

Guidelines for contributing University documents:

Digital Commons (DC@IWU) is available for the permanent storage and retrieval needs of electronically created (“born digital”) official university records and records of organizations sanctioned by the University.

Why should I send University records to DC@IWU?

- Provides one stop searching for all documents related to the University anytime and anywhere on the Web (no more asking yourself “which web page was that report on?”)
- Helps save space on your computer and on campus servers
- Increases the likelihood of finding what you’re looking for
- Increased visibility and usage of materials through Google and other search engines.

What is a “University record”? (Additional record types may be suggested at any time.)

Minutes: Of trustees meetings; faculty, staff and student governing bodies; or campus groups.

Reports: Annual reports, summary budgets and financial reports, or reports prepared on department activities.

Policies, Procedures, Regulations: Concerning official office operations.

Publications: Catalogues, bulletins, brochures, directories, periodicals, newsletters and any other official publication of the University, departments or campus groups. Also, selected publications by faculty, alumni and students (ex. Honors theses)

Photographs, recordings, programs, etc. prepared in the course of official university events or other activities originated of campus organizations.

Guidelines for Submitting Records

The office that originates the record is responsible for providing an electronic copy of it to the Archivist. Under certain circumstances, access to electronically-deposited records may be restricted to the offices that create the records. Offices wishing to upload documents to their section of the Digital Commons may contact the Digital Commons Coordinator ([link](#)) about setting up an account to deposit records directly into DC@IWU without a mediator. If access restrictions on record types listed below are sought, reasonable restriction time periods will be established so that they may be made available for research and reference at a future date.

Printed records and other physical formats

These records are housed in the University Archives, Tate Archives & Special Collections Reading Room, The Ames Library. Contact the University Archivist (x1538, mminer@iwu.edu) for advice on selection of records to retain, or to arrange transfer of physical records and artifacts.

As time and staff permit, some physical records will be digitized for inclusion in DC@IWU. To suggest material for this conversion, contact the Digital Commons Coordinator (digitalcommons@iwu.edu).

“Born Digital” records

When submitting records via email, please include information necessary for understanding the history of the document and it’s relation to a physical format, if any.

Example1: It may not be possible to understand the actual printed size of a poster that was created in Word. Please include any information that will help people understand the record in the future.

Example2: When sending an audio or video file, state what kind of equipment recorded it and how long the recording lasts.

Access Restrictions

It is possible to restrict access to an item or to a community. Please contact the Digital Commons Coordinator ([mailto link](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.