

## **Mission Statement**

The institutional repository collects, archives, and disseminates the intellectual and creative output of Georgia Southern University's faculty, staff, students, and community partners. Supported by the University Libraries, the institutional repository plays an important role in research and scholarly communications. The institutional repository hosts contributions including University documents and publications, faculty and student works, conferences, journals, research data, news, Special Collections, and more.

## **Purpose of Policy**

Institutional repository collection development and management decisions are addressed in this document.

## **Description of Institutional Repository**

Institutional repository collections constitute a permanent record of the scholarly output of the University. The repository captures and preserves content created by, for, and about the University community in its classification as a Carnegie R2 institution. The institutional repository is committed to implementing and supporting the mission of the University Libraries and Georgia Southern University's strategic priorities. Hosted on the Digital Commons platform since 2013, as of October 2020 over 100,000 items have been added and visitors from around the world have downloaded repository items over 4 million times.

Resources collected include faculty and student research; scholarship from academic units, educational centers, research programs, institutes, and labs; works created in partnership with the University; publications from University leadership and divisions; cultural and creative assets; and works that showcase the intellectual capital of the University.

Methods of collection include but are not limited to: contributions by faculty and student researchers; artifacts submitted by University units; collections harvested from University webpages and official communications; conferences and events; journals published by Digital Commons; and collections developed through outreach with members of the University and the community. Works created outside the scope of this

policy, the mission of the University Libraries, and the University's strategic priorities are not considered for inclusion in the repository.

## **Open Access**

Many of the works in Georgia Southern University's institutional repository are provided on an open-access basis, which means that the content is freely available without charge to users or their institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of these works, or use them for any other lawful purpose, without asking prior permission from the publisher or the creator. This is in accordance with the [BOAI definition of open access](#).

Individual copyright and reuse terms may vary by collection or work, including for open access materials and works that are not available as open access.

## **General Institutional Repository Collection Development Policies**

### **Copyright and Intellectual Property**

Digital Commons acknowledges the importance of the copyright holder's control over their works and is committed to the protection of intellectual property rights. In most cases, creators retain copyright for works they submit to Digital Commons. Creators may also have options to embargo their works, restrict access to the Georgia Southern University campuses, or assign a Creative Commons or other reuse license to their submissions. Consult the Copyright Information page for more details on Digital Commons copyright policies: <https://digitalcommons.georgiasouthern.edu/copyright.html>

### **Formats**

The repository accepts a wide range of digital materials, including text, images, video, and audio files. Contributors can upload any discrete file type to Digital Commons, including all Microsoft Office files; PDFs; and audio, video, and image files. Additionally, Digital Commons metadata pages can stream media from third-party services like YouTube or Vimeo. A detailed list of recommended file formats can be found here: <https://georgiasouthern.libguides.com/c.php?g=833713&p=5953146>

## **Privacy**

Digital Commons respects the privacy of authors, creators, and contributors and takes steps to ensure that personal information not intended for display is protected when publishing content.

## **Removing or Modifying Works in Digital Commons**

The Georgia Southern University Libraries make every effort to ensure that all works collected in Digital Commons@Georgia Southern are archived and disseminated in accordance with United States copyright law, University policy, and the wishes of content creators. The Digital Commons Team does not alter published works. Any request to do so will be evaluated individually in consultation with appropriate stakeholders and authorities.

If for any reason you believe that a work included in Digital Commons should be removed or modified, please contact the Digital Commons Team at (912) 478-4056 or [digitalcommons@georgiasouthern.edu](mailto:digitalcommons@georgiasouthern.edu). A member of the Digital Commons Team will contact you as soon as possible during regular business hours.

## **Accessibility**

The Georgia Southern University Libraries seek to provide all users with equal access to Library resources. Information related to web accessibility standards compliance and accessibility features of Digital Commons can be found at this link: <https://digitalcommons.georgiasouthern.edu/accessibility.html>

If you would like additional assistance, please contact the Digital Commons Team at (912) 478-4056 or email [digitalcommons@georgiasouthern.edu](mailto:digitalcommons@georgiasouthern.edu).

Additional instructions for screen reader users: Many of the pages in Digital Commons include a supplementary Readership Map. The Readership Activity Map feature presents a real time interactive world map with pins indicating where documents from our collection have been downloaded recently. Begin reading after the Zoom buttons to find additional real time statistics.

## **Collection Specific Institutional Repository Policies**

### **SelectedWorks Profiles Policy**

SelectedWorks profiles feature faculty members' scholarly information and works created while serving at Georgia Southern University in order to archive their intellectual and creative output. Profiles are created and managed by institutional repository personnel on behalf of faculty to ensure consistent description and archiving as well as to maximize discovery.

Participation of faculty members is voluntary unless required by an appropriate authority in their chain of command. Individual faculty control all decisions over the extent to which their scholarly information and content is made available on their profile. Faculty who separate from employment at Georgia Southern may request that their SelectedWorks profile be released for their continued use, either at a new institution or independently.

Unless instructed otherwise by individual faculty or academic Deans, profiles for former faculty will be managed as follows:

- Emeritus faculty profiles will be updated to reflect their status and will remain affiliated with the academic unit.
- Retired faculty profiles will be updated to reflect their status and moved to a separate gallery for former faculty.
- Deceased faculty profiles will be updated in memoriam and moved to a separate gallery for former faculty.
- Profiles for faculty employed at new institutions will be un-affiliated from Georgia Southern, allowing the faculty member to request that their profile be affiliated with their new institution.

All works initially posted to Digital Commons or imported to Digital Commons from SelectedWorks will continue to be part of the Georgia Southern University Libraries repository.

Faculty are invited to send a current CV and headshot to

[digitalcommons@georgiasouthern.edu](mailto:digitalcommons@georgiasouthern.edu) to request a new or updated profile at any time.

The Institutional Repository Team also welcomes batch submission of CVs from Dean's Offices for faculty in their academic unit.

Institutional repository personnel endeavor to update profiles for former faculty based on known or publicly available information. Emeritus and retired faculty, and the next-of-kin

of deceased faculty, may supply biographical information for profiles remaining in the repository.

## **Student Works Policy**

Digital Commons welcomes submissions of faculty-directed student work to the institutional repository. Collections of student research and creative work include Electronic Theses and Dissertations (ETDs), Honors College Theses, student research symposiums, creative presentations, performances, exhibits, capstone projects, collaborative projects, and research and creative projects. Policies for acceptance of ETDs and Honors Theses are governed by the Jack N. Averitt College of Graduate Studies and the Honors College respectively. Inclusion of student-created work outside of ETDs and Honors Theses is guided by this policy.

Student work archived in the institutional repository is typically the product of longer-term research and creative activity completed under the direction of faculty mentors over the course of one or more semesters. Digital Commons creates metadata records - including title, abstract, author names, and programs - of University-sponsored scholarly events. Students must provide their written permission, preferably through the [Student Release Agreement](#), to post full-text materials. For works involving multiple students, written approval by one student is accepted with the understanding that they are responsible for representing the agreement made by all student collaborators.

Because student work is often built on faculty research, Digital Commons also requires written approval from faculty mentors prior to posting full-text materials. Students are encouraged to request written faculty permission through the [Student Release Agreement](#). Under the direction of the Institutional Repository Librarian and in consultation with Georgia Southern faculty or administrators, repository personnel may also contact students and faculty mentors via email to secure permission to post full-text student works.