

DIGITAL UNC POLICIES & GUIDELINES

Purpose

Digital UNC is a repository preserving the research, scholarship, and creative works produced at the University of Northern Colorado. It also includes educational resources and historical assets of the institution. The University of Northern Colorado Libraries (UNC Libraries) is dedicated to providing continuous access of this service to the community of scholars.

Access Policy

Digital UNC is an open access repository of material that will, in general, be freely available to the public. Due to copyright, licensing, embargos, or other issues, access to some content may be limited.

Scholarship & Creative Works @ Digital UNC

Content Policy

Scholarship & Creative Works @ Digital UNC reflects the intellectual environment of the campus and supports the academic mission of the University of Northern Colorado. The following materials are in keeping with the collection development priorities of the repository:

Students: Original faculty-sponsored student research and creative works. Student submissions require a signed faculty sponsor form be attached to the submission.

Faculty/Staff: Research materials and creative works, including but not limited to grey literature, data sets, and preprints of publications.

Journals: Open access journals produced or edited by UNC faculty, staff, or students.

Other Possible Content:

1. University records that complement existing record management activities
2. Materials documenting campus life activities, groups, or events
3. Resources from campus sponsored conferences.

Submission Policy

All formats are accepted but readability and accessibility cannot be guaranteed. All submissions are bound by the copyright compliance statement below. Changes to deposited items are not permitted. However, errata may be included with the original record.

Copyright Compliance for Online Submissions

If the Depositor is the copyright owner, the Depositor still retains copyright to the deposited work and does not give up the right to submit the work to publishers or other repositories. If the Depositor is not the copyright owner, the Depositor represents that the copyright owner(s) has given Depositor permission to deposit the work in Scholarship & Creative Works @ Digital UNC.

By accepting the online license, the Depositor grants to UNC Libraries the non-exclusive right, in perpetuity, to copy, display, perform, distribute, preserve, and/or publish, in any format, the content submitted to Scholarship & Creative Works @ Digital UNC. The online license reads:

I, the Depositor, warrant that

1. I have full authority to grant the rights set forth in this license.
2. This submission does not, to the best of my knowledge, infringe on anyone's copyright or other intellectual property rights.
3. If the submission does contain material for which I do not hold copyright and that exceeds fair use, I have obtained the unrestricted permission of the copyright owner to grant UNC Libraries the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.
4. The submission does not contain any confidential information, proprietary information of others or export controlled information.
5. There are not any restrictions or required publication delays (embargoes) on the distribution of the submission by UNC Libraries unless specified in the appropriate place on the submission form.
6. The information I provided on the submission form is accurate.
7. I understand that the item submitted will not be removed, but may be suppressed from public view by the Libraries for the following reasons: journal publishers' rules, proven copyright violation, proven plagiarism, or legal requirements.

Rights & Terms of Use Policy

The author/creator retains copyright ownership. Fair use permits downloading or printing any portion of scholarly or creative works for personal or educational use. Any further editing, reproduction, republishing, or distribution of the material that is not for educational purposes require the express written permission of the copyright owner.

For works submitted to Scholarship & Creative Works @ Digital UNC that display a Creative Commons license in their record and/or on the work itself, the use of that work is governed by the terms of the license selected by the Depositor.

Metadata Policy

Anyone may access the metadata free of charge. The metadata may be re-used in any medium without prior permission provided the link to the original metadata record is given, and Scholarship & Creative Works @ Digital UNC is attributed.

Preservation Policy

The Depositor understands that UNC Libraries may make multiple copies of the submission for the purposes of security, back-up, and preservation. Submissions will be retained indefinitely. UNC Libraries will try to ensure readability and accessibility, but it cannot guarantee the ongoing use of some file formats.