INSTITUTIONAL REPOSITORY POLICY

HOUSTON COLE LIBRARY, JACKSONVILLE STATE UNIVERSITY, FEBRUARY 2020

OBJECTIVE

The repository managed by the Houston Cole Library, JSU Digital Commons, seeks to offer long-term access to a variety of special collections and scholarly works. JSU Digital Commons collects, manages, and provides access to scholarship, research, and other materials that represent the intellectual and creative output of the University, its affiliates, and collaborators. The *Institutional Repository Policy* provides guidelines for content selection, submission, stewardship, and access for digital assets residing in the JSU Digital Commons collections.

RELATED POLICY FRAMEWORK

The *Institutional Repository Policy* is one component of the Library's policy framework, and should be considered in the context of other existing Library policies, including the Library's *Digital Collections Policy, Collection Management and Development Policy*, and the *Houston Cole Library Policy and Procedures Manual*.

SCOPE

The Library considers both born-digital materials and materials digitized from analog originals to be within the scope of its digital collections, and appropriate for inclusion in JSU Digital Commons. Content may include, but is not limited to, copyright-compliant scholarly and artistic content created by JSU faculty, staff, and students. Research data and any other materials that reflect the University's intellectual output, or that of its official collaborators, will also be considered for inclusion. See ***Selection & Submission Types*** and ***Submission Guidelines*** for specific criteria.

Limitations may include:

- Materials for which no creator/author has any affiliation or official collaborative status with the University
- Materials provided in a format which cannot be deposited for technical reasons
- Materials that violate copyright, intellectual property rights, or right of privacy (see ***Copyright & Intellectual Property*** for more information)

JSU Digital Commons also serves as the primary presentation and access platform for digital special collections (eg, archival materials). Collection development for these materials is covered in other policy documents (see ***Related Policy Framework*** above).

CONTRIBUTORS

JSU Digital Commons is open to submission of content from JSU faculty, staff, students, or any University department, unit or organization. Those who collaborate with the University in an official capacity may also be permitted to contribute content.

SELECTION & SUBMISSION TYPES

JSU Digital Commons seeks to offer access to content that represents the University's intellectual and creative output. Acceptance and access is contingent upon appropriate formatting, metadata, and clearance of copyright, licensing, and intellectual property issues (see *Copyright & Intellectual Property*). Examples of typical scholarly, research, and artistic content include, but are not limited to:

- *Publications* – Journal articles, book chapters, etc. These may include previously-published articles/chapters, pre-prints and post-prints.
- *Theses & Dissertations* – The Library seeks to preserve and provide access to all University theses and dissertations. The Library works in concert with Graduate Studies and individual departments to solicit and provide access to this content.
- *Working Papers, Technical Reports & White Papers*
- *Conference Papers, Posters & Presentations* – Digital versions of conference papers and posters, as well as video/audio of conference presentations and supporting materials (eg, PowerPoints, handouts).
- *Lectures & Seminars*
- *Open Access Journals* – Open access journals produced by JSU faculty, staff, or students.
- *Campus-based publications* – Campus-based publications (eg, newsletters, institutional reports, etc.) will be considered on a case-by-case basis.
- *Open Educational Resources* – The repository may be used to house University course-based information and open educational resources.
- *Data sets* – Size and format limitations may be placed on data sets, and they must be complete, appropriately formatted for use, and cleared for access.
- *Podcasts* – Podcasts that fall within collection scope may be considered for inclusion.

SUBMISSION GUIDELINES

The following are general guidelines for submission of content to JSU Digital Commons:

- Valid JSU Digital Commons credentials are necessary in order to deposit items. Information on obtaining credentials and setting up a user profile can be found on the JSU Digital Commons site.
- Content must be submitted in digital format.
- JSU Digital Commons does not blanket-restrict any particular digital format, but certain format types may be deemed out of scope. Since JSU Digital Commons seeks to provide the widest possible access, content with highly restrictive software requirements in order to view or use will generally not be accepted for deposit. Contributors should make every effort to deposit their items in formats that are open, sustainable, and commonly-used in their fields.
- Deposited content should be in a completed state ready for archiving; generally, content that is in-progress and/or regularly updated will not be accepted. See *Selection & Submission Types* for examples of acceptable content types.

- Contributors must provide appropriate metadata in order to ensure content discoverability; required metadata fields (e.g., author, journal title, etc.) will be filled out by the contributor during the online submission process.
- Contributors must be able to acknowledge that all requisite copyright, licensing, and/or intellectual property clearance has been obtained for the deposited content. JSU Digital Commons provides open access to its content; this involves contributors being willing and able to grant non-exclusive rights to preserve and make their work publicly available. See ***Copyright & Intellectual Property*** for more information.
- In the case of works for which the contributor is unable to grant the right to public access, and thus unable to deposit the work itself, the contributor may request that JSU Digital Commons offer a citation for the copyrighted work that links to the work.
- Authors of theses or dissertations have the option to request that the thesis/dissertation be placed under embargo for a specified period of time, after which it will become publicly accessible.
- Contributors may request removal or revision of previously submitted content. See ***Access & Withdrawal*** for more information.
- In the event that the contributor is no longer affiliated with Jacksonville State University, all content deposited will be retained by JSU Digital Commons.

Any questions regarding credentials, deposit, or suitability of content should be directed to the Digital Assets & Special Collections Librarian.

ACCESS & WITHDRAWAL

By accessing JSU Digital Commons, users agree to respect intellectual property by appropriately citing any content used.

JSU Digital Commons provides timely, public access to its deposited content. Exceptions include materials which may be embargoed for a limited time (eg, theses and dissertations). While content deposited is intended to be permanently available, there may be cases in which certain file formats or content types cease to be supported due to technology obsolescence or other factors beyond the control of JSU Digital Commons.

In certain exceptional circumstances, JSU Digital Commons may consider removing publicly accessible content upon request. These cases include potential privacy or rights violations. Contributors may also request that content be replaced with an updated or revised version. All requests for removal, update, or revision must be submitted in writing to the Digital Assets and Special Collections Librarian. The ultimate authority for removal of public access lies with the Dean of Library Services.

COPYRIGHT & INTELLECTUAL PROPERTY

Inclusion in JSU Digital Commons involves the granting of non-exclusive rights to preserve and make deposited content publicly available. Authors/creators retain the copyright to the works deposited in JSU Digital Commons. The contributor of the content must hold either the copyright or the right to deposit for open-access, and be willing and able to provide permission for JSU Digital Commons to make the content publicly accessible.

In the case of content for which the publisher holds the copyright, it is the responsibility of the contributor to obtain permission from the publisher to deposit the work. In such cases, contributors must obtain express permission in the form of a release from the copyright holder, and submit this with their content upon deposit with JSU Digital Commons.

It is understood that contributors submitting copyrighted or licensed content agree to:

- Grant JSU Digital Commons the right to ingest, openly disseminate, and preserve the content. Preserving the content may involve migrating the content to new formats to ensure future accessibility.
- Provide proof that they hold copyright to the work or have express permission to deposit the work.

In the case of unpublished content, use of a Creative Commons license is recommended.

Any questions regarding copyright, intellectual property, or licensing should be directed to the Head of Technical Services.

PRIVACY

JSU Digital Commons respects users' right to privacy. Contributors and users should be aware that the system collects personally identifiable information during the submission process as well as for user-selected services such as subscription to alerts and reports. This information will be used solely for the purpose for which the user submitted it, with the exception that the Library may make reasonable statistical reports for internal institutional use. JSU Digital Commons abides by the Library's Patron Privacy policy, which can be found in the *Houston Cole Library Policies and Procedures Manual* available through the Library website.

BIBLIOGRAPHY

Knowledge@UChicago. Institutional Repository Policies.
https://knowledge.uchicago.edu/pages/?page=Policies&ln=en

Collier Library. UNA Scholarly Repository Policies.
https://ir.una.edu/pilot_policy.pdf