1.0   Introduction

1.1   Mission Statement

The primary mission of the Rowan University institutional repository, Rowan Digital Works, is to provide public online access to the research output of the Rowan University community. Additionally, RDW provides support to the research process at Rowan University by hosting research data and providing a submission portal for research grants.

1.2   Purpose of Policy

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 scholarly, creative, and cultural works of Rowan University. These digital works include open access publications, conference presentations and posters, datasets, and other research output produced by Rowan University faculty and students; theses and dissertations authored by graduate students; and other scholarly and creative works of Rowan University faculty and students published by the university.

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.

1.4   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. Committee member responsibilities include, but are not limited to, working on policies, content, priorities, resources needed, training, and outreach/marketing.

Detailed information about the committee's work (charge, membership, minutes, project proposal forms, workflow documentation) is available on the committee's University Libraries Confluence page.

1.5   Researcher Profiles

The University Libraries subscribes to a separate faculty profile management system from bepress called Expert Gallery Suite. This platform is used to create Researcher Profiles for Rowan University faculty, which can be viewed by the public on Rowan Digital Works. Students and adjunct/part-time faculty are not eligible for profiles. All of an author's journal publications, whether open access or not, can be listed on his or her profile, but must be linked through an OpenURL in order to authenticate the user's credentials for access to the publication.

2.0   General Collection Development Policies

2.1   Content

The repository is intended to provide perpetual hosting of research 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, for course syllabi, or for content that belongs on departmental websites.

Since the purpose of the repository is to archive content, all content should be deposited in full text, and not linked to an external site. Exceptional cases for using temporary links (such as for video) will be considered by the IR Committee.

2.2   Rights

Authors of work submitted for deposit to Rowan Digital Works must hold the copyright to the work, or have permission from the publisher of a copyrighted publication to post it. Works that have been formally published elsewhere in open access format automatically qualify for deposit.

The authors of content that has not been previously published elsewhere must complete and submit either the generic RDW Release Form or the specific release form required for the particular collection (such as the Thesis/Dissertation Approval Form). See section 4 for more information.

2.3   Formats

Rowan Digital Works can host works in a variety of genres, including documents, books, journals, images, audio-visual material, and datasets. Documents must be uploaded to RDW in PDF or PDF/A format.

Streaming video content will be made available through the new Digital Commons streaming video player. Any RDW video content hosted elsewhere due to the lack of streaming video support on the Digital Commons platform in the past will moved to the Digital Commons platform.

2.4   Removing Materials from RDW

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

2.5 Privacy

When uploading content to RDW, care will be taken to assure that author privacy is respected. Home addresses, personal email addresses, phone numbers, signatures, and similar personal information of authors will not be displayed to the public through RDW and Selected Works.

2.6 Accessibility

Accessibility to users with disabilities must be considered in page design and in uploading content, with the goal of making RDW content in all formats as accessible as possible.

As of October 2019, Digital Commons Support has promised to include enhanced accessibility features on all document cover pages going forward, and to retroactively update all RDW cover pages to make them more accessible.

For images, "alt" tags must be used to describe the image using text. This is done automatically by Digital Commons for thumbnail photos but should be added for any other images used in RDW.

Captioning is required on all audio/visual materials that are uploaded to RDW to be streamed.

3.0   Collection-Specific Collection Policies

3.1   Theses and Dissertations

All theses and dissertations produced by Rowan University students are required by the state of New Jersey to be archived in the library as a permanent record. Rowan Digital Works now serves this purpose, previously met by bound hard copies held in Campbell Library. In the future the collection may also include theses from the RowanSOM Health Sciences Library.

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 and its predecessor institutions. However, creative writing masters' theses will not be uploaded to Rowan Digital Works, due to their potential for publication. The university no longer requires a thesis for the MA in Writing Arts. Theses produced by students in this program are archived in print in Campbell Library.

Approved theses and dissertations from Rowan University graduate programs are submitted online by graduate students to the Office of Graduate Research Services, 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. All theses and dissertations are cataloged in the library online catalog (with a link to RDW) and made available in OCLC.

The author of any thesis or dissertation produced after 2009 may not prevent their work from being publicly available unless there is a compelling reason to do so. If such a request is received by the repository manager or the Office of Graduate Research Services, it must be approved by the Vice President for Academic Affairs and the Assistant Vice President for University Research.

The digital copies of theses and dissertations submitted to the library between 1995 and 2009 have also been uploaded to RDW. Since these authors did not explicitly give permission for their work to be publicly available, the library has provided a "take-down form" on the library website in case they wish to request that their work be removed from RDW.

Theses and dissertations submitted to the library prior to 1995 are only available in bound format on the first floor of Campbell Library. If they are eventually digitized and uploaded to RDW, all signatures must be redacted prior to uploading.

The CMSRU Capstone Projects collection consists of capstone projects produced and released for public access by CMSRU medical students in the final year of their degree programs, making them similar to theses and dissertations. Deposit in RDW is optional.

3.2   Faculty Scholarship

The Faculty Scholarship collection consists of open access publications 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 (accepted manuscripts) of articles if allowed by the publisher. We do not accept pre-prints.

Faculty works are grouped by College or School within Rowan University. Datasets can be attached to documents or deposited as a separate collection. If they are deposited separately they must assert a Creative Commons license (see section 4.3). The separate Libraries Scholarship collection contains open access publications by librarians, administrators, and staff of the University Libraries.

The Open Access Publishing Fund page is a submission portal for obtaining grants from the University Libraries Open Access Publishing Fund to pay for Article Processing Charges (APCs) levied on authors from the Glassboro campus by publishers. When the article is published, a copy of the open access work funded by the grant is posted to the appropriate Faculty Scholarship series.

3.3   Conference and Event Content

Posters, slide decks, and recordings are deposited in individual event communities in the Conferences, Events, and Symposia series in RDW. New conference proceeding collections may be added to RDW provided that the conferences are sponsored by Rowan University, held on one of our campuses, and are intended to disseminate research by Rowan University faculty or students. Once the conference event community is created, new content is added yearly after the conference takes place (for recurring conferences).

Authors of posters, recordings, or slide decks must complete and sign a RDW release form authorizing the content to be publicly available online. Undergraduate students must additionally obtain faculty permission.

TCLC Proceedings and Title IX Research and Resources are legacy collections which don't meet the current collection criteria but will remain as exceptions.

3.4   Open Educational Resources (OER)

Rowan University faculty are encouraged to support Rowan University's Affordability pillar by submitting open textbooks and open educational materials to RDW for hosting on the Open Educational Resources collection. Content submitted for this collection must assert an open access

license (such as one of the Creative Commons licenses, see section 4.3) that permits public viewing and worldwide use. Open textbooks deposited in the OER collection may also be submitted for inclusion in the Open Textbook Network, to which Rowan University belongs.

3.5   Rowan University Periodical Publications

Periodicals published by Rowan University that can be hosted on RDW include both archival print publications like The Gallery and The Hollybush Series, and new online-only publications such as The Cooper Rowan Medical Journal.

University-published periodicals can be hosted on RDW if approved by the Associate Provost for Libraries, taking into account the capacity of the IR committee to support them and the publication's value for the worldwide scholarly community.

3.6   Rowan University Grant Submissions

Rowan Digital Works is used as an online submission and review portal for several university grant programs. Applications submitted in this manner are not made available publicly in RDW. We encourage, but don't require, university researchers to consider publishing the results of their grant-funded research in open access format and depositing the publications in RDW.

4.0   Rights Management

4.1   Author Agreements and Release Forms

ETD (Electronic Theses and Dissertations) 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.

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.

Rowan Digital Works Release Form

Rowan Digital Works (RDW), is the Institutional Repository (digital archive) of Rowan University. RDW showcases and preserves for posterity Rowan University faculty, staff and student scholarship and creative work. By agreeing to deposit my work in RDW, I hereby:

● Grant and assign to Rowan Digital Works the non-exclusive right to publish my work online in electronic format and to market it or any part of it as it sees fit, including distribution through third-party database aggregators. Copyright of this work remains in my name and I reserve all other rights. I understand that there are no restrictions in depositing my work to another institutional or disciplinary repository.

● Represent and warrant that the work (a) is my original work and I have full power to enter into this agreement; (b) does not infringe on the copyright or property right of another and have secured any permissions that may be required; and (c) contains no material which is obscene, libelous, defamatory, or violates another's civil right, right of privacy, or is otherwise unlawful. I shall indemnify and hold Rowan Digital Works harmless against loss or expenses arising from breach of any such warranties.

● In the case of a multi-authored work, I, by accepting this agreement, signify the acceptance of terms for myself and all other authors.

[PLEASE PRINT] Name (list all authors for this work): _____
_____

Affiliation (College, Department, Organization etc.): _____

Event name (if applicable): _____

Email address: _____

Title of work: _____

Date of event: _____

Signature of main author & Date: _____

4.2   Copyright Clearance Verification

In addition to the author agreements listed in 4.1, 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/ROMEO website (http://www.sherpa.ac.uk/romeo/index.php) and/or the website "How Can I Share it" (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.

We will encourage Rowan University faculty authors to consider using the SPARC Author Addendum (https://sparcopen.org/our-work/author-rights/brochure-html/) when asked to transfer copyright for their published work to a publisher. Retaining as many rights as possible will make it more likely that their work can be deposited in RDW.

4.3   Creative Commons Licenses

Works published under a Creative Commons license or in a gold open access journal can be posted without additional permissions.

The options for Creative Commons licenses (https://creativecommons.org/licenses/) that may be chosen by authors depositing work in RDW are shown below. We recommend the CC BY license for authors who are unsure which one to choose.

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