

## **BAS Policy: External Resources added to BAS Archive**

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1. The BAS (represented by the Ludwig-Maximilians-Universität München) accepts linguistic resources provided by creators (scientific or commercial, herein after referred to as 'provider') outside the BAS (herein after referred to as 'external resources') for archiving, maintenance and dissemination, as far as the BAS is able to finance such an addition within the normal budget range. The provider must present proof that he has the copyright on the external resource, and can grant rights of possession and dissemination to other parties.

2. The BAS accepts as external resources: corpora of spoken language (herein after referred to as 'corpus'), which contains at least one measured signal that has been captured from the physical process of speech communication, e.g. acoustic signals, video, time series measurements, picture series etc. Furthermore, a corpus must contain at least one form of annotation of the measured signal and metadata.

The BAS also under certain circumstances accepts software as a linguistic resource, if the software's aim is the analysis, processing and/or administration of scientific phonetic data.

3. Metadata (MD) must conform to the minimal standards of CLARIN and be machine-readable. Ideally MD are coded as CMDI or in a format that can be automatically transformed into CMDI (<http://www.clarin.eu/node/3219>, <http://www.bas.uni-muenchen.de/Bas/BasCMDIeng.html>).

4. The provider of the external resource must present proof that recorded actors agreed to an informed consent, stating that their recorded data will be exploited and disseminated for scientific purposes.

(see template [http://www.phonetik.uni-muenchen.de/Bas/BasTemplateInformedConsent\\_en.pdf](http://www.phonetik.uni-muenchen.de/Bas/BasTemplateInformedConsent_en.pdf))

5. The provider must transfer third party rights of possession, maintenance and dissemination of the external resource to the BAS.

The provider also grants the BAS the right to transfer data contained in the external resource into a different data format, in case that the original data format becomes out-dated; 'out-dated format' is defined as a format that is no longer supported by the majority of standard readers/processing tools/editors; the conversion must involve a version update of the external resource within the BAS repository. The BAS guarantees that the conversion is performed in such a way that no information content is lost permanently, and that the new data format and the procedure of conversion is duly documented in the new version of the external resource.

(template contract <http://www.bas.uni-muenchen.de/Bas/BasTemplateContract.pdf>).

6. The BAS reserves the right to charge a fee for each dissemination to a user of the external resource to cover expenses. Online disseminations to scientific users (members of universities and institutions that are more than 50% state-funded) are free. In the case where dissemination is performed over a third party (broker) the BAS may charge extra brokerage fees to the user.

7. If the provider requests royalties for each dissemination of the external resource, BAS will handle transfer of royalties to the provider. Royalty fees must be approved by the BAS; in the case that a provider requests royalties considered by BAS to contradict the BAS mission statement, the BAS has the right to deny the incorporation of the external resource into the BAS or to terminate the archive service for that external resource. A different handling of royalties for scientific and commercial users is possible.

8. Each accepted external resource is validated against a standardized validation procedure

(<http://www.bas.uni-muenchen.de/forschung/BITS/TP2/Cookbook/>), and the validation report is made public together with the resource's documentation. In the event that the external resource does not meet the minimal quality standards of the BAS, the provider must improve the quality of the external resource, otherwise the incorporation of the resource is denied.

### **Check List**

1. Does the resource fit to the mission of the BAS?  
(<http://www.bas.uni-muenchen.de/forschung/Bas/BasGeneraleng.html>)
2. Does the resource comply with disciplinary and ethical norms?
3. Is the resource ready for distribution (stable, complete, and finished)?
4. Are you able to provide metadata in CMDI format?  
(<http://www.clarin.eu/cmdl>)
5. Is the resource given in standardized, non-proprietary file format(s)?
6. Do you have specified a licence agreement under which the resource can be accessed, used, and distributed to third parties?
7. Did you use due diligence to ensure compliance with legal regulations and contracts including, when applicable, regulations governing the protection of human subjects?

If you can answer most the questions with 'yes', please contact [bas@bas.uni-muenchen.de](mailto:bas@bas.uni-muenchen.de) for a more detailed inquiry.