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# Policy - Scholars' Mine Withdrawal of Content

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## Policy – Scholars’ Mine Withdrawal of Content

### Purpose

The objective of this policy is to define the circumstances under which content can be removed from Scholars’ Mine and the associated process for removal.

### Introduction

Scholars’ Mine, the institutional repository for the Missouri University of Science and Technology is an online collection of scholarly and creative works produced by the faculty, staff, and students. Scholars’ Mine takes reasonable steps to ensure that the materials held within it are accurate and authentic. Materials contained within Scholars’ Mine are made available in accordance with publisher policies, non-exclusive license agreements with author(s), compliance with U.S. copyright and intellectual property laws and are not intended for removal except in keeping with internal policy or upon receipt of a valid and proven request for withdrawal. Requests for withdrawal must be in written form specifying reasons why the material should not be available in Scholars’ Mine.

### Scope

The policy applies to all content housed within Scholars’ Mine.

### Valid reason for withdrawal are:

- infringement of copyright.
- infringement upon a patent-pending claim.
- violation of a pre-existing contractual license agreement with research sponsors or other parties.

### Withdrawal Request

To submit a request for withdrawal complete and submit a Request for Withdrawal which is available from the Contact Us link in Scholars’ Mine.

### Actions Taken

- When a request is received the following actions are taken:
- We will acknowledge receipt of the request.
- We will restrict access to the item while the request is investigated.
- We will investigate the validity of the claim and seek to verify the identity and authority of the person making the request.
- We will follow university policy and seek professional advice if required.
- We will contact the involved parties concerning the findings of the investigation and the resolution of the request.
- We will seek to resolve the request to the satisfaction of all parties.
- Possible outcomes include:
  - The item remain is the repository as is and the temporary restriction to access is removed.
  - The item is appropriately modified or under additional access restrictions imposed.
  - The item is permanently removed from the repository. Descriptive metadata for the item may remain in the repository.

### Policy Review

Curtis Laws Wilson Library  
Missouri University of Science and Technology

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.