

# OXYSCHOLAR

Center for Digital Learning & Research, Occidental College

## Policy for Submitting Work and Removing Content

This document outlines the policies established for the current and future collections residing in OxyScholar.

### Adding Content

OxyScholar is a dynamic institutional repository system based on the principle of Open Access, that enables us to collect, distribute to the broader community, and preserve the scholarly output of the faculty, students and staff at Occidental College. Members of the Occidental community interested in submitting materials should consult with the CDLR.

Appropriate content may be added following the guidelines below:

- The work must be original, produced and submitted, or sponsored by a faculty, staff, student, organization or department of Occidental College
- The work must be creative, scholarly in nature, research oriented, or of institutional significance
- The author must own the copyright to all components and content within the work, or have received and shown permission to have the material available on OxyScholar
- The author or representative of the organization or department must sign a permission form prior to material being uploaded to the repository, granting the College the right to distribute and preserve the material via OxyScholar
- Contributors may include non-affiliated scholars if they are co-authoring with Occidental authors or are affiliated closely with the College, e.g., are emeritus professors, or hold honorary appointments
- Some material may be available only to current college faculty, staff and students
- There is no formal limit to size of material
- Most file formats are acceptable
- Examples of possible content are:
  - Working papers, conference papers and technical reports
  - Published articles when copyright and/or license allow
  - Comps and honors comps projects
  - Award winning papers from students
  - Journals published by the Occidental community
  - Faculty course-related output primarily of scholarly interest
  - Organizational annual reports and newsletters
  - Strategic college documents
  - Data sets

### Author Rights

- The author retains the copyright for all works submitted.
- The author is free to reuse the content, but it is his/her responsibility to check the terms of the publication agreement if a document published in OxyScholar is published elsewhere.
- Authors may update and add to existing works.

### User Rights

*The CDLR thanks Macalester College for permission to use the DigitalCommons@Macalester College Policies and Procedures as the basis for this document.*

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- All users must respect the intellectual property rights of the author.
- Material may be downloaded for educational and research purposes provided due recognition is given to the author.
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### **Removal of content**

Although OxyScholar is intended to be a permanent repository, authors or affected parties may request that works be removed for a number of reasons, including factual inaccuracy, plagiarism, or potential copyright infringement.

- Any requests for removal must be sent to [cdlr@oxy.edu](mailto:cdlr@oxy.edu).
- No content will be removed without an attempt to reach the author.
- Please note that if a work is removed, a citation for the work will remain in OxyScholar, and will be discoverable through the site's search interface.
- Works that have been uploaded to OxyScholar by the author, but never approved for publication by an authorized administrator can be removed with no remaining citation.
- If authors who have submitted work to OxyScholar leave Occidental, their work will be retained in the archive unless removal is requested.

The Center for Digital Learning & Research reserves the right to change these policies, or to terminate the project.