



Camtree Digital Library: Terms and Conditions for Library Users

1. The purpose of the Camtree Digital Library

Camtree is committed to the preservation and dissemination of high-quality, close-to-practice research by educators working in different settings around the world. In keeping with this commitment, Camtree supports its members, including members of Camtree domains, to make their research available via the Camtree Digital Library at <https://library.camtree.org>.

The library is operated by Camtree, a project of the Digital Educational Futures Initiative at Hughes Hall, University of Cambridge. The library uses DSpace 7, an open-source repository software package hosted by Atmire (<https://www.atmire.com>).

Camtree is further committed to make all library content available in accordance with the FAIR Principles (<https://force11.org/info/the-fair-data-principles>) so are Findable, Accessible, Interoperable and Reusable. Library content is published under appropriate Creative Commons licences.

2. What can be published in the Camtree Digital Library?

The Camtree Digital Library is intended primarily for the preservation and dissemination of research reports produced by educators. These are accompanied by metadata records, including structured abstracts where these are available.

Additional materials may be submitted to supplement these research reports, including longer research accounts, theses and dissertations, conference papers, presentations, research instruments (such as questionnaires, interview schedules, observation schedules and protocols) and research data (such as images, audio and video recordings, spreadsheets, and transcripts).

Research reports and associated metadata will be made publicly through the web interface of the library (<https://library.camtree.org>), the Camtree website (<https://www.camtree.org>) and other interfaces and open archive protocols allowing collection, aggregation and sharing of reports and metadata, in line with the FAIR principles. The library will appear in lists and directories of open archives such as OpenDOAR (<https://v2.sherpa.ac.uk/opensoar>) and Open Archives.

Contributors are encouraged to submit reports and other material in formats that facilitate their long-term preservation, and ease of access for end users.



3. What can be published in the Camtree Digital Library?

Following submission and prior to acceptance, all materials submitted to the library will be scrutinised to validate the following:

- That the submission is the product of close-to-practice research in education and thus relevant to the aims of Camtree
- That the submission is accompanied by appropriate and adequate metadata
- That the submission is in an appropriate format for inclusion in the library
- That the submission is appropriately anonymised and content is redacted where required

Additional quality criteria may be applied, and peer-review processes implemented, specific to particular collections within the Camtree Library.

4. End user access and use of the Camtree Digital Library

Content is made available in the library on terms agreed with contributors, so that as an end user you may use it only if you abide by the licence or other terms under which it has been released.

The default licence for library content is a Creative Commons CC-BY 4.0 International Licence (<https://creativecommons.org/about/cclicenses>), which allows end users to use, share, copy and redistribute the material, and to adapt, remix, transform, and build upon the material for any purpose, even commercially, as long as they provide full attribution to the original work from the library. End users do not have to license derivative works on the same terms. This allows research reports to be cited and excerpts incorporated (with attribution) into derivative works, such as training materials, research syntheses, articles and books including those for commercial use.

Other Creative Commons licences may be used as appropriate by individual users or groups of users. Contributors should consult Camtree if they wish to use alternative licences or need advice about licensing issues.

To ensure both licence compliance and standards of academic and professional integrity, library content should be properly acknowledged, including citation of their author/s and full bibliographical details.



5. Responsibilities of contributors

Contributors must have the authority or permission to submit research reports and other materials in the library. Contributors are responsible for ensuring that research data has been anonymised and redacted in line with the ethical frameworks, clearances, and permissions under which they were collected or the requirements of educational authorities, the settings in which the research was conducted, and any research funders. Contributors are also responsible for ensuring that copyright and licence requirements have been adhered to, particularly with respect to the inclusion of images and other previously published work within research reports and other materials. Contributors are responsible for ensuring that submitted research reports and other materials have appropriate and accurate metadata descriptions.

6. Our responsibilities

Camtree is responsible for the curation of contributed research reports and other materials in the library. Our digital preservation strategies, and the technologies employed are informed by best practice in the field and are reviewed regularly to ensure that they remain current with evolving technologies and institutional practices.

Your name, and, where appropriate, your organisational affiliation, will be associated with your contribution and will be clearly displayed. The metadata we share will also include your name as author and organisational affiliation.

We will not make any alterations to the content of your contribution once submitted and accepted other than those allowed under the terms set out in this document. We may, however, translate content to alternative media or formats for the purpose of preservation or dissemination.

We will strive to maintain the availability of all submitted works in the library, but for technical, administrative, or legal reasons it may be necessary to remove submissions without notice. Upon such an occurrence a metadata record indicating previous storage of materials in the library will remain visible.

7. Other applicable terms

To the extent permitted by law, we exclude all conditions, warranties, representations, or other terms which may apply to the library or any content within it, whether express or implied. We will not be liable for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with use of, or inability to use



the library, or use of or reliance on any content displayed on the library, nor for loss of profits, business or revenue, loss of anticipated savings, loss of business opportunity, goodwill or reputation of any indirect or consequential loss or damage. Nothing in these terms of use excludes or limits our liability for death or personal injury arising from our negligence, or our fraud or fraudulent misrepresentation, or any other liability that cannot be excluded or limited by English law.

Where the submitted material contains links to other sites or resources provided by third parties, we have no control over the content of those sites or resources.

These terms of use, their subject matter and formation are governed by English law and you, and We agree that the courts of England and Wales will have non-exclusive jurisdiction in case of disputes or claims. These terms of use explain the terms on which you may make use of the library, whether as a guest or a registered user. By using the library, you confirm that you accept these terms of use and that you agree to comply with them.

8. Takedown notice and policy

If you believe you have a legitimate reason to request the removal of an item in the Camtree Digital Library (relating, for instance, to issues with intellectual property, copyright, data protection or other legal issues), please send an email to camtree@hughes.cam.ac.uk with the following details:

- bibliographic details of the material, including the full URL
- the nature of your complaint and action requested
- if your complaint or request relates to copyright or related rights, confirmation that you are the rights holder or affected subject, or an authorised representative of the rights holder or affected subject
- your contact details

We will acknowledge receipt as soon as possible. Where the grounds for complaint appear to be reasonable, we will temporarily remove the material in question, pending further investigation. If the complaint is found to be legitimate, the material will be permanently removed from the repository.

9. Contact details

Email: camtree@hughes.cam.ac.uk

Dr. Patrick Carmichael, Managing Director,
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Cambridge, CB1 2EW.