

# **Guidelines for Student Work in Digital Commons @ Olivet**

*Revised March 9, 2022 by JC*

## **Submission**

Student work deemed outstanding by faculty may be included in Olivet's Digital Commons (<http://digitalcommons.olivet.edu>). These include honors final projects, student works presented at professional conferences that have been overseen by faculty, works published in peer-reviewed student journals and outstanding creative works as determined by faculty in a sponsoring department. Acceptable formats include text, images, video and audio files.

## **Contributing to the Digital Commons**

Contributing to the Digital Commons benefits both the student and the university. It:

- 1) Highlights exceptional student achievement.
- 2) Provides long-term access to and preservation of student work.
- 3) Preserves and makes accessible audio and video materials that showcase key performances.
- 4) Shares Olivet's research with the broader community.
- 5) Increases visibility and usage of locally created materials through Google and other search engines.

Reasons for not accepting items into Digital Commons may include:

- 1) The item does not match the general parameters of research and scholarship produced at the ONU campus or does not reflect the intellectual environment of the campus.
- 2) The item (or set of items) is of a prohibitive size (as in terabytes). For example, some sets of research data may not be accepted because of their size, although most probably can be.
- 3) The item is not able to be deposited because of copyright issues. For example, it may violate a publisher's copyright agreement with an author to deposit a journal article as published (i.e., as a pdf from the publisher's site). Or permission to use a key quotation larger than allowed by fair use may not be able to be obtained. If an item cannot be deposited, but is already published elsewhere, an abstract with a link pointing to another online location of the item or a bibliographic citation to the print source to increase visibility of the resource could be input into the Digital Commons.
- 4) The author does not give permission for the work to be deposited. Under certain conditions, partial works may be published.

## **Intellectual Property Rights**

The student retains copyright to all items that they contribute to the Digital Commons, unless they have previously transferred copyright to a third party. Students are required to choose a Creative Commons license agreement as part of the online submission process to add works to Digital Commons. The Library and University do not claim any copyrights. By adding items to the Digital Commons, the student agrees to allow the library to make any necessary copies for preservation or future conversion needs. The Library may convert formats in order to preserve the work. The Library may also duplicate the document in other, affiliated open access repositories, such as the Wesleyan Holiness Digital Library (WHDL). If an item deposited into ONU's Digital Commons contains copyrighted material, the author must make the appropriate footnotes or request the appropriate permissions depending on what is needed. For more information, please see Benner Library's copyright website (<https://library.olivet.edu/services/copyright/index.php>).

Before their work can be accepted into the Digital Commons, students must be able to confirm that they have read and can agree to the following statements regarding the use of copyrighted material:

- 1) When using any research or creative material not original with me in amounts greater than what copyright law (fair use) would allow, I have submitted a copy of the copyright holder's permission to republish it.
- 2) When quoting from books, articles, web sites, or other publications, I have given a complete citation that will allow the reader to locate my original source.
- 3) When including reproductions of tables, data, sources of statistics, diagrams, etc., I have given a complete citation that will allow the reader to locate my source.
- 4) If I have interviewed individuals, I have obtained their permission to quote them and have submitted a copy of their written permission to use it.
- 5) If my research includes human subjects, I have submitted a copy of the signed release from Olivet's Institutional Review Board.
- 6) If my project is a translation of material written in a foreign language, I have footnoted the original and submitted a copy of the copyright holder's permission to upload my translation of the original document within Olivet's Digital Commons.
- 7) If I have included information from a web site, I have footnoted it, and if the use is substantial, have submitted a copy of the copyright holder's permission to use it.
- 8) If my project includes media (audio, sound recordings, software, video, etc.) which were created by me, I have so stated; any media that is not original with me, I have footnoted it, and if the use is substantial (anything more than a tiny segment), have submitted a copy of the copyright holder's permission to use it (which could include the performer, the composer, and/or the publisher).
- 9) If my project includes images which were created by me, I have so stated; if the images are not original by me, I have either submitted a copy of the copyright holder's permission to use it, or I did not actually include the image itself but only a reference to the image, such as a URL.

### **Access Restrictions**

It is possible to restrict access to an item, to part of an item, or to a community of items. Please contact the Digital Initiatives Librarian ([digitalcommons@olivet.edu](mailto:digitalcommons@olivet.edu)), to discuss available options if there is a need.

### **Withdrawal Policy**

Items placed into ONU's Digital Commons are considered permanent. If you have an exception, please contact the Digital Initiatives Librarian ([digitalcommons@olivet.edu](mailto:digitalcommons@olivet.edu)), to discuss options for withdrawing items from it.