University of Wyoming Libraries Digital Collections Repository Policy

Digital Collection Development Policy

This policy pertains to the materials and aims of the University of Wyoming Librariesô Digital Collections Repository, on the JSTOR Digital Stewardship platform, hereafter referred to as the ñrepository.òThe 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 published as open access. Embargoes are permitted and available if necessary; items or collections requiring private or closed access may be accepted on a case-by-case basis upon consultation with a Digital Collections staff member or librarian.

Guidelines for UW Authors and Creators

The repository includes works by University of Wyoming faculty, staff, and students. Works submitted to the repository not authored or created by University of Wyoming affiliates 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 required 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 required 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.

All works published within the repository are automatically placed under a CC-BY 4.0 Creative Commons license. The author/creator may specify any other Creative Commons license, including Public Domain CC0, to assign to the work instead, 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 voluntary, and constitute a final project, capstone, or thesis for their degree program or college/discipline. Vetting of student work quality is not the responsibility of UW Libraries, and should be considered by the author/creator, professor, or department head prior to submission. The repository does not accept general course work or house cohort projects for individual classes.

Self-submission gui]delines for students submitting Capstone, Theses and Dissertations can be found on the UW Librariesôwebsite.

Technical Support

Technical support from UW Libraries is available, but some changes may be limited once an item has already been published. Materials uploaded to the repository must adhere to the supported formats and required metadata guidelines. 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 scholcom@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 UW 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 UW Libraries 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 Libraries may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that UW Libraries 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.

University of Wyoming Libraries 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.ò

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 UW Libraries. 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, that (i) the law requires it, or (ii) disclosure is necessary to protect the rights and property of the repository users.

UW Libraries Digital Collections Repository Submit Terms & Conditions

By depositing this Content (ñContentò) in the University of Wyoming Librariesô Digital Collections Repository, I agree that I am solely responsible for any consequences of uploading this Content to the repository and making it publicly available, and I represent and warrant that:

- I am either the sole creator and the owner of the copyrights and all other rights in the Content; or, without obtaining anotherôs permission, I have the right to deposit the Content in an archive such as the repository.
- To the extent that any portions of the Content are not my own creation, they are used with the copyright holderôs express permission or as permitted by law. Additionally, the Content does not infringe the copyrights or other intellectual property rights of another, nor does the Content violate any laws or anotherôs rights of privacy or publicity.

- If the submission contains material for which I do not hold copyright, I 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, I have fulfilled any right of review or other obligations required by such contract or agreement.
- The Content contains no restricted, private, confidential, or otherwise protected data or information that should not be publicly shared.
- I warrant to distribute the Content under a CC-BY 4.0 License (https://creativecommons.org/licenses/by/4.0/) or other CC license upon request, and the Content complies with all relevant laws and publisher, funder, and employer guidelines and/or contractual restrictions.

I understand that UW Libraries will do its best to provide perpetual world-wide access (via the internet) to my Content. In order to support these efforts, I grant the University of Wyoming, through its repository, the following non-exclusive, perpetual, royalty-free, world-wide rights and licenses:

- to access, reproduce, distribute, and publicly display the Content, in whole or in part, in order to secure, preserve, and make it publicly available, and
- to make derivative works based upon the Content in order to migrate the Content to other media or formats, or to preserve its public access.
- to keep more than one copy of this submission for purposes of security, back-up, and preservation.

These terms do not transfer ownership of the copyright(s) in the Content. These terms only grant to the University the limited license outlined above.

Policy and Terms and Conditions last updated October 2026