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Digital Commons @ Michigan Tech Content Policy

Michigan Technological University

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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, research data, 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 may include magazines, 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. Examples of collections include [Dissertations, Master's Theses and Master's Reports](); publications by faculty within an academic school or 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.

Development of a new collection can be proposed by emailing library@mtu.edu. Once a collection is created by the library, qualified individuals may add appropriate content to it. A person is deemed a qualified individual by the library and any other key stakeholders involved in developing the collection. For example, student authors of dissertations, master's reports, and master's theses submit their own works to the repository, and staff of the Graduate School manage the process.

Format

Digital Commons @ Michigan Tech accepts work in digital formats. Some formats are preferred for their preservation potential. Library staff will work with content submitters to discuss and select the best 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 a non-exclusive right to retain, distribute and preserve works deposited. The intellectual property rights to the work are not transferred. Library staff can provide assistance in determining the rights holder of a work and the permissions for including content in the repository. The Library guide on [copyright and scholarship](#) is also a useful resource.

Please note, 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. Requests for restrictions to view works on-campus only or temporary embargoes may be submitted by the author during the deposit process. It is possible to migrate from restrictive to open access later.

Removal from view
Digital Commons @ Michigan Tech is a permanent repository. Documents may be removed from view only 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.

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 and links to and from the newer document. However, under certain circumstances an updated version of the work may replace an older version.

Viewer Privacy
When a user browses, reads or downloads documents from 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 only.

Contact
Email library@mtu.edu to start a collection or ask questions about your rights or the repository.

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