



# CERES takedown policy: Policy for removing items from CERES

## Library Service

If the administrators of Cranfield CERES are requested to remove an item from the repository for any of the following reasons, then it will be withdrawn pending further investigation.

- Potential copyright violation or plagiarism
- Other IPR violation
- Potential breach of National security
- Falsified information within the item
- Commercial sensitivity

Administrators of Cranfield CERES may also consider withdrawing content based on complaints other than those listed above.

Items may be withdrawn by a member of the repository team at the request of the author/copyright holder. Accepted reasons for withdrawal include:

- Publisher's rules
- Copyright violation or plagiarism
- Other legal violation
- National Security
- Falsified information within the item
- Updated versions available
- Commercial sensitivity

Where an item is withdrawn, it will be removed from CERES until the takedown request has been investigated. In order for further investigation to take place, a request for withdrawal must be accompanied by sufficient information for CERES administrators to understand the nature of the complaint. If, following a request for clarification or more information, no more information is received from the complainant within a reasonable period, CERES administrators will restore the item to the repository.

If the stated reason for removing material is shown to be unsubstantiated, the item will be restored to CERES.

Where it is agreed that, following a review of the evidence, an item should be withdrawn, it will be removed from CERES. Administrators of CERES will make reasonable efforts to remove the item from the caches or search engine archives, and the British Library's EThOS service.

Concerning Cranfield theses, the *Prescribed Form for the Presentation of Theses* states that all students submitting a thesis must submit an electronic copy of the final corrected version. Unless they have been given an official 'restricted' status, then theses will be made available via Cranfield CERES. Restricted theses will be made available on CERES once the restriction has expired.

## Contacting us

If you believe that any material held in CERES is not suitable according to the criteria outlined above, please contact us and we will remove the work from the repository and investigate your claim.

e: [openaccess@cranfield.ac.uk](mailto:openaccess@cranfield.ac.uk)

## Document control

<b>Document owner</b>	Head of Barrington Library, and Education and Research Support
<b>Professional Service Unit/Department</b>	Student Experience (Library Service)
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