

<http://eprints.worc.ac.uk>

[researchcollections@worc.ac.uk](mailto:researchcollections@worc.ac.uk)

Research & Development Librarian  
Woodbury 21  
University of Worcester,  
Henwick Grove,  
Worcester,  
WR2 6AJ  
[www.worcester.ac.uk](http://www.worcester.ac.uk).

## Notice and Takedown Policy for materials deposited in the University of Worcester Research Repository (WRaP).

If the Research and Development Librarian is notified of a potential breach of any law (including but not limited to laws on copyright, confidentiality, data protection, obscenity, defamation or libel), or receives a complaint indicating a violation of publishers' rules or other relevant concern, the item involved will be removed from our repository as quickly as possible pending further investigation.

### How to Register a Complaint

If you wish to make a complaint concerning material held in WRaP please contact us in writing and/or by email stating the following:

- ◆ Your contact details
- ◆ The full bibliographic details of the material
- ◆ The website address where you found the material in WRaP
- ◆ If you are complaining about a breach of copyright, a statement that, under penalty of perjury, you are the rights owner or are authorised to act for the rights owner.

Please send your complaint to:

Email: [researchcollections@worc.ac.uk](mailto:researchcollections@worc.ac.uk)

Post: Research & Development Librarian, Woodbury 21,  
University of Worcester, Henwick Grove, Worcester, WR2 6AJ

### On receipt of the above details the Notice and Takedown procedure is then followed:-

The University of Worcester will acknowledge receipt of your complaint, normally by email, and will make an initial assessment of the validity and plausibility of the complaint, possibly taking legal advice.

The material will be temporarily removed from public view in WRaP pending an agreed solution.

The University of Worcester will contact the contributor who deposited the material. The contributor will be notified that the material is subject to a complaint, under what allegations, and will be encouraged to assuage the complaints swiftly.

The complainant and the contributor will be encouraged to resolve the issue swiftly and amicably and to the satisfaction of both parties, with the following possible outcomes:

- ◆ The material is replaced in WRaP unchanged
- ◆ The material is replaced in WRaP with change
- ◆ The material is permanently removed from WRaP

If the contributor and the complainant are unable to agree a solution, the material will remain unavailable until a time when a resolution has been reached. This may take a significant time if it is necessary for the University of Worcester to seek legal advice in order to resolve the complaint.

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This policy is based on the Notice & Takedown Policy developed by [Jorum](#).

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