

Opened on a trial basis!

# Toyohashi University of Technology Academic Institutional Repository

**New URL** <https://repo.lib.tut.ac.jp/>

## What is an academic institutional repository?

A repository of wisdom and an information transmission service designed to gather, accumulate and archive academic research results produced at this university (including journal articles) electronically, and make them available for free public access via the Internet.

The university archives academic research results in [JAIRO Cloud](#)※ of the National Institute of Informatics (NII) and transmits information from there. The repository was opened on a trial basis on November 6, 2012.

Academic research results disclose on the Internet can be searched through various search engines. As they also possible to be searched from a document information search site such as JAIRO (<http://jairo.nii.ac.jp/>) or OAster (<http://www.oclc.org/oaister>), allowing by more people to browse them.



The screenshot shows the homepage of the repository. At the top, it reads "豊橋技術科学大学学術機関リポジトリ" (Toyohashi University of Technology Academic Institutional Repository). Below this is a list of announcements in Japanese, including dates and descriptions of new uploads. The main content area features a search bar with a "Search" button and radio buttons for "Full Text" and "Simple". On the left, there are sections for "Language" (set to English) and "Index Tree" (listing Journal Article, Departmental Bulletin Paper, and Thesis or Dissertation). On the right, an "Index List" shows categories like "Journal Article [280 items]", "Departmental Bulletin Paper The Lark Hill [510 items]", and "Thesis or Dissertation [982 items]".



### ※JAIRO Cloud

A shared repository service launched in 2012 by the National Institute of Informatics (NII). This is a cloud service designed to provide a system environment for institutional repositories that was built based on WEKO (a Swahili word meaning "repository") developed by NII. WEKO was developed by Mr. Kazutsuna Yamaji at NII, a graduate from this university.

## ■ Benefits of registering academic research results in the IR



### **Increase the visibility and citation index of papers**

• The papers registered in the Institutional Repository are not only available for direct search on the Institutional Repository website but also search engines such as [Google](#) and [Google Scholar](#), as well as on article information search sites including [CiNii](#), [JAIRO](#) and [OAister](#). Making your paper accessible for free on the Internet enables browsing of the contents of papers without subscribing to expensive magazines. This is expected to increase the exposure of papers to more researchers around the world, thereby increasing the citation index.



### **Achieve university's accountability and share research results with society**

• Registered papers are not only accessible by university researchers, but also corporate researchers and general users.  
• Registration fulfils the university's accountability to society, and increases opportunities to share the university's state-of-the-art technologies with local communities. It also contributes to the university's public relations.



### **Management and permanent storage of research results**

• Electronic data tend to be scattered and are difficult for individuals to manage systematically. Such data are archived and managed on the [JAIRO Cloud](#) server of the [National Institute of Informatics \(NII\)](#).  
• A permalink (a Permanent URL that points to a specific web page is transferred or retired) will be given, allowing indefinite storage and disclosure even after the user from this university.

## ■ The following academic research results are permitted for registration at IR

### **Academic research results generated by current or past Faculty Members and graduate school students of this university.**

• Types of academic research results :

All types are accepted including papers on **academic journals, bulletin papers, theses, articles on general magazines, presentation papers for meetings, presentation materials for meetings, books, research papers, preprints, educational materials, data, databases, and software.**

You may refer to the Guidelines of the Toyohashi University of Technology Academic Institutional Repository at: <http://www.lib.tut.ac.jp/repo/shishin.pdf>

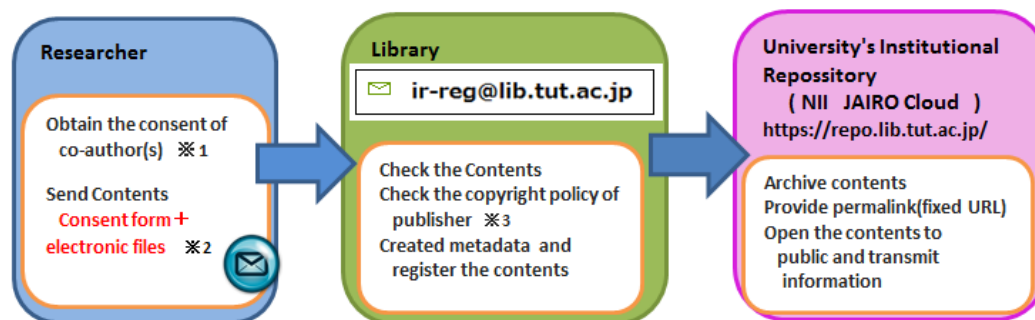
## ■ About copyright

- Copyright owned by the author or the publisher of academic research results are maintained. Registrating at Institutional Repository does not mean the transfer of copyright.
- The university registers academic research results with the permission from copyright holder to register and disclose of Institutional Repository.
- If a publisher holds copyright, the library will confirm with the publisher whether it consents to the registration at Institutional Repository in advance.

## How to register in the Institutional Repository

To register, simply send a Registration Consent Form and electronic file(s) of your academic research results to: [ir-reg@lib.tut.ac.jp](mailto:ir-reg@lib.tut.ac.jp) (Exclusive e-mail address for sending electronic contents).

The Registration Consent Form can be downloaded from the “Registration Consent Form” under the contents registration method ([https://repo.lib.tut.ac.jp/?page\\_id=31](https://repo.lib.tut.ac.jp/?page_id=31)) on the Institutional Repository website.



- ※1 If copyright is held by the author or the co-author(s), obtain the consent of the co-author(s) in advance before sending the contents.  
If a publisher or an academic society holds copyright, the consent of the co-author is not necessary.
- ※2 If the file is too large, you can store the data in a CD-ROM or a USB file and send the medium. Consult the library if you have printed materials, such as reprinted articles or journals. Any format is accepted (Word, PowerPoint, pdf, etc.) If your deliverables include multiple files (body text and illustrations), send the deliverables in their entirety. The library will convert them into a pdf file before registration.
- ※3 The library will check the copyright policy of the publisher to confirm whether is consented to the registration.

## How to register a paper of an academic journal

- Send a **Registration Consent Form** and electronic file(s) of your deliverables.  
The library will check on the copyright policy of the publisher before registration.
- Foreign publishers including Elsevier and Springer allow the **registration of post-prints (final draft post-refereeing)** at Institutional Repository. In Japan, 835 academic societies allow the registration of a draft either before or after refereeing in the repository (as of November 6, 2012). For this reason, send the file(s) of the **final draft of the body text**.
- The copyright policy of the publishers and academic societies can be checked on the following website:

### 【Check the copyright policies of foreign publishers】

SHERPA/RoMEO Publisher copyright policies & self-archiving

<http://www.sherpa.ac.uk/romeo/>

### 【Check the copyright policies of Japanese academic societies】

SCPJ (Society Copyright Policies in Japan) database

<http://scpj.tulips.tsukuba.ac.jp/>

The library will check the copyright policies of publishers that are not found on these websites.



## How to register theses

### For those who are going to submit a doctoral thesis

- Submit a consent confirmation form for registration at [Toyohashi University of Technology Academic Institutional Repository \(for doctoral theses\)](#) before submitting your doctoral thesis. After you have consented to the registration, a pdf file doctoral thesis will then be registered at [university repository](#) and made open to the public.
- For those who have consented to the registration, **send a file of your doctoral thesis to the library.** A pdf file is preferable.

### For those who have submitted a doctoral thesis to the university

- The National Diet Library sent a letter in the period from September 2010 to March 2011 to those who **graduated from the university from fiscal 1990 until fiscal 2000** requesting for consent to the release of doctoral theses on the Internet.
- The library will only register the theses and makes them open to the public after the authors have consented to the transfer of a copy of their theses created by the National Diet Library that conferred the degree to the library, the provision of a copy of the full text and the transmission of the full text to the public.
- The library registers the metadata (thesis title, author name, etc.) of theses for those who only **consented to disclosure on the National Diet Library's website.** The body text is accessible via a link to [National Diet Library's digitized materials \(http://dl.ndl.go.jp/\)](#) website and made open to the public on the National Diet Library website.
- For those who that have **not received a letter of request for consent from National Diet Library, graduated from the university in fiscal 1989 or earlier or in fiscal 2001 or later but are consented** to the registration and disclosure on the university repository, you may send us a [Registration Consent Form \(for those who have submitted a doctoral thesis\)](#) and the **electronic file(s) of your doctoral thesis.** If an electronic file is not available, the library will create a pdf file from the doctoral thesis archived in the library for registration and disclosure.



## How to register bulletin papers

- For papers published on "Hibarino," a bulletin of the Institute of Liberal Arts and Sciences, the metadata (thesis title, author information, etc.) and pdf files of the body text will be registered and made open to the public in stages after obtaining the consent to register papers at [university repository](#).
- The library has sent an e-mail requesting registration and disclosure to the authors of papers published in [Hibarino volumes 26–30](#). Please send a reply concerning the registration.
- The same e-mail will also be sent to the authors of papers published in [Hibarino volumes 1–25 and 31](#). Please send a reply concerning the registration.
- For papers published in [Hibarino volume 32 or later](#), the library has already obtained consent to register the papers at [university repository](#) at the time of contribution. The papers will be registered and made open to the public.

Please provide your academic research results for the accumulation of data and the development of the university's Academic Institutional Repository.

Exclusive E-mail address for contents sending use:



[ir-reg@lib.tut.ac.jp](mailto:ir-reg@lib.tut.ac.jp)



Information Service Section, Books and Information Group, Educational Affairs Division,  
Toyohashi University of Technology  
For inquiries, send an e-mail to: [gakujo@office.tut.ac.jp](mailto:gakujo@office.tut.ac.jp) Phone: +81-532-44-6564 ext. 6564  
Address 1-1 Hibarigaoka, Tempaku, Toyohashi, Aichi, 441-8580, JAPAN