

Rules for working with the ARCHIVE

Part 1. Applicable terms

- 1.1. An Archive is a part of materials in electronic form that is closed for public use information.
- 1.2. Working materials of the Archive are a part of the Archive that is meant to be processed by the members of the working group.
- 1.3. Open file/files is/are a file/files that are chosen to be edited by a member/members of the working group.
- 1.4. Promulgated materials of the Archive are materials of the Archive that are laid out or opened for public access/information, through the FTP-access inclusively.
- 1.5. Working group is a group of people, each of which is familiar with TRIZ, wishes to take part in the processing of the Archive, and agrees with the present Rules.
- 1.6. Publication is the presentation of the processed material on the indicated in point 5.1. web-site, in printed edition or in a Fund of materials on TRIZ of the ChOUNB/ChRUSL (Chelyabinsk Regional Universal Scientific Library).

Part 2. Tasks and principles of work with the Archive

- 2.1. Tasks of work with the Archive:
 - 2.1.1. Systematization of the Archive's materials.
 - 2.1.2. Promulgation of the Archive for further scientific research.
 - 2.1.3. Preparation of the Archive's materials for publication.
- 2.2. Principles of work with the Archive:
 - 2.2.1. Self organization – the absence of a formal structure, of an official organization.
 - 2.2.2. Personal initiative – the participation in the work on a voluntary basis.
 - 2.2.3. Gratuitousness – the work of the members of the working group with the Archive is free of charge.
 - 2.2.4. Responsibility in front of the Author and the colleagues – preservation of authorship, and also of the author's position of N.N. Khomenko if editing is necessary.
- 2.3. The maintenance costs of the Archive (the support of the website, of the domain, the purchase of expendable materials etc.) are covered at the expense of voluntary fees of the N.N. Khomenko's family and anyone who wants to support the present project.

Part 3. Work with the working materials of the Archive

- 3.1. The access to the working materials of the Archive is open for the working group (the staff of the working group is not permanent).
- 3.2. The access to the working materials of the Archive is closed for individuals that are not members of the working group.
- 3.3. The materials that are not meant to be promulgated in the scope of the present project:
 - 3.3.1. Program products.
 - 3.3.2. Materials of other authors (can be processed and promulgated or published with their agreement).
 - 3.3.3. Contracts with companies and officials.
 - 3.3.4. Works that were done according to Contracts.
 - 3.3.5. Any correspondence.
 - 3.3.6. Any materials that contain negative statements addressing specific individuals.
- 3.4. Systematization of material on OTSM-TRIZ is defined by the structure of TRIZ and OTSM, compiled on the basis of the last works of N.N. Khomenko, firstly – The Programs of the Chelyabinsk seminar, compiled by N.N. Khomenko in February of 2011 (further – classifier of the Archive, reflected in the “OTSM-TRIZ” menu on the website).
- 3.5. The processing algorithm of a file from the Archive is laid out on the website for the members of the working group.

- 3.6. Every open file of the Archive must be related to one of the following categories:
 - 3.6.1. To be prepared for publication.
 - 3.6.2. Can be promulgated without processing.
 - 3.6.3. To be left in the FTP-access for future.
 - 3.6.4. The access to the present material is to be closed; inclusively, the access is to be closed for the participants of the working group too (to be left out from the accessible part of the Archive).
 - 3.6.5. Debatable (to be discussed).

Part 4. Personal responsibility of the participants of the working group

- 4.1. Provide personal information about oneself: Family name, First name, Father's name, contact telephone number, E-Mail address etc.
- 4.2. Preserve the original version of the material and ~~use the working~~ handle any materials of the Archive correctly according to the present Rules.
- 4.3. In difficult occasions bring one's actions on preparing the material into accord with the coordinator.
- 4.4. Relate every open file to one of the categories in point 3.6., including the case of absence of its editing.
- 4.5. Take the responsibility for nondisclosure of opened and viewed and/or saved on the hard disc file, which was subsequently related to the category "The access to the present material is to be closed" in point 3.6.4..

Part 5. Other

- 5.1. The coordinator of the working group carries out the following: the support of the otsm-triz.org web-site in a working state, the exchange of questions and proposals inside the working group, the informing of the members of the group on the process of working on the materials of the Archive, the transfer of materials that are ready for publication to the keeper of the Fund of materials on TRIZ of the ChOUNB/ChRUSL, the deleting of files that are not to be promulgated from the working materials of the Archive. The interaction of the members of the working group is carried out in a closed forum on the indicated web-site or through Skype-conferences.
- 5.2. The access to the glossary of the Archive and to the promulgated and/or published works, of which the Archive consists, is open for noncommercial use for anyone who wants to use it, but without the right of editing.
- 5.3. The classifier of the Archive can be corrected or changed by the working group during the working process on the materials of the Archive.
- 5.4. The working group can initiate the development and publication of a textbook, of a monograph or of another type of scientific product preserving the authorship of N.N. Khomenko.
- 5.5. If difficult and/or arguable questions are to arise, the solution to be taken is the one accepted by the majority of the votes of the members of the working group.
- 5.6. In case of the absence of volunteers to work with the Archive or in case of the decision of the members of the working group that further work is inexpedient, the unpromulgated part of the Archive is to be conserved and preserved in the Fund of materials on TRIZ of the ChOUNB/ChRUSL with a closed access.