

DigitalCommons@Linfield
Submission Policy and Requests for Withdrawal or Updating Content
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Introduction

This document outlines the policies established for the current and future collections residing in DigitalCommons@Linfield.

Submission Policy / Adding Content

DigitalCommons@Linfield is a dynamic institutional repository system, based on the principle of Open Access, that enables us to collect, distribute to the broader community, and preserve the scholarly output of the faculty, students, staff, and their collaborators at Linfield College. Members of the Linfield community interested in submitting materials should consult with the [DigitalCommons Coordinator](#). Appropriate content may be added in accordance with the guidelines below:

- The work must be original, produced and submitted (or sponsored by) a faculty, staff, student, organization, or department of Linfield College.
- The work must be creative, scholarly in nature, research-oriented, or of institutional significance.
- The author must own the copyright to all components and content within the work, or have received and be able to show permission to have the material available in DigitalCommons@Linfield.
- The author or representative of the organization or department must sign a permission form prior to material being uploaded to the repository, granting the College all rights to distribute and preserve the material via DigitalCommons@Linfield.
- Contributors may include non-affiliated scholars if they are co-authoring with Linfield authors or if they are affiliated closely with the College (e.g., if they are faculty emeriti or hold honorary appointments). Contributors should notify all co-authors of intent to deposit work in DigitalCommons@Linfield.
- Some material may be available only to current college faculty, staff, and students.
- There is no limit to size of material.
- Various file formats are accepted; refer to [Digitization Standards](#) for more information.
- Examples of possible content are:
 - Working papers, conference papers, and technical reports
 - Student papers or projects
 - Faculty-student collaborative projects
 - Journals published by the Linfield community
 - Published articles when copyright and/or license allow
 - Faculty course-related output primarily of scholarly interest
 - Organizational annual reports and newsletters
 - Data sets

Withdrawal of content

DigitalCommons@Linfield has been established as a permanent repository. Once deposited, an item will not be withdrawn, although under some circumstances, it will be removed from view.

- Authors or affected parties may request that works be removed from DigitalCommons@Linfield for reasons of factual inaccuracy, plagiarism, or potential copyright infringement.
- Any requests for withdrawal must be sent to the [DigitalCommons Coordinator](#). Requests

must state the reason for the withdrawal request and, in the case of potential copyright infringement, must include the following:

- A physical or electronic signature of the owner, or authorized agent of the owner, of an exclusive right that has allegedly been infringed;
 - Clear identification of the copyrighted work(s) claimed to have been infringed;
 - Clear identification of the material in DigitalCommons@Linfield that is claimed to be infringing, including the URL(s);
 - Reasonably sufficient contact information to allow the Linfield Libraries to contact the complaining party (a mailing address, telephone number, and, if available, an active email address);
 - A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law;
 - A statement that the information in the notification is accurate, and if applicable, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
- No materials will be removed without an attempt to reach the author.
 - The Linfield Libraries will respond to all questions or requests for withdrawal within a reasonable amount of time, preferably within three business days. If the Libraries are not able to determine the use of the work in question is lawful, access to the work through DigitalCommons@Linfield will be removed.
 - If authors who have submitted work to DigitalCommons@Linfield leave the college, their work will be retained in the archive. If the authors would like to have new contact information added to their material in DigitalCommons@Linfield, the [DigitalCommons Coordinator](#) will assist them in having such information added.
 - If a work is withdrawn, a citation including original metadata will always remain, but the work is noted as withdrawn. Sample statements might include “removed at request of author” or “removed by legal order.”

Updating a work

The repository is intended to be a permanent scholarly record. Authors may request that updated documents be posted. Posting updated versions along with the original material is the preferred way to show the progress of research.

This document was prepared by Susan Barnes Whyte (Library Director) and Carol McCulley (DigitalCommons Coordinator), April 23, 2010.

Draft approved by the DigitalCommons Steering Committee, May 10, 2010.

Document updated by Kathleen Spring (DigitalCommons Coordinator) and John McKeegan (Advisor to President & General Counsel), October 15, 2012.

The DigitalCommons Steering Committee reserves the right to change these policies.