



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

# Service charter for the deposit of data, software and un-published research outputs in AMS Acta

Document prepared by **AlmaDL**

AlmaDL – University's Digital Library Management and Development Unit  
Cultural Heritage Division (ARPAC)

Alma Mater Studiorum – Università di Bologna

December 2025

## Contents

<b>1. PURPOSE OF THE SERVICE .....</b>	<b>1</b>
<b>2. DIGITAL CONTENT MANAGED BY THE SERVICE .....</b>	<b>1</b>
<b>3. SERVICE USERS .....</b>	<b>1</b>
<b>4. ACCESS TO THE SERVICE .....</b>	<b>1</b>
<b>5. RESPONSIBILITY FOR ITEMS .....</b>	<b>2</b>
<b>6. SERVICE CHARACTERISTICS .....</b>	<b>2</b>
<i>a. The repository.....</i>	<i>2</i>
<i>b. Web portal and presentation of Items .....</i>	<i>3</i>
<i>c. Metadata.....</i>	<i>3</i>
<i>d. Persistent identifiers .....</i>	<i>4</i>
<i>e. Access levels and embargo .....</i>	<i>4</i>
<i>f. Terms of use of Items: licences.....</i>	<i>4</i>
<i>g. Interoperability and visibility of Items.....</i>	<i>5</i>
<i>h. Deposit, validation and publication.....</i>	<i>5</i>
<i>i. Removal, editing and versioning .....</i>	<i>6</i>
<b>7. STATISTICS.....</b>	<b>6</b>
<b>8. POLICIES FOR THE PRESERVATION OF ITEMS AND DATA SECURITY.....</b>	<b>7</b>
<b>9. SERVICE HELPDESK .....</b>	<b>7</b>



This work is licensed under [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](https://creativecommons.org/licenses/by/4.0/).

## 1. Purpose of the Service

Alma Mater Studiorum - Università di Bologna [University], through AlmaDL, the University's Digital Library Management and Development Unit, makes available AMS Acta, the institutional repository for the collection, preservation, publication and dissemination of data, software and unpublished research outputs [the Service].

The Service supports the methodological principles contained in the [University Policy on research data management](#) in force as from 28 November 2023, in compliance with national and international standards and good practices, in line with the Open Access and Open Science policies referred to in the [University Policy on Open Access to Research Publications and Data](#).

## 2. Digital content managed by the Service

The Service guarantees the preservation and use of datasets, software and other unpublished research materials such as, but not limited to, preprints, working papers, posters, presentations, conference papers, technical reports, progress reports and project deliverables. The Service also ensures the publication of single and series monographs edited by the University Research Divisions. [Items or Item]

Items are made up of digital objects, each of which corresponds to the set of files that compose them and the related metadata that enable their identification, organisation, use and preservation.

## 3. Service Users

The deposit service is intended for university divisions, professors, researchers and research collaborators (research fellows, PhD students, scholarship holders and students) affiliated with Alma Mater Studiorum - Università di Bologna and holding active institutional credentials. Research collaborators also include third parties who work with the University based on special agreements (e.g. partnership agreements within research initiatives carried out by University structures and who have been authorised to use the Service. [Users or User]

## 4. Access to the Service

To use the Service, Users must log in to AMS Acta using their institutional credentials, read and accept online the [Terms of Use of the Service](#) and follow the guided procedure for depositing, in compliance with the indications contained in the [Guidelines for the deposit in AMS Acta prepared for the different types of allowed Items](#) [Guidelines for the deposit].

Users with [@studio.unibo.it](#) credentials must request additional authorisation from the Service helpdesk after logging in each time they deposit an Item.

## 5. Responsibility for Items

Responsibility for what is preserved and shared through the repository lies with the User (the rights holder of the Item or their authorised delegate) who makes the deposit. By making the deposit, the User declares and warrants that they have read in full the terms of the [Terms of Use of the Service](#) and accepted the relevant clauses, certifying the completeness and accuracy of the information (metadata) entered during the deposit procedure. The University will be indemnified and held harmless from all complaints, liability, demands or claims of third parties in relation to such information or the Items deposited.

Students wishing to deposit an Item must obtain the authorisation of their supervisor.

## 6. Service characteristics

The service provides:

- technological infrastructure and resources, including specialised personnel, to organise, manage, preserve over time and provide access to the Items so that they can be consulted online;
- web services for interoperability (e.g. an OAI-PMH API) so that Items can be disseminated and indexed by search engines, catalogues and aggregation services;
- guidelines and technical support for deposit in the AMS Acta repository;
- a helpdesk to communicate with the Service staff to request information and receive support in the event of malfunctions.

### a. The repository

The service maintains and provides, in collaboration with internal IT specialists or companies external to the University, the technological platform for the preservation and dissemination of Items, ensuring the full functionality and stability of the web service and interoperability with indexing services.

The platform complies with internationally recognised technical and organisational guidelines and standards for the secure archiving of data (ISO 14721:2012), the FAIR principles for sound data management, and the [Guidelines on the acquisition and reuse of software for public administrations \(Italian version\)](#) of the Agency for Digital Italy (AgID), which promote the use of open-source software.

AMS Acta is listed in [re3data](#), the international, multidisciplinary registry of research data repositories, which is one of the main sources for identifying reliable and secure infrastructure for depositing research data. AMS Acta has re3data ID r3d100012604. The record is visible at this URL: <https://www.re3data.org/repository/r3d100012604>.

The repository is also indexed by the international registries [OpenDOAR](#) (maintained by Jisc, the UK digital, data and technology agency) and [COAR IRD](#) (maintained by COAR, the Confederation of Open Access Repositories).

In OpenDOAR, the record is visible at this URL: <https://opendoar.ac.uk/repository/3>.

In COAR IRD, the record is visible at this URL: <https://ird.coar-repositories.org/systems/18b39b6b-0a97-406b-8f74-d07ac13ae1cc>.

AMS Acta is also indexed as an “Institutional Repository” in [OpenAIRE](#), the European aggregation service for research results, integrated with [EOSC](#) (European Open Science Cloud) and a data source for reporting the results of European research projects. The record is visible at this URL: <https://explore.openaire.eu/search/dataprovider?pid=r3d100012604>.

Finally, since 2010 AMS Acta has been recognised as a continuously updated knowledge base by obtaining an ISSN identification code ([2038-7954](#)) from the International ISSN Centre.

## **b. Web portal and presentation of Items**

The [AMS Acta](#) web portal allows exploration of Items through various filters such as year of publication, affiliation to one or more University divisions or to a research project, and subject groups. It also provides basic and advanced search functions, including full-text search.

The service is committed to planning enhancements to the web portal with a view to greater integration with commonly used devices and to improving its accessibility.

Each deposited Item has a bibliographic record [Record] containing the metadata that describe it and the files that compose it. Once the Item has been published, the Record becomes visible in the public interface of AMS Acta on a dedicated web page [landing page], allowing anyone to access online the information relating to the Item and, where files have been published open access, the files themselves.

## **c. Metadata**

Metadata are structured information concerning Items that support their identification and indexing by search engines and aggregator portals, facilitate their organisation, management and intelligibility, certify their origin and responsibilities, define their terms of access and reuse, and describe how they are preserved.

The Service ensures the correct description of Items according to standard metadata schemas ([Dublin Core](#) and [DataCite](#)) and helps Users for their correct completion. The specifications for the required metadata are set out in the Guidelines for the deposit in AMS Acta.

The Service makes all metadata describing the Items available under the [Creative Commons CC0 1.0 Universal](#) open licence, which permits full reuse even when Items are not accessible because they are subject to a temporary embargo or are closed indefinitely.

Metadata are published and made openly and freely available through the platform’s public APIs, in particular, via the OAI-PMH protocol available at this URL: <https://amsacta.unibo.it/cgi/oai2>.

#### **d. Persistent identifiers**

The Service ensures the unique and durable identification of Items by assigning a persistent identifier (PID) based on the DOI system.

It is possible to verify the operation of a DOI through the free web service provided by the [DOI Foundation](#) and available at this link: <https://dx.doi.org/>.

The Service also encourages Users to use the [ORCID](#) identifier for the unique and persistent identification of the authors and contributors.

PIDs ensure the online identification and traceability of Items and the consistency of their metadata, facilitating citation and persistence regardless of server changes.

Subject to the conditions defined in the guidelines for the deposit, the Service assigns ISBNs to monographs and ISSN to series that use AMS Acta as the venue of first publication.

#### **e. Access levels and embargo**

Each deposited file must be assigned an access level by the user. AMS Acta implements three types of access: open access; open access with embargo; restricted access (staff only).

AMS Acta main mission is to promote openness to scientific knowledge and therefore deposited files should preferably be published open access so that anyone can access them online, unless there are specific reasons requiring temporary closure (open access with embargo) or permanent closure (access reserved to the repository's administrative staff).

Items under embargo or permanently closed are visible only to the User who made the deposit and to AlmaDL staff. The Service does not allow restricted access to specific individual Users or categories of Users.

When access to the Item is closed, the Service automatically activates the "Request a copy" function on the public landing page, which allows a message to be sent, via an online form, to the contact email address provided during deposit.

By writing to the service helpdesk, the author of the Item may change the duration of the embargo by shortening or extending it. However, an extension must be requested strictly before the embargo expires, with at least 5 working days' notice. The Service does not guarantee that it can process extension requests received without the minimum notice indicated. In any event, once an embargo has expired, it cannot be extended.

#### **f. Terms of use of Items: licences**

Each deposited file that forms part of a Item must be assigned a licence by the User, defining the permitted uses, in compliance with the applicable copyright law (Law No. 633 of 22 April 1941 and subsequent amendments).

The Service implements standard licences, such as the [Creative Commons](#) licences, which support the discovery, study, sharing and reuse of Items free of charge and in open form.

The Service also supports a licence that permits personal use only of Items.

The Service guarantees free online access to Items for anyone, within the limits of the uses permitted by the associated licences indicated in the metadata. Those who access published Items must therefore use them in accordance with the conditions set out in the licence associated with each file and selected by Users at the time of deposit.

The Service disclaims any liability regarding the choice of licence for Items and for any damage arising from improper use of Items by those who access them.

### **g. Interoperability and visibility of Items**

The service monitors the repository's compliance with international standards for interoperability and metadata transmission, and the correct indexing of Items by major catalogues, portals and aggregators - such as [OpenAIRE Explore](#), [Google Scholar](#), [BASE](#), [WorldCat](#) - thereby ensuring maximum visibility for Items.

The Service also ensures the visibility of Items through the institutional information systems, such as the University Library System discovery tool.

The metadata for deposited Items are published and made openly and freely available through the platform's public APIs, in particular, via the OAI-PMH protocol available at this URL: <https://amsacta.unibo.it/cgi/oai2>.

### **h. Deposit, validation and publication**

Deposited Items must be complete, fully described and saved in open formats where possible, in accordance with the guidelines for the deposit provided by the Service.

To enable correct deposit and description of Items, the Service implements a workflow with guided web interfaces for -Users to upload files and metadata.

Publication of each Item takes place in two phases: one carried out by the User, and the other by AlmaDL.

#### ***1. Depositing an Item (to be performed by the User)***

- verify that you have active institutional credentials;
- access the repository by selecting "Login";
- select "New document" in the "Manage documents" section;
- join the service, by viewing and accepting online the [Terms of Use of the Service](#). This agreement also applies to all Items self-archived in AMS Acta after the first deposit.
- choose the type of Item to be deposited, ensuring compliance with the [Guidelines for the deposit](#) in preparing the Item, and follow the guided procedure through to completion of the deposit.

## 2. Validating and publishing an Item (to be performed by AlmaDL)

Once the deposit has been made, the files and metadata of the Item will not be published immediately but will instead be reviewed by AlmaDL staff to verify their suitability and compliance with the [Guidelines for the deposit](#) [Validation]. During validation, amendments and/or additions may be requested to bring the deposited Items into line with the above guidelines. Such amendments may concern formal aspects such as metadata, file formats, the structure and naming of files and folders, and associated documentation (e.g. the README file, for datasets).

AlmaDL constantly monitors the repository and undertakes to carry out all technical and/or administrative tasks within a reasonable timeframe, without causing undue disadvantage to Users who make deposits.

### **i. Removal, editing and versioning**

Published Items cannot be withdrawn except in cases of proven infringement of third-party rights.

To request the removal, the User must send a motivated request to the certified email address [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it) specifying in the subject line “request to restrict access to and visibility of the Item in AMS Acta”. Within 15 working days after receiving the request, AlmaDL will verify whether the grounds are met and, if confirmed, will disable public access to the Item.

The University also reserves the right to make an Item unavailable at any time, by a motivated decision and subject to notice being given, in the event of third-party (including by co-authors and publishers)’s claims and/or legal actions, or where there is a well-founded risk of such claims and/or legal actions, concerning the Items, their contents and the bibliographic data associated to them.

Minor changes to the metadata or files of an Item may be made only within 5 working days after the Item is published, provided they do not affect scientific validity.

If the files of the Item are published under an embargo, minor changes may be made at any time during the embargo and within 5 working days after the embargo expire date.

Substantial changes to Items will result in new editions, which will be related to the previous versions of the same Item using the “new version” function. The new version of the Item will have a new DOI, possibly a new ISBN, and a new Record linked to the previous versions. The new version must include in the title and abstract elements indicating how it differs from the previous versions.

## **7. Statistics**

The Service provides viewing and download statistics for Items through the platform.

The statistics can be filtered by specific events, subject groups, series, research projects, authors, document types and University divisions. They can also be filtered by specific date ranges.



## 8. Policies for the preservation of Items and data security

AMS Acta is an infrastructure for long-term data preservation and undertakes to preserve deposited Items without time limits for the lifetime of the service.

The repository is hosted on the servers of the [University IT Systems and Services Division](#) (CESIA), which guarantees regular back-ups of deposited Items and the stability of the web service.

In the event that the repository is closed by a final decision of the University, the latter undertakes to ensure the continued preservation of and access to the archived materials over time (succession plan).

Files are stored together with their digital fingerprint using the MD5 protocol to ensure their integrity and fixity.

## 9. Service helpdesk

AlmaDL provides a helpdesk to offer support in the event of technical problems during deposit, to provide information about the Service and to handle any complaints or reports of malfunctions. The helpdesk can be contacted at the email address [almadl@unibo.it](mailto:almadl@unibo.it).

## 10. Document History

20/10/2025	AlmaDL	first draft
06/11/2025	Comitato di Indirizzo del Sistema Bibliotecario di Ateneo	approval
11/12/2025	AlmaDL	publication