ValpoScholar

Digital Scholarship, Publishing, Preservation

Content Submission Policies and Guidelines

Introduction

ValpoScholar, a service of the Christopher Center Library and the Valparaiso University Law Library, is a digital repository and publication platform designed to collect, preserve, and make accessible the scholarly output of Valparaiso University (Valpo) faculty, students, staff, and affiliates.

This document outlines policies and guidelines regarding the submission of content to ValpoScholar, including submission criteria, author and user rights, and procedures for removing posted content.

Submission Criteria

To best represent the spectrum of Valparaiso University scholarly work, ValpoScholar maintains an inclusive collection policy based on the principle of Open Access (OA), which emphasizes broad electronic dissemination of scholarly works. Members of the Valpo community interested in submitting materials should review the policies and guidelines below prior to submission. Please contact a ValpoScholar administrator for questions or clarifications. 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 Valparaiso University
- 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 in ValpoScholar
- The author or representative of the organization or department must sign a release form prior to material being uploaded to the repository, granting Valparaiso University the right to distribute and preserve the material via ValpoScholar
- Content submitted by students will require the approval of a faculty mentor or sponsor involved in the creation of the work

- Contributors may include non-affiliated scholars if they are co-authoring with Valpo authors, are affiliated closely with the university, or are submitting via a Valpo-sponsored publication, conference, or event
- Although most content is open access, some material may be available only to current university faculty, staff and students, or may be the subject of a publishing embargo for a fixed period
- The work must be in digital form, including supplementary materials. Ideally, all of the digital components of a submission will be provided as a set
- A wide range of file formats is accepted (including text files, datasets, audio files, and video files) and there is no formal limit to size of material. Examples of possible content include:
    a. Journals produced by the Valparaiso University community
    b. Published articles or preprints when copyright and/or license allow
    c. Books or book chapters when copyright and/or license allow
    d. Working papers, conference papers, and technical reports
    e. Honors projects, senior theses, and other distinguished student work
    f. Datasets
    g. Institutional or organizational newsletters, reports, and related materials
    h. Image collections or audiovisual materials, either primary or supplementary

Please note that the following content is not permitted for submission/publication to ValpoScholar:

- FERPA-protected information, including student email addresses
- HIPAA-regulated information (protected health information), including any information related to the past, present or future physical or mental health of an individual, except only if the individual has authorized release of his or her information in writing, and such release is in the hands of the publisher
- Content barred by law or regulation from publication
- Intellectual property for which the submitter does not have permission to submit and distribute
- Non-public personally identifiable financial or contact information of any kind, including, but not limited to, social security numbers, credit/debit card numbers, account numbers, account balances, and private residential addresses, except only where such records preexist as legitimate publicly accessible records outside the university
- Photographic depictions of individuals in areas where a reasonable expectation of privacy exists, except only if all individuals depicted have given written consent to publication of their image

- Records protected by state privacy laws. Please note that privacy laws vary by state, and protect their residents even when they are out of state

Author Rights

- The author retains the copyright for all works submitted
- The author is free to reuse the content, but it is his or her responsibility to check the terms of the publication agreement if a document published in ValpoScholar is published elsewhere
- Authors may update and add to existing works
- Click this link for information on the Valparaiso University Copyright Policy:
    - http://libguides.valpo.edu/copyrightinformation

User Rights

- 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
- Material may not be copied, distributed, displayed, altered, or used for commercial purposes, unless such use is specified by a Creative Commons License
- Click this link for information on Fair Use exceptions to copyright law:
    - http://www.copyright.com/Services/copyrightoncampus/basics/fairuse_list.html

Removal of Content

ValpoScholar is a permanent repository. Once deposited, an item will not be withdrawn unless removal is legally required. However, under some circumstances a work may be removed from view:

- Authors or affected parties may request that works be removed for reasons of factual inaccuracy, plagiarism, or potential copyright infringement
- No materials will be removed without an attempt to reach the author
- If a work is removed, a citation including original metadata will always remain, with a note regarding the removal, e.g. “removed at request of author,” or “removed at the discretion of …,” or “removed by legal order”

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