



## IRUS Takedown Policy

IRUS provides an historical record of all items downloaded from participating repositories from their date of participation in IRUS.

The IRUS 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 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 contact our helpdesk [help@jisc.ac.uk](mailto:help@jisc.ac.uk) adding IRUS to the subject field.

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

1. Usage statistics for the item will be retained in IRUS 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 portal.
2. We will notify you when this has been done.