UNA Scholarly Repository Policies

Pilot Policy

Introduction

The Scholarly Repository at UNA is an institutional research repository maintained by Collier Library. The repository is designed to organize, make accessible, and preserve the scholarly work of our faculty, students, and staff. The policies and guidelines outlined in this document cover the many facets of UNA's Scholarly Repository, including:

I.   Participants
II.   Acceptable Content Categories
III.   Excluded Content
IV.   Submission Criteria
V.   Author Rights
VI.   Users' Rights
VII. Removing or Updating Content
VIII. Preservation, Migration, and Retention

I.   Participants

The UNA Scholarly Repository is open to submissions from UNA faculty, students, staff, or any department, research unit, center or institute. Authors from other institutions can be included if they are co-author or co-presenter with a faculty or staff member from UNA, are presenting papers or other scholarly works at UNA-sponsored events, or are affiliated with the university.

II.   Acceptable Content Categories

- Journal articles. These can include previously published articles, pre-and post-prints of articles with appropriate copyright and/or license permissions. Citations to copyrighted work can be added to the Repository with links to the publication.
- Books or book chapters, pre- and post-prints with copyright and/or license permissions. Citations with links to copyrighted work can also be deposited.
- Technical reports, working papers, white papers, conference papers
- Conference presentations, including posters, slideshows, and video presentations
- Open access journals produced by faculty, staff, and students at UNA
- Theses
- Lectures and seminar series
- Institutional newsletters, reports and related materials
- Data sets

- Creative works
- Videos or still images

III. Excluded Content

The following content is not appropriate for UNA's Scholarly Repository:

- Works intended for commercialization

- Works that are confidential, culturally sensitive, or that contain offensive, defamatory, or unlawful content

- Works which would infringe a legal obligation of the institution and/or the author(s) or the legal right of a third party

IV. Submission Criteria

- The work submitted must be original and produced or sponsored by UNA faculty, researchers, students, staff, or units of the institution.

- Works completed by faculty and staff while employed at other institutions can be considered for deposit in the Scholarly Repository if all rights and permissions requirements are met.

- Authors must own copyright to all content and/or have permission to house the material in the Repository.

- Work must be scholarly, creative, research oriented, and/or carry importance for the University.

- All material must be in digital format. Items that do not have digital copies (e.g., archival material) will be assessed on a case-by-case basis to address any workflow issues.

V. Author Rights

All authors and creators retain copyright to the works posted to this institutional repository and inclusion in this open-access online repository does not reduce, limit, or waive the copyright status of any image, file, or document within the repository.

For previously published works (journal articles, book chapters, etc.) for which the publisher holds copyright, permission has been obtained from the publisher to deposit the material in the Repository. Any uses of material from this site beyond those considered to be fair use under the copyright law require express written permission from the copyright holder. It should be understood that when works are submitted to the repository that authors are agreeing to:

- Grant the Library license to upload, disseminate, and preserve their work.

- Provide proof that they are the copyright holders to their work or that they have permission from the copyright holder to deposit the work in the Scholarly Repository.

UNA's Scholarly Communications Librarian can assist authors in determining what copyright agreements bind any particular work if they are unsure. If the author does not hold copyright, the Scholarly Communications Librarian will assist the author in obtaining a copyright release or will deposit a citation for the copyrighted work with a link to the work.

VI.   Users' Rights

Individuals may download, save, and print materials for educational and research purposes from UNA's Scholarly Repository, but must respect the intellectual property rights of the authors by appropriately citing the work and respecting any copyright license applied, including Creative Commons attributions.

VII.   Removing or Updating Content

UNA's Scholarly Repository is a permanent repository of research. Removal of the materials may happen if one or more of the following criteria are met

- Author(s) requests the removal based on factual inaccuracies, potential copyright problems, or plagiarism.

- Author(s) requests that the deposited material be replaced with an updated or revised version. Please note that updated versions of content may be posted and linked to the first posted version. Earlier versions may be removed, but we encourage authors to maintain these versions in the repository, as a record of the development of any posted content.

To request removal of material the following information must be supplied:

- Your contact information, including email address and phone number
- Exact URL of the material in question
- Details that describe the material (title, collection name, authors, etc.)
- The reason why you believe your rights have been violated. Include documentation if you have any – this includes author agreements and contracts

Upon receipt of a takedown request, the Repository administrator will temporarily remove the material from public view while the claim is investigated. If the claim is verified, the materials will be permanently removed from the Repository after informing all parties associated with the material about the pending action.

VIII.   Preservation, Migration, and Retention

- **Preservation**: UNA is committed to preserving and providing access to the contents of the Repository. However, some file formats may cease to be supported as a result of changes in technology and the private sector, beyond the control of the Repository administrator.

- **Migration**: UNA may determine that our current Repository platform no longer best meets our needs. Should this be the case, and where possible, all content will be migrated to a new platform, and every effort will be made to ensure that all content will continue to be accessible.
- **Retention**: The Repository aims to be a permanent scholarly record. Once a work is deposited anywhere in the Repository a citation to the work will always remain. If a contributor leaves UNA, their work will remain in the Repository. At their request, new contact information can be added to their files.