

## Policy for Submitting and Requests for Withdrawing or Updating Content



### Introduction

This document outlines the policies established for the current and future collections residing in Scholarship@Claremont.

Policies will be drafted over the coming months after wide consultation with the Claremont Colleges Digital Library Steering Committee. If you have any suggestions or comments, please contact the Digital Initiatives Librarian at the Claremont Colleges Library.

The following is offered as interim guidance only.

### Adding Content

Scholarship@Claremont is a dynamic institutional repository system based on the principle of Open Access, that enables us to collect, distribute to the broader community, and preserve the scholarly output of the faculty, students, staff, and their collaborators at the Claremont Colleges (TCC). Members of the Claremont academic community interested in submitting materials should consult with the Claremont Colleges Library Digital Initiatives Librarian.

Appropriate content may be added following the guidelines below:

- The work must be original, produced and submitted, or sponsored by a faculty, staff, student, organization or department of TCC.
- The work must be creative, scholarly in nature, research oriented, or of institutional significance.
- The author must own the copyright to all components and content within the work, or have received and shown permission to have the material available on the Digital Commons.
- The author or representative of the organization or department must sign a permission form prior to material being uploaded to the repository, granting the library the right to distribute and preserve the material via the Scholarship@Claremont.
- Contributors may include non-affiliated scholars if they are co-authoring with TCC authors or are affiliated closely with the TCC, e.g., are emeritus professors, or hold honorary appointments.
- Some material may be available only to current college faculty, staff and students.
- There is no formal limit to size of material.
- Most file formats are acceptable.

- Examples of possible content are:
  - Working papers, conference papers and technical reports.
  - Student papers or projects.
  - Faculty-student collaborative projects.
  - Journals published by the Linfield community.
  - Published articles when copyright and/or license allow.
  - Faculty course-related output primarily of scholarly interest.
  - Organizational annual reports and newsletters.
  - Data sets.
  - Artwork.
  - Audio recordings of musical works, providing copyright allows.

### Withdrawal of content

Scholarship@Claremont has been established as a permanent repository. Once deposited, an item will not be withdrawn, although under some circumstances, it will be removed from view.

- Any requests for withdrawal must be sent to the Digital Initiatives Librarian.
- Authors or affected parties may request that works be removed from Scholarship@Claremont for reasons of factual inaccuracy, plagiarism, or potential copyright infringement.
- No materials will be removed without an attempt to reach the author.
- If authors who have submitted work to Scholarship@Claremont leave the college, their work will be retained in the archive. If the authors would like to have new contact information added to their material in Scholarship@Claremont, the Digital Initiatives Librarian will assist them in having such information added.
- If a work is withdrawn, a citation including original metadata will always remain, but the work is noted as withdrawn, i.e. “removed at request of author, or removed at the discretion of..., or removed by legal order.”

### Updating a work

The repository is intended to be a permanent scholarly record. However, authors may request updated documents be posted. Posting updated versions along with the original material is the preferred way to show the progress of research.

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