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Institutional Repository Collection Guidelines

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Institutional Repository Collection Guidelines

UAB Libraries, June 2024

Objective

UAB Digital Commons is a service of the University of Alabama at Birmingham Libraries offering open access to collected materials that represent the university in support of its overall mission. The intent of this document is to provide guidance for content selection, submission, stewardship, and access to content in the *UAB Digital Commons*.

Scope

The open access collections found within *UAB Digital Commons* include both born-digital items and items digitized from physical or analog originals. All collections will be copyright-compliant and deemed relevant to UAB, its history, or in support of its academic and research goals.

Appropriate Content

UAB Digital Commons seeks to highlight research, scholarship, and creative works that demonstrate both excellence and the overall nature of the University of Alabama at Birmingham's intellectual contributions.

UAB Libraries reserve the right to decline submitted content for one or more of the following reasons:

- If the content is legally restricted from being shared in an open access environment
- When affiliation with UAB cannot be determined or demonstrated
- If the content is deemed inappropriate or incompatible with the institutional repository's objectives and scope

Submitted content must conform to the technical limitations of the *UAB Digital Commons* platform.

Selection and Submission

Acceptance of submitted content is contingent on appropriate formatting, metadata, copyright clearance, licensing or release, and intellectual property issues. Appropriate content may include, but is not limited to:

- Published materials – Journal articles, book chapters, etc. These may include previously published articles/chapters, pre-prints and post-prints. *UAB Digital Commons* will comply with all publishing agreements and copyright restrictions related to previous publication.
- ETDs / Theses & Dissertations or other work required to achieve a degree – Item availability will comply with reasonable requests for limited duration embargo on these works.
- Professional work – the work of UAB faculty and research professionals that may include:
 - Working papers, technical reports, white papers, gray literature
 - Conference papers, posters, and/or presentations – Digital versions of conference papers and posters, as well as video/audio of conference presentations and supporting materials (e.g., presentation slides, notes, or handouts).

- Student work – work related to the pursuits of a degree that is deemed to be of exceptional quality. All student work submissions must be accompanied by a statement of advocacy for inclusion from a UAB faculty and research professional who is familiar with the work.
- Open access journals – open access professional or academic journals produced by UAB faculty, staff, or students.
- Campus publications – publications produced by official units or campus groups that document the activities of those units or groups. May include newsletters, institutional reports, or other materials of interest to the larger campus community.
- Campus events – events that directly relate to official units or campus groups. May include presentations, conferences, workshops, or other materials of interest to the larger campus community.
- Open educational resources developed by UAB faculty or refined for campus use.
- Other appropriate materials – if you have content that does not fall into any of these categories, contact LIB-repository@uab.edu to discuss whether *UAB Digital Commons* is a good fit.

Submission Guidelines

Review the *UAB Digital Commons* FAQ (<https://digitalcommons.library.uab.edu/faq.html>) for current submission guidelines and processes. If you are unable to complete the submission process described therein, contact LIB-repository@uab.edu for assistance.

Access and Withdrawal

All materials placed in *UAB Digital Commons* will be openly available. All content is discoverable through commercial search engines.

Content placed in *UAB Digital Commons* is made available on a permanent basis. Contact LIB-repository@uab.edu to discuss any special circumstances or situations that would warrant removal of any repository content.

Copyright and Intellectual Property

All content submitted to *UAB Digital Commons* for inclusion must have sufficient rights to be made available in an open access repository. Any content must be submitted by the original author, creator, or their designee and permission from any additional authors or creators should be secured prior to submission.

A CC-BY license will be automatically assigned to student works, unless a more restrictive license is requested. Creative Commons provides more information on available options – <https://creativecommons.org/share-your-work/licenses/>

Intellectual property rights of any previously published content should be clear prior to inclusion in *UAB Digital Commons*. Publisher's author agreements should state what rights have been retained by the author or creator. If you're unsure, contact the UAB Libraries Office of Scholarly Communications for assistance.

In the event that a DMCA Takedown notice or other request for removal is received for any work in *UAB Digital Commons*, the work will be temporarily removed from public display while the ownership of intellectual property rights is investigated.