

Libraries and Collections Takedown Policy

Last Revised: March 2026

Review Date: March 2027

Approval Body: Libraries and Collections Leadership Team



Owner: Libraries and Collections

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1. Background / Summary

University libraries play a central role in providing access to scholarly, cultural, and educational resources. As stewards of both physical and digital collections, Libraries and Collections is committed to ensuring that all materials it makes available—through institutional repositories, digital archives, discovery platforms, and online services—comply with legal, ethical, and regulatory requirements. This includes safeguarding intellectual property rights, protecting personal data, respecting licensing agreements, and maintaining the integrity of the scholarly record.

Libraries and Collections also supports principles of open access and academic freedom, while recognising its responsibility to respond appropriately when concerns arise about content that may be unlawful, offensive, inaccurate, or otherwise inappropriate. This Takedown Policy establishes a clear and transparent process for reporting such concerns, outlines how Libraries and Collections will investigate and assess requests, and describes the actions that may be taken to mitigate risk and ensure compliance with relevant UK legislation, including copyright law, data protection, and safeguarding obligations.

2. Purpose

The purpose of this Takedown Policy is to provide a transparent and consistent framework for responding to concerns about materials made available through Library and Collections collections and online platforms. It ensures that any content reported as potentially unlawful, infringing, inaccurate, or otherwise inappropriate is assessed and managed in a timely and responsible manner. The policy supports Libraries and Collections' obligations to protect intellectual property, personal data, and the integrity of the scholarly record, while upholding its commitment to open access, academic freedom, and compliance with relevant UK legislation.

3. Scope / Exemptions

Scope:

This Takedown Policy applies to all content made available by Libraries and Collections through its physical and digital collections. This includes, but is not limited to:

- Institutional repositories and open access publications
- Digital archives, special collections, and heritage materials
- Library managed discovery platforms and catalogues
- Licensed or subscribed electronic resources where locally hosted
- Metadata records, descriptive information, and supplementary files

Exemptions:

This Takedown Policy does not apply to:

- Content hosted or controlled by third party publishers or service providers Libraries and Collections only provides access (e.g., commercial e-resource platforms). Concerns should be directed to the relevant provider.
- Content belonging to academic departments or research groups not curated, hosted, or managed by the Libraries and Collections.
- General IT services or university wide web content, which fall under institutional IT or web governance policies.

4. Policy Statement

Swansea University Libraries and Collections reserves the right to remove items at their discretion for any professional, administrative or legal reason.

Copyright infringements are the responsibility of the author.

To request the removal of items from the repository or any university webpage please email library@swansea.ac.uk

Please supply the following information:

- your name, address and contact details
- the full bibliographic details of the material
- the nature of the complaint
- a statement that you are the rights owner or are authorised to act for the rights owner.

If there is notification of a potential breach of copyright a complaint indicating a violation of publisher's rules or other relevant concern, the item(s) involved will be taken offline pending further investigation.

Receipt of the complaint will be acknowledged by email, and an initial assessment of its validity will be made. The material will be removed pending an agreed solution. The contributor who deposited the material will be informed that it is subject to a complaint.

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

- (i) the material is replaced on the repository website unchanged.

- (ii) the material is replaced on the repository website with changes.
- (iii) the material is permanently removed from the repository website.

Swansea University Libraries and Collections reserves the right to change or otherwise modify this policy at any time.

5. Policy History

Revision Date	Author	Description
03-2026	Libraries and Collections	Review of Statement and reformat into new template