

Hornet Research Repository @ ASU

Preservation of knowledge through scholarship and publication

Levi Watkins Learning Center

Procedures and Guidelines

Introduction

The Hornet Research Repository (HRR) @ ASU seeks to offer long-term access to various special collections and scholarly works, including scholarship, research, and other materials that represent the intellectual and creative output of ASU, its affiliates, and its collaborators. The policies and guidelines outlined in this document provide procedures for content selection, submission criteria, stewardship, and access to digital assets residing in the collections of the HRR @ ASU. The Levi Watkins Learning Center considers both born-digital materials and materials digitized from originals to be within the scope of its digital collections, and appropriate for inclusion in the HRR @ ASU.

Please email jplatt@alasu.edu if you have questions about the repository or about these procedural statements.

Content selection guidelines

The HRR @ ASU seeks to offer access to content that represents the University's intellectual and creative output. Acceptance and access are contingent upon appropriate formatting, metadata, and clearance of copyright, licensing, and intellectual property issues (see *Copyright & Intellectual Property* below). Examples of typical scholarly, research, and artistic content include, but are not limited to:

- **Publications** – Journal articles, book chapters, etc. These may include previously published articles/chapters, pre-prints, and post-prints.
- **Theses & Dissertations** – The Library seeks to preserve and provide access to all University theses and dissertations.
- **Working Papers, Technical Reports & White Papers**
- **Conference Papers, Posters & Presentations** – Digital versions of conference papers and posters, as well as video/audio of conference presentations and supporting materials (eg, PowerPoints, handouts).
- **Lectures & Seminars**
- **Open Access Journals** – Open access journals produced by ASU faculty, staff, or students.
- **Campus-based Publications** – Campus-based publications (eg, newsletters, institutional reports, etc.) will be considered on a case-by-case basis.
- **Open Educational Resources** – The repository may be used to house University course-based information and open educational resources.
- **Data sets** – Size and format limitations may be placed on data sets, and they must be complete, appropriately formatted for use, and cleared for access.
- **Podcasts** – Podcasts that fall within the collection scope may be considered for inclusion

Submission Criteria

Is your work eligible to be included in the Scholarly Information Repositor @ ASU?

The answer is “YES” if:

- You own the copyright to all content of your work
- You received permission from the publisher to publish in the repository
- You received approval for your materials from departmental editorial boards or the department head
- Grant the Library license to upload, disseminate, and preserve their work

The following are general guidelines and criteria for the submission of content to the HRR @ ASU:

- Valid HRR @ ASU credentials are necessary to deposit items.
- Content must be submitted in digital format.
- HRR @ ASU does not blanket restrict any particular digital format, but certain format types may be deemed out of scope. Since HRR @ ASU seeks to provide the widest possible access, content with highly restrictive software required to view or use will generally not be accepted for deposit. Contributors should make every effort to deposit their items in a format that is open, sustainable, and commonly used in their fields.
- Deposited content should be in a completed state and ready for archiving; generally, content that is in progress or regularly updated will not be accepted.
- Contributors must provide appropriate metadata to ensure content discoverability; required metadata fields (e.g., author, journal title, etc.) will be filled out by the contributor during the online submission process.
- Contributors must be able to acknowledge that all requisite copyright, licensing, and/or intellectual property clearance has been obtained for the deposited content. The HRR @ ASU provides open access to its content; this involves contributors being willing and able to grant non-exclusive rights to preserve and make their work publicly available. (See ***Copyright & Intellectual Property*** below for more information.)
- In the case of works for which the contributor is unable to grant the right to public access, and thus unable to deposit the work itself, the contributor may request that the HRR offer a citation for the copyrighted work that links to the work.
- Authors of theses or dissertations have the option to request that the thesis/dissertation be placed under embargo for a specified period of time, after which it will become publicly accessible.
- Contributors may request the removal or revision of previously submitted content. (See ***Access & Withdrawal*** below for more information.)
- If the contributor is no longer affiliated with ASU, all content deposited will be retained by HRR @ ASU.

How to Submit

Authors should use the online submission form to upload their files. During submission, authors will be asked to review our license and indicate their consent to its terms. The publisher policies will be reviewed by library staff, and the work will be posted as soon as the review is complete.

Copyright & Intellectual Property

Inclusion in the HRR @ ASU involves the granting of non-exclusive rights to preserve and make deposited content publicly available. Authors/creators retain the copyright to the works deposited in the HRR @ ASU. The contributor of the content must hold either the copyright or the right to deposit for open access and be willing and able to provide permission for HRR @ ASU to make the content publicly accessible.

In the case of content for which the publisher holds the copyright, it is the responsibility of the contributor to obtain permission from the publisher to deposit the work. In such cases, contributors must obtain express permission in the form of a release from the copyright holder and submit this with their content upon deposit with the HRR @ ASU. It is understood that contributors submitting copyrighted or licensed content agree to:

- Grant the HRR @ ASU the right to ingest, openly disseminate, and preserve the content. Preserving the content may involve migrating the content to new formats to ensure future accessibility.
- Provide proof that they hold copyright to the work or have express permission to deposit the work. In the case of unpublished content, the use of a Creative Commons License is recommended. Any questions regarding copyright, intellectual property, or licensing should be directed to jplatt@alasu.edu.

Privacy

The HRR @ ASU management team respects users' right to privacy. Contributors and users should be aware that the system collects personally identifiable information during the submission process as well as for user-selected services such as subscriptions to alerts and reports. This information is used solely for the purpose for which the user submitted it, with the exception that the LWLC may make reasonable statistical reports for internal institutional use.

Access & Withdrawal

The HRR @ ASU is a scholarly permanent repository of research. Withdrawal of the materials may happen if

- Authors request the removal based on factual inaccuracies, potential copyright problems, or plagiarism
- Authors request that an updated or revised version be posted

In these cases, materials will be removed after informing the authors about the pending action. It should be kept in mind that when the work is removed from the repository a citation with the original metadata remains.

Materials housed in the Hornet Research Repository @ ASU will be preserved and perpetual access provided.

Bibliography

Jacksonville State University Houston Cole library. (2020). Institutional repository policy

institutionalrepositorypolicy2020.pdf

Georgetown University Library. (n.d.). Institutional repository policies.

<https://library.georgetown.edu/ir/policies>