17 Sep 2017

Policy - Scholars' Mine Acceptable Content

James Roger Weaver
Missouri University of Science and Technology, weaverjr@mst.edu

Recommended Citation

Scholars' Mine Acceptable Content Policy

Purpose

The purpose of this policy is to define the types of content that Scholars' Mine will accept and any additional acceptance requirements.

Acceptable Content Types

Scholars' Mine acquires, organizes, preserves, and provides global access to the research, educational, and cultural resources of the Missouri University of Science and Technology. This includes:

- Journals and journal articles (preprints, post-prints, or published versions)
- Student scholarship (Electronic Theses and Dissertations (ETDs), essays, major research papers, etc.)
- Creative scholarship and writing (dramatic works, music, poetry, etc.)
- Books or book chapters
- Research data
- Conferences, conference papers and conference presentations
- Video, still images and audio
- Educational materials and presentations
- Workshops and seminar materials and presentations
- University administrative records and other materials pertaining to the operations of the institution
- Other material not expressly stated here, upon approval by the Scholarly Communications Librarian and on a case-by-case basis.

Requirements for Acceptance

1. Content must be produced, submitted, or sponsored by the faculty (current, emeritus, and retired), students, or staff at Missouri S&T and approved affiliations.
2. All student contributions must be sponsored by faculty or an academic unit.
3. Works published or created prior to an author's affiliation with Missouri S&T may be retroactively deposited as long as the authors are currently affiliated with Missouri S&T and meet all other requirements.
4. Works published or created by authors who are no longer affiliated with Missouri S&T may be retroactively deposited as long as the work was published or created by authors while affiliated with Missouri S&T and meets all other requirements.
5. Content must be scholarly, educational, or research-oriented or of cultural or historical value to Missouri S&T. Works must be written in accordance to the tradition appropriate to the discipline, including review and editorial intervention.
6. Content must be digital or able to be digitized.
7. Content must be complete and ready for distribution.
8. Content containing classified, confidential, and/or restricted data may not accepted or public access to the content may be restricted.
9. The author or creator must be able and willing to grant the Institutional Repository the right to preserve and distribute the work, including fulfilling publisher conditions for depositing works and clearing copyright permissions when appropriate.
10. If multiple files constitute an 'Item,' all of the files must be provided as a set.
11. If the work is part of a series or set of related works, the other works in that series should, if possible, also be contributed so that a full set can be offered.

Additional Information about Content Harvesting

Scholars' Mine staff continually reviews scholarly journals, databases, and the internet for the publications and creative works of our faculty. When we locate publications, we will add them to Scholars' Mine following publisher policy and copyright law. This process, known as content harvesting, does not require the permission of the author or agreement to a non-exclusive distribution license.

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.