

# Colgate University Libraries

## **Digital Commons @ Colgate Submission Policy and Requests for Withdrawal or Updating Content**

### **Introduction**

This document outlines the policies established for the current and future collections residing in Digital Commons @ Colgate.

### **Submission Policy / Adding Content**

Digital Commons @ Colgate 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 Colgate University. Members of the Colgate community interested in submitting materials should consult with the Digital Commons Coordinator. Appropriate content may be added in accordance with the guidelines below:

- The work must be original, produced and submitted (or sponsored by) a faculty, staff, student, organization, or department of Colgate University during the time of their affiliation with the university.
- 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 be able to show permission to have the material available in Digital Commons @ Colgate. The Digital Commons Coordinator will not make a fair use determination of submitted work; such a determination is considered to be the responsibility of the creators.
- The author or representative of the organization or department must sign a permission form prior to material being uploaded to the repository, granting the university the right to distribute and preserve the material via Digital Commons @ Colgate.
- Contributors may include non-affiliated scholars if they are co-authoring with Colgate authors or if they are affiliated closely with the university (e.g., if they are faculty emeriti or hold honorary appointments). Colgate authors should notify all co-authors of intent to deposit work in Digital Commons @ Colgate.
- There is no formal limit to size of material.
- Various file formats are accepted. Primary documents are converted automatically to the pdf format. Supplementary files can be uploaded in their native format.

### **Withdrawal of content**

Digital Commons @ Colgate 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 Once deposited, an item will not be withdrawn, although under some circumstances, it will be removed from view.

- Authors or affected parties may request that works be removed from Digital Commons @ Colgate for reasons of factual inaccuracy, plagiarism, or potential copyright infringement.
- Any requests for withdrawal must be sent to the Digital Commons Coordinator. Requests must state the reason for the withdrawal request and, in the case of potential copyright infringement, must include the following:
  - A physical or electronic signature of the owner, or authorized agent of the owner, of an exclusive right that has allegedly been infringed;
  - Clear identification of the copyrighted work(s) claimed to have been infringed;
  - Clear identification of the material in Digital Commons @ Colgate that is claimed to be infringing, including the URL(s);
  - Reasonably sufficient contact information to allow the Colgate Libraries to contact the complaining party (a mailing address, telephone number, and, if available, an active email address);
  - A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law;
  - A statement that the information in the notification is accurate, and if applicable, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
- No materials will be removed without an attempt to reach the author of the Digital Commons @ Colgate submission.
- The Colgate University Libraries will respond to all questions or requests for withdrawal within a reasonable amount of time. If the Libraries are not able to determine if the use of the work in question is lawful, access to the work through Digital Commons @ Colgate will be removed.
- If authors who have submitted work to Digital Commons @ Colgate leave the university, their work will be retained in the archive. If the authors would like to have new contact information added to their material in Digital Commons @ Colgate, the Digital Commons Coordinator 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.

### **Updating a work**

The repository is intended to be a permanent scholarly record. Authors may post updated documents. Posting updated versions along with the original material is the preferred way to show the progress of research.

This document originally was prepared by library staff at Linfield College, April 23, 2010, and has been adapted, with the permission of Linfield College, by the Colgate University Digital Commons Steering Committee.

Draft prepared by the Digital Commons Steering Committee, September 17, 2012. Approved by the Digital Services Affinity Group, November 1, 2012.

The Digital Commons Steering Committee reserves the right to change these policies.