

# ScholarsArchive@OSU Policies

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## Collection Policy

ScholarsArchive@OSU is Oregon State University's digital service for gathering, indexing, making available and storing the intellectual work of the Oregon State University community. It also includes materials from outside the institution in support of the university's land, sun, sea and space grant missions and other research interests.

## Content Included

As a research university, OSU faculty and students frequently share the new knowledge they create through peer reviewed articles, books, and other scholarly venues. ScholarsArchive@OSU helps OSU authors further extend the reach of these publications.

In concert with OSU's strategic plan, ScholarsArchive@OSU is critical to the dissemination of research from OSU's three signature areas of distinction (Sustainable Earth Ecosystems, Improving Human Health & Wellness, and Economic Growth & Social Progress). Additionally, ScholarsArchive@OSU seeks to ensure that faculty and students from all departments and programs are represented in the archive. It is with these intentions in mind that OSU libraries staff will actively invite authors to make their works available using reasonable methods to track new OSU faculty scholarship as well as ensuring that students have the resources they need to deposit their culminating works in a straightforward and seamless manner.

Content added to ScholarsArchive comes in many forms, but key areas of the collection include theses and dissertations, research articles, and research data. Other types of scholarship and publications from OSU units are welcome in the archive as well. Works included will be made available using the standard (and accessible) technology that currently prevails, ensuring that barriers to access are not created.

## Scope

The collection will focus on deposits of research, scholarship, and creative works, as well as materials that reflect the intellectual environment of the University. Primary contributors will include the faculty, staff, students, administration, and affiliates of Oregon State University, but the work of non-affiliated scholars will also be accepted if the work is associated with OSU research or sponsored by OSU.

Examples of possible content to be deposited include, but are not limited to:

- Faculty research articles
- Dissertations and theses
- Reports, whitepapers, and technical documents
- Award winning student papers or presentations
- Conference papers
- Journals and books published by OSU
- Learning objects
- Faculty supported student works
- Research datasets
- Creative works
- OSU sponsored or affiliated conference proceedings
- Publications and reports from affiliated organizations

## Teaching

OSU Libraries instruction to students, faculty and staff at OSU on information and data literacy extends to the use of ScholarsArchive@OSU (SA) and its collections, including datasets. For example, the revision of datasets in ScholarsArchive@OSU is used, not only to guarantee high quality datasets, but also as a teaching mechanism for data literacy and Open Access concepts. Our learning goals for the depositors after publishing in ScholarsArchive@OSU are:

- Depositors recognize the benefits of sharing resources openly so that others can reuse, modify, and create derivatives,
- Depositors can develop documentation for a dataset to maximize reusability and long term preservation.
- Depositors can identify file formats that maximize reusability and long term preservation.
- Depositors can select the license most appropriate for their work, and describe the implications of publishing their work under that license.
- Depositors know how to judge if the repository ScholarsArchive@OSU (or a different repository), plus their curation work, makes datasets compliant with the FAIR principles and fulfills their funder requirements.

## Formats

ScholarsArchive@OSU provides ongoing support for as many file formats as possible with the institutional resources that are available. Works deposited in the institutional repository will be preserved using best practices for data management and digital preservation. The proprietary or executable nature of some file formats, however, may make it impossible to guarantee persistent access to all deposited works as digital technologies evolve. See the Policies--Preservation section below for assistance with file formats.

## Preservation

ScholarsArchive@OSU provides professionally managed services to ensure the availability of stored digital objects over time. ScholarsArchive@OSU is both a preservation and an access repository. Stored digital content will remain both viable and accessible into the indefinite future despite a constantly changing technological environment. All objects receive the highest level of preservation service consistent with the object's characteristics and the current technical capabilities of the repository and its staff.

ScholarsArchive@OSU ensures bit-level preservation of all digital content contained within the repository. Bit-level preservation enables ScholarsArchive@OSU to provide current and future users with access to authentic and accurate copies of digital content. Maintaining the original bitstream allows for maximum viability for the future, since we do not know the full extent of future use and processing.

To maximize the ability to share, preserve and re-use digital files and limit the chances of files becoming obsolete, users are encouraged to carefully consider the formats they use for digital files. Formats more likely to be accessible in the future are:

- Non-proprietary
- Open, documented standards
- In common usage by the research community
- Use standard character encodings (ASCII, UTF-8)
- Uncompressed (desirable, space permitting)

Most content deposited to ScholarsArchive@OSU is textual in nature: theses and dissertations, research articles, presentations, technical reports, conference proceedings, posters, etc. The PDF file format is required for this content. PDF/A-1 -- ISO 19005-1 (.pdf) is preferred and PDF with fonts embedded (.pdf) is acceptable. PDF without fonts embedded is also acceptable but not recommended. To save a Microsoft word document as a PDF with fonts embedded, follow these simple instructions: <https://www.bc.edu/content/dam/files/libraries/pdf/embed-fonts.pdf>.

For other resource types, consult the ScholarsArchive@OSU Preferred File Formats document: <https://guides.library.oregonstate.edu/c.php?g=708682&p=8342195>.

## Metadata

A baseline and minimal set of descriptive metadata is defined for each type of work to be deposited in ScholarsArchive@OSU; these definitions are made accessible to depositing scholars. Use of the required metadata elements will facilitate user access to archived works and provide the information needed to support ongoing access rights management and preservation activities. OSU digital repository staff may edit user-submitted metadata in order to correct or normalize values, to make updates in keeping with changing metadata standards, or to enhance descriptions for greater discoverability.

Technical and administrative metadata are extracted and generated automatically by the repository software at the time of deposit and are stored in the repository.

ScholarsArchive@OSU metadata records will hold a [CC0 public domain dedication](#). Descriptions may be accessed through public search engines on the open web, and metadata records may be harvested by or shared with other repositories.

## Withdrawal, Replacement, and Access Restriction Policy

OSU Libraries & Press is committed to openness, access, persistency, and transparency for content in ScholarsArchive@OSU. It is our belief that one of the primary goals of academic inquiry is to create and share knowledge. It is in this spirit that we hold our strong commitment to open scholarship. While there are legitimate cases for restricting access to scholarship, the baseline assumption of ScholarsArchive@OSU is that content will be available for use to the wider academic world.

## Removal

Content deposited in ScholarsArchive@OSU will not be removed from the repository. Under certain circumstances items may be withdrawn, replaced, or restricted from view (see below), but the content will still remain in the repository to meet our commitments to persistency and transparency.

DMCA takedowns represent an exception to the Removal policy. For DMCA takedown requests, the item in question will be made private but remain in the repository until final resolution of the takedown request. Upon resolution, if the decision is made to affect the takedown, the item will be removed entirely from the repository.

## Withdrawal Requests

Content that is deposited in ScholarsArchive@OSU will not be withdrawn unless for a compelling reason such as gross errors, regulatory requirements, or academic/professional misconduct. All withdrawal requests are reviewed at least by the repository administrator and the University Librarian, and should include a description of the reason for the request. For some content types, a withdrawal request must also be reviewed by other administrators at the University and in those cases the repository administrator will inform the requester of this need for additional review. Oregon State University has designated an agent to receive notification of alleged copyright infringement in the oregonstate.edu domain. If you believe your copyrighted work is appearing on an OSU site without permission, please [notify our DMCA agent](#).

## Access Restrictions and Embargoes

ScholarsArchive@OSU offers several layers of embargo and access restrictions on a case-by-case basis. Embargoes are generally offered for between 6 months and 2 years, and embargoes will be automatically lifted at the end of the embargo period. The decision to request an embargo on a dataset should be made with consideration for ScholarsArchive@OSU's stated purpose of facilitating the widest possible dissemination and use of the university's scholarship. All embargo requests are reviewed at least by the repository administrator, and should include a description of the reason for the request. For some content types, an embargo request must also be reviewed by other administrators at the University and in those cases the repository administrator will inform the requester of this need for additional review.

### Special Access Restriction Cases:

The following cases have special restrictions around access:

- Master of Fine Arts theses are all granted OSU Community Permanent Access Exceptions
- Graduate Theses and Dissertations, unless otherwise affected in this policy, may be restricted to the OSU Community, but not to Repository Administrator restriction. The purpose of this policy is to fulfill the long standing agreement between the Graduate School, OSU Libraries and Press, and the submitting student that a copy of the thesis or dissertation will be made available to any reader upon request. Under very rare circumstances we will place Graduate Theses and Dissertations in a Repository Administrator embargo or access exception

Types of embargos and access restrictions include:

- OSU Community Embargo (Embargo Period: generally 6 months to 2 years)
  - Item openly available to OSU Community only
  - Metadata (author, title, abstract, etc.) openly available on the open web
  - Item openly available on the open web after embargo period expires
  - Examples:
    - Dissertations and theses that have been placed under embargo
- OSU Community Permanent Access Exception (Exception Period: indefinite)
  - Item openly available to OSU Community only
  - Metadata (author, title, abstract, etc.) openly available on the open web
  - Examples:
    - Dissertations and theses granted special exception - such as those from the Creative Writing program
- Repository Administrators Embargo (Embargo Period: generally 6 months to 2 years)
  - Item completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Metadata other than author and title (abstract, etc.) completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Item and metadata openly available on the open web after embargo period expires
  - Examples:
    - Datasets that are still being used to generate publications
    - Research documents that have intellectual property or patentable material on which the authors are taking action
    - Items that are in violation of Institutional Review Board approval, but for which a metadata record is still desired
- Repository Administrators Permanent Access Exception (Exception Period: indefinite)
  - Item completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Metadata other than author and title (abstract, etc.) completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Examples:
    - Research that has been withdrawn from the repository
- File Only Access Restriction
  - File is unavailable for download or access except by Repository Administrators
  - Metadata is available for viewing

- Examples:
  - Files restricted due to sensitive or legally challenged content (e.g. NAGPRA)

## Open Access Policy Implementation

The Oregon State University Open Access Policy tasks the Oregon State University Libraries and Press (OSULP) with implementation of the policy. In consultation of OSU's Office of General Counsel, as of December 2018, OSULP implementation will take the following form:

- OSULP will monitor Web of Science for publications for which an OSU affiliated author is listed
- OSULP will email the corresponding author of each publication recommending a deposit in ScholarsArchive@OSU, OSU's institutional repository, and providing the depositor with a pre-populated deposit form, based on metadata retrieved from the originating data source(s)
- Deposits to ScholarsArchive@OSU will be unmediated, with guidance related to what versions of a manuscript may be deposited to ScholarsArchive@OSU provided in a number of prominent locations either in the solicitation email, on the repository homepage, and in the Deposit Agreement
- Per the implications of the Open Access Policy, OSULP will honor embargoes suggested by depositors, but will not honor blanket embargo suggestions posted by publishers either on the publisher's website or on sources for this type of information such as Sherpa/Romeo
- Queries from publishers about content provided via ScholarsArchive@OSU as part of the implementation of the Open Access Policy will be referred to the corresponding author of the article
- Takedown notices related to copyright or intellectual property concerns submitted to SA@OSU will be referred to OSU's designated Digital Millennium Copyright Act Agent

## Research Data Curation Policy

### Preamble

The data curation activities of OSU Libraries and Press stem, in part, from our mission to gather, index, and make available intellectual content of the Oregon State University community through ScholarsArchive@OSU. The primary purpose of hosting data in ScholarsArchive@OSU is to facilitate data sharing for the purposes of data reuse and contributing to open science, and to preserve the data.

### Definition of Data

Research data, unlike other types of information, is collected, observed, or created, for purposes of analysis to produce original research results. These data can include, but are not limited to such data types as numerical tables, geospatial data, code, documentation, images, and video.

### Status of Data to be Deposited

Data deposited in ScholarsArchive@OSU will be in a static, "final" state, though there are no restrictions on uploading new or updated versions of a dataset.

Researchers are responsible for data appraisal, and only data that are valuable should be included. Valuable data sets are those that are necessary to ensure research integrity and reproducibility, and data sets that can be potentially reused.

### Data versioning

Data producers interested in periodic preservation of continuously updated (streaming) data should contact the Repository Administrator ([scholarsarchive@oregonstate.edu](mailto:scholarsarchive@oregonstate.edu)) and/or Research Data Services ([researchdataservices@oregonstate.edu](mailto:researchdataservices@oregonstate.edu)) to discuss best practices for curating streaming data.

### Minimum Deposit Requirements

In order to make deposited datasets usable by others, ScholarsArchive@OSU has a minimum set of requirements that all data deposits must meet.

- All dataset records must include at least one documentation file, submitted in a non-proprietary format (e.g. .txt, .pdf). The minimum content of the documentation file is:
  1. Title and abstract for the dataset.
  2. Names of creators
  3. Name and contact information of a contact person
  4. License or explanation of restrictions placed on the data
  5. Methods of data collection
  6. A file overview with a description of all the files included in the dataset
  7. Description of the data elements presented in the data file/s. For tabular data this means a data dictionary that will include a description of all the variables.

We encourage researchers to make documentation files as complete and descriptive as possible.

The documentation may include links to other resources (e.g. publications) containing the information. These links should be:

1. Accompanied of a description of what the link points at (e.g. a citation of the article).
2. When possible, links should point to materials that are openly accessible.
3. When possible, links should be permanent links.

- Data files must be presented, where possible, in formats that are

- a. non-proprietary (e.g. .csv should be used instead of .xlsx).
- b. Actionable, usable in an analysis application (e.g. tabular data should never be shared in pdf or image formats)
- c. platform independent, accessible in all operating systems

ScholarsArchive@OSU will accept file formats that do not comply with the above criteria where other formats are not available or where formatting makes the data file substantially less usable. Non compliant formats may be submitted alongside compliant formats to facilitate near-term reuse of data.

- Data files included in a deposited dataset must be generally organized. File names must be informative. Duplication of data should be avoided, and where necessary (e.g. raw vs quality controlled data) must be documented.

Research Data Services can provide guidance and assistance for providing non-proprietary formats/formatting and the creation of documentation files.

## Volume and Size Limitations

The upper limit on uploading individual files is 500MB. Users should contact ScholarsArchive@OSU administrators ([scholarsarchive@oregonstate.edu](mailto:scholarsarchive@oregonstate.edu)) to upload files larger than approximately 500MB. Submissions larger than 5GB will be distributed using the BitTorrent protocol. In these cases, the ScholarsArchive@OSU record will include:

1. The documentation file/s for the dataset
2. A torrent file
3. Information about torrenting, and instructions to download the dataset with a torrent client <https://library.oregonstate.edu/bittorrent-guide>

## Terms of Use for ScholarsArchive@OSU

1. General: The Site is maintained by Oregon State University Libraries ("Libraries"), in support of our mission to disseminate information and research to scholars, educators and the public. As used in these Terms of Use, the terms "we," "us," and "our" refer to the Libraries and Oregon State University ("University"). Use of ScholarsArchive@OSU (the Site and its Contents) is subject to the following terms and conditions and all applicable laws. By using the site or any of its content, you accept and agree to be bound by these Terms of Use and all applicable laws. If any of these Terms of Use are unacceptable to you, do not use the site.

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- B. Other Site Issues: Please direct all other communications to contact form.

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