

Digital Repository: DOCS @ RWU Guidelines

Purpose

The DOCS @ RWU is a digital repository of the intellectual product created by the faculty, staff, and students of Roger Williams University. It is accessible to end users both within and outside of the institution. It provides professionally managed preservation services to ensure the usability of stored digital objects over time.

Collection Priorities

Priority 1 – Scholarly material emanating from RWU faculty, staff, and students

1. Unpublished material. Materials born digital are given preference.
2. Works that are published by RWU and for which the university, faculty, staff or student holds copyright. Priority is given to works produced in the last five years.
3. Published works that are of critical importance to the field, for which copyright permissions can be obtained or are not necessary. Priority is given to works produced in the last five years.
4. Material produced by students that has been identified by faculty as meeting appropriate standards for publication.

Priority 2 – Material published or produced by the university

1. Unpublished material. Materials born digital are given preference.
2. Works published in the last five years.

Priority 3 – Non-RWU produced material

This material will be subject to a review process and will be considered on a case-by-case basis. Preference will be given to special collection materials.

Types of materials accepted

Articles

Book chapters

Books

Conference papers

PowerPoint presentations

Images: datasets, etc

Who Can Participate

DOCS @ RWU is organized according to “communities”, which includes academic and other units in the university. Any RWU academic school, center, institute, or program is

eligible to participate as a community in DOCS @ RWU. Other groups that do not fall under this definition will be considered on a case-by-case basis. Within each community, individual series can be created to hold digital assets. Each community must assign a coordinator who can work with the Library. The Library will work with the coordinator to determine appropriate series.

Copyright

Authors retain copyright for all content contributed to the DOCS @ RWU. The **Author Submission Agreement** signed by authors specifies that the authors are free to reuse the content elsewhere. The agreement also affirms that authors grant to Roger Williams University and its agents the non-exclusive license to permanently archive and make accessible their work in whole or in part in any format, and that they understand that the work may be accessible to a wide variety of people and institutions via the World Wide Web or other access technologies. It is the authors' responsibility to ensure that the submissions do not infringe upon anyone else's copyright.

Some journals prohibit the inclusion of published articles in digital repositories, though exceptions may be granted at the author's request. Individual journal policies vary, and the library will assist the author to check the terms of his or her agreement.

If a working paper is later published in a journal (either in the same or revised form), the publisher may require that the paper be removed from DOCS @ RWU. Again, the publisher may grant an exception if the author requests it. **It is the responsibility of the author to check the terms of his or her agreement.** The Library can provide assistance on how to check the terms of an agreement and how to keep or reclaim the copyright.

Authors may wish to consult the **Project RoMEO** web site, which offers a Publishers Copyright Listing summarizing permissions that are normally given as part of each publisher's copyright transfer agreement. If the publisher prohibits submitting a journal article to the repository and will not grant an exception, the author may consider submitting a **pre-print** with corrigenda. The Libraries can provide assistance on using the Project RoMEO web site and will confirm any copyright restrictions.

Withdrawal of Material

Authors may request the removal of content they submitted.

Preservation and Stewardship

It is the responsibility of Roger Williams University Library to preserve submitted content using accepted preservation techniques. If the Roger Williams University Library ceases to support the DOCS @ RWU, the Library will transfer the content to the University Archives, or return the content to the authors upon request.