MISSOURI S&T

Missouri University of Science and Technology

Scholars' Mine

Scholars' Mine - Policies, Procedures and Guidelines

Scholarly Communications

01 Apr 2015

Scholars' Mine: Policies and Guidelines

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Scholars' Mine: Policies and Guidelines

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Introduction

Scholars' Mine is the institutional repository for the Missouri University of Science and Technology. Scholars' Mine provides access to the digital scholarly and cultural resources created by the university community. This includes faculty papers, departmental publications, conference proceedings, graduate student works, and other scholarly material as well as campus cultural and historical works.

The following policies and guidelines outline various aspects of depositing and managing content in Scholars' Mine. These policies and guidelines and subject to internal review and modification. The communities will be alerted to any changes which affect them or their collections in Scholars' Mine.

<u>General Policy</u>

This is an institutional repository for the Missouri University of Science and Technology (Missouri S&T). As such, all materials are created by or on behalf of the University, its faculty, staff, or students, and affiliations.

Anyone may access full text items free of charge, with the exception of journals requiring subscriptions or when embargos have been placed on publications.

Copies of open access items can generally be reproduced, displayed or performed, and given to third parties in any format or medium for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided the work is properly attributed with the authors, the title, and full bibliographic details, a hyperlink or URL is given to the original work, the content is used for non-commercial purposes and is not changed in any way. However, as not all materials contained in Scholars' Mine are open access, it is the responsibility of the individual user to ensure that author and publisher rights are not violated.

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Content and Submission Guidelines

Scholars' Mine holds materials in a variety of formats and may contain the following types of documents produced by the Missouri University of Science and Technology (Missouri S&T) community:

- Journals and journal articles (preprints, postprints, or published versions)
- Student scholarship (Electronic Theses and Dissertations (ETDs), Essays, Major Research Papers, etc.)
- Creative scholarship and writing (dramatic works, music, poetry, etc.)
- Books or chapters
- Conferences, conference papers and presentations
- Video, still images and audio
- University administrative records and other materials pertaining to the operations of the institution
- Other material not expressly stated here, upon approval by the repository administrator and on a case-by-case basis.

In addition, the following requirements must be fulfilled to deposit material in Scholars' Mine:

1. Content must be produced, submitted, or sponsored by the faculty (current, emeritus, and retired), students, or staff at Missouri S&T and affiliations.
2. All student contributions are selected in consultation with academic units.
3. Works published or created prior to an author's affiliation with Missouri S&T may be retroactively deposited as long as the authors are currently affiliated with Missouri S&T and meet all submission requirements.
4. Works published or created by authors who are no longer affiliated with Missouri S&T may be retroactively deposited as long as the work was published or created by authors while affiliated with Missouri S&T and meets all other submission requirements.
5. Content must be scholarly, educational, or research-oriented or of cultural or historical value to the Missouri S&T. Works must be written in accordance to the tradition appropriate to the discipline, including review and editorial intervention.
6. Content must be digital or able to be digitized.
7. Content must be complete and ready for distribution.
8. The author/creator must be able and willing to grant the Institutional Repository the right to preserve and distribute the work, including fulfilling publisher conditions for depositing works and clearing copyright permissions when appropriate.
9. If multiple files constitute an 'Item,' all of the digital pieces must be provided as a set.
10. If the work is part of a series or set of related works, the other works in that series should, if possible, also be contributed so that a full set can be offered.
11. Contributors are encouraged to deposit materials to Scholars' Mine themselves or through their communities. Assistance with the submission process is available upon request. As a service to

faculty the Scholars' Mine staff periodically reviews scholarly journals and databases for faculty publications. These publications are automatically added to Scholars' Mine.

12. All deposited materials will be forwarded to community administrators or the repository administrator for approval. Materials deposited by individuals other than eligible contributors or that do not meet submission or content guidelines will be rejected.

Community and Collection Policies

Scholars' Mine is a venture of Curtis Laws Wilson Library, but includes the active participation of numerous units, including the Office of Sponsored Programs and the Office of Graduate Studies. Scholars' Mine content consists of collections produced by defined communities of the Missouri University of Science and Technology (Missouri S&T). These collections are managed, preserved, and made accessible by the Library through bepress software. Some of the collections will be subject to institutional guidelines defined by the Missouri S&T administration. As in all partnerships, it is important that all stakeholders understand and agree to the policies, guidelines, and procedures required to build an institutional repository.

A community is defined as a unit that:

- Produces or sponsors the generation of digital materials resulting from research, teaching, and academic support activities
- Has long-term stability
- Can assume responsibility for setting community policies
- Has a demonstrable affiliation with Missouri S&T

Examples of communities may be departments, research centers, institutes, or recognized University affiliations. Groups that are not considered communities under this definition but wish to contribute to Scholars' Mine will be considered on a case-by-case basis and should contact the repository administrator for further assistance.

Community Responsibilities and Rights

A community is expected to:

1. Make decisions about the definition and scope of the community and its collection(s) within Scholars' Mine guidelines
2. Submit all required documentation for the creation and maintenance of the community and its publications accurately and in a timely fashion
3. Arrange for submission and description of content
4. Name a coordinator who can work with Scholars' Mine staff and oversee the creation and uploading of content
5. Notify Scholars' Mine staff of organizational changes affecting submission

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6. Understand and observe policies relevant to Scholars' Mine and educate submitters regarding these policies
7. Confirm or obtain copyright permission for items submitted, including clearance from third party copyright holders
8. Decide upon a submission workflow for each collection
9. Recommend action regarding withdrawal request from the community's authors

A community retains the right to:

1. Determine policies regarding content submission and author guidelines except where those policies would infringe upon the policies of Curtis Laws Wilson Library and Missouri S&T
2. Decide who may submit content within the community
3. Limit access to content as negotiated with Scholars' Mine staff in accordance with the Access Policy
4. Remove items and collections as outlined in the Withdrawal Policy
5. Approve the addition or elimination of sub-communities
6. Request customization of community or collection content pages

Scholars' Mine Responsibilities and Rights

Scholars' Mine is expected to:

1. Retain and maintain content submitted to Scholars' Mine
2. Harvest and make available content relevant to the educational, research, administrative and cultural pursuits of Missouri S&T
3. Distribute content according to community decisions and in accordance with the Access Policy
4. Preserve content using accepted preservation techniques
5. Notify communities of significant changes to content
6. Maintain appropriate technology infrastructure and security
7. Address concerns with technical difficulties, maintenance, or disruptions of service directly with bePress
8. Comply with University policy on issues that affect Scholars' Mine
9. Edit and update metadata assigned to the items placed in Scholars' Mine
10. Vet items for the exclusion of spam. However, the validity and authenticity of submissions is the sole responsibility of the author(s).
11. Find alternate hosting solutions should bePress software become unavailable
12. Conduct periodic reviews to gather user feedback and adjust processes, policies, and strategies as necessary

Scholars' Mine retains the right to:

- Redistribute or amend metadata for items in Scholars' Mine

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- Refuse or remove items or collections under certain circumstances, as outlined in the Withdrawal Policy
- Renegotiate terms of original agreement with communities
- Perform appraisal for long-term archiving in the event that communities cease to exist
- Migrate items if format is in danger obsolescence
- Set quotas (size of files, number of items) as necessary to allow for the containment of the repository

<u>Missouri S&T Responsibilities and Rights</u>

1. The University is expected to:
2. Set policy at the university level regarding issues that affect Scholars' Mine, such as copyright rules, thesis and dissertation requirements, etc.
3. Support functions mandated by existing policies
4. Comply with existing granting agencies regulations of open data and open access

The University retains the right to: Request the removal of items under certain circumstances, as outlined in the Withdrawal Policy.

Licensing Policies

Non-Exclusive Deposit License

It will be necessary for users when depositing into Scholars' Mine to sign a non-exclusive, non-transferable, royalty-free license agreement. This will appear in the submission template. An example of the license can viewed [here](). This grants The Curators of the University of Missouri on behalf of Missouri the University of Science and Technology (Missouri S&T) Curtis Laws Wilson Library the right to distribute scholarly works online and to migrate these works to new formats in the future if necessary. No transfer of copyright will occur as a result of this license.

Creative Commons License

Creative Commons licenses are Web-based agreements whereby authors can release some of the rights they are automatically assigned by copyright law. If the creator is the copyright owner, he or she can specify conditions under which others can copy, distribute, or modify his or her work, provided due credit is given.

When submitting an item to Scholars' Mine, users have the option to apply a Creative Commons license that will:

- Allow or bar commercial uses of a work

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- Allow or bar modifications of a work

Although Creative Commons licensing may apply when a contributor is submitting directly to Scholars' Mine, some communities within Scholars' Mine, for example subscription journals, may have additional policies regarding licensing. If these additional policies preclude the use of Creative Commons licensing, the contributor may not apply such licensing without the approval of the community.

It is important to note that one can apply a Creative Commons license only if he or she is the copyright holder or has express authorization from the copyright holder to do so. The Library, and Creative Commons do not provide legal advice or services and assume no legal responsibility on behalf of copyright holders. For more information about Creative Commons licenses, please visit About Creative Commons Licenses or contact the repository administrator.

Memorandum of Understanding

All communities falling outside of Faculties or Departments, including journals and centers, will be required to submit a Memorandum of Understanding (MoU) which outlines the rights and responsibilities of all parties involved. The MoU is provided by Scholars' Mine. It may be revised to better meet the needs of specific communities, but these revisions must be approved by the repository administator before the MoU is accepted. A community cannot be established until the required MoU has been submitted. Failure to do so in a timely fashion will result in significant delays.

Access Policy

Some items in Scholars' Mine will be considered free for all to view, in accordance with standard "open access" principles, unless otherwise negotiated with the Scholars' Mine staff. In these cases anyone may access full text items free of charge. Contributors may also request to have access restricted to campus only, for example. Under negotiated circumstances, an item can fall under an "embargo" in which access is blocked, preventing the ability to view the item. Items can be embargoed for defined periods of time before defaulting to open access.

Open access is not mandatory for all contributors, particularly in the case of publications such as journals which operate on a subscription basis. In the case of some series, such as journals, a portion of the content may be made open access while the remainder is restricted for a set period of time to be determined by the community or series editor.

Other exceptions to open access principles include:

- When including the full text is contractually prohibited by the publisher or sponsor
- When including the full text is temporarily blocked or held for reasons of security, copyright or patent applications

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In circumstances where a full text version cannot be included, a link to the full text will be provided if possible. Additionally, the post-print version may be provided.

Privacy Policy

Curtis laws Wilson Library is committed to preserving your privacy. The personal information we receive through Scholars' Mine is used solely for purposes of the functioning of the system, and for the specific research purposes described below.

This system collects personal information from:

- Users involved in the submission of Scholars' Mine content and metadata
- Users who hold an account with Scholars' Mine

Personal information collected by Scholars' Mine will not be used for any commercial or philanthropic purpose not directly connected with or approved by the University of Missouri Science and Technology.

We do not disclose information about your individual visits to our site, or personal information that you provide us, such as your name, address, email address, telephone number, etc. to any outside parties except when we believe, in good faith (i) that the law requires it, or (ii) that disclosure is necessary to protect the rights and property of Scholars' Mine users.

Any Scholars' Mine user records used in a publicly accessible forum, such as demonstrations, presentations, or research papers, will be scrubbed of specific references to real people and personal information.

Preservation and Formats Supported

We wish to provide support for as many file formats as possible. Over time, items stored in the institutional repository will be preserved as is, using a combination of time-honored techniques for data management and best practices for digital preservation. As for specific formats, however, the proprietary nature of many file types makes it impossible to guarantee preservation. Although we will recognize and support as many known file formats as possible, we strongly encourage submitters to use open file formats such as PDF (Portable Document Format) and PNG (Portable Network Graphics) whenever possible, given the difficulties associated with preserving proprietary formats.

Scholars' Mine recommends the use of particular file types to increase the likelihood of safely migrating files into the future. Word and RTF files are converted to PDF when they are imported into the repository. For more information on preparing PDF versions of papers, see our file format and conversion guide.

The following formats as most likely to migrate effectively:

Images: JPEG, PNG, GIF, TIFF

Audio: AIFF, MP3 "unprotected" (DRM-free) AAC, WAVE

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Video: MPEG, QuickTime

Data: XML, Comma-separated values

Other formats may be used, but are less likely to be migrated when technology changes. Special arrangements for streaming video and for files larger than 100 MB should be made with the repository administrator. More detailed information regarding supported file types can be found in our [supported file types guide](#).

Curtis Laws Wilson Library is committed to providing access to and preserving all content in Scholars' Mine. When we migrate to new formats, we will change the format of a file, but not the information in it. For example, the repository administrator will not update hyperlinks, other external references, or out-of-date information within a paper or supplementary file. If file formats cease to be supported as a result of changes in technology and the private sector, beyond the control of Scholars' Mine, files in these formats may no longer function on current computer equipment and hence, become unusable. If a new repository platform is chosen, all content will be migrated and every effort made to ensure that all content continues to be accessible. For more detailed information on the conversion of file types see our [supported file types guide](#).

The commitment to provide persistent access to content in Scholars' Mine applies only to material housed on servers maintained directly or under contract Curtis laws Wilson Libraries. Links and access to content of any format referenced outside Scholars' Mine cannot be guaranteed.

Notice and Withdrawal Policy

Scholars' Mine, the institutional repository for the Missouri University of Science and Technology is an online collection of scholarly and creative works produced by the faculty, staff, and students. Scholars' Mine takes reasonable steps to ensure that the materials held within it are accurate and authentic. Materials contained within the repository are made available in accordance with publisher policies and/or compliance with U.S. copyright and intellectual property laws and are not intended for removal except in keeping with internal policy or upon receipt of a valid and proven request for removal. Requests for removal must be in written form specifying reasons why the material should not be available in the repository.

Please express your concern if you believe that material in this repository:

- infringes on your or another's copyright.
- is in violation of patent law or infringes upon a patent-pending claim.
- is in violation of a pre-existing contractual agreement with the research sponsors.

To submit a request for removal, send an email or letter including:

- your contact details
- item description(s) and URL(s)
- nature of the complaint

to <scholarsmine@mst.edu> or

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Institutional Repository Librarian
Curtis Laws Wilson Library
Missouri University of Science and Technology
400 W. 14th St.
Rolla, MO 65409-0060

When a request is received the repository administrator will:

- acknowledge receipt of the request.
- remove the item(s) from the repository while the request is investigated.
- investigate the validity of the claims and seek to verify the identity and authority of the person(s) making the request.
- follow university policy and seek professional advice if required.
- contact the involved parties concerning the findings of the investigation and the resolution of the request.

We will seek to resolve the request to the satisfaction of all parties. Possible outcomes include:

- The item is replaced in the repository without any changes.
- The item is replaced in the repository with changes or under restricted access.
- The item is permanently removed from the repository. Descriptive metadata for the resource may remain in the repository.

Governance

Scholars' Mine is the institutional repository for the Missouri University of Science and Technology (Missouri S&T) and is operated and managed by Curtis laws Wilson Library. The Scholarly Communications Librarian has overall responsibility for management, development and growth of Scholars' Mine. The Digitization Specialist reports to the Scholarly Communications Librarian and provided daily management and oversight of Scholars' Mine operations including management of student employees and coordination with technical services staff.

The Scholars' Mine Management Team lead by the Scholarly Communications Librarian and consisting of the Digitization Specialist and other members of the Library Technical Services departments shall meet weekly to review ongoing projects, schedule work and discuss and resolve operating issues as they arise.

Input and influence from the campus at large shall be provided through the Scholars' Mine Advisory Committee. This committee chaired by the Scholarly Communications Librarian shall meet twice a year, once in the fall and spring to review progress, monitor growth and provide strategic advice. The committee membership shall consist of stakeholders in the success of Scholars' Mine including the Office of Sponsored Programs, Graduate Studies and others.