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Collection Development Policies -- UNL Libraries   Libraries at University of Nebraska-Lincoln

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UNL Libraries Deposit Programs

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UNL Libraries Deposit Programs

Introduction

The University of Nebraska–Lincoln Libraries offers several avenues for preserving and providing access to digital and physical research materials. This document outlines the four main avenues for depositing materials with UNL Libraries. Although there are separate repositories with specific missions—Archives & Special Collections, DigitalCommons@University of Nebraska–Lincoln, UNL Data Repository, and UNL Image & Multimedia Collections—all work together toward the goal of preserving the intellectual and creative output of the university and to make our contributions discoverable to state, national, and international communities. This document describes the operations of each repository. The Libraries policy is to publish, or provide online access to, materials (1) when the Libraries holds copyright, (2) when the copyright holder has granted the Libraries permission for online publication, or (3) when the Libraries do not hold copyright but may manage access behind a firewall.

The UNL Libraries Repository Principles

The University Libraries is committed to preserving and providing access to the full range of intellectual contributions of the faculty and staff at UNL for the benefit of current and future generations. All members of the University of Nebraska–Lincoln are encouraged to deposit content with UNL Libraries. Materials deposited in our institutional repositories are historical and not all historical events confirm to current standards of civility. As such, they may contain racial or sexual stereotypes that are inappropriate by today's standards. They have been retained in order to fully represent the materials in their original context.

Content for inclusion can be nondigital items supplied to Archives & Special Collections or digital content deposited in the Data, Image & Multimedia Collections, Digital Commons repositories, or University Archives. The University Libraries prefers that digital deposits be submitted in file formats that are suitable for long-term access. For preferred file formats, please see the list of digital formats in the most-current publication of the <u>Library of Congress' Recommended Formats Statement</u>. (The University Libraries staff and faculty are qualified to perform file format normalization, please consult a repository administrator/head for more details or questions.)

Who can deposit

Any faculty member, staff person, or student at the University of Nebraska–Lincoln can deposit materials with one or more of the repositories. Non-UNL-affiliated authors should consult with

a repository manager to discuss options about inclusion of work. For more information, consult with one of the repository managers.

Backups and data recovery

All repositories maintain current backups of data that are either provided onsite by the UNL Libraries or are supported by vendors. In all cases a data recovery plan is in place to mitigate disaster and speed recovery. For more information about a specific plan, consult the repository manager.

Metadata for discoverability

UNL Libraries maintains the standards for metadata for all repositories. The overall goal is to support and facilitate data discovery.

The Libraries encourages depositors to obtain an ORCID iD (https://orcid.org/). ORCID provides a persistent identifier that distinguishes researchers and ensures their research is recognized, through integration in key research workflows such as manuscript and grant submission and automated linkages between research and professional activities.

Document Object Identifier (DOI) services are also available to assign permanent URLs for original submissions that are not published elsewhere. For more information, consult a repository manager.

Long-term digital preservation

The UNL Libraries makes every effort to ensure that content is preserved for the future. Each repository has specific plans for long-term preservation, and depositors are encouraged to consult with the appropriate repository manager for specifics.

Liability for content

Depositors are responsible for the content of the material being deposited. It is the responsibility of the depositor to ensure that all research sensitive data (e.g., Social Security numbers) have been removed before submitting to a repository. This obligation includes compliance with federal, state, and university rules. Depositors are also responsible for open-source software that is deposited as supplementary material. UNL Libraries does not distribute open-source software through the repository system but may accept supplementary items as attachments. The Libraries does not support or provide long-term preservation of these accompanying files and assumes no liability for their use. All of the repositories can embargo deposits for a period of time, as necessary. For more information about any of these areas, consult a repository manager.

Metrics

Statistical information on the use of deposits can be provided for each repository. The Digital Commons repository can provide access to a dashboard containing information on downloads, types of institutions accessing the repository deposit, country of the requestor, referrers, and total number of downloads from each repository.

Removal of deposited material

Authors and original depositors can request the removal of items from UNL Libraries repositories for appropriate reasons. Nondepositors who request the removal of an item will need to supply additional information. UNL Libraries makes every effort to ensure it has the appropriate rights to ingest content and provide access to it. Faculty, staff, and student depositors are expected to comply with all federal, state, and university regulations regarding copyright and ownership rights. Parties who have questions or wish to contest the use of specific works may contact the respective repository manager or UNL Libraries administration. Please include contact details, information about the content that is the subject of the infringing activity (URLs), an explanation of the nature of the infringement (privacy, copyright, data protection, etc.), and proof of copyright ownership, when appropriate. Please contact the appropriate repository manager or send a request to the following address:

University of Nebraska–Lincoln Library Administration
318 Love Library (13th & R)
P.O. Box 884100
University of Nebraska–Lincoln
Lincoln, NE 68588-4100

Archives & Special Collections

Purpose

The mission of Archives & Special Collections (Archives & Special Collections) at the University of Nebraska–Lincoln Libraries is to select, preserve, arrange, describe, provide reference assistance for, and promote the use of rare and unique research materials. This department maintains these research materials because they are best managed separately from the libraries' general collections due to their subject area, rare or unique qualities, source, physical condition, or form.

Collection scope

Archives & Special Collections' subject area concentrations spring from the major research and education areas at the University of Nebraska–Lincoln. (See http://libraries.unl.edu/archives-special-collections-mission-collection-scope.) Archives & Special Collections also maintains the

long-term official records of the university based on records management policies. UNL's Division of Business & Finance manages the policies. (See http://bf.unl.edu/policies/bf/RecordsRetention.shtml.)

Types of materials

Archives & Special Collections accepts all types of materials regardless of format. Print, electronic, and multimedia formats that meet the requirements for historical preservation are accepted. A nonexclusive list of materials includes meeting minutes, correspondence, subject files, policy manuals and statements, reports, rosters and directories, handbooks, histories, scrapbooks, ledgers and journals, legal documents, newsletters and other publications, awards and certificates, press releases and clippings, photographs, audio recordings, motion picture film and videotape, certificates, clippings, diaries, drawings, field notes, interviews, journals, manuscripts, memoranda, notebooks, telegrams, writings, and miscellaneous ephemera.

Donation process

Contact Archives & Special Collections to initiate a donation process. The "certificate of gift" form is a legally binding agreement between the donor and the University of Nebraska Board of Regents. The UNL Libraries and Archives & Special Collections act on the regents' behalf. The form designates a permanent donation of physical property with options for copyright transfer. It also includes information on restrictions and additional donations. Donors may choose from options noted in the "copyright and permissions" section below.

University records are deposited with a transfer form signed by a representative of the originating office, unit, department, or program. Information on the University Records Retention Policy is provided by Business & Finance (https://bf.unl.edu/policies/bf/RecordsRetention.shtml)

Once delivered to UNL Libraries, all donations are assigned an accession number. A basic inventory is completed and provided to the donor. At minimum, the title and creator of the collection is put into the collection database.

Physical materials are housed in the main Libraries' building or in a high-density storage building in which temperature, light, and humidity are controlled. Digital or digitized materials are housed on library servers, managed with Rosetta, a preservation system for digital content, backed up locally and remotely, and regularly submitted to integrity checks to safeguard against file corruption.

Copyright and permissions

All collections are publicly accessible unless restricted by state or federal law or a donor restriction. Researchers are required to obtain permission for publication from Archives & Special Collections or the donor, depending on whether the donor or designees retained copyright or the copyright was transferred to the university.

The rights for materials vary and may fall into these categories:

- Donation of physical copies of property with assignment of copyrights. The University of Nebraska–Lincoln owns the copyrights and the physical object.
- Donation of physical copies of property with assignment of copyright at a later date.
- Donation of physical copies of property without assignment of copyrights.
- Donation of physical copies of property; donor cannot assign copyrights.
- Copyright owner or designee may grant permission to publish copies of property (generally, for Archives & Special Collections exhibits or projects).

Dissemination and access

Everyone is welcome to use the Archives & Special Collections. UNL Libraries provides the following types of services:

- Reference in person or by email or phone
- Online collection database
- Finding aids online and in the Libraries' catalog
- Online and library exhibits
- Classes and introductory tours
- Promotion via Twitter
- Public programming

Restrictions

Some of the collections held by Archives & Special Collections have access restrictions based on federal or state laws, confidentiality, copyright, or condition.

Preservation

Archives & Special Collections uses two tools to manage preservation in the physical and digital collections. For physical storage, collection management is currently performed with the application Archon. For digital storage, the Rosetta application is used for long-term digital preservation.

Metadata and description

Data structure standards

For uniform data structure, MARC and RDA are used for books, artists' books, serials, and selected publications. Dublin Core is used to define all fields for metadata. Encoded Archival Description (EAD) standards from the Society of American Archivists and Library of Congress are used for encoding finding aids online, with crosswalks to Dublin Core, MARC, and other schema.

Content standards

Describing Archives: A Content Standard (DACS) rules are used to describe collection materials.

Vocabulary controls

Uniformity is improved in metadata by using some selected sources for subjects:

- LOC Authorities: http://authorities.loc.gov/
- Thesaurus for Graphic Materials: http://www.loc.gov/pictures/collection/tgm/
- Getty Thesaurus of Geographic Names: http://www.getty.edu/research/tools/vocabularies/tgn/
- VRA Core: https://www.loc.gov/standards/vracore/

Local rules are used for some administrative elements (location, for example).

The ISO 8601 Standard is used for the Date element in most Dublin Core records.

Standard metadata fields are Filename/Identifier, Title, Description, Is Format of/OrigItemNo, Date, Subject, Subject/Location, Spatial/Location/Latitude/Longitude (degrees), Extent/Size, Table of contents/Boxes/Folders, Medium/Format/Type, Source/RG#/MS#, Is Part of/Collection, Creator/Photographer, Collector/Contributor, Rights, Publisher/Repository, Language.

Tools

Archives & Special Collections uses a variety of tools to manage the physical and digital collections.

Acquisitions

The BitCurator software suite is used for safely transferring data from legacy computer media (e.g., 3.5" and 5.25" floppy disks, zip drives, optical disks, and hard drives) to more stable storage environments for preservation purposes.

Archival Collections Management Systems (ACMS)

ArchivesSpace is used for creating and managing archival metadata. (The previous ACMS was Archon.)

Content Management Systems (CMS)

LUNA, Historypin, Digital Commons, Omeka, and WordPress are used for exhibits and electronic access.

Archive-It is used to crawl, capture, and archive web pages. (Web archives collected in Archive-It are originally produced for public distribution by UNL entities and therefore are not subject to traditional deeds of gift. A transfer form from the UNL originating office is completed, and broadly, UNL owns the copyright. A takedown policy is pending.)

Digital Preservation Management Systems (DPMS)

Rosetta is used for long-term digital preservation.

Metrics

For metrics, Archives & Special Collections uses Google Analytics as well as in-house tools to track file quantity and space usage.

Contact information

Mary Ellen Ducey, University Archivist, 402-472-5076, mducey2@unl.edu

Blake Graham, Digital Archivist, 402-472-3817, blake.graham@unl.edu

Peterson Brink, Assistant Archivist, 402-472-2531, pbrink2@unl.edu

UNL Digital Commons

Purpose

The UNL Digital Commons institutional repository (IR) is a collaborative service of the University of Nebraska–Lincoln libraries. Faculty members, researchers, and students associated with the University of Nebraska–Lincoln are invited to deposit digital materials for worldwide electronic accessibility.

Collection scope

The aim of the IR is to collect and disseminate the entire intellectual output of the university—past, present, and future.

Types of materials

The types of materials collected in the Digital Commons include:

- Published documents from UNL-affiliated authors and programs
- Unpublished documents from UNL-affiliated authors (posters, presentations, reports, white papers, theses, dissertations, projects, etc.)
- Administrative and historical documents relating to UNL (newsletters, annual reports, conference programs, etc.)
- Journals and monographs identified by UNL affiliates as germane to subjects of research interest at UNL. This includes journal backlists and ongoing original publications.

Most items are represented as PDF files, but some have associated supplemental files that are .doc, .txt, .tif, .jpg, .ppt, .mp3, .mpg, .exe, or other file types. UNL Libraries does not manage these supplemental files nor guarantee that they will remain usable over time.

Deposit process

Self-deposit by UNL affiliates is possible. Mediated deposit on their behalf by IR staff is more common.

Copyright and permissions

UNL does not hold or administer copyright for any materials in the Digital Commons. Works are hosted under permissions agreements, applicable licenses, established publisher policies, or public domain determinations. UNL maintains a nonexclusive right to post, revocable at the option of the copyright holder (if there is one).

Permissions we request

When UNL-affiliated authors ask the repository staff to post copies of their scholarship in the institutional repository, we request a nonexclusive right to post these items in the UNL Digital Commons and ask for no other rights. We post the version that the author is allowed to post based on the terms of the applicable license or other copyright restrictions.

Revoking of permissions

Except for those whose scholarship is evidence of the completion of a degree-granting program at UNL, authors have the right to request that we take down any of their work at any time. We honor these requests.

Embargo

Upon request of the author, we can embargo items for one to five years. The embargo period is renewable at the author's request. Embargo in this case means that the item exists on our servers but is not accessible to anyone other than repository staff or the author for the term specified.

Open access and public domain items

Some items that we include in the repository have licenses that allow posting without permission, such as open-access items, or are in the public domain, and so these permissions guidelines do not apply.

Dissemination and access

The goal of the Digital Commons is to provide full-text, free public access to materials whenever possible. However, some series are limited to UNL IP addresses only. One series of master's theses is embargoed; i.e., there is no public access; only administrators may access the materials. Additionally, some items within the ProQuest Dissertations series are embargoed at the request of their authors. (See the earlier Embargo section.)

Preservation

For materials in the repository that are available from other sources, there is no long-term preservation. In other cases, items are preserved through the University Archives. Offsite backup of materials in Digital Commons is provided by the hosting vendor, Bepress. Some materials in Digital Commons are preserved by Portico, CLOCKSS, LOCKSS, and other similar digital preservation services.

Metadata and description

The metadata available in the Digital Commons currently include:

- Title
- Author email address
- Author names (first, middle, last, suffix)
- Author affiliation
- ORCID identifier
- Date
- Document type
- Keywords
- Disciplines
- Citation
- Comments (usually copyright status and information)
- Abstract

Tools

The UNL Digital Commons is hosted by Bepress on the Digital Commons institutional repository platform

Metrics

Digital Commons metrics include:

- Number of downloads
- Number of HTML cover-page hits
- Dates/periods of downloads
- Type of accessing network (educational, military, commercial, etc.)
- Country code of accessing network
- Geographic location of downloads (displayed as global map)

Contact information

Paul Royster, Coordinator for Scholarly Communications, 402-472-3628, proyster2@unl.edu
Sue Ann Gardner, Scholarly Communications Librarian, 402-472-8566, sgardner2@unl.edu

UNL Data Repository

Purpose

The UNL Data Repository (UNLDR) was created to provide for the growing requirements by external funding agencies for data management and data sharing. This repository, designed to provide researchers with a secure site for storage of data collections that are no longer actively

in use, allows the researcher to stably retain data for future use and/or sharing with other interested parties. The UNLDR exists to manage data in a manner that facilitates research and scholarly activities, and that simplifies access to vital and unique research data.

The data and project information deposited by researchers maintains its value over time with information (metadata) that outlines its importance, its long-term usability, and the dedicated efforts of those who were involved.

Collection scope

UNLDR includes datasets generated by faculty, staff, and students affiliated with the University of Nebraska–Lincoln. Though nonpublic datasets can be deposited, the focus is on datasets meant to be publicly available. All data must be scrubbed of any personally identifiable information.

Types of materials

UNLDR is specifically geared toward research data generated by researchers at UNL. UNL researchers can submit their inactive datasets to the UNLDR for archiving and sharing purposes. Data will be preserved on UNL Libraries servers and backed up locally and remotely on a regular schedule. Upon acceptance, datasets will be provided with a unique identifier (DOI), and will be discoverable through the UNLDR and the Libraries' federated search interface (following any embargo period, if applicable).

UNLDR will accept for deposit most file formats; however, we can provide the highest level of long-term preservation for select, widely accepted, sustainable formats.

Deposit process

Visit https://dataregistry.unl.edu to sign up for an account and submit a dataset to the repository. The submission will be reviewed and deposited into the repository by the Data Curation staff. Datasets set to be publicly available will be assigned a persistent DOI. Depositors will be notified when the deposit is complete. Alternatively, for larger datasets, researchers can contact UNL Data Repository staff for direct-deposit methods.

Copyright and permissions

During the submission process, researchers must indicate public access options, restrictions, and the retention period for their dataset. The repository allows for a specified embargo period, public or no public access, and a choice between short-term (5 years) and long-term (at least 20 years) retention of the dataset by UNLDR.

As part of the deposit process, researchers identify the copyright permissions applicable to their dataset. UNL Libraries claims no copyright.

Dissemination and access

Datasets deposited in UNLDR are disseminated using Rosetta's object viewer and can be accessed by searching dataregistry.unl.edu, the Libraries' discovery system (Encore), or UNL Digital Commons. They can also be accessed directly using their DOI.

Preservation

As part of the deposit process into Rosetta, all files undergo checks for file type, validity, and viruses. Technical metadata is extracted and stored as part of the object's METS file. Fixity checks are performed on a weekly basis to ensure the files have not changed or been corrupted. File types will be monitored for obsolescence and migrated to new formats as resources allow.

Metadata and description

For descriptive metadata, UNLDR uses qualified Dublin Core. This descriptive metadata, as well as administrative, technical, and structural metadata, is stored in METS following the PREMIS framework.

Tools

Datasets are stored in Rosetta, a preservation system for digital content. Rosetta is stored on library servers, which are backed up locally and remotely, and datasets undergo regular integrity checks to safeguard against file corruption.

Metrics

Reports can be run to identify number of views for each object. The Rosetta dashboard displays the number of files and datasets as well as the total size of the repository.

Contact information

Jennifer Thoegersen, Data Curation Librarian, 402-472-4558, datamanagement@unl.edu

UNL Image & Multimedia Collections

Purpose

In support of the overall vision of the UNL Libraries, the UNL Image & Multimedia Commons (Media Commons) was created as a designated platform for stakeholders from the campus, community, and state to deposit multimedia used for or resulting from research, teaching, and scholarly activities. It provides preservation and access to the intellectual and creative output generated or sponsored by the University of Nebraska system.

Collection scope

The Media Commons provides access to multimedia objects that may have research, teaching, and learning value for the various communities the UNL Libraries serves, including researchers and the general public.

Types of materials

The Media Commons stores and manages a range of materials, including digital surrogates of print and manuscript material, photographic images, moving images, sound, and emerging digital formats that have a history of or potential for use by faculty, researchers, students, staff, or the general public. Materials that have intellectual or artifactual significance are given priority.

Deposit process

Stakeholders may directly upload materials into collections or have it done for them by Media Commons staff.

Copyright and permissions

Typically, UNL does not hold or administer copyrights for any Media Commons materials. Users are responsible for determining copyright restriction on works. Works are hosted under permissions agreements, applicable licenses, established publisher policies, or public domain determinations. During upload, options are presented to limit access to accommodate any copyright or privacy concerns.

Dissemination and access

Materials deposited in Media Commons are disseminated using the object viewer and can be accessed by searching mediacommons.unl.edu, the UNL Libraries' discovery system (Encore), and in select cases, UNL Digital Commons.

Preservation

The Media Commons is committed to responsible and sustainable management of its collections by applying best practices for digital conversion and preservation. These steps may include format migration, normalization, and/or emulation. Data backups are provided through the Media Commons' vendor support.

Metadata and description

The Media Commons is committed to making items and collections discoverable by accommodating the variety of metadata schemes available.

Tools

The Media Commons uses the LUNA platform to organize, manage, curate, and deliver content.

Metrics

Google Analytics is used to measure use of the Media Commons.

Contact information

Richard Graham, Digital Media Librarian, 402-472-5410, rgraham7@unl.edu
John Weise, Visual Resources Specialist, 402-472-1193, jwiese2@unl.edu