

## Lancaster University Library

### Takedown Policy for eTheses

#### Background

Lancaster University Library is committed to providing open access to electronic copies of research theses via the Lancaster University institutional repository ([EPrints](#)).

In making digital copies of research theses accessible, Lancaster University Library endeavours to ensure that content made available complies with UK law, including copyright, confidentiality and data protection. However, we recognise that material published online may, for instance, be in breach of copyright, contain sensitive personal data, or include material that may be seen as obscene or defamatory.

If you are concerned that you have found material within a thesis which infringes UK law or are the thesis author and are unhappy that the content is online, then please contact us.

#### Takedown Policy

Lancaster University Library operates a takedown policy under which you may request the removal of material from the institutional repository.

All requests made under the takedown policy must contain the following information:

- Your contact details
- Full bibliographic details of the work
- The exact DOI or URL of where you found the work
- Full details of the reason you are requesting removal of the material and corresponding page numbers
- If your request concerns a breach of copyright, please state that you are the rights owner or are authorised to act for the rights owner and provide supporting evidence

We may need to verify your identity whilst we are processing your request.

## Contact Details

All requests for removal of material should be submitted for the attention of the Digital Theses Team:

[library@lancaster.ac.uk](mailto:library@lancaster.ac.uk)

The Library, B105  
Lancaster University  
Bailrigg Lancaster  
Lancashire  
LA1 4YH

## What happens next?

On receipt of a request the Library will:

- Acknowledge receipt of your complaint
- Temporarily remove the work that is the subject of the request pending investigation
- If you are a third party submitting a takedown request, the Digital Theses Team may where appropriate attempt to contact the contributor/author who deposited the material regarding the complaint
- If you are a contributor/author submitting a takedown request, the Library will discuss reasons for the request and then take appropriate action

Following an investigation into the request, one of the following outcomes will be implemented.

Either:

- The material will be retained on the website unchanged

or

- The material will be replaced on the website with changes agreed by all interested parties

or

- The material will be permanently removed from the website

or

- The material will be removed from the website for a mutually agreed period of time

When we agree to remove a thesis under the takedown policy, the full-text is removed, but the metadata record containing details describing the thesis, e.g. author, title, year of award, etc. is retained as a record of higher degree research at Lancaster University.

If the thesis has been made available via known third party hosts such as the British Library's EThOS service, we will contact the host to request removal of the material. There may be a delay before the thesis is removed from third party websites.

If an agreement cannot be reached, the material will remain unavailable until a time when a resolution has been reached.