

# Digital Scholarship@UNLV Collection Development Policy

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## I. Purpose and Mission of Digital Scholarship@UNLV (DS@UNLV), the Institutional Repository of the University of Nevada, Las Vegas

- Showcase, preserve and make accessible the digital intellectual and creative output of UNLV scholars, departments, and research centers.
- Support new forms of creative and research outputs in digital format by working with faculty to explore, produce, make accessible, and preserve scholarship not captured within the traditional publication landscape.
- Display research and impact of UNLV scholars.
- Provide and support open access through the free, immediate, online availability of research works coupled with the rights to use this research fully in the digital environment (from SPARC web site).
- Provide a stable, permanent URL (web address) for authors and researchers to cite and access scholarship.

## II. Scope and Rationale of Collection Development Policy

### *Rationale*

This collection development policy provides guidance for content selection that meets and anticipates the needs of the University of Nevada, Las Vegas. This policy is informed by the library's vision statement and strategic goals, both of which define the scope and standards of content in DS@UNLV.

### *Scope*

Content within DS@UNLV will focus on the research, scholarship, and creative works of UNLV scholars, as well as materials that reflect the intellectual environment of the campus.

### *Out of Scope*

DS@UNLV emphasizes the creative and intellectual contributions of our community while they are at UNLV. Creative and scholarly works created before or after their UNLV association is not generally pursued but will be included upon request.

DS@UNLV will not include any materials that violates copyright.

## III. Audience

The audience of Digital Scholarship@UNLV is anyone in the world with an internet connection and interest in the works of UNLV scholars and its community. Staff that support Digital Scholarship@UNLV primarily engage with faculty, staff, students and alumni of UNLV as well as the research centers and institutes associated with the UNLV campus.

#### **IV. Budgeting and Finance**

The UNLV Libraries financially supports the institutional repository by paying an annual subscription to bepress, the company that created and supports the software behind our IR, Digital Commons.

#### **V. Administrative Responsibilities**

Staff in the Scholarly Communication Initiatives (SCI) department administer and maintain Digital Scholarship@UNLV. SCI also collaborates with other units within the library (e.g. Collections, Discovery, Liaisons, Special Collections) to develop best practices and coordinate content recruitment for the IR.

IR duties of the SCI department include developing policies, performing copyright searches, working with the campus community to curate content, providing metadata, digitizing material, working with the Graduate College for ETDs, working with the Office of Faculty Affairs for the UNLV Bibliography, providing statistics and reports on usage, and developing new initiatives such as research data storage and hosting open access journals.

Decisions about content and direction of the IR rests with the SCI department.

#### **VI. Content of the Repository**

Works in DS@UNLV are in digital format. In most cases, works are complete and ready for distribution. DS@UNLV also includes citation-only records of scholarly and creative published works by our faculty in the [UNLV Bibliography](#).

Author and submitter must have the legal right to grant DS@UNLV the right to preserve and distribute the work. The author and submitter must also agree to the submission form, found [here](#).

Works produced by our community members either before or after their employment at UNLV will be considered on a case by case basis.

Final determination for content inclusion in DS@UNLV is made by the Scholarly Communication Initiatives department.

##### *Faculty and Staff*

Works, and citations of works, must be produced by faculty or staff while at UNLV. The work must be scholarly in nature or represent a creative work such as fiction, poetry, video, performance, musical piece, etc. DS@UNLV will also host and preserve supplementary material (e.g. data sets) to published works.

### *Graduate Students*

Theses, dissertations and professional papers submitted by a college or department are included in DS@UNLV. For more information, please visit the Graduate College page [here](#). Peer-reviewed works, research data, and works associated with a campus event may also be included in DS@UNLV.

### *Undergraduate Students*

Peer-reviewed works as well as works (such as posters) may be included into DS@UNLV with consultation of SCI department staff.

### *Research Institutes, Conferences, Events on Campus*

DS@UNLV will host materials by research institutes and conferences held on campus. Examples include the [Brookings Mountain West](#), [Lincy Institute](#), and the [International Conference on Gambling and Risk Taking](#). DS@UNLV also hosts and provides access to events on campus, such as the [UNLV Libraries Special Collections Event Series](#). Please contact SCI department staff at [digitalscholarship@unlv.edu](mailto:digitalscholarship@unlv.edu) if you wish to have your materials considered for inclusion.

### *Open Access Journal Content*

Colleges and Schools at UNLV may publish an open access journal and have it hosted on DS@UNLV. As the publisher, the College or School will assume full responsibility for determining the content of the e-journal; obtaining peer reviews of submitted articles when appropriate; appointing an editorial board, co-editors, and additional editors as needed; and formulating the general policies for the journal.

Examples of open access journals on DS@UNLV include the [Asian/Pacific Island Nursing Journal](#) (School of Nursing) and [Journal of Research in Technical Careers](#) (College of Education).

To being, please contact DS@UNLV staff at [digitalscholarship@unlv.edu](mailto:digitalscholarship@unlv.edu) or the appropriate [subject liaison](#).

### *UNLV Publications*

DS@UNLV will host, make accessible, and preserve official publications of UNLV. Examples include [UNLV Innovation](#) and the [Police Blotter](#).

### *Special Collections and Archival Material*

DS@UNLV will host materials from Special Collections and Archives in consultation with members of that division. Examples include the [UNLV Basketball Programs](#), Music Scores and Yucca Mountain.

## VII. Embargoes and Removal of Content

### *Embargo policy*

Embargoes for submitted content are provided for UNLV authors if the publisher or funding agency requires it. Please contact DS@UNLV staff to make arrangements. For graduate students, embargos may be granted for their thesis or dissertation but must be initiated through the Graduate College. For more information, please contact Meg Wilson from the Graduate College at [megan.wilson@unlv.edu](mailto:megan.wilson@unlv.edu) and view the embargo form [here](#).

### *Removal of Content*

DS@UNLV is intended to be a long-term, open access institutional repository. Once items are hosted in DS@UNLV, it is with the intention that the content will remain for the life of the repository. However, there are cases when content may be removed.

Content will be removed from DS@UNLV if it violates copyright laws. In addition, there may be certain cases when authors wish to remove a work or update a work. When this is the case, please contact DS@UNLV staff at [digitalscholarship@unlv.edu](mailto:digitalscholarship@unlv.edu) and provide rationale for the removal. Final decision for the removal of content will be determined by the SCI department.

In cases of content removal, a record will remain in place to inform visitors of the item and the reason for its removal.

## VIII. Formats

PDF is the preferred form for many works in DS@UNLV. This format provides a stable instance of a submitted work, is freely available to both creators and readers, and it is an acceptable format for future preservation.

In general, DS@UNLV accepts many file formats and strives to make accessible and preserve this content for future visitors. In general, it is best to use non-proprietary (open) file formats when possible, for these formats have a greater chance of use and access at a later date as technology advances.

Common file types found in DS@UNLV are the following: gif jpg png txt rtf odf pdf doc docx ppt pptx xls xlsx avi mov mp3 ogg mpg mp4.

**File Size:** Currently, file sizes must be under 1 GB. For larger file sizes, please contact staff at DS@UNLV at [digitalscholarship@unlv.edu](mailto:digitalscholarship@unlv.edu) for consideration.

## **IX. Preservation**

Staff at DS@UNLV strive to preserve files deposited in the institutional repository for future scholars through the adoption of best practices of the scholarly community. Currently, works deposited in DS@UNLV is stored on the Digital Content platform with unique items (such as theses and dissertations) stored on a local drive.

## **X. Copyright and Intellectual Freedom**

Submitters will retain copyright of works submitted to DS@UNLV. Works in DS@UNLV will be available to the public on the Internet, and third party visitors may use these works for non-commercial, academic purposes as defined by the “fair use” doctrine of U.S. copyright law, so long as all attributions and copyright statements are retained.

Works in the institutional repository are “open access,” which means that works in DS@UNLV are freely available and discoverable to anyone with an internet connection. This ensures scholars, students, taxpayers, potential collaborators, and others can find and have access to the research they need or want, and in turn broadens the audience for authors, encouraging additional use of the work and citations to it. Open access increases the visibility, reach and impact of UNLV authors, which benefits the local and global community as well as enhances the prestige of UNLV and its scholars. For more on open access, visit the [UNLV Libraries Libguide on Open Access](#).

Though submitters grant UNLV non-exclusive, royalty-free and perpetual use of their work, this does not transfer ownership of the copyright or any other intellectual property rights to UNLV, or prevent the copyright owner from entering into similar arrangements with other parties. Please visit the [submission form](#) for exact details.

## **XI. Accessibility and Technology**

Digital Scholarship@UNLV is an institutional repository with the aim of making research and creative outputs available for future visitors. To accomplish this goal, UNLV Libraries will attempt to provide persistent access to content in the institutional repository but cannot guarantee it due to technological advances such as moving content to a new platform. In such cases where content migrates, the staff of DS@UNLV will do the best job it can to make sure the hosted material is discoverable and accessible in the changed environment.

As of this version, the Digital Scholarship@UNLV is on the Digital Commons platform maintained by the company [bepress](#).

## **XII. Policy Revision**

Policy will be reviewed and updated by the Scholarly Communication Initiatives department annually.