



## **Digital Space @ Xavier: FAQs for Submitters**

### **What is Digital Space @ Xavier?**

Digital Space @ Xavier is an institutional repository for all Xavier University scholarly communication, creative pedagogical works and historical materials. It enables Xavier University faculty and students to make these materials accessible to the world at a stable URL, and with the assurance they will be preserved over the long term. Digital Space @ Xavier is an important tool in advancing scholarly communication, promoting creative pedagogy and preserving the historical legacy of Xavier University. Digital Space @ Xavier is a service provided by the Office of Content Management under the auspices of the Division of Information Resources.

### **Who may deposit their scholarly materials into Digital Space @ Xavier?**

All Xavier faculty, staff and students are eligible to deposit their scholarly, pedagogical, and historical materials into a Digital Space @ Xavier community. A community may include but is not limited to a college, department, center, institute, research unit, etc. Xavier faculty, staff and students may deposit their works in Digital Space @ Xavier if the content is appropriate for submission and if Xavier has their permission.

### **Why should I deposit my work in Digital Space @ Xavier?**

There are five reasons to deposit your works in Digital Space @ Xavier:

1. Increases citation impact
  - a. Provides increased visibility for your research and your unit, bringing many new readers to your content
  - b. Provides world-wide accessibility via search engines like Google or others. Your content is discoverable from a variety of locations and methods with no extra work on your part
  - c. Provides sophisticated searching, making your content easy for readers to find
2. Guarantees permanence by assigning a stable, permanent URL to your work so readers will always find it
3. Ensures quick, efficient archiving of your work
  - a. Relieves you and your unit of the responsibility for system maintenance
  - b. Removes information technology barriers
4. Showcases your scholarly, pedagogical or historical materials with a personalized page
  - a. Collates and displays your submitted works
  - b. Provides links to other web resources that you choose
5. Meets some grant requirements for dissemination; e.g., it may help fulfill dissemination and data-sharing requirements of federal and other grants, including the NIH data-sharing requirements ([http://grants.nih.gov/grants/policy/data\\_sharing/](http://grants.nih.gov/grants/policy/data_sharing/))



## **Digital Space @ Xavier: FAQs for Submitters**

### **How does Digital Space @ Xavier make my work discoverable?**

Works in Digital Space @ Xavier that have text components (e.g. Microsoft Word and PDF documents) are searched full-text by Digital Space @ Xavier and by general search engines such as Google. In addition, more precise searching is accomplished by metadata records (descriptive cataloging information such as title, author, citation information, subject keywords, etc.) The terms entered into the metadata record enable specialized search tools, as well as Google, to find documents much more effectively than full-text searching alone.

### **What kinds of materials are appropriate for Digital Space @ Xavier?**

Digital Space @ Xavier is specifically designed to house and make available scholarly, pedagogical and historical materials in a variety of digital formats (text, data, images, audio, video, etc.). Some examples of content include:

- Published materials
- Pre- or post-prints (if the author's rights are retained)
- Conference and working papers
- Student dissertations, theses, and research papers (with permission of the student)
- Xavier produced newspapers, magazines, yearbooks, etc.
- Collections of photographs, art works, etc.
- Learning objects
- Historical materials

### **What formats are supported?**

The system will accept any file format, though support for some formats is more robust than others. Xavier University will work to preserve as many of these file formats as possible.

### **Who owns the copyright for scholarly materials at Xavier University?**

In general, authors (faculty, students, staff,) at Xavier University own the rights to their works of scholarship unless they have given those rights, in writing, to another party or have produced the work under a grant that required some other distribution of rights. Some examples of works of scholarship include:

- scholarly publications
- journal articles
- books
- plays
- poems
- works of music
- works of art



**Digital Space @ Xavier: FAQs for Submitters**



## Digital Space @ Xavier: FAQs for Submitters

### What rights do I give up when I submit my materials to Digital Space @ Xavier?

Digital Space @ Xavier materials are protected by copyright, with **all rights reserved by you, the copyright holder**. In order to place your work in Digital Space @ Xavier and make them openly available on the web, you must complete the Submission Permission Form and agree to the limited, non-exclusive license. The license is included in its entirety in the online submission permission form. By completing the submission permission form and agreeing to the license you, the author/copyright holder, grant to Xavier University the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video. The Submission Permission Form can be found at:

[http://www.xavier.edu/cm/digital-collections/permission\\_form.cfm](http://www.xavier.edu/cm/digital-collections/permission_form.cfm)

- You agree that Xavier University may, without changing the content, translate the submission to any medium or format for the purpose of **preservation**.
- You also agree that Xavier University may keep **more than one copy** of this submission for purposes of security, back-up and preservation.
- You represent that the submission is **your original work**, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.
- You grant Xavier University permission to make the items **accessible worldwide on the Web**.

Under this agreement between you and Xavier University, **you retain all rights you had to these items before they were deposited**, such as making copies available on other Web sites or publishing them in the same form or in a revised form. There is no need to obtain additional permission from Xavier University.

The permission you grant to Xavier University by accepting this license is non-revocable; once granted, authors/copyright holders cannot rescind their permission for Xavier University to make accessible and preserve these works

### What are my responsibilities?

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant Xavier University 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.



## **Digital Space @ Xavier: FAQs for Submitters**

Co-authors who wish to submit materials to Digital Space @ Xavier must have permission from other copyright holders to do so.

If the submission is based upon work that has been sponsored or supported by an agency or organization other than Xavier University, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.

### **How do I encourage others to use and build on my work?**

As an alternative to reserving all rights, authors are encouraged to consider licensing their works with a Creative Commons License, under which they can preserve those rights that are most important to them (e.g., proper attribution) and at the same time explicitly grant to readers certain other rights chosen by the author to be used at the readers discretion (e.g., copy, distribute, display, or perform the work.) Materials in Digital Space @ Xavier that are licensed under Creative Commons licenses will display the license conditions.

- Read a description of the Creative Commons licenses  
[http://www.xavier.edu/library/help/creative\\_commons\\_licenses.pdf](http://www.xavier.edu/library/help/creative_commons_licenses.pdf)
- View the Creative Commons licenses  
<http://creativecommons.org/about/licenses>

### **What rights do readers have to my works?**

The purpose of Digital Space @ Xavier is to provide open access to Xavier University scholarly, pedagogical, and historical materials to researchers and other readers throughout the world, via the Web. By default, materials deposited into Digital Space @ Xavier are open access, which means anyone on the web can access them. However, Digital Space @ Xavier materials are protected by copyright, with all rights reserved by the copyright holder.

### **How do I contribute my work to Digital Space @ Xavier?**

Before Digital Space @ Xavier can showcase your scholarly, pedagogical, or historical materials we need your permission. We have created an online submission permission form and license that can be found at:

[http://www.xavier.edu/cm/digital-collections/permission\\_form.cfm](http://www.xavier.edu/cm/digital-collections/permission_form.cfm)

If the work has multiple authors, each author must fill out the form and agree to the license, including any non-Xavier authors. In addition to the submission permission form, you must also send a copy of your work in digital format (e.g., MS Word or Adobe Acrobat PDF, etc.) to one of the contacts listed below:



## **Digital Space @ Xavier: FAQs for Submitters**

- Michelle Early at 513 745-4817 or [early@xavier.edu](mailto:early@xavier.edu)
- Tim McCabe at 513 745-4821 or [mccabe@xavier.edu](mailto:mccabe@xavier.edu)
- Marcia Poggione at 513 745-3971 or [poggione@xavier.edu](mailto:poggione@xavier.edu)



## **Digital Space @ Xavier: FAQs for Submitters**

### **How do I get started?**

Its easy! Content in Digital Space @ Xavier is typically organized by department or unit into communities. Contact us to create a community for your department or unit. We will make every effort to assist you with site management, submission, or digitization of materials.

- Michelle Early at 513 745-4817 or [early@xavier.edu](mailto:early@xavier.edu)
- Tim McCabe at 513 745-4821 or [mccabe@xavier.edu](mailto:mccabe@xavier.edu)
- Marcia Poggione at 513 745-3971 or [poggione@xavier.edu](mailto:poggione@xavier.edu)

To get started, departments or units should decide on:

- What content they would like to distribute widely and preserve over the long-term
- A contact person to work with the Digital Space @ Xavier team to set up and run the Community
- The Community/Collection structure that is best for the department or unit
- Individuals who will be allowed to submit materials

Faculty may deposit any items they choose through their departmental community. The contacts listed above will explore establishing a community for your department if they do not yet have one, or will deposit your documents for you in an open community if a departmental community is not an option. Students may submit their scholarly materials through their department's community.

### **Who may remove a file from Digital Space @ Xavier?**

Communities will set policies regarding the conditions under which files will be authorized for removal from Digital Space @ Xavier (e.g., author request for removal). Items will be withdrawn by Digital Space @ Xavier staff upon receipt of a written request from the administrator of a Digital Space @ Xavier community. In addition, the library and Xavier University retain the right to withdraw any item from Digital Space @ Xavier if they deem such action necessary.

In order to avoid the loss of the historical record for items that are withdrawn from the repository, Digital Space @ Xavier will display a substitute citation for any withdrawn item noting that the item by this person, published on a specific date, with this title, and with this specific URL has been removed.? This will ensure that the URL never disappears even though the actual item has been withdrawn.

### **Do other universities have digital repositories?**

Yes, there are hundreds around the world. Some examples include:



## **Digital Space @ Xavier: FAQs for Submitters**

- OhioLINK's Digital Resource Commons (DRC): <http://drc.ohiolink.edu/>
- University of Kansas - KU ScholarWorks: <http://kuscholarworks.ku.edu/>
- University of California system - EScholarship: <http://repositories.cdlib.org/escholarship/>
- Massachusetts Institute of Technology DSpace: <http://dspace.mit.edu/>
- Oxford University - Oxford EPrints <http://eprints.ouls.ox.ac.uk/>.