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Digital Commons @ Michigan Tech**

Digital Commons Information

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Library

11-18-2014

Digital Commons @ Michigan Tech Content Policy

Michigan Technological University

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Recommended Citation

Michigan Technological University, "Digital Commons @ Michigan Tech Content Policy" (2014). *Digital Commons Information*. 1.
http://digitalcommons.mtu.edu/dc_information/1

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Digital Commons @ Michigan Tech Content Policy

Digital Commons @ Michigan Tech is a repository providing organization, description, worldwide access, and long-term preservation for original works created by members of the Michigan Technological University community.

Content types

The content accepted for deposit covers a broad spectrum of research, scholarship, campus publications and other original works produced by faculty, researchers, staff and students currently affiliated with the university. Examples of possible content include, but are not limited to, pre- and post-print articles, teaching materials, books, dissertations, theses, journals, essays, student projects and technical reports.

Content of enduring value produced or sponsored by administrative offices, academic departments or research units may also be included. Examples include journals, conference proceedings, newsletters and other campus publications.

Organization

The repository is organized around two main principles: sponsoring units and collection types. Sponsoring units are University recognized groups such as a school or college, an academic department, a research center or an administrative unit.

Collection types are groupings of research, scholarship, publications, records of scholarly events sponsored by University units, or other original works of enduring value that share characteristics. As a collection is developed, a collection level guide is also developed defining the criteria for the content and who may submit works to the collection. Examples of collections include [Dissertations, Master's Theses and Master's Reports](#); publications by faculty within an academic department; technical reports from a research group; a journal published by a campus-based organization or publications designed for public release from an administrative unit.

Once a collection is established, qualified individuals may add qualified content to it. New collections are jointly developed for the repository through a project proposal process originating from a sponsoring unit and in collaboration with the Digital Commons Steering Committee. For information on how to get started, see [Digital Commons @ Michigan Tech Project Procedures](#).

Format

Digital Commons @ Michigan Tech accepts work in digital formats. Some formats are preferred for their preservation potential. Please contact the Digital Commons Steering Committee (digitalcommons@mtu.edu) to discuss the selection of formats for text or media.

Ownership and Rights

The author/owner of work deposited in the repository must be willing and able to grant the Library the non-exclusive right to retain, distribute and preserve works deposited. The author/owner retains the intellectual property rights to the work. Please contact the Digital Commons Steering Committee (digitalcommons@mtu.edu) if you have questions about copyright and the assignment of those rights. The Library guide on [copyright and scholarship](#) is also a useful resource.

Additional permission in compliance with FERPA regulations may be necessary for depositing student work.

Access designation

Works deposited in the repository are intended to be openly available worldwide. Restrictions to view on-campus only or temporary embargoes may sometimes be necessary. The author selects an access level during the deposit process. It is possible to migrate later from restrictive to open access.

Removal from view

Digital Commons @ Michigan Tech is a permanent repository. Documents may be removed from view under some circumstances. The persistent URL and the citation remain visible, but other metadata are no longer searchable. Users following the persistent URL will see a message that the item was withdrawn. Inquiries into removing a document from view should be addressed to the Digital Commons Steering Committee at digitalcommons@mtu.edu.

Revised works

Authors may deposit documents that update previous work. The preferred practice is to leave the original document visible but clearly marked as a superseded version with references to and from the newer document.

Viewer Privacy

When a user browses, reads or downloads documents from the Digital Commons @ Michigan Tech, information is automatically gathered and stored about the visit. The information does not identify the user personally and is collected for statistical purposes.

Finalized: 10/24/2014

Approved: 11/18/2014