

Authorization Form for Deposit of Student Research

By filling out this form, you provide authorization for the Lewis University Library to add your work to the permanent digital collection hosted on Lewis University's institutional repository platform, Digital Commons. The work will be openly accessible and optimized for web searching and discovery. Students are responsible for providing keywords, an abstract, and a digital copy of their work, abiding by the acceptable file formats guidelines contained on Lewis University's Digital Commons instance.

The student and their primary faculty advisor are both required to sign this form. This form can be signed either digitally or physically, but the completed form must be attached as an "Additional File" when uploading the completed work. Physical copies of this form are not accepted. The attached form will always be associated with the original work, but it will not be made publicly available.

Student Information

I agree to deposit my work within the Lewis University Institutional Repository. I grant the Lewis University Library a non-exclusive license to archive, preserve, and backup the work in order to maintain access to the work in perpetuity.

I grant the Lewis University Library a non-exclusive license to provide worldwide, open access to the submitted work, granting permission to allow the Library to reproduce, translate, transmit, distribute, or copy your submission in print and electronic media and in any format. To this end, I hereby certify that I have obtained all necessary permissions from all copyright holders that may have claims over content in my work and am not infringing upon the rights of any other copyright holder. I certify that all work contained is my own, original work and that I have the right to claim copyright over the work.

I acknowledge that, even though the work will be placed in open access, that I have the right to choose a Creative Commons license. I acknowledge that this license is irrevocable and cannot be changed after submitting my work. I acknowledge that I retain all copyright permissions and rights to the work, and that I continue to hold the right to use the work in any future works, for any future purposes, and in any medium or format.

I certify the work submitted is the same one approved by my faculty advisor(s).

I agree to provide necessary metadata during my submission, including keywords, an abstract, and a digital copy of the work. I agree to attach this form as an additional file to be held onto in perpetuity.

Student/Creator Name: _____

Student Email Address: _____

Student LU ID Number: _____

Title of Work:

Department: _____

Student Signature: _____ **Date:** _____

Faculty Information

I certify that I am the student's primary advisor, and that I, along with any other members of the committee (if applicable), have read and acknowledged the work as abiding by content and form requirements and the work follows best practices as a work of scholarship in its field.

I certify that the work is the original work of the student and is a complete, acceptable piece of scholarship that is ready for submission to the Lewis University Institutional Repository.

I hereby recommend and authorize the submission of this work to the Lewis University Institutional Repository, where it will be held in perpetuity and made openly accessible.

Faculty Advisor Name: _____

Faculty Advisor Email: _____

Faculty Advisor Department: _____

Faculty Advisor Signature: _____ **Date:** _____

Revisions and Change Log

V1.0 of Lewis University Institutional Repository Student Consent Form drafted by Jason Smith, Scholarly Communications Instruction Librarian, on March 12, 2025. Creation of policy.