

## Loughborough University Institutional Repository Policy

- With effect from the 01 September 2011 and the roll-out of LUPIN to your School, Loughborough University requires that staff submit a copy of all academic journal articles, conference papers and book chapters to the Institutional Repository.
- Staff are also required to deposit any research output expected to be submitted for the REF 2014 where format permits.
- Staff are also strongly encouraged to deposit all other research output.
- Staff are required to provide, wherever possible, these research outputs by keeping author created final versions of their research output.
- To this end, Loughborough University recommends that its staff do **NOT** assign copyright to publishers.
- Instead, the University [recommends](#) that when submitting an article for publication authors grant the publisher a [licence to publish](#) the article.
- Staff are required to sign the [Institutional Repository licence](#).
- Loughborough University supports the principle that the outcomes of funded research should be made available as widely as possible.
- For all queries concerning the Institutional Repository and this policy please email [repository@lboro.ac.uk](mailto:repository@lboro.ac.uk) or telephone 222338  
<http://www.lboro.ac.uk/library/resources/InstitutionalRepository.html>