

POLICY

ULAB Institutional Repository

Purpose

The Institutional Repository (IR) of the University of Liberal Arts Bangladesh (ULAB) is established to collect, preserve, and provide open access to the scholarly works of the ULAB community. The repository ensures the long-term availability and dissemination of intellectual contributions from faculty, students, and researchers, promoting knowledge sharing and academic engagement on a global scale.

Scope

This policy applies to all members of the ULAB community, including faculty, researchers, students, and admin staff, who wish to submit their scholarly works for inclusion in the repository.

Eligible Content

The IR will include, but is not limited to:

- ULAB publications (Journal, newsletters, bulletins, etc.)
- Theses and dissertations
- Internship & project reports
- Research reports
- Journal articles
- Conference papers
- Books and book chapters
- Creative works
- Dataset
- Teaching and learning materials

Submission Guidelines

- All members of the ULAB community are encouraged to submit their scholarly works.
- Submissions must be in digital format and meet the technical and academic standards set by the university.
- Authors must ensure that the content complies with copyright laws and that necessary permissions have been obtained before submission.
- Authors retain the right to submit their works to other platforms.

Access and Use

The IR will operate as an open-access repository, allowing the global academic community to access and use the content freely, except in cases where embargoes or access restrictions apply.

Users of the IR must respect copyright regulations, and proper attribution must be given to the original authors and works.

Copyright and Intellectual Property

- Authors retain full copyright ownership of their works.
- By submitting to the IR, authors grant ULAB the non-exclusive right to store, preserve, and disseminate their work electronically.
- Authors are responsible for ensuring their submissions do not violate third-party copyrights.
- Submitted resources will be checked through Turnitin- similarity, plagiarism & AI checker.

Preservation and Retention

- ULAB is committed to the long-term preservation of works submitted to the ULAB Library.
- Content will be stored in secure digital formats and maintained in accordance with best practices to ensure its accessibility for future generations.

Withdrawal of Works

- Authors may request the withdrawal of their work from the IR, subject to review by ULAB.
- In exceptional cases, such as legal or ethical concerns, ULAB reserves the right to remove content from the repository.

Contact Information

For further information or assistance regarding submissions to the ULAB Repository, please contact the ULAB Library- library@ulab.edu.bd

This policy reflects ULAB's commitment to fostering academic excellence, promoting open access to knowledge, and preserving the scholarly output of its community for future use.

ULAB Library
University of Liberal Arts Bangladesh