

Terms of Reference (TOR)

Digital Object Identifier (DOI) Issuing Unit

Main Library – University of Colombo

Digital Object Identifier (DOI) Issuing Unit at the Main Library, University of Colombo, functions as a centralized service to assign DOIs to scholarly and administrative publications of the University through Crossref, integrated with the University of Colombo Institutional Repository (UoC IR), thereby enhancing the visibility, accessibility, and long-term preservation of publications in line with international standards.

1. Establishment of the Unit

A dedicated unit designated as the DOI Issuing Unit shall be established under the administrative purview of the Main Library, University of Colombo. The unit shall function under the overall supervision of a Deputy Librarian (DL) or a Senior Assistant Librarian (SAL) appointed by the Librarian who is in charge of the UoC IR. The unit shall operate as a centralized service entity, issuing DOI facilities for publications by the Campus, Faculties, Institutes, Library, and Administrative Divisions of the University of Colombo.

2. Purpose

The purpose of the DOI issuing facility is to:

- Provide unique and persistent identifiers for institutional research and administrative publications.
- Improve discoverability and global accessibility of scholarly outputs.
- Ensure compliance with international publishing and metadata standards.
- Strengthen the University's research visibility and impact.

3. Scope of the Service

The DOI issuing facility will cover the University of Colombo publications deposited in the UoC IR. The DOI will be issued for both restricted use of publications and non-restricted use of publications on the request of the author(s). DOIs are obtained through Crossref by submitting basic metadata for both restricted and non-restricted publications such as title, author(s) name(s), author(s) affiliation, ISBN/ISSN, volume, issue, page numbers, publication year, and abstract. The DOI issued through this service will initially be displayed on the UoC IR, alongside the document details page (landing page), and will then be displayed within the document after some time.

4. Eligible Publications for DOI Assignment

The DOI Issuing Unit will assign DOIs to University of Colombo publications upon request. Eligibility is subject to compliance with the UoC IR guidelines and adherence to required metadata and quality standards. The Authors/ Editors are eligible to request a DOI through the library's DOI issuing unit.

The DOIs will be assigned to Journals, Journal articles, Books, Book chapters, Conference proceedings books, Conference proceedings articles, Reports, and Theses/Dissertations affiliated to the University of Colombo.

5. Metadata Standards

- All DOI registrations must comply with international metadata standards.
- Metadata fields such as title, author(s) name(s), author(s) affiliation, ORCID (if available), publisher, ISBN/ISSN, edition, volume, issue, page numbers, publication year, and abstract must be accurately provided for relevant publication types.
- For journal articles, the reference list should be provided.
- Regular metadata audits will be conducted to ensure quality.

6. Guidelines on DOI Request and Issuing

- Submission of research publication or any other document that requires a DOI to the University of Colombo Institutional Repository (UoC IR) as per the UoC IR guidelines. Submission email is doi@lib.cmb.ac.lk
- Initial screening of submission by UoC IR / DOI Unit staff for completeness and eligibility.
- Verification of metadata accuracy and compliance with required standards.
- Confirmation that no DOI has been previously assigned to the same content.
- Approval by the responsible officer (DL/SAL in charge of UoC IR).
- Registration of DOI through Crossref.
- Linking of DOI to the document landing page in the UoC IR.
- Notification of DOI assignment to the requester via email.
- Resubmit the edited version with the DOI number to SAL/IR via email.
- Upload the final version of the document to the UoC IR.

7. Timelines / Service-Level Expectations

- Acknowledgement of the DOI request within 2 working days.
- Initial review and metadata verification completed within 3–5 working days.
- DOI registration and assignment are completed within 5–7 working days after successful verification.
- Delays (if any) to be communicated promptly to the requester with reasons.
- Priority processing may be considered for time-sensitive publications (e.g., conference proceedings).

8. Responsibilities for Metadata Updates and DOI Maintenance

- The DOI Issuing Unit is responsible for:
 - Ensuring accuracy and completeness of metadata at the time of DOI registration.
 - Depositing and updating metadata with Crossref when required.
 - Maintaining persistent links to the UoC IR landing pages.
- Authors / Editors of publications are responsible for:
 - Providing accurate and complete metadata at the time of submission.

- Informing the DOI Unit of any required corrections or post-publication updates.
- Resubmit the document with the DOI to the UoC IR within one week of receiving it.
- The DOI should be displayed on the article/landing page in the format <https://doi.org/10.xxxxx/xxxxx/xxxx>
- The Main Library / DOI Unit shall:
 - Conduct periodic metadata audits to ensure quality and compliance.
 - Update DOI records when URLs change or repositories migrate.
 - Ensure long-term accessibility and integrity of DOI-linked content.

9. Versioning and Updates Policy

- DOIs will be assigned to the **final published version** of a document.
- For revisions or updated versions, a **new DOI may be issued**, or versioning will be managed in accordance with Crossref guidelines.
- Clear links between different versions will be maintained in the UoC IR.

10. Withdrawal and Retraction Policy

- DOIs once assigned will **not be deleted**.
- In cases of retraction or withdrawal, the DOI will remain active but **resolve to a notice page** indicating the publication's status.

11. Copyright and Licensing

- Authors must ensure that submitted content complies with **copyright and intellectual property regulations**.
- Licensing information (e.g., Creative Commons) should be clearly indicated in the metadata where applicable.

12. Prefix Ownership and Suffix Management

- All DOIs issued will use the institutional DOI prefix registered under the University of Colombo via Crossref.
- The Main Library will act as the custodian of the DOI prefix and manage its proper usage.
- The DOI suffix is generated using the handle of the publication uploaded to the UoC IR.

13. Training and Awareness

The DOI Issuing Unit will conduct awareness programs and training sessions for editors, authors, and academic and administrative staff on DOI usage, metadata standards, and benefits.

14. Reporting and Monitoring

- The DOI Unit will maintain records and reports on DOI assignments and usage.
- Periodic reports may be submitted to Library Administration or relevant university bodies.

15. Cost and Sustainability

- DOI registration costs (if applicable) will be managed centrally by the Main Library or in accordance with the university's decision.
- Future cost-recovery mechanisms may be introduced, if required.

16. Compliance and Review

- The DOI Issuing Unit will operate in compliance with Crossref policies and international standards.
- The TOR and procedures will be reviewed periodically and updated as necessary.

17. Effective Date

The TOR shall come into effect on the date of Council approval and shall remain in force until amended, repealed, or replaced by subsequent Terms of Reference.

18. Contact Details

Senior Assistant Librarian, In-charge of Institutional Repository

Email: doi@lib.cmb.ac.lk

Tel: 0112586432

<u>Council Approval:</u> Council Meeting No: 647 Council Minute No: 647.06.02	<u>Senate Approval:</u> Senate Meeting No: 522
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