

# Digital Commons at Lewis University Submission Policy

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## Mission and Vision Statements

### Mission

The Lewis University Institutional Repository, [Digital Commons at Lewis University](#), is managed by the Lewis University Library and is hosted externally on the Digital Commons platform provided by bepress. As a unit of the Lewis University Library, the Institutional Repository inherits the [vision statement](#) of the Library and is dedicated to serving as “a hub of intellectual activity fostering synergy and sanctuary in the quest for knowledge and wisdom.” To this end, Digital Commons at Lewis University (and also referred to as “the Institutional Repository” or the “Lewis University Institutional Repository”) serves as a platform to provide long-term, perpetual access to the scholarly work produced within Lewis University. This scholarly work is the creative and intellectual output created by faculty, staff, students, and alumni of the university in the course of their appointments, studies, research, and activity directly related to their role within the university. The Lewis University Digital Commons platform will host and provide access to these materials in the interest of open access, open scholarship, and open collaboration with both Lasallian institutions and the wider community of scholars in institutions worldwide. These materials will be preserved to the greatest possible extent and be available in perpetuity, remaining openly accessible for others to access and engage with.

As a Lasallian educational institution, Lewis University is guided by its [Lasallian mission](#). This mission extends to the Lewis University Library and to all of its departments, including the Institutional Repository. The Institutional Repository is deeply committed to satisfying the wider institution’s mission by providing equitable access to scholarship, allowing others a source of constant engagement with and learning from the scholarship produced within

Lewis University. The Institutional Repository is committed to serving as a site for the constant development of the whole person and their pursuit of knowledge by providing open access scholarship and connecting Lewis University to a vast network of scholars and institutions, both Lasallian and non-Lasallian.

### Associated Policies

This document and the policy contained within forms one part of a wider system of policies that the Lewis University Institutional Repository adheres to. As part of the Lewis University Library, the Institutional Repository works within the Library's [policies](#). In addition, the Institutional Repository has its own policies. These include a Copyright Policy, a File Formats Policy, and an Authorization Form for Deposit of Student Research. Every policy is equally important to the operation of the Institutional Repository. These policies are supplemented by two LibGuides that clarify and explain the policies and processes of the Institutional Repository. These LibGuides are a [guide on copyright and Creative Commons](#) and a [general resource guide](#) that explains each policy document and the submission process.

### Scope

The Lewis University Institutional Repository collects materials from those directly associated with the university: faculty, staff, students, alumni, and other possible stakeholders that are connected to the university (e.g. those hired by the university for special projects or co-authors on works produced with a member of the university community). The Institutional Repository does *not* collect everything produced by each of these groups. Instead, work is deemed appropriate for the Institutional Repository if it was produced during the official duties of one's role at the university. For students this could include work produced within official university (or affiliated) courses or research conducted under a Lewis University faculty

member; for faculty members, this includes work produced within the course of one's faculty contract and that directly relates to their role within the university. Work can be submitted as born-digital versions or as digitized versions of physical materials; no physical material can be submitted to the Institutional Repository or to its administrators.

The Institutional Repository shares an administrative structure with the University Archives; as such, these two units can seemingly overlap. While both collect content produced from within the university and aim to preserve these materials for the long-term, the collection scopes of these two units differ. The University Archives collects materials that are produced from day-to-day operations of university units: correspondence, statistical data about the university, external reports, committee meeting minutes, ephemera, etc. The Institutional Repository focuses specifically on works published by the Lewis University community, which includes but is not limited to: journal articles, books, artistic works, creative writing, performances, lectures, conferences, and other works that derive from the pursuit of scholarly research during one's tenure at Lewis University. Regardless, these two areas can still be unclear; for any assistance on deciding where you should submit your material, please contact the administrator of the Institutional Repository.

Materials that will not be accepted for any reason include:

- Work where none of the contributors have any formal, collaborative, or current association with Lewis University
- Work with unclear or untraceable provenance
- Work that does not follow the guidelines described within the Institutional Repository's other policies; this includes work that violates copyright, is an

incompatible file format and has not been approved by the administrator, and student work that does not have a signed consent form attached to it

- Work that is submitted to the Institutional Repository in violation of any embargoes or exclusive rights agreements that creators hold with other publishers

## **Submission Procedures**

### Works for Submission

Possible types of work for submission to the Institutional Repository follows. These are examples of broad categories and do not represent the full scope of possibilities. Please reach out to the administrator if you are unsure if your work is allowed.

#### **Scholarly Works**

- Publications – journal articles, book chapters, book reviews, online articles, reports
- Theses, Dissertations, and Capstones
- Conferences – recorded video, recorded audio, proceedings, slide decks, supporting materials

#### **Instructional Materials**

- Labs and Simulations
- Videos – how tos, tutorials, demonstrations
- Open Educational Resources – developed by faculty and staff
- Case Studies

#### **Performances and Productions**

- Performances – music concerts, theater productions, spoken word poetry

- Productions – TV productions, radio shows, podcasts

### **Artistic Works**

- Visual Art – paintings, drawings, modeling, graphics
- Music – recorded music, scores
- Creative Writing – poetry, short stories, scripts

### **Development and Coding**

- Code and Data
- Virtual Reality Projects
- Web/Mobile Applications

### **University Publications**

- Open Access Journals – student, staff, or faculty-created journals
- Creative Arts Publications – Jet Fuel Review, Windows

### Submission Guidelines

- Uploaders should review and follow all other policy documents when uploading material to the Institutional Repository, ensuring that proper file types are uploaded, copyright is not violated, and any student work has a signed consent form uploaded alongside the work
- Uploaders must have a valid Lewis University login and must create an account on the Digital Commons platform
- Uploaders are responsible for inputting the following metadata at a minimum: title, author, category of work, keywords, abstract, and publication date/date of degree completion (as applicable)

- Uploaders are strongly encouraged to fill out as much metadata as possible, including any journal information and discipline (subject) information to ensure accuracy
- A [Creative Commons license](#) is required, and the uploader may select the level of protection they want. The default is [BY-ND-NC](#), but it is encouraged to select a less restrictive license; one may opt-out of selecting a license by contacting the administrator, but exceptions are granted on a case-by-case basis. Please review [this table](#) to learn about the different Creative Commons licenses and refer to the Library's [LibGuide](#) for further assistance.
- Material should be fully completed; evolving documents and in-progress works cannot be submitted
- If copyright on works cannot be cleared, a submitter may request a citation and external link be added to the repository that redirects to the original work
- If a work is under an embargo, reach out to the administrator before uploading; the work can be placed under embargo on Digital Commons and will become public when the embargo expires
- Students may request their theses, dissertations, or capstones to be placed under embargo; to do so, reach out to the administrator
- Once works are placed in the Institutional Repository, they cannot be removed or withdrawn unless exceptional circumstances arise; in these rare cases, the work will be removed and replaced with a citation. These circumstances are reviewed on a case-by-case basis.
- Creators can request for a work to be replaced with an updated version of the same work

- If faculty or staff become employed elsewhere and cease their employment at Lewis, any materials submitted and uploaded while they were employees at Lewis will remain in the system; no works can be submitted to the Lewis University Institutional Repository while the faculty or staff is employed elsewhere, unless they also hold an employment at Lewis, co-author with a Lewis employee, are working in an official capacity with Lewis, or if previously unsubmitted works were created while employed at Lewis

## **Copyright and Privacy**

### Violations of Copyright and Privacy

***Per the copyright policy, it is the responsibility of the uploader to verify all copyright permissions and receive permission for any copyrighted materials included within their works.***

However, if it is discovered that deposited materials violate the copyright of another party, the administrator of the Institutional Repository will promptly remove the material from public access while conducting an investigation. If a copyright holder discovers that their rights been violated by the uploader of the material, please reach out to the administrator of the Institutional Repository to begin an investigation process. Please refer to our copyright policy for further information on how the Institutional Repository utilizes and addresses copyright.

### Privacy

Upon creating an account to submit material to the Institutional Repository, some personally identifiable information is collected, including name, email, and IP address. Users may also choose to sign up for analytical and statistical reports and/or content updates (via email and/or an RSS feed) that are delivered directly to their emails or chosen RSS platform; submitters are not signed up for these by default and must self-enroll. At time of enrollment, the system collects the user's email address and is granted permission to send emails to the address.



Since the repository is open access, names, institutional affiliation, and departmental affiliation of authors are public and always associated with the work; however, individual user accounts are not accessible to the public. If a circumstance arises in which an uploader cannot or no longer desires to associate their name with a work, please contact the administrator. These requests will be reviewed and approved on a case-by-case basis.

Administrators of the Institutional Repository have perpetual access to analytical and statistical reports and to limited personally identifiable information, including the name, email address, and departmental affiliation of submitters. The administrator, the Institutional Repository, and the Library will not utilize this information for any other purpose than displaying, preserving, and providing access to the materials on the repository webpage. Authors are able to utilize their information freely; authors do not need to seek permission from the administrator to download, share, or post their statistical or analytical reports. The Institutional Repository and its administrators may share statistical or analytical reports internally within the institution, which may be shared to the university community with any sensitive personal information removed.

## **Feedback and Revisions**

### Feedback and Revisions

This policy is subject to change. The administrator of the Institutional Repository, the Institutional Repository Steering Committee and the Lewis University Library welcome feedback from their users and patrons to ensure they are meeting the needs of the community. Feedback can be provided to the Steering Committee via [this survey](#). Upon submission, the Steering Committee will review feedback at its next schedule meeting. While the committee will consider every request, the Steering Committee reserves the right to choose which requests to

deny, approve, or approve with modification. Any updates to this policy, whether from internal review or from including patron feedback, will be documented and posted onto the Institutional Repository webpage and will always be publicly accessible.

## **Revisions and Change Log**

V1.0 of Lewis University Institutional Repository Submission Policy drafted by Jason Smith, Scholarly Communications Instruction Librarian, on March 28, 2025. Creation of policy.