

University of St Andrews Journal Hosting Service

Take-down policy

Scope

This policy applies to:

- Articles and other content published in a journal hosted on the St Andrews OJS platform at <https://ojs.st-andrews.ac.uk/>
- Copies of content from hosted journals stored in the St Andrews Research Repository at <https://research-repository.st-andrews.ac.uk/handle/10023/3884>

Take-down requests

Journal editors will make every effort to ensure that published content does not infringe any applicable UK laws. However, if you believe that content may be illegal please contact the Journal in the first instance by visiting the relevant Contact page.

If you are unable to make contact with the journal's principal contact, please contact the St Andrews University Library hosting service by emailing journal-hosting@st-andrews.ac.uk

Please provide the following information

- The specific content that is the subject of your take-down request, including a URL if possible so the content can be identified
- Your relationship to the content, for example author/creator of the work; rights-holder of the content; or a third-party
- The nature of your complaint

Journal or Library response

On receipt of a take-down request we will:

- Make an assessment of the request
- Seek to verify the identity and authority of the claimant
- Respond to the request as soon as possible to confirm we will investigate the issue
- Temporarily remove access to content, for all but spurious complaints
- Consult with journal or University senior staff, and if necessary refer to the University Copyright Officer, Data Protection Co-ordinator or Chief Legal Officer for advice
- If the take-down request is determined to be legitimate, the content will be permanently removed from public access on the Journal Hosting platform and/or repository
- If the University determines that the content does not breach any law, then public access will be reinstated

We will inform you of the outcome within 20 days