



NIGERIA MARITIME UNIVERSITY (NMU) INSTITUTIONAL REPOSITORY (IR) POLICY

Policy Title	Nigeria Maritime University Institutional Repository (IR) Policy
Policy Owner	Nigeria Maritime University (NMU)
Abbreviation	NMU-IR
Approved By	University Senate
Responsible Unit	University Library
Effective Date	January, 2026
Review Cycle	Every five (5) years

1.0 Introduction

The Nigeria Maritime University Institutional Repository (NMU-IR) is a digital platform established to collect, preserve, manage, and disseminate the scholarly, maritime, nautical, and blue economy focused intellectual output of the University. The repository provides open and long-term access to academic works produced by NMU staff, researchers, and students, thereby increasing the visibility, impact, and global reach of the University's research output. The NMU-IR supports the principles of open access, scholarly communication, institutional memory preservation, and digital stewardship, in line with national and international best practices.

1.1 Vision

To become a globally recognised open- access repository that enhances the visibility, accessibility, and impact of Nigeria Maritime University's maritime, nautical, blue economy, and multidisciplinary scholarly and research outputs.

1.2 Mission

To provide a sustainable digital platform for the preservation and dissemination of NMU's intellectual assets, supporting teaching, learning, research, innovation, and national development.

1.3 Objectives

The objectives of the NMU Institutional Repository, with particular emphasis on maritime and blue-economy scholarship, are to:

- Preserve and provide long-term access to NMU's scholarly outputs;
- Increase visibility and citation impact of NMU research, especially in maritime, nautical science, logistics, oceanography, marine engineering, and blue-economy studies;
- Support open access and global knowledge sharing;
- Showcase the academic reputation and research strength of NMU;
- Support compliance with publisher, funder, and regulatory requirements;
- Contribute to institutional ranking and webometric performance

2.0 Scope of the Policy

This policy applies to all academic and research outputs produced by the NMU community, particularly in maritime- related disciplines, including:

- Academic staff;
- Research staff;
- Postgraduate and undergraduate students;
- University research units and centers;
- Official university scholarly publications.

3.0 Policy Statement

- i. Nigeria Maritime University (NMU) affirms its commitment to the creation, dissemination, preservation, and open sharing of scholarly knowledge, with particular emphasis on maritime, nautical, marine, and blue-economy-related research. In line with its mandate as a specialised maritime institution, NMU recognises the Institutional Repository (NMU-IR) as the official digital platform for capturing and showcasing the intellectual output of the University.
- ii. The University encourages all academic staff, researchers, and students to deposit eligible scholarly works in the NMU-IR in order to enhance research visibility, promote collaboration, support innovation, and contribute to national and global knowledge development. Where applicable, the deposit of certain categories of scholarly output especially theses, dissertations, and institutional research reports may be mandatory in accordance with University regulations.
- iii. By depositing works in the NMU-IR, authors grant the University a non-exclusive, royalty-free right to store, preserve, reproduce, and make such works publicly accessible for non-commercial, educational, and research purposes, subject to copyright, licensing, and embargo conditions. The policy also affirms NMU's commitment to ethical scholarship, respect for intellectual property rights, and compliance with relevant national laws and international best practices.

4.0 Content of the Repository

4.1 Accepted Materials

The NMU-IR shall accept the following materials, with priority given to maritime, nautical, and blue-economy scholarship:

- Journal articles (preprints and postprints);
- Theses and dissertations;
- Conference papers and proceedings;
- Research reports and technical reports;
- Books and book chapters;
- Inaugural lectures;
- Learning objects and teaching materials;
- Datasets and research data (where applicable);
- Multimedia materials related to academic activities;
- Grey literature and institutional publications
- Open Educational Resources – The repository may be used to house University course-based information and open educational resources.
- Data sets – Size and format limitations may be placed on data sets, and they must be complete, appropriately formatted for use, and cleared for access.
- Podcasts – Podcasts that fall within collection scope may be considered for inclusion.

4.2 Excluded Materials

The NMU-IR shall not accept:

- Works intended for commercial exploitation;
- Materials containing confidential or classified information;
- Plagiarised or unethical works;
- Administrative documents not meant for public dissemination;
- Materials that violate copyright, privacy, or legal obligations.

5.0 Intellectual Property and Copyright

Nigeria Maritime University recognises and respects the intellectual property rights of authors while promoting lawful access to scholarly information.

- i. Copyright ownership of works deposited in the NMU Institutional Repository shall remain with the author(s), unless otherwise stated by contractual, publisher, or funding agreements.
- ii. By depositing materials in the NMU-IR, authors grant Nigeria Maritime University a non-exclusive, irrevocable, royalty-free license to store, reproduce, preserve, translate (for accessibility), and make the work publicly available for non-commercial educational and research purposes.
- iii. Authors are responsible for ensuring that deposited works do not infringe on third-party copyrights, confidentiality agreements, or national security considerations, particularly in relation to sensitive maritime, nautical, or offshore data.
- iv. Where works have been published by external publishers, authors must comply with publisher self-archiving policies and embargo requirements.
- v. Appropriate attribution and citation of authorship shall be maintained in all uses of repository content.
- vi. The NMU-IR may apply embargoes or access restrictions to protect intellectual property, commercial interests, patentable research, or sensitive institutional information.
- vii. The University Library shall provide guidance on copyright compliance, licensing options (including Creative Commons), and rights management to authors and contributors.
- viii. It is understood that contributors submitting copyrighted or licensed content agree to:
 - Grant NMU-IR Digital Commons the right to ingest, openly disseminate, and preserve the content.
 - Preserving the content may involve migrating the content to new formats to ensure future accessibility.
 - Provide proof that they hold copyright to the work or have express permission to deposit the work.
- ix. In the case of unpublished content, use of a Creative Commons license is recommended.

6.0 Submission Policy

- Submission may be self-archived by authors or mediated by the Library.
- At least one author must be affiliated with NMU.
- Depositors must ensure accuracy, originality, and compliance with copyright.
- All submissions shall undergo basic quality and metadata review by the IR Administrator.
- Plagiarism screening may be conducted where necessary.
- Contributors must provide appropriate metadata in order to ensure content discoverability; required metadata fields (e.g., author, journal title, etc.) will be filled out by the contributor during the online submission process.
- Deposited content should be in a completed state ready for archiving; generally, content that is in-progress and/or regularly updated will not be accepted
- Authors of theses or dissertations have the option to request that the thesis/dissertation be placed under embargo for a specified period of time, after which it will become publicly accessible
- Contributors may request removal or revision of previously submitted content.

7.0 Access Policy

Nigeria Maritime University is committed to promoting open access to scholarly knowledge while respecting legal, ethical, and contractual obligations. Therefore:

- The NMU-IR shall provide open and free online access to deposited materials where copyright and licensing conditions permit.
- Materials subject to publisher embargoes, confidentiality, national security, or sensitive maritime data may be placed under restricted or closed access for a defined period.
- Metadata for all deposited items shall remain publicly visible and accessible, even where full-text access is restricted
- Access restrictions shall be clearly indicated, including embargo duration and access conditions.
- The University Library reserves the right to determine access levels in consultation with authors and relevant academic units.

8.0 Preservation Policy

The NMU-IR is committed to the long-term digital preservation of the University's scholarly and maritime research outputs. Therefore:

- All accepted materials shall be preserved indefinitely, subject to technological feasibility.
- The University Library shall implement digital preservation strategies, including secure backups, redundancy, and format migration.
- Persistent identifiers and standardised file formats shall be used to ensure long-term accessibility.
- Preservation actions may include copying, migrating, or transforming files for sustainability without altering intellectual content.
- The integrity and authenticity of preserved materials shall be maintained at all times.

9.0 Withdrawal Policy

Items deposited in the NMU-IR are intended for permanent retention; however, withdrawal from public access may occur under exceptional circumstances. Materials may be withdrawn due to:

- Proven copyright infringement or legal violations;
- Breach of confidentiality, national interest, or sensitive maritime information;
- Plagiarism, research misconduct, or falsification of data;
- Author request supported by valid and documented justification
- Withdrawal decisions shall be made by the University Library with oversight from the Institutional Repository Committee.
- Withdrawn items shall not be permanently deleted; a metadata record shall remain visible, indicating the reason for withdrawal.

10.0 Metadata Policy

- Metadata is essential to the discoverability, interoperability, and long-term management of NMU-IR content.
- The NMU-IR shall adopt internationally recognised metadata standards, including Dublin Core and other relevant schemas.
- Metadata records shall be accurate, consistent, and openly accessible.

- The repository shall support metadata harvesting protocols such as OAI-PMH to enable global discovery.
- Metadata may be reused for non-commercial purposes with appropriate attribution to NMU.
- The University Library shall ensure quality control and periodic review of metadata records.

11.0 Governance and Management

- The NMU-IR shall be managed by the University Library in collaboration with maritime faculties, research centers, and relevant technical units.
- An Institutional Repository Committee appointed by Senate shall provide oversight.
- The IR Administrator shall manage daily operations, quality control, and compliance.
- Quality Control
- Submissions shall be reviewed for eligibility, metadata accuracy, and policy compliance.
- The Library reserves the right to reject submissions that do not meet required standards.
- Usage statistics such as downloads and views shall be collected.
- Metrics shall be used for institutional reporting, evaluation, and research impact assessment.

12.0 Policy Implementation

The University Library shall promote awareness through training, workshops, and advocacy. Compliance shall be monitored by the University Library in collaboration with relevant academic units.

13.0 Policy Review

This policy shall be reviewed every five (5) years. Drafted in alignment with best practices from Nigerian, African, and international university institutional repository policies, and tailored to Nigeria Maritime University's mandate in maritime education, research, and national development.

14.0 Privacy

NMU-IR Digital Commons respects users' right to privacy. Contributors and users should be aware that the system collects personally identifiable information during the submission process as well as for user selected services such as subscription to alerts and reports. This information will be used solely for the purpose for which the user submitted it, with the exception that the Library may make reasonable statistical reports for internal institutional use. NMU-IR Digital Commons abides by the Library's Patron Privacy policy, which can be found in the NMU Library Policies Manual available through the Library website.

15.0 Disclaimer

The NMU Institutional Repository is a preservation and access platform and not a publisher. The University does not guarantee the accuracy or completeness of deposited content.