

Copyright Policy

Documents submitted to the Lewis University Institutional Repository (hereafter referred to simply as “the Institutional Repository”) remain the property of their respective authors and copyright does not transfer to Lewis University. By depositing material into the Institutional Repository, you confirm and adhere to the following statements:

1. You are the sole copyright holder of the submitted material
2. You are the joint or shared copyright holder and have obtained necessary authorization from the other copyright holders
3. If you do not hold copyright, you have been granted permission from the material’s copyright owner
4. You have not granted an exclusive license for distribution elsewhere
5. You agree to post the material in the Institutional Repository
6. You agree to make this material permanently available and accessible, granting the Institutional Repository the ability to alter file formats to ensure future accessibility
7. You affirm that the material to be deposited does not infringe any other copyright, does not violate any proprietary rights, does not contain any material that can be deemed as libelous, and does not contain material that violates the privacy of any person or third party

The submitter of any material is responsible for verifying the copyright status of the material that they submit to the Institutional Repository. This includes works submitted to or published in peer-reviewed journals and other traditional publication channels. Please confirm the copyright status and permissions available to you for works submitted to peer-reviewed journals by utilizing [Open Policy Finder](#) (formerly Sherpa Romeo). You may be able to submit a version of your work to the repository without violating copyright.

Creative Commons

By default, all works submitted to the Institutional Repository are assigned a Creative Commons license. The default license is [BY-NC-ND](#), which allows others to share the material so long as credit is given to the original creator/copyright holder, the use is noncommercial, and, if adaptations are created, they are *not* allowed to be distributed. This is the strictest Creative Commons license. However, upon submitting material, users are able to select their level of Creative Commons licensing.

While we strongly encourage users to utilize Creative Commons licensing, users who wish to opt-out of licensing may contact the administrator of the Institutional Repository. Exceptions are granted on a case-by-case basis.

Non-Exclusive License

By agreeing to this license, you are granting the Institutional Repository a non-exclusive license to the submitted material. This grants the Institutional Repository the right to redistribute, reformat, copy, publish, preserve, and provide indefinite access to the submitted material.

By agreeing to this license, you assure that you are submitting an original work and are the sole copyright holder or have obtained the necessary permissions from other copyright holders to provide this non-exclusive license.

By agreeing to this license, you assure that, if the work was produced with, sponsored by, or otherwise connected to another organization external from Lewis University, you have fulfilled and abided by the contractual obligations, embargo periods, or other restrictions contained within that organization's agreements.

By agreeing to this license, you agree to hold Lewis University, the Institutional Repository, its staff, administrators, and all successors harmless in the event of any legal proceedings arising out of your violation of this agreement. You agree to defend Lewis University, the Institutional Repository, its staff, administrators, and all successors in such cases, recompensing them for any costs associated with damages, losses, expenses, and attorneys' fees that may arise from legal proceedings as a result of your violation of this contract.

The Institutional Repository agrees to display your name as the owner and copyright holder of submitted works unless you make a special request for anonymity, which will only be granted in extraneous circumstances and on a case-by-case basis.

The Institutional Repository agrees to abide by your copyright and licensing rights, including your Creative Commons licensing decision. The Institutional Repository will only alter and/or utilize your work as described in this agreement and to the extent allowed by your Creative Commons licensing.

Open Access Policy

The Institutional Repository officially supports and strongly encourages open access to all material deposited into the platform. This means that any material published in the Institutional Repository will be publicly accessible, including those from outside of the university.

This policy is in accordance with the Lewis University Library's stance on open access, which staffs and administers the Institutional Repository. It also supports the Catholic and Lasallian heritage and mission of Lewis University. By engaging in open access initiatives, the Institutional Repository is fulfilling all five tenets of our mission: Knowledge, Fidelity, Wisdom, Justice, and Association.

Knowledge through the proliferation of scholarly material in a variety of disciplines, encouraging many people to engage with new research, intellectual growth, and diverse methodologies.

Fidelity through engagement with differing beliefs; scholarly works and the authors who create them stem from many different life experiences and traditions but are all united in their pursuit of truth.

Wisdom through engagement with materials that comment on, critique, address, expand upon, and/or analyze the world around us; by providing access to diverse works, all with unique perspectives and approaches to their commentary, users are able to develop a unique outlook on the world, critically engaging with the society they partake in.

Justice through the proliferation of materials to underserved communities. Through open access, communities who do not have the financial, institutional, or social power to access cutting-edge research can do so. Open access allows our faculty and students and their works to reach those who desire intellectual growth but may have barriers preventing them from obtaining it.

Association through connecting scholars to a wide array of other teachers, Lasallian and otherwise. By doing so, we build a network of educators, students, and readers, introducing all to our mission and how it informs the work we do as Lasallian educators.

By default, materials submitted to the Institutional Repository are set to open access and are publicly available. Exceptions will be made if setting the materials to open access violates another copyright agreement. Other exceptions can be made for privacy concerns at the discretion of the Institutional Repository's administrators and on a case-by-case basis.

Revisions and Change Log

V1.0 of Lewis University Institutional Repository Copyright Policy drafted by Jason Smith, Scholarly Communications Instruction Librarian, on October 18, 2024. Creation of policy.