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ScholarWorks@GVSU Policies

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ScholarWorks@GVSU Policies

Introduction

About This Document

This document describes operational policies for ScholarWorks@GVSU content and related services. ScholarWorks@GVSU is Grand Valley State University's institutional repository and library publishing platform, using the Digital Commons software from [bepress](#).

These policies are not absolute, and we welcome questions or discussion about specific needs or issues. The University Libraries' goal for ScholarWorks is to support the GVSU community in sharing as much information as possible, with as few barriers as possible, and we invite you to contact us at scholarworks@gvsu.edu.

Additionally, please note that this document reflects current practice and policy for our services and content. Legacy content in ScholarWorks may operate differently, and these policies will inevitably continue to evolve.

Purpose

[ScholarWorks@GVSU](#) is Grand Valley's open access¹ repository, responsible for providing access to intellectual, scholarly, and creative work from GVSU faculty, staff, and students. The mission of ScholarWorks@GVSU is to collect, maintain, and share works produced by Grand Valley scholars for a global audience of learners.

ScholarWorks@GVSU includes digital content in six distinct categories: Repository content, Journal Publishing, Open Educational Resource (OER) Publishing, Special Collections and University Archives, SelectedWorks, and Conference/Event Communities. This document identifies general policies across all categories as well as policies specific to each category.

We seek to align our policy and practices with recommendations across the academic library, library publishing, and scholarly publishing communities, including: [the Library Publishing Coalition's Ethical Framework for Library Publishing](#), the Committee on Publication Ethics guidance on [Core Practices](#) and [trans-inclusive Principles for Name Changes](#), and the [American Library Association Code of Ethics](#).

¹ Open Access refers to information that is freely available online, with few or no restrictions on use. For more information, see A Very Brief Introduction to Open Access, by Peter Suber: <http://legacy.earlham.edu/~peters/fos/brief.htm>.

General Guidelines

Scope

Our primary focus is supporting open access to the works of current faculty, staff, and students at GVSU. We support works from the broader Grand Valley community when feasible and appropriate, on a case-by-case basis.

We prioritize support for complete works, with a distinct downloadable digital item, such as text, video, audio, image, and other multimedia files. We accept digital files in any downloadable format, although our ability to support files in the long term will vary by the file format.

Other factors which might lead us to not add work include, but are not limited to:

- Limited resources or capacity to support the work.
- Issues or concerns involving copyright, or other forms of intellectual property.
- Work which is out of scope, for ScholarWorks@GVSU in general, the intended ScholarWorks@GVSU category for the work, or both.
- A lack of distinct, downloadable content to share.

Changes and Withdrawals

We seek to accommodate all requests from authors, creators, or other rights holders for minor revisions to posted or published works, whenever the requested changes will have minimal impact on the content of the works themselves. We specifically support authors' and creators' requests for name changes and other revisions to metadata about the individual author or creator.

We seek to avoid substantive changes to the content of posted or published works whenever possible, in order to maintain ongoing access to the existing information shared through our services. We recognize that substantive revisions or withdrawals may be necessary and appropriate in certain contexts, and consider these on a case-by-case basis.

Metadata Principles

Authors and content creators, as subject and disciplinary experts, are the primary authority on metadata² pertaining to their work. We rely on authors and creators to provide accurate and relevant metadata for work they submit.

Our approach to metadata emphasizes flexibility and authors' expertise. Where feasible, metadata fields are mapped to Dublin Core, but we do not adhere to a specific metadata schema or controlled vocabulary.

² Metadata refers to information describing the content, format, or other aspects of a resource.

Accessibility

The University Libraries share and affirm Grand Valley State University's commitment to the fundamental academic principles of accessibility and equity. Specifically, we endeavor to align ScholarWorks and related services with GVSU's Web Accessibility Policy ([SLT 9.7](#)).

We commit to providing accessible versions of current and legacy ScholarWorks content upon request. When necessary, we will prioritize requests from GVSU students, faculty, or staff, and for materials needed in GVSU courses. External requests for educational or teaching needs will be prioritized over other external requests.

In addition to making current and legacy content accessible as needed, we support project partners in improving the accessibility of incoming content. We expect potential publishing partners to consider and address accessibility as part of developing the publishing partnership.

Content Storage and Backups

Content in ScholarWorks@GVSU is backed up on bepress servers and a dedicated GVSU-managed Amazon S3 instance. We provide additional, non-systematic backup and storage through physical hard drives and team member emails.

We do not currently have the resources or technical capacity to provide a full digital preservation solution, which would require comprehensive and ongoing monitoring of file integrity, format migrations and emulation of obsolete software, and preservation-specific metadata management.

Copyright

We rely on authors, content creators, and/or project partners to affirm that they hold copyright in the work they provide, have received permission, or are exercising relevant usage rights and exceptions, such as fair use. When rights-holders submit work to ScholarWorks@GVSU, they grant the University Libraries a non-exclusive license to provide ongoing access and maintain the work, but otherwise retain all rights to their work.

The University Libraries do not provide legal advice or make copyright determinations for authors, content creators, or project partners. However, we do provide copyright support through sharing information and resources. Any questions or concerns can be directed to scholarworks@gvsu.edu.

In the event of any concerns related to copyright, we may temporarily embargo content or establish access restrictions as appropriate. However, we will consult relevant stakeholders, including authors, partners, and/or University Counsel, before taking final action.

See also the [bepress copyright policy](#). As the service provider for ScholarWorks@GVSU, bepress may respond independently to DMCA notifications or other copyright issues.

Determining the Publisher

Although the GVSU Libraries pay for the Digital Commons platform and are often directly involved in uploading content to the platform, we do not always consider ourselves the formal publisher of that material. Content in ScholarWorks@GVSU typically falls into one of three models:

- An external organization is the publisher if:
 - The publishing partner exercises editorial control and decision-making authority for the content. (E.g., *Online Readings in Psychology and Culture* is published by the International Association for Cross-Cultural Psychology, which determines the journal's editorial board and owns the journal 'brand'.)
 - The content is first posted or distributed by the publishing partner, especially in a medium or format other than ScholarWorks@GVSU.
- The Grand Valley State University Libraries are the publisher of content if:
 - The content is first produced and/or distributed through ScholarWorks@GVSU or Grand Valley Pressbooks.
 - The content is not associated with an external organization or group with editorial control.
 - For Open Educational Resources specifically, the content was produced with grant funding from the GVSU Libraries.
- We consider Grand Valley State University to be the publisher if:
 - The content comes from the GVSU Special Collections and University Archives and was originally produced at GVSU.
 - The content was first produced and/or distributed by another unit or office at GVSU, and subsequently shared in ScholarWorks@GVSU. (E.g., the *Seidman Business Review* is produced by the Seidman College of Business at GVSU and is posted to ScholarWorks@GVSU after initial distribution online.)

Suggested language for external publishing partners to use on journal website:

[Journal Name] is published by [Organization Name] with support from the Grand Valley State University Libraries, which provide the Digital Commons platform and other publishing services. [Organization Name] is fully responsible for editorial policy and decision-making. Please see the [Journal Name] homepage for this publication's author guidelines, contact information, and other policies.

Content Areas

Repository

ScholarWorks' institutional repository hosts a diverse collection of works produced by GVSU students, faculty, and staff. The submission process for including student work requires vetting by a faculty advisor and permission from the student to include the work in the repository. Faculty and staff work

must be relevant to their current area of professional practice and can be included at any time, from any point of their professional career, pending rights checking with publishers for previously published work.

These works are organized within their corresponding department, unit, or program office, and new collections are added upon request after an MOU is signed by both the requesting office and the University Libraries. (See also [appendix A: Digital Commons File Structures](#)). The Scholarly Communications Outreach Coordinator and the Scholarly Communications Associate share primary responsibility for managing Repository content, policies, and practices. Ongoing access to submitted work will continue regardless of organizational changes or new submission types unless an exception is approved.

Journal Publishing

The bepress Digital Commons platform includes tools to create, publish, and maintain peer-reviewed open access journals. Priority for inclusion of journals requires a GVSU connection with the journal and the journal is publishing current content. In rare and unique circumstances, a journal not affiliated with GVSU may be included in ScholarWorks at the discretion of the University Libraries.

All journals considered for inclusion in ScholarWorks must fill out a Journal Proposal form and be open access without restrictions or embargoes for digital content, aside from legacy partners. This will normally take the form of a Creative Commons license for the journals' content, and we expect future journals partners will implement a Creative Commons license for their content.

Each journal is supported by an academic unit and/or college at GVSU. The unit head, GVSU affiliated journal member, and Publishing Services Manager will be required to sign an MOU. The MOU and Journal Proposal Form establish responsibilities and assist project partners in implementing recommended practices for open access publishing.

The MOU has details regarding the content once it is uploaded, but we will continue to provide access to the journal even during a hiatus or after publication ceases. In order to accurately communicate the publishing status of each journal, we expect project partners to alert us to any changes in publication schedule or practices.

The Publishing Services Manager is the primary contact for the editors and will assist with technical issues, recommend best practices, and answer other general questions for maintaining the publication.

OER Publishing

The University Libraries publish Open Educational Resources (OER) produced by the Grand Valley community, via ScholarWorks@GVSU and Grand Valley Pressbooks. ScholarWorks@GVSU primarily serves to host completed OER, while Grand Valley Pressbooks includes authoring tools in addition to hosting finished works.

All works published as OER must be designed for educational use and affiliated with a GVSU author or course. New OER projects will have an MOU signed by the author(s), a sponsoring department chair or academic unit head, and the Publishing Services Manager. All original elements of the work must be

shared with a Creative Commons license which allows the creation of derivative works (i.e., excluding the No Derivatives clause). Additionally, any 3rd-party content in OER must be indicated and attributed appropriately, with any relevant license or usage information. In rare circumstances, the University Libraries may make exceptions to these requirements.

The Publishing Services Manager and Scholarly Communications Outreach Coordinator are responsible for consultations, trainings, and providing information resources to support OER creators' authoring activities and use of the publishing platform(s). Authors are responsible for the OER content, including design, content editing, and copyediting. We will adhere to [Committee on Publication Ethics guidelines](#) in the event of disputes or reported concerns about OER content.

Published OER can be updated with minor changes or republished in a new edition as needed. We strongly recommend publication of a new edition of an OER if the revisions would create a substantively different experience for users interacting with the OER (e.g., altered homework problems, reordered chapters, significant new information). We defer to authors' expertise to determine whether a new edition is appropriate.

We commit to provide ongoing access to all OER content once it has been uploaded. If a new edition is published, the prior editions will remain available with metadata noting the new edition. In order to accurately communicate the status of each OER, we expect project partners to alert us to any subsequent editions or other changes.

[Special Collections & University Archives](#)

Digitized and born-digital items from Grand Valley's Special Collections and University Archives (SCUA) represent a distinct sub-set of repository content. These materials are selected for inclusion in ScholarWorks@GVSU in accordance with SCUA policies and are administered by University Libraries faculty and staff responsible for SCUA. The Scholarly Communications Outreach Coordinator and Scholarly Communications Associate are responsible for supporting SCUA faculty/staff use of the Digital Commons platform.

[SelectedWorks](#)

The bepress Digital Commons platform includes SelectedWorks, a professional profile tool offered to GVSU faculty and staff members. SelectedWorks profiles allow faculty or designated administrators to create a customized online scholarly presence for faculty to share their works, research interests, and information about their professional careers. While the faculty member is responsible for managing and maintaining their own content, the Scholarly Communications Outreach Coordinator and the Scholarly Communications Associate offer training sessions, department implementation workflows, and one on one support for SelectedWorks profiles. Faculty who create a SelectedWorks account and later leave GVSU will retain their profile and continue to have access to add and edit their content.

Conference/Event Communities

The Digital Commons platform includes specialty software and tools to support conferences and events, but due to the complexities and limitations of the tool, we categorize this as a legacy service. The Digital Commons conference and event tool is largely superseded by alternative, “off platform” tools, while the repository and publishing features of Digital Commons may offer more efficient ways to share this type of content.

The Conference and Event feature may be appropriate in very narrow contexts for GVSU-hosted events, but will require dedicated administration from a member of the event team to upload and maintain the conference and event content. A conversation between the University Libraries and the event team is the best way to determine the appropriate Digital Commons solution for each unique conference or event.

Appendices

Appendix A: Digital Commons File Structures

Digital Commons Terminology

In Digital Commons, a *publication* is a structure which holds published content items. An item uploaded to ScholarWorks will 'live' in a single publication structure, alongside other related items. The publication structure is indicated in the item's permanent web address. E.g., the ScholarWorks@GVSU webpage http://scholarworks.gvsu.edu/library_reports/21/ is the 21st item submitted to the library_reports publication.

A *community* is a container structure in Digital Commons. Instead of holding published content like the publication types above, it holds other structures. These can include any number and combination of publication types as well as nested communities (also called sub-communities). Repository and collection organization depends on communities to create a browsable hierarchy. See [Digital Commons Structures: Publications and Communities](#) or the [Site Organization video tutorial](#) for more on this topic.

Publication Types in ScholarWorks@GVSU

The Digital Commons publishing and repository platform provides several distinct publication types - models for how content is organized, including the series, book gallery, image gallery, and journal structures. In general, we strive to use the most appropriate publication type for any collection of content, emphasizing user experience and aligning with the nature of the content. Ultimately, however, the right publication type for any new project, collection, or publication will be determined on a case-by-case basis.

The *Series* structure is the default for most repository collections, and is best suited to content which:

- Is largely accessed as PDF files or in other fixed, downloadable file formats.
- Does not benefit from displaying cover images or thumbnail gallery navigation.
- Consists of individual files that are not combined into volumes for access or distribution.

The *ETD Series* structure is a common configuration of the default *Series*, and is best suited to content which:

- Is produced by GVSU students as part of the requirements for a degree or other credential.
- Is submitted to ScholarWorks@GVSU according to policy set by the Graduate School or another academic unit.
- Includes common metadata elements such as faculty advisor(s), department or program, and degree.

The *Journal* structure is best suited to content which:

- Consists of multiple articles or other standalone files, organized within a volume or issue.
- Is periodical: i.e., volumes and/or issues are produced on a semi-regular basis

- Covers more than 2 years of past content, or is ongoing
- Users will want to access, share, and/or cite as individual articles or files, rather than an entire published issue.

The *Book Gallery* structure is best suited to content which:

- Is a single work which is organized into multiple chapters or other component files
- Users will want to access as both the entire work and as individual files or chapters
- Includes a distinctive cover image, links to purchase or access in other formats, supplemental files, or other elements which should be prominent for users.
- Benefits from displaying thumbnail cover images as part of a ScholarWorks “community”.

The *Image Gallery* structure is best suited to content which:

- Consists of visual content- photos, figures, illustrations, etc.
- Needs to be incorporated into other ScholarWorks@GVSU communities or collections, as a rotating slideshow or gallery.
- Needs to be shared and maintained in a GVSU-managed platform, rather than other image/media hosting services.
- Is most appropriately hosted through ScholarWorks@GVSU rather than other GVSU digital collections (e.g., Special Collections and University Archives or the Art Gallery).
- Is otherwise unsuited for third-party or commercial image-hosting services (as these typically provide a better user experience and greater discoverability).

The *Event* structure is best suited to legacy content which:

- Is associated with a GVSU conference or other event
- Used the Digital Commons Event tools to manage conference submissions, scheduling, and other organizational activities.

(Note that in most cases, a potential partner will be better suited managing their event through alternative platforms and/or the university’s Content Management System (CMS).