

Embargo Policy

- Embargo of published works (articles, books/chapters, reports):
 - When a contract with a sponsor or publisher prohibits disclosure for a fixed time limit an embargo will be granted with the understanding that access thereafter becomes unlimited.
- Embargo of dissertations include:
 - the protection of information of commercial value or to honour a pre-existing contractual agreement.
 - the protection of intellectual property rights associated with the publication of the content (E.g. registration for patent).
 - the need to prevent disclosure of sensitive, confidential or classified information that is time-sensitive.
- Embargos of dissertations should be approved under the following conditions:
 - The requestor must submit a formal request to the Library Committee through Director of Library Services. The letter must be endorsed by student, dissertation supervisor, head of department and dean.
 - A pre-determined embargo period (six-month, nine-month or twelve-month) should be specified and the dissertation will automatically be made available upon embargo expiration date.
 - Embargos may be lifted, or extended, by submitting a formal written request. Embargos beyond twenty-four months will be reviewed on a case by case basis.