FAQ — U of T Policy Reports Collection

What is the U of T Policy Reports Collection?
The U of T Policy Reports Collection is an accessible, curated, and searchable database of policy-related research reports produced by U of T academic units. It is a collection of grey literature which aims to improve discoverability of U of T contributions in a diversity of areas including local, provincial, national, and global public policy matters that are important for the understanding of developing issues. Authors and/or co-authors are faculty members, fellows, students or staff who were at U of T at the time of publication. The collection excludes externally commissioned reports and studies published in scholarly journals or books.

What are the benefits of including a report in the Collection?
U of T researchers are involved in the production of reports that make an important contribution to developing issues in society. However, many such reports may not be easily found through standard bibliometric searches or through search engines. As a result, it can be difficult for people to access these materials and apply them in society. The U of T Policy Reports Collection is part of the University of Toronto Libraries’ research repository, TSpace. TSpace allows for:

- Indexing by search engines, including Google and Google Scholar;
- Priority search engine indexing, resulting in higher search engine rankings than items posted on departmental or personal websites;
- Creation of assigned, permanent or persistent URLs, or handles;
- Ability to track statistics for document download; and,
- Compliance with the Tri-Agency Open Access Policy.

What is grey literature?
Grey literature is literature that has not been published through traditional means (for example, in an academic journal). It is often excluded from databases and other mainstream sources.¹

What can be included in the Collection?
Policy-related reports, broadly construed, which meet all the following criteria:

- **Authored by faculty, fellows, students or staff** providing that they were at U of T when the report was issued.
- **Reports authored by U of T academic units** with explicit U of T branding and affiliation of the author.
- **Not published in an academic journal in an identical form**: Because we are collecting grey literature with the aim of making this body of work by U of T researchers more easily discoverable, publications in a scholarly journal or book will not be included in the collection. If your report has been or is subsequently published as a journal article or included in a book, it can remain in the collection provided that the two versions are substantially different in approach.

Can a report be co-written by a non-U of T partner?
Yes, as long as at least one author is a U of T author and there is explicit U of T branding on the report, other authors may be external.

¹ University of Toronto Gerstein Science Information Centre: “What is Grey Literature?”
Can a report have been externally commissioned?
Generally speaking, an externally commissioned report would not be included in the U of T Policy Reports Collection; however, if the report is externally commissioned and there is also explicit U of T branding then the report may be considered.

Will the URL assigned by TSpace to a report change over time?
No, each item in the TSpace collection is given a handle, which is a persistent URL that does not change over time or as new platforms or websites are created.

Can I embed a link to my homepage or departmental website on my Collection entry page?
No. Due to the changeable nature of website URLs, individual Collection entries will not include links to external homepages or departmental websites. There is however a linked list of participating units on the landing page of the U of T Policy Reports Collection.

Can you create a sub-collection containing all my reports?
All reports are tagged by both author name and producing unit. This allows anyone to pull up a sub-collection by searching or browsing by the desired name.

How do users find entries in the Collection?
Users can find reports in any of three ways:

- **Scrolling**: Users can scroll through the list of entries in the collection.
- **Searching**: Users can search for words or terms using the search box at the top right corner of the web page (for example, ‘education’, ‘Ministry’). All words on the page of each entry in the collection are searchable (title, author, short description), but words in the report itself are not. Searching in this way will pull up entries with both corresponding tags or keywords, as well as any other words on the entry page which correspond to the search term.
- **Browsing**: Users can use any of the browsing buttons/links to search for a particular entry.
  
  It is possible to browse the collection by date of publication, author, title of report, or subject.
  
  It is also possible to browse by scope: local, provincial, national or global.

Who maintains the Collection?
The Collection is curated and maintained by the Office of the Vice-President, Research & Innovation and the University of Toronto Libraries.

What is the process for a report being included in the Collection?
Unlike other TSpace collections, we have granted blanket authorization for faculty, staff, and students with valid UTORids. Please follow the Policy Reports Collection Upload Instructions for Authors. The data you enter will then be reviewed for eligibility and consistency with the Collection style before being approved as a permanent and public part of the Collection.

Once an entry is included on the Collection, can it be removed?
TSpace is intended to be a permanent repository. Withdrawal requests are considered on a case by case basis in accordance with the TSpace Withdrawal and Modification Policy by contacting vpri.reports@utoronto.ca.

Where can I find out more about TSpace or the Policy Reports Collection?
TSpace is U of T’s online secure research repository. For more information see About TSpace. For more information about the Policy Reports Collection, please contact vpri.reports@utoronto.ca.