

## **Guidelines for Faculty and Staff**

### **Submission**

DC@IWU is available to faculty and staff in any program, department, school or office on campus. Faculty and staff also have the option to set up an individual SelectedWorks ([http://digitalcommons.iwu.edu/sw\\_gallery.html](http://digitalcommons.iwu.edu/sw_gallery.html)) page. Please contact your library liaison ([link to liaison list](#)) to discuss a plan and process for developing your community or SelectedWorks site and depositing materials. Items added to SelectedWorks may also be added to the department's "Scholarship" series in DC@IWU.

- For information on student submissions, i.e., outstanding departmental student papers, please see XYZ ([link](#)).
- For information on university records, i.e., policies, meeting minutes, etc., please see ABC ([link](#)).

### **Benefits of contributing to the DC@IWU**

- Long-term access to and preservation of the intellectual output of the school, program or academic department.
- Significantly increased visibility and usage of materials through Google and other search engines.
- Preservation and accessibility of audio and video materials that showcases key performances or speakers.
- Sharing of research with colleagues and the broader community worldwide.

### **What may I contribute?**

The DC@IWU accepts a wide range of materials including text, images, video and audio files. Examples of content include, but are not limited to:

- Articles, pre-prints and post-prints (distribution rights permitting; please see SHERPA/RoMEO for more information: <http://www.sherpa.ac.uk/romeo/>)
- Book chapters (distribution rights permitting; please contact publisher for permission. Templates with suggested language for communicating with publishers ([link](#)) are available for your convenience.)
- Audio files
- Conference papers
- Dance performances
- Datasets
- Faculty course related output
- Musical scores and composition recordings
- Poetry and creative writing
- University produced journals
- Video files

Reasons for not accepting items into DC@IWU may include:

- The item does not match the general parameters of research and scholarship produced at the IWU campus or does not reflect the intellectual environment of campus, i.e., personal documents or materials outside one's scholarly pursuits.
- The item (or set of items) is of a prohibitive size (as in terabytes). For example, some sets of research data may not be accepted because of their size.

- The item is not able to be deposited because of copyright issues. For example, it may violate a publisher's copyright agreement with an author to deposit a journal article as published (i.e., as a pdf from the publisher's site). If an item cannot be deposited, we suggest adding an abstract with contact information to increase visibility of the resource.

### **Intellectual Property Rights**

The faculty member retains copyright to all items that they contribute to the DC@IWU, unless they have previously transferred copyright to a third party. The libraries and university do not claim any copyrights. When depositing into the DC@IWU, the faculty member agrees to allow the library to make any necessary copies for preservation or future conversion needs. If an item deposited into the DC@IWU contains copyrighted material, the author should request the appropriate permissions. For more information about your rights as an author, please see The Ames Library's Copyright website (<http://www.iwu.edu/library/services/copyright/index.shtml>).

### **Access Restrictions**

It is possible to restrict access to an item or to a community. Please contact the Digital Commons Coordinator (<mailto:link>) to discuss available options (<link>).

### **Withdrawal Policy**

Please contact the Digital Commons Coordinator to discuss options for withdrawing items (<lin>) from DC@IWU.