

## IRUS-UK Takedown Policy

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IRUS-UK provides an historical record of all items downloaded from participating repositories from their date of participation in IRUS-UK. When ingesting data we remove:

- the number of downloads by applications listed in the COUNTER Code of Practice as Internet robots, crawlers, spiders, etc. ([http://www.projectcounter.org/code\\_practice.html](http://www.projectcounter.org/code_practice.html)) (COUNTER Robots);
- the number of downloads by an additional list of internet robots, crawlers, spiders, etc., used by IRUS-UK in addition to the COUNTER list (IRUS-UK exclusions);
- requests to download an item where the mouse is clicked twice within thirty seconds (DoubleClicks). Other than that we do not amend the data in any way.

The IRUS-UK takedown policy applies to the rare occasions when an item in a participating institutional repository has been uploaded in error or has been deemed to be commercially or otherwise sensitive and the repository itself has received a takedown request for that item.

Takedown requests to IRUS-UK must be made by a designated repository manager/administrator.

### Takedown Process

If you wish us to implement this process for an item in your repository, please complete and submit our takedown form (<http://www.irus.mimas.ac.uk/contact/takedown/>).

The 'Notice and Takedown' procedure is then invoked as follows:

1. IRUS-UK will acknowledge receipt of your request by email.
2. Usage statistics for the item will be retained in IRUS-UK as this is valid usage of your repository but we will edit the metadata associated with the item within our database so that it displays as an unknown item in the IRUS-UK portal.
3. We will notify you when this has been done.