

Standing WesScholar Policies – Executive Summary (Spring 2011)

WesScholar is a digital repository intended to capture, permanently preserve and distribute materials of institutional and historical value to the University. It is a hosted service, called Digital Commons, provided by Berkeley Electronic Press. SelectedWorks is a related web-based service that provides ephemeral University-branded pages to Wesleyan faculty, staff, and graduate students in order to publicize their publication records.

Appropriate content for WesScholar:

- Peer-reviewed, published scholarship produced, submitted, or sponsored by a Wesleyan University faculty member.
- Holdings of Special Collections & Archives and the World Music Archives.
- Resources unavailable elsewhere and of unique research, pedagogical historical or cultural value to Wesleyan University or the surrounding community.
- Departmental or Program resources deemed important to the University's public record.
- Deposited materials must not be ephemeral; deposits are intended to be permanent contributions to the repository.
- The material must be in digital form.
- The material should be in a final form and ready for campus or public dissemination.
- The copyright owner should be willing and able to grant Wesleyan University the right to preserve and distribute the work via WesScholar, although the copyright owner retains copyright for all works submitted.
- Deposited materials may be written in any language.

Appropriate content for SelectedWorks:

- Published and unpublished works produced or sponsored by a Wesleyan University faculty or staff member.
- Peer-reviewed, published works produced by a current Wesleyan graduate student.
- The SelectedWorks pages of non-tenured faculty, staff, and graduate students who have departed Wesleyan will be removed from Wesleyan's SelectedWorks site. This allows the individual to keep their site intact, but have it rebranded by their new institution (if that institution is a Digital Commons subscriber).

Workflow:

Individuals are responsible for creating and populating their own SelectedWorks site (if needed, with assistance from University librarians and staff). Works are then harvested from these pages by the University Library or other assigned staff for inclusion in the WesScholar repository.

Special Collections & Archives librarians and the World Music Archives librarian will deposit the holdings of these units in WesScholar.

Withdrawal of content from WesScholar:

Wesleyan University claims the right to permanently preserve, in electronic format, any object deposited into WesScholar. This includes items deposited by a person who later leaves the University. Once deposited, a paper or other digital object may not be withdrawn, though under some circumstances items will be removed from view.

Copyright:

All copyright holders wishing to have content uploaded to WesScholar agree to a non-exclusive license for Wesleyan University to distribute a submission in accordance with the restrictions specified by the Community

and change file formats for the purposes of preservation. Access to the full text of materials is open or restricted, depending on the nature of the materials and/or Community preference.

Some authors are concerned that depositing their work in WesScholar might violate copyright agreements that they have with their publishers. In reality, more and more commercial publishers are recognizing authors' rights to post preprints of their work online; many also allow authors to make post prints available online. To find out where a particular publisher stands on this issue, visit the Sherpa web site at

<http://www.sherpa.ac.uk/romeo.php>

Preservation of content: Steps taken to ensure long-term viability of the materials include:

- Ensuring that supported file formats are secure and viable for long-term preservation
- Periodic checking of file integrity to avoid data corruption
- Monitoring the technological environment to prepare for file migration as file formats become obsolete or the software needed to run them becomes unavailable