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.
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  - 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.