DigitalCommons@Macalester
Policy for Submitting and Requests for Withdrawing Content
DEWITT WALLACE LIBRARY
MACALESTER COLLEGE

Introduction
This document outlines the policies established for the current and future collections residing in DigitalCommons@Macalester.

Adding Content
DigitalCommons@Macalester 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 Macalester College. Members of the Macalester community interested in submitting materials should consult with the Digital Commons Coordinator. 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 Macalester 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 Digital Commons
- 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 the DigitalCommons@Macalester
- Contributors may include non-affiliated scholars if they are co-authoring with Macalester 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
  - Honors projects
  - Award winning papers from students
  - Journals published by the Macalester 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 Digital Commons is published elsewhere
- Authors may update and add to existing works

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 specified by [Creative Commons License](#)

If you have questions about permitted uses for any content in this database, please contact scholarpub@macalester.edu.

Withdrawal of content
DigitalCommons@Macalester is a permanent repository. Once deposited, an item will not be withdrawn unless removal is legally required.

Responsibilities of Digital Assets Management Committee:

- Educate our users about the requirements of copyright law
- Make it clear that submissions must comply with current copyright guidelines
- Maintain content
- Distribute content according to policy
- Migrate material when the format is in danger of becoming obsolete
- Notify the community of significant changes to community content, such as format migration or conversion

This document was prepared by Terri Fishel (Library Director) and Janet Sietmann (Digital Commons Coordinator).
Draft approved by the Digital Assets Management Committee 3/20/2008
Draft approved by the LibraryMediaWeb Services Advisory Committee 5/8/2008
Revised draft discussed in Scholarly Publishing Committee May 4, 2010
Submitted to College Legal Counsel and approved – Summer 2010

The Digital Assets Management Committee reserves the right to change these policies, or to terminate the project.

Revised 8/29/2018