

# University of Wyoming

## Libraries Repository Policy:

### Publications

#### Digital Collection Development Policy

This policy pertains to the materials and aims of the University of Wyoming's digital institutional repository, WyoScholar, hereafter referred to as the "repository". The digital repository serves to collect, preserve, and provide access to digitized library collections and other scholarly and creative works from the University of Wyoming. Works submitted are in accordance with the intellectual environment and academic mission of the University of Wyoming.

All materials in the collection are in a digital format and all materials are free to access. Materials which cannot be made openly available due to privacy, copyright, national security, or other concerns will not be accepted. Routine embargoes for current theses, dissertations, and post-prints are permitted.

#### Guidelines for UW Authors and Creators

The repository includes works by University of Wyoming faculty, staff, and students. However, works submitted to the repository do not have to be authored or created by University of Wyoming affiliates, but they must be sponsored by or in partnership with a University of Wyoming affiliate.

#### Author/Creator Rights

The author/creator of a work deposited into the repository will be asked to grant UW Libraries the non-exclusive right to preserve and disseminate the work according to the terms of the UW Submission Agreement.

The author/creator will be asked to confirm that any existing agreements related to the work, such as publication agreements previously completed with journal publishers, are not in conflict with preservation and dissemination of the work through the repository. A copy of the author submission agreement can be found at the end of this document.

#### Nature of the Work

Work submitted to the repository should be scholarly, educational, and/or research-based and merit long term preservation and dissemination. If the work is part of a series, other works in that series should also be submitted. Additionally, information identifying the series should be submitted to ensure that the larger context of the work is not lost.

You will be asked to choose whether or not you would like to assign a Creative Commons license to your work in order to specify how the work should be attributed and shared. More information on Creative Commons licenses can be found on their website: <https://creativecommons.org/licenses/>

The content shall conform to established academic standards and professional best practices. Due to limited operational resources, personalization and customization of the content is limited.

## Guidelines for UW Student Submissions

Submission of student work to the repository cannot be made a mandatory condition for graduation. Student work uploaded to the repository must be vetted and ensured to be of the highest quality of scholarship within that student's college/discipline.

Self-submission guidelines for students submitting Capstone, Theses and Dissertations can be found on the repository website and on the library guide for student self-submission.

## Technical Support

Technical support available from UW libraries is limited. Materials uploaded to the repository must adhere to the supported formats. Versioning and file modification may be necessary to adhere to platform technical requirements. UW libraries retain the right to modify or upgrade file formats to comply with platform upgrades or restrictions. Details regarding file formats and technical restrictions can be obtained by emailing [coeref@uwyo.edu](mailto:coeref@uwyo.edu).

## Preservation Policy

Over time, items stored on the platform will be preserved as is, using best practices for digital preservation. When it is deemed necessary due to new support requirements or changing technology, this repository will be migrated to the best-suited platform to archive and share our digital assets. Preservation steps may include format migration, normalization, and/or emulation. In addition, the proprietary nature of many file types makes it impossible to make guarantees of preservation. However, the University Libraries will do its best to provide long term open access to your content.

## Submission Agreements

In order for the repository to reproduce, translate and distribute your submission worldwide, you must agree to the following terms. These terms will appear in an online form if you are self-submitting your work. The agreement has been recreated below.

### NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to the University of Wyoming (UW) 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.

You agree that UW may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that UW 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.

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 UW 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.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN UW, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

UW will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

If you have questions regarding this license please contact the system administrators.

## Takedown Policy

All deposits are considered long-term. Content may be reviewed on a case-by-case basis for removal in case of violation of deposit agreement or other exceptional circumstances. If you believe any of the content the repository breaches your rights or intellectual property, please send details of your name, the material, the reason for the complaint and evidence supporting it to the Digital Collections office. The item will be temporarily removed from the repository while we investigate the complaint. If the complaint is upheld and the content withdrawn, we reserve the right to maintain a metadata record of the content.

## Privacy Policy

Personal information collected by the repository will not be used for any commercial or philanthropic purpose not directly connected with or approved by the University of Wyoming.

We do not disclose information about your individual visits to our site, or personal information that you provide us, such as your name, address, email address, telephone number, etc. to any outside parties except when we believe, in good faith (i) that the law requires it, or (ii) that disclosure is necessary to protect the rights and property of The repository users.

Policy date: August 2020