

Digital Commons @ East Tennessee State University Collection Development Policy

I. Introduction

About the Repository

The repository seeks to collect, preserve, and share the administrative, scholarly, and creative output of ETSU's faculty, staff, students, and affiliated community partners. The repository is a service of [the Charles C. Sherrod Library](#).

The repository is currently named [Digital Commons @ East Tennessee State University](#) and operates on the Digital Commons platform, a commercial institutional repository platform owned by Elsevier. Additional information about the platform is available on [Elsevier's website](#). While the repository's name or platform may change in the future, this policy will remain in effect and transfer accordingly.

Policy Purpose

This collection development policy provides guidance as to the function of the repository and to help guide content selection and submission.

Responsible Office

The repository is administered by the Digital Scholarship Services (DSS) team within the Sherrod Library. DSS is comprised of the Digital Collections Coordinator (staff) and Digital Scholarship Librarian (faculty) with the assistance of student workers (undergraduate) and graduate assistants.

Questions regarding this policy, creating collections in Digital Commons, or the repository at large may be directed to the DSS team via email: digilib@etsu.edu

Note: Other departments and stakeholders in the university may have direct administrative access and control over their respective collections within the repository. Administrators are expected to adhere to copyright and accessibility best practices as outlined in this policy. Not following these guidelines may result in termination of administrative privileges.

II. Content Selection

Scope

Materials submitted to the repository must be sponsored by or otherwise created in partnership with ETSU faculty, staff, and/or organizations.

Open Access

Digital Commons@ETSU is an open access repository, meaning content deposited within is disseminated and accessible free of charge. This reduces barriers to scholastic and creative work, allowing them to reach the broadest audience possible and allow for greater usage, impact, and engagement.

Citation information (such as metadata-only or externally linked/hosted content) that lacks open access and/or full-text documents may still be found within the repository. The repository makes no guarantees regarding access to full-text versions of these citations.

Certain collections, such as graduate theses and dissertations, allow for embargo and access restrictions. Non-ETSU users may be restricted from accessing these materials.

Faculty and Staff Research

The repository welcomes faculty and staff to deposit open-access copies of their scholarly and creative work within the repository, including but not limited to publications (pre-print, Accepted Manuscript, or otherwise an edition they retain the copyright to or have the publisher's permission to publicly disseminate), presentations, videos, photographs, datasets, Open Educational Resources, etcetera.

Journals and Events

The repository sponsors journals and events provided:

1. The journal or event is sponsored by ETSU
OR
2. The journal or event is sponsored by an organization:
 - whose mission is related to ETSU academic programs;
 - whose members include ETSU faculty or staff in leadership roles such as editor, co-editor, program chair;
 - that does not provide its own platform to manage, preserve, and provide access to content;
 - that agrees to publish materials in Digital Commons @ ETSU as long as they are using the services.

Materials are published as open access by default. Exceptions (e.g. embargoes, restricted to ETSU campus) will need to be negotiated.

We request that journals and events assign to ETSU a non-exclusive, perpetual license to distribute the materials from the repository and to make it available to the public in any format in perpetuity for published content in Digital Commons @ ETSU.

Journal or event sites can take a few business days to a month to be created, depending on the design requested. If possible, we request that organizers schedule the initial setup meeting at least a month before the conference or event intends to accept submissions.

Open Educational Resources

The repository accepts Open Educational Resources (OER). We request that Open Educational Resources include the original, editable files for re-distribution and be under a Creative Commons license allowing derivatives.

Student Research

The repository accepts and publishes scholarly and creative works from ETSU students including but not limited to theses, dissertations, capstone projects, ETSU-affiliated conference and event proceedings, etcetera. Student-work in the repository requires sponsorship from an ETSU faculty or staff member.

Institutional Documents and Publications

The Charles C. Sherrod Library and Archives of Appalachia recommend using Digital Commons @ ETSU when you need to preserve and publicly share university documents of enduring value, including but not limited to minutes/agendas, newsletters/magazines, reports, policies, etcetera.

III. Submission Information

Author Rights

By default, authors retain the copyright to their works deposited in the repository. Authors who deposit, or authorize the library to deposit, agree to assign to ETSU a non-exclusive, perpetual license to distribute the materials from the repository and to make it available to the public in any format in perpetuity in the repository. The author(s) also agree that ETSU may keep more than one copy of their work(s) for backup and preservation. Authors who deposit, or authorize the library to deposit, their work(s) affirm that they either hold the copyright or have been granted permission by the copyright holder(s) to make these agreements. Permission requests should be directed to the author(s).

Any collections that operate under policies differing from this default will be clearly indicated in the respective collection policies.

Privacy

The repository endeavors to respect the privacy of authors and content creators. Requests for reuse, attribution, or questions regarding repository content may be forwarded to the original author(s) in question, but the repository *will not* share personally identifiable

information (such as email addresses, telephone numbers, etcetera) with external users without the expressed permission of the author(s) in question.

Accessibility

The repository endeavors to make repository content accessible to individuals with diverse needs. Content creators and series administrators are responsible for ensuring their content meets current accessibility standards and should familiarize themselves with the [ETSU Public Content Accessibility Policy](#).

Because of the repository's nature as a digital archive and the breadth of file types available within, there may be materials that are not compliant with current accessibility standards. As time and staffing allow, users may request a remediated version of certain documents via this form: <https://forms.office.com/r/um7MnPnKM3>.

File Formats

To improve discoverability and accessibility of repository content, the following file formats are recommended for the most common document types:

- Text content (including slides/PowerPoints): PDF
- Image content: TIFF, PNG, SVG, JPEG
- Audio content: WAVE, AIFF
- Video content: MOV, MP4
- Closed captioning: SRT, VTT
- Database content: CSV, XML

Documents not in the above formats may be subject to conversion into a preferred format and the original attached as an additional file. Other formats may be acceptable based on industry and academic discipline standards. A full list of supported formats is available through [Elsevier's website](#).

Revising and Withdrawing Content

Content submitted into the repository is generally considered permanent. The DSS team can make changes to submission metadata (title, description, keywords, etcetera) if required or replace the document if the wrong file has been uploaded. The DSS team will not alter uploaded content (e.g., make changes to the file itself), except for format conversion (e.g., PowerPoint to PDF) if necessary. Withdrawal will only be considered for matters pertaining to copyright violation, academic misconduct, de-duplication, or privacy concerns. Any requested changes should be emailed to the [DSS team](#). Certain collections may be subject to separate revision and withdrawal policies and will be directed to appropriate campus stakeholders and series administrators as needed.

Archiving and Preservation

Content in the repository is safeguarded for perpetual access through a multi-tiered approach, which is detailed on [Elsevier's website](#). In addition to these safeguards, Sherrod Library participates in the [bepress Archive](#), meaning copies of materials are stored both in Digital Commons (via bepress servers) and through Amazon's Simple Storage Service (S3).