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Policy - Scholars' Mine Privacy

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Policy – Scholars' Mine Privacy

Purpose

In the daily operation of our repository (Scholars' Mine), Curtis Laws Wilson Library (Library) collects personal information about content contributors. This policy outlines how this information is preserved, managed, and protected.

This policy is subject to change as capabilities, standards, laws, best practices and technology impact the Library's ability to preserve and make accessible digital resources. The intended audience for this policy includes:

- faculty, administrators, and students of Missouri S&T,
- researchers external to Missouri S&T who are collaborating with Missouri S&T personnel and who want to make use of Scholars' Mine services,
- funders, and
- users.

The objective of this policy is to protect the privacy of those who contribute content to Scholars' Mine.

Mandate

As an institution of higher learning, Missouri S&T supports scholarship, teaching, and learning. The Library is responsible for identifying, acquiring, and preserving digital resources for as long as needed to support the activities of the University. The digital repository's (Scholars' Mine) mandate for the preservation of these resources is drawn from responsibilities outlined above and specifically defined in:

- Lever 2.4.13 of Missouri S&T's strategic plan which states: "Continue development of Scholars' Mine designed for increasing internal and external communication and globally promoting the intellectual work of the campus."
- Lever 5 of the Library strategic plan which states: "Explore opportunities to feature and develop Scholars Mine."

The Library is committed to preserving and protecting the privacy of Scholars'. Mine contributors.

Scope

The policy extends protection to anyone contributing content to Scholars' Mine either through direct submission or through manual or electronic harvest of content.

Information Collected

The Library collects the following information:

- Contributor information:
 - Name
 - Address
 - Phone numbers
 - Email addresses
 - Related web addresses
 - Biographical information

- Educational Information
- Institutional affiliations and positions
- Research interests and disciplines
- Research identifiers
- Research works
- Honors and awards
- Courses taught
- Statistical information
 - Site/page visits
 - Site/page activity
 - Readership activity
 - Download activity

How the Information is Used

The information is used to compile research profiles and to build a collection of works for our faculty, graduate students and other member of our campus community. These profiles and collections are then made available on the web to:

- Showcase scholarship
- Preserve the research legacy
- Increase research impact.

How the Information is Protected

The Library is committed to preserving the privacy of our Scholars' Mine contributors. The personal information we receive through Scholars' Mine is used solely for purposes of the functioning of the system, and for the specific purposes described above.

Personal information will not be used for any commercial or philanthropic purpose not directly connected with or approved by the Missouri University of Science and Technology. Personal information including statistical information containing personal identifiers is not disclosed to outside parties except when we believe, in good faith, (i) that the law requires it, or (ii) that disclosure is necessary to protect the rights and property of Scholars' Mine users.

Personal and statistical information used in a publicly accessible forum, such as demonstrations, presentations, or research papers, will be scrubbed of specific references to real people unless it is for the specific purposes defined above.

Policy Review

This policy and the actions and activities associated with it will be evaluated regularly to ensure that implemented strategies continue to support the Library's mission and policies, use resources in a cost-effective manner, and adapt appropriately to address evolving law and technologies. This evaluation will be completed at least once every three years.