

# ROWAN UNIVERSITY INSTITUTIONAL REPOSITORY COLLECTION POLICY AND PROCEDURE

## 1.0 Introduction

### **1.1 Mission Statement**

The mission of the Rowan University institutional repository is to provide public online access to the research output of Rowan University faculty and graduate students, Rowan University research data that needs to be made publicly available, and archival collections of interest to researchers and the public.

### **1.2 Purpose of Policy/Procedure**

This document provides a framework to guide collection development and management activities for Rowan University's institutional repository, Rowan Digital Works.

### **1.3 Description of Institutional Repository**

Rowan Digital Works provides free, worldwide access to the scholarly, creative, and cultural works of Rowan University. This wide range of digital works includes: journal articles and research produced by Rowan University faculty; theses and dissertations authored by graduate students; and materials from University Archives and Special Collections.

Rowan Digital Works is managed and sponsored by Rowan University Libraries, with support from the Division of University Research. Rowan Digital Works is currently hosted by the publishing software company bepress, using the Digital Commons platform. Rowan Digital Works includes several online collections: Theses and Dissertations, Faculty Scholarship, Title IX Resources, and RCA Oral History Transcripts. Additional collections will be added on an ongoing basis.

Digital Commons provides an online dashboard for system administrators and authors, with usage reports that can be generated on the spot. A map on the site homepage shows the current number of documents in the repository and the number and geographic location of downloads in real time.

## 2.0 Overview of the Current Collection

### **2.1 Theses and Dissertations**

Current theses and dissertations from Rowan University graduate programs are submitted electronically to Rowan Global Learning & Partnerships' Office of Graduate Studies, uploaded to the institutional repository by the Campbell Library theses and dissertations coordinator, and are usually available in Rowan Digital Works within a few weeks of submission.

Theses and dissertations submitted between 2010 and 2015 have been migrated from the library's previous digital repository (ROAR) to Rowan Digital Works. Digital copies of theses and dissertations submitted to the library between 1995 and 2009 have also been uploaded to Rowan Digital Works. These are theses which are available in bound hard copies on the first floor of Campbell Library and

## ROWAN UNIVERSITY INSTITUTIONAL REPOSITORY COLLECTION POLICY AND PROCEDURE

indexed in the library online catalog. There is a form available on the Campbell Library website for authors to notify the library if they don't want their thesis or dissertation to be available online, since at the time they wrote their thesis or dissertation, online access was not an option for which they could have given permission.

Theses and dissertations submitted to the library prior to 1995 are only available in bound format on the first floor of Campbell Library. They may eventually be digitized and uploaded. Theses produced by students at the Graduate School of Biomedical Sciences (formerly UMDNJ) have not been uploaded to Rowan Digital Works yet either.

### **2.2 Faculty Scholarship**

Faculty scholarship consists of articles, books, technical reports, conference presentations, creative and artistic works, and other types of scholarly works produced by Rowan University faculty. They can include peer-reviewed articles published in open access journals, open access articles in subscription journals, and post-prints of articles prior to traditional publication. A key component of the collection will be work funded by U.S. government agencies, which can be made available in RDW after an embargo period following traditional publication.

Faculty works are grouped by College or School within Rowan University. Datasets can be attached to documents or stored as standalone digital objects.

### **2.3 Title IX Research and Resources**

The Title IX depository is an ongoing collection of academic work by Rowan University faculty, staff and students relating to Title IX (the federal law prohibiting all forms of sex and/or gender-based discrimination). Title IX related research contributions include a wide range of topics, including: sex and gender-based discrimination, sexual violence, institutional response, fostering healthy relationships, cyber-bullying, and communications strategies.

Documents are currently being uploaded to the Title IX collection.

### **3.0 Collection Development Guidelines**

Rowan Digital Works can host works in a wide variety of formats, including documents, books, journals, images, audio-visual material, and datasets. Rowan University faculty members who have collections of works that they would like hosted on Rowan Digital Works may contact Rowan University Libraries to discuss available options.

Please note that the Digital Commons platform is not suitable for hosting streaming formats, but streaming media can be displayed if hosted elsewhere.

Authors of work submitted to Rowan Digital Works must own the copyright of the work, or have permission from the publisher of copyrighted publications to post it. Authors may choose to include

## ROWAN UNIVERSITY INSTITUTIONAL REPOSITORY COLLECTION POLICY AND PROCEDURE

only a citation and abstract of the work; include full text documents with an embargo period; or offer access to a published work only to readers whose libraries subscribe to the publication.

The repository is intended to provide long-term hosting of scholarly and creative output which is of potential interest to researchers outside Rowan University. It is not intended for storage of the daily work of the university such as minutes or memos, or for curricular materials. Faculty publications suitable for placement in RDW can include, but are not limited to, peer-reviewed articles and book chapters, conference posters and presentations, data sets, technical reports and white papers.

This repository will provide access to approved theses submitted in partial fulfillment of the requirements for a master's degree, and approved dissertations submitted in partial fulfillment of the requirements of a doctoral degree, at Rowan University (or its predecessor institutions). However, creative writing masters' theses will not be uploaded to Rowan Digital Works, due to their potential for publication. At this time, undergraduate theses and capstone projects are not being added to RDW, however, the repository will be hosting a digital copy of The Gallery, an annual book of original artwork produced by seniors in the Art Department.

### 4.0 Life-Cycle Management Guidelines

#### **4.1 Institutional Repository Committee**

The Institutional Repository Committee serves in a leadership and advisory capacity to the Associate Provost, Library Information Services, on issues related to the Institutional Repository. The responsibilities include, but are not limited to, working on policies, content, priorities, resources needed, training, and outreach/marketing.

Membership of the IR Committee consists of: the theses and dissertation coordinator, the university archivist, the electronic resources librarian, the technology services librarian, a representative from the Division of University Research, and a librarian representative from each of the three libraries (Campbell, CMSRU, and RUSOM).

#### **4.2 RDW Administrators**

System administrators for Rowan Digital Works are IR Committee members Denise Brush, Jonathan Jiras, Samantha Kennedy, and Sharon Whitfield.

#### **4.3 Collections (Series) Administration**

##### Faculty Scholarship

The administrator for the Faculty Scholarship series is Denise Brush. Works are uploaded to RDW by the administrator, either after a faculty member providing the publications and metadata, or after open access scholarship is identified as part of the creation of Selected Works researcher profiles for faculty members.

## ROWAN UNIVERSITY INSTITUTIONAL REPOSITORY COLLECTION POLICY AND PROCEDURE

### Theses and Dissertations

The administrators for Electronic Theses and Dissertations are Denise Brush and Daniel Pugh. The administrators upload all documents for this collection.

#### *Process for uploading current theses and dissertations*

The Rowan University Office of Graduate Studies receives and approves Rowan University theses and dissertations and uploads them to the worldwide ProQuest database through the ETD Admin application. Theses and dissertations are sent to the Rowan University Libraries thesis and dissertation coordinator using FTP, along with a file containing metadata. The theses and dissertation coordinator uses this data along with the thesis/dissertation approval form sent by the Office of Graduate Studies to upload the thesis or dissertation to RDW.

Current theses and dissertations (and the backlog of 2010 – 2015 ETDs) are cataloged in the Rowan University Libraries' online catalog after they have been made publicly available in RDW, by Sharon An in the Campbell Library Cataloging Department.

### Title IX Research and Resources

The administrators for Title IX Research are Michele Pich, Deb Martin, and Carla Sbrana. They upload works to RDW when they are identified by the Faculty Center as belonging in this collection.

#### **4.4 Removing Materials from RDW**

The Rowan University Libraries reserves the right to remove material from Rowan Digital Works when required by Legal Counsel.

Authors may request to have their own works removed. The Institutional Repository Committee will consider such requests on an individual basis.

Authors of pre-2010 theses and dissertations which were not posted online at the time of publication but are now being uploaded to RDW, will have the opportunity to request us to take down their documents using a form on the library website.

### 5.0 Rights Management

#### *5.1 Author agreements*

##### **ETD Distribution License Agreement**

I grant to Rowan University and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis or dissertation in whole or in part, and/or my abstract in whole or in part in all forms of media, now and hereafter.

I certify that where applicable I have obtained and attached written permission statements from the owners of each item of third party copyrighted material to be included in my thesis or dissertation, allowing distribution as specified below.

## ROWAN UNIVERSITY INSTITUTIONAL REPOSITORY COLLECTION POLICY AND PROCEDURE

I am aware that I have the option and that it is recommended by the Rowan University Libraries that I register my copyright with the US Copyright Office. I retain all other ownership rights to the copyright of the thesis or dissertation by virtue of being its author. I also retain the right to use in future works, such as articles or books, all or part of this thesis or dissertation.

As the author of the thesis/dissertation I understand that I have the option to withhold the work from public access for a period of up to two years in order to facilitate the application of a patent, commercial publication contract, or other commercial opportunity or to meet research sponsored requirements. I understand and agree that when the period of withholding or embargo expires, the work will be released for open access.

### **Faculty Publication Distribution License Agreement**

By checking the box below, I grant Rowan Digital Works on behalf of Rowan University the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of Rowan Digital Works.

I warrant as follows:

- that I have the full power and authority to make this agreement;
- that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
- that the Work has not been published elsewhere with the same content or in the same format; and
- that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

### ***5.2 Copyright clearance verification***

In addition to the author agreements listed in 5.1, Rowan University Libraries staff must independently verify that the author of any work submitted to RDW holds copyright to the work or has permission from the publisher to post the work online. This must be done before the work is posted to Rowan Digital Works.

For most published works, publisher sharing policies can be determined using the SHERPA/ROMEIO website (<http://www.sherpa.ac.uk/romeo/index.php>) and/or the website "How Can I Share it" ([www.howcanishareit.com](http://www.howcanishareit.com)). In many cases, the publisher will allow a pre-print or post-print (accepted manuscript) to be posted, but not the final published version. Publishers may also allow posting of copyrighted works after a specified embargo period.

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