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| **Procedure to Request Rapid Takedown of UCD Thesis** |  |

1. **Introduction**

A digital copy of a UCD research thesis is automatically deposited in the Research Repository UCD (RRU) upon award of the research degree and, without an embargo being set, is immediately publicly available to view.

UCD promotes compliance with Irish copyright law as regulated by the [Copyright and Related Rights Act, 2000](http://www.irishstatutebook.ie/eli/2000/act/28/section/17/enacted/) and the [Copyright and Other Intellectual Property Law Provisions Act 2019](http://www.irishstatutebook.ie/eli/2019/act/19/enacted/). However, in accordance with the Thesis Embargo Policy if the owner of the copyrighted material in a research degree thesis in the UCD RRU and does not consent to the use of their work, they can seek a takedown of the relevant thesis following the procedure below:

1. **Procedure**
2. Complete the Rapid Takedown Request Form (Appendix 1) and submit to [research.repository@ucd.ie](mailto:research.repository@ucd.ie).
3. UCD Library will acknowledge the request within 5 working days of receipt.
4. UCD Library will withdraw the material immediately and subsequently review the request. UCD Library will carry out an assessment of the request within 15 working days of request, to ascertain if there has been a breach of copyright and provide a recommendation to the Graduate Research Board (GRB) to uphold the request or otherwise. UCD Library will attempt to contact the author of the thesis if this is deemed necessary.
5. The GRB meets each monthly so will normally consider the recommendation within a month of submission.
6. If the request is considered legitimate the material will be withdrawn permanently from public view, although its bibliographic details will be retained in UCD RRU.
7. In the event when the request is not considered legitimate, the Library will reinstate the material in UCD RRU.
8. The GRB will communicate the outcome on recommendation to UCD Library. UCD Library will engage with author/requester.

**3. Process Flowchart**

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**The rights owner of copyrighted material in thesis submits a request to UCD Library to have thesis taken down**

**GRB Decision**

**Takedown thesis**

**Request is not legitimate**

**Thesis will be withdrawn permanently from public view but bibliographic details will be retained in Library RRU**

**UCD Library acknowledges request by email takes down thesis immediately**

**UCD Library will reinstate thesis in the RRU**

**UCD Library investigates legitimacy of the request and make a recommendation to GRB**

**Email sent to applicant with the decision of GRB and cc author of thesis**

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**Appendix 1**

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| **Rapid Takedown Request Form** | New UCD Crest |

*If a request is received from the owner of copyright material in a UCD research thesis in the UCD RRU who doesn’t consent to the use of their work, UCD Library will carry out an investigation and make a recommendation to the relevant Governing Board to the legitimacy of the request.*

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| **Application from Copyright Owner** |
| 1. **Applicant Details** |
| **Name:** |
| **Organisation:** |
| **Email address:** |
| **Telephone number:** |
| **Reason for requesting withdrawal:** |
| **Proof of ownership:** |
| 1. **Publication Details** |
| **Title of the publication:** |
| **RRU item URL (e.g. https://researchrepository.ucd.ie/handle/xxxxx)** |
| **Reason for objection (including evidence of content):** |

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Form to be emailed to* [*research.repository@ucd.ie*](mailto:research.repository@ucd.ie)*.*