of documents in PURE. In the internal relationship between the university and the employee, a disclaimer in the following form is agreed for this purpose:

The author shall indemnify the repository operator against any third-party claims arising from the fact that the publication of the work on the repository results in an infringement of copyrights or exclusive rights of use due to culpably false information provided by the author regarding the non-existence of third-party rights or other circumstances for which the author is responsible. - This shall not apply if the infringement is due to intentional or grossly negligent conduct on the part of the repository operator and the author is not equally guilty of intent or gross negligence. In the latter case, the damage shall be shared between the university and the author, taking into account in particular the shares of fault.

3. General instructions for uploading documents to PURE

The visibility of documents to the outside world can be controlled individually and is independent of the visibility setting of the entry. In this way, users can exclude the transmission of copyright-protected documents to the Internet.

- Database - Restricted to registered PURE users: The entries are visible for authorized users, they can be used for statistics, for example.
- Campus - Restricted to certain IP addresses: The entries are additionally available for the Leuphana Intranet and campus systems like myStudy.
- Public - No restrictions: The entries are additionally available for public purposes, e.g. for the Leuphana websites and the research index (FOX).

Particularly when selecting the visibility status "Public", care must be taken to ensure that existing copyrights and rights of use are not violated.

The archiving of documents created in collaboration with external co-authors requires their consent. The authors employed at Leuphana are responsible for this.

For the secondary publication of articles, please also observe any blocking or embargo periods of the publisher as well as any references to the print version of the article required by the publisher.

- ▶ PDFs stored in publication entries are automatically provided with a cover page when downloaded, which refers to the print version; all information is fed from the information stored in the PURE entry. Depending on the publication type, the cover page contains a relevant selection of the following information:
 - Title and author
 - Place of publication (name of journal / anthology etc.)
 - DOI
 - Publication date
 - Designation of the document version (preprint, postprint, publisher version)
 - Link to the publication
 - Complete bibliography of the print version
- ▶ No cover page is generated for uploaded documents in any other file format than PDF. Even for projects and activities, documents are not provided with cover sheets. Therefore, remember to add any information required by the publisher to the document yourself.

4. Special Notes on Journal Articles: Publishing regulations for secondary publication

As a guide to journal articles, PURE displays information from the SHERPA/RoMEO databank. This database collects information on what rights publishers grant their authors for secondary publication on websites and in repositories.

If your document does not have SHERPA/RoMEO information in PURE, but you have the right for secondary publication in an institutional repository due to agreements in your author contract, please upload it in PURE as well.

The visibility setting of public documents belonging to publication entries is checked by the editorial team in the course of validation. If there is no SHERPA/RoMEO information and / or no author contract allowing publication, the visibility status of the document is reset to "Data bank". This is done to protect all parties from the consequences of copyright infringement. Further tips and advice on the subject of Open Access can be found on the Leuphana intranet in the Frequently Asked Questions on PURE under the [keyword "Open Access"](#).

5. You will find further help and instructions in the "Frequently Asked Questions".

The "Frequently Asked Questions" about PURE are accessible on the Leuphana intranet or via VPN at the address: <https://purefaq.web.leuphana.de/>

Document history

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- Coordinated with the legal department -