Support for Repository Deposits

🜲 COLUMBIA UNIVERSITY
ACADEMIC COMMONS

Knowledge Base
← Academic Commons - FAQ

Overview →

📄 What is Academic Commons?

📄 What doesn't Academic Commons do?

📄 How is Academic Commons backed up?

📄 How does Academic Commons differ from University Archives?

📄 Does Academic Commons have any analysis or visualization tools?

Deposit →

📄 Who can deposit in Academic Commons?

📄 Why should I deposit in Academic Commons?

📄 What can I deposit in Academic Commons?

📄 What can't I deposit in Academic Commons?

📄 What happens to materials deposited in Academic Commons?

    11 articles →

Policies →

📄 What are the Terms of Use for Academic Commons?

📄 What is the Academic Commons Privacy Policy?

📄 Can I make changes to an item once I've deposited it into Academic Commons?

📄 Are items peer-reviewed before they go in Academic Commons?

📄 I only want people at Columbia to view my work. Can you limit access to Academic Commons?

    8 articles →

Copyright →

📄 Are works in Academic Commons protected by copyright?

📄 I am the co-author of an article. Do I have to let my co-authors know that I am depositing in Academic Commons?

📄 I think the publisher owns the copyright to my work. How do I know what I can deposit?

The articles or books that reference my data are under copyright. Can I deposit those?

What can I do if I think someone has plagiarized my work which has been deposited in Academic Commons?

6 articles →

File Format →

What is the preferred file format in Academic Commons?

Will you convert my deposited files into PDF (or some other format)?

Are items in Academic Commons machine readable?

Do you support video or audio as embedded links?

Data →

Can I deposit my data in Academic Commons?

Can I deposit data from human subject studies?

Is there a copyright on data?

Is there any way for me to control how my data will be used by others?

Can I deposit data that were generated using a dataset I obtained from another researcher or agency?

16 articles →

Dissertations and Theses →

How do I deposit my thesis or dissertation?

Can I deposit my dissertation if I graduated before 2011?

Who do I contact to change the embargo on my dissertation?

Who holds the copyright to my dissertation/thesis?

Visibility →

Why are there two formats for permanent URLs in Academic Commons?

What is the difference between a Handle and a DOI?

What do you do to increase the visibility of my work?

What kind of usage statistics does Academic Commons collect?

Does Academic Commons support OAI-PMH?

All articles →

What is Academic Commons?

Can I deposit my data in Academic Commons?

What is the preferred file format in Academic Commons?

Who can deposit in Academic Commons?

Does Academic Commons provide in-line viewing of documents and videos?

60 articles →

New and returning users may **sign in**

Contact support

Knowledge Base

Overview 5

Deposit 11

Policies 8

Copyright 6

File Format 4

Data 16

Dissertations and Theses 4

Visibility 5

All articles

Academic Commons

Academic Commons · Academic Commons - FAQ · Terms of Service & Privacy Policy

Powered By UserVoice · Help Desk & Knowledge Base · Feedback Forum

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[   ] Go
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→ **Home**
→ **About**
→ **Help**
→ **Browse All**
→ **Browse Titles**
→ **Browse Authors**
→ **My Account**
   authorized users

eCommons Support

- **Cornell University Library Support for eCommons**
- **Preservation Support Policy**
- **Collections and Collection Administration**
- **Recommended File Formats for eCommons**

Cornell University Library Support for eCommons

The University Library provides a range of services that support the long-term preservation and access to digital content.

User Support

The Library operates an eCommons user support service for answering questions about eCommons. We can be contacted by going to http://ecommons.library.cornell.edu/contact.html

Consulting

The Library can offer consulting on topics related to digital preservation and access, including:

- **Digitization**: options for converting analog materials to digital format, recommended procedures, and cost estimates.
- **File formats**: which formats have a high "preservation support level" in eCommons and whether it is possible to convert existing files to these formats. See Recommended File Formats for eCommons.
- **Author's rights and copyright**: how to determine whether an author has the rights to deposit her/his work in eCommons, and how to secure these rights.
- **eCommons Collections**: consult with those responsible for eCommons Collections on rights and responsibilities of Collections and how to create effective and flexible workflows.

To request additional information about these topics, please contact Digital Consulting and Production Services. Fees may apply.

Digitization and content preparation, for submission to eCommons

The University Library may be able to help you prepare content for submission to eCommons. The Library offers various services for

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preparing and submitting content to eCommons. This includes digitization, metadata generation, file conversion, and batch submission processes. Please contact Digital Consulting and Production Services. Fees may apply.

Customization

At this time, the Library discourages requests for customized interface access methods to content within eCommons. This includes customized browse lists and other specialized entry points into eCommons that need to be maintained by eCommons staff.

back to top

Preservation Support Policy

See the Preservation Support Policy under eCommons Policies.

back to top

Collections and Collection Administration

See the description of Collections and Collection Administration under eCommons Rights and Responsibilities.

back to top

Recommended File Formats for eCommons

eCommons can accept many electronic file formats. As stated in the eCommons Preservation Support Policy, the University Library is committed to preserving the binary form of the digital object of content deposited in eCommons. As resources permit, the Library will also take further measures to preserve as much functionality ("look and feel") of the original content as possible.

The long-term preservation of the complete and original functionality of certain file formats, however, may not be practical or possible. Research and experience has shown that the likelihood of successful long-term preservation of content is much higher when file formats possess the following characteristics:

- complete and open documentation
- platform-independence
- non-proprietary (vendor-independent)
- no "lossy" or proprietary compression
- no embedded files, programs or scripts
- no full or partial encryption
- no password protection

Below is a table of file formats. Those formats in the second column exhibit the characteristics above and thus have a high probability of full preservation. Those in the right-hand column have a low probability of being fully preserved over time. Those formats in the middle are preferred over their counterparts in the right-hand column, but assurance of their long-term preservation is not as high as the left-hand column.

It is recommended that those depositing content in eCommons use formats in the left-hand column if at all possible, and consider methods for converting files with low probability to formats with higher probability.

For help in accessing where your digital content falls within this table, or consulting about strategies for converting files from one format to another, please contact the Library's Digital Consulting and Production Services.

Media	High probability for full long-term preservation	Medium probability for full long-term preservation	Low probability for full long-term preservation
Text	• Plain text (encoding: USASCII, UTF-8, UTF-16 with BOM) • XML (includes XSD/XSL/XHTML, etc.; with included or accessible schema) • PDF/A-1 (ISO 19005-1) (*.pdf)	• Cascading Style Sheets (*.css) • DTD (*.dtd) • Plain text (ISO 8859-1 encoding • PDF (*.pdf) (embedded fonts) • Rich Text Format 1.x (*.rtf) • HTML (include a DOCTYPE declaration) • SGML (*.sgml) • Open Office (*.sxw/*.odt) • OOXML (ISO/IEC DIS 29500) (*.docx)	• PDF (*.pdf) (encrypted) • Microsoft Word (*.doc) • WordPerfect (*.wpd) • DVI (*.dvi) • All other text formats not listed here
Raster Image	• TIFF (uncompressed) • JPEG2000 (lossless) (*.jp2) • PNG (*.png)	• BMP (*.bmp) • JPEG/JFIF (*.jpg) • JPEG2000 (lossy) (*.jp2)	• MrSID (*.sid) • TIFF (in Planar format)

		• TIFF (compressed) • GIF (*.gif) • Digital Negative DNG (*.dng)	• FlashPix (*.fpx) • PhotoShop (*.psd) • RAW • JPEG 2000 Part 2 (*.jpf, *.jpx) • All other raster image formats not listed here
	Vector Graphics	• SVG (no Java script binding) (*.svg)	• Computer Graphic Metafile (CGM, WebCGM) (*.cgm)	• Encapsulated Postscript (EPS) • Macromedia Flash (*.swf) • All other vector image formats not listed here
	Audio	• AIFF (PCM) (*.aif, *.aiff) • WAV (PCM) (*.wav)	• SUN Audio (uncompressed) (*.au) • Standard MIDI (*.mid, *.midi) • Ogg Vorbis (*.ogg) • Free Lossless Audio Codec (*.flac) • Advance Audio Coding (*.mp4, *.m4a, *.aac) • MP3 (MPEG-1/2, Layer 3) (*.mp3)	• AIFC (compressed) (*.aifc) • NeXT SND (*.snd) • RealNetworks 'Real Audio' (*.ra, *.rm, *.ram) • Windows Media Audio (*.wma) • Protected AAC (*.m4p) • WAV (compressed) (*.wav) • All other audio formats not listed here
	Video	• Motion JPEG 2000 (ISO/IEC 15444-4)??*.mj2)	• Ogg Theora (*.ogg) • MPEG-1,	• AVI (others) (*.avi) • QuickTime

	• AVI (uncompressed, motion JPEG) (*.avi) • QuickTime Movie (uncompressed, motion JPEG) (*.mov)	MPEG-2 (*.mpg, *.mpeg, wrapped in AVI, MOV) • MPEG-4 (H.263, H.264) (*.mp4, wrapped in AVI, MOV)	Movie (others) (*.mov) • RealNetworks 'Real Video' (*.rv) • Windows Media Video (*.wmv) • All other video formats not listed here
Spreadsheet/ Database	• Comma Separated Values (*.csv) • Delimited Text (*.txt) • SQL DDL	• DBF (*.dbf) • OpenOffice (*.sxc/*.ods) • OOXML (ISO/IEC DIS 29500) (*.xlsx)	• Excel (*.xls) • All other spreadsheet/ database formats not listed here
Virtual Reality	• X3D (*.x3d)	• VRML (*.wrl, *.vrml) • U3D (Universal 3D file format)	• All other virtual reality formats not listed here
Computer Programs	• Computer program source code, uncompiled (*.c, *.c++, *.java, *.js, *.jsp, *.php, *.pl, etc.)		• Compiled / Executable files (EXE, *.class, COM, DLL, BIN, DRV, OVL, SYS, PIF)
Presentation		• OpenOffice (*.sxi/*.odp) • OOXML (ISO/IEC DIS 29500) (*.pptx)	• PowerPoint (*.ppt) • All other presentation formats not listed here

back to top

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Browse
- **Entire Repository**
  - Communities & Collections
  - By Date Created
  - Authors
  - Titles
  - Subjects
  - Departments

My Account
- Login

Information
- About
- Contact
- Policies
- Getting Started
- Glossary
- Help
- FAQ

FAQs

General Questions

What is the UT Digital Repository?
Do I need special software to submit or to search and download works?
Who can search, browse, and download from the UT Digital Repository?
Who can submit works to the UT Digital Repository?
Can I submit data or data sets to the UT Digital Repository?
Can faculty, researchers, or students who are not affiliated with UT submit works to the UT Digital Repository?
Why should I submit works to the UT Digital Repository?
How is the UT Digital Repository different from posting research on my own web site?
Can I still link to my work from my own web site?
How does the UT Digital Repository differ from WebSpace?
What is the relationship between the UT Digital Repository and the Texas Digital Library?
What are UT Digital Repository communities and collections?
I'm trying to access the UT Digital Repository and am getting system errors or no response. Who should I report this to?
Why does an embedded video not play, or not play until it is fully loaded?

Getting Started

How do I gain authorization to submit to the UT Digital Repository?
How do I submit my work to the UT Digital Repository?
What descriptive information do I assign to my work during submission?
Does the UT Digital Repository automatically assign any descriptive information or tags?
How does my department or research unit set up its own collection?
Can my department archive conference proceedings in the UT Digital Repository?

Submission Questions

What kinds of materials/content can I put into the UT Digital Repository?
Can I upload video and audio files into the UT Digital Repository?
What file formats can I submit to the UT Digital Repository?
How does the UT Digital Repository decide the recommended file formats for submission?
Is there a limit on file size?
Is there a limit on the number of files I may submit?
Can I use the UT Digital Repository to publish an electronic journal?

Copyright and Intellectual Property Questions

What rights do I grant The University of Texas at Austin when I submit my work in the UT Digital Repository?
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I've found my work in the UT Digital Repository and I didn't add it. Why is it here?

Access and Privacy Questions

Can I restrict access to work I submit to the UT Digital Repository? If so, to whom, and for how long?
Can I make changes to an item once I've submitted it to the UT Digital Repository?
Can items be withdrawn from the UT Digital Repository?
What privacy policies are in place for the UT Digital Repository?

Electronic Theses and Dissertations Questions

I've found my Thesis/Dissertation in the Repository and I don't think it should be there. What do I do?
I've found my Thesis/Dissertation in the Repository, and I'd like to amend it. Can I submit additional material or replace it altogether with a new version?

General Questions

1. **What is the UT Digital Repository?**

The University of Texas Digital Repository holds digital works and provides related services that together constitute a campus institutional repository. The Repository was established to provide open, online access to the products of the University's research and scholarship, to preserve these works for future generations, to promote new models of scholarly communication, and to help deepen community understanding of the value of higher education. Digital works include research and scholarship, as well as works that reflect the intellectual and service environment of the campus.

2. **Do I need special software to submit or to search and download works?**

No, you access the Repository at http://repositories.lib.utexas.edu with any current Web browser.

3. **Who can search, browse, and download from the UT Digital Repository?**

The Repository is designed to provide your work the widest possible exposure, so it is open to the world for searching. You may, however, choose to submit your work but prevent it from being seen in full for a limited time. Please see question #34: " *Can I restrict access to the work I submit to the UT Digital Repository?* " for more information on restricting access to your work.

4. **Who can submit works to the UT Digital Repository?**

UT faculty, staff, and students (including student groups) may submit work to the Repository. Student work must be sponsored by a UT faculty member, and the name of the sponsoring faculty will appear in the descriptive information associated with the work. All faculty are automatically authorized to submit to the UT Faculty/Researcher Works collection when they login with their EID and password. Faculty wanting to submit works to other UTDR collections should contact the Repository Curator at utdr-general@utlists.utexas.edu. Staff and students must request authorization from the Repository Curator before submitting work to the Repository. To request authorization, please contact Colleen Lyon, Repository Curator, at utdr-collections@utlists.utexas.edu

5. **Can I submit data or data sets to the UT Digital Repository?**

Yes, the UT Digital Repository is appropriate for data that is: in its final format, can be openly accessible to the public, needs to be stored long-term, and does not contain files larger than 1 GB. An additional benefit of submitting your work to the Repository is you can also submit papers and publications associated with your data. For more information about using the UT Digital Repository for your data, please contact Colleen Lyon at datamanagement@lib.utexas.edu. In addition to the Repository, the University of Texas has a host of data management services available for researchers. For more information about Data Management at UT visit http://www.lib.utexas.edu/datamanagement.

6. **Can faculty, researchers, or students who are not affiliated with UT submit works to the UT Digital Repository?**

In general, no. However, if the faculty, researcher, or student is affiliated with a program at the University of Texas, publishes as part of a conference or in a journal or other publication sponsored through the University of Texas, or co-authors a publication with a University of Texas researcher, the work may be submitted to the Repository.

7. **Why should I submit works to the UT Digital Repository?**

- Dissemination: The Repository provides high visibility and increased access to your research by furnishing descriptive information about your submitted works to search engines (e.g. Google, Bing, Yahoo), Google Scholar, OAIster, and other services.
- Increased impact and citation of your research: Works in the Repository are openly available on the web. See a bibliography of studies on the increased impact and higher citations of open access research and scholarship.
- Reliability: The Repository provides a persistent web address for your work.
- Long-term access: The Repository commits to responsible and sustainable management of submitted works. View the Preservation Policy for details.
- Control: You or your assignee retain copyright in works you submit to the Repository. Many publishers will allow you to submit previously published works to institutional repositories.
- Usage statistics: All items in the Repository have an openly accessible link to view usage statistics. You will be able to see how many times your work has been viewed and downloaded and you can see from where the activity originated.

8. **How is the UT Digital Repository different from posting research on my own web site?**

The Repository provides benefits that may not be available on your own web site:

- full-text indexing of text files;
- enhanced discoverability through Google Scholar, OAIster, and various repositories of scholarly material;
- a permanent and persistent web address for your work so that it may be reliably cited over time;
- managed archival services for your files.

9. **Can I still link to my work from my own web site?**

Yes. One benefit of submitting to the Repository is that your work is assigned a permanent and persistent web address.

10. **How does the UT Digital Repository differ from WebSpace?**

Both online services allow UT faculty, staff, and students to store and access works, but there are differences:

	The Repository	WebSpace
Access to works from anywhere in the world	✔	✔
Long-term storage of works	✔	✗
Service for collaboration on works in progress	✗	✔
Works discoverable by Google, search engines	✔	✗
Can submit works in many formats	✔	✔
Persistent web address for works	✔	✗
Open access to works	✔	✗
Service for dissemination of works	✔	✗
Must be current UT faculty, staff, or student to access works	✗	✔

11. **What is the relationship between the UT Digital Repository and the Texas Digital Library?**

UT Austin is a founding member of the Texas Digital Library (TDL), a group of higher education libraries in Texas working together on infrastructure to support digital repositories. For more information about TDL, its members, or its services, please visit http://www.tdl.org .

12. **What are UT Digital Repository communities and collections?**

The Repository organizes content around established collections to simplify the process of submitting your work and to provide you with the most flexibility for finding works of interest to you. Communities hold Collections, and Collections hold digital works. The Repository offers established Collections for faculty/staff/and student submissions. In addition, we will set up a community for those departments or research units on campus wishing to establish their own collections.

13. **I'm trying to access the UT Digital Repository and am getting system errors or no response. Who should I report this to?**

If you are trying to access the UT Digital Repository and it is not responding, please contact Colleen Lyon, Repository Curator, at utdr-general@utlists.utexas.edu to report the problem.

14. **Why does an embedded video not play, or not play until it is fully loaded?**

In order for video to play progressively the video must be created as a hinted format. If a video is not created in this format, then the whole video must download first before it will play. Sometimes your browser may timeout while the video is downloading. This situation tends to happen with Flash videos with an .flv extension. If it does, please try downloading the video again. If this does not work, the next step is to request the file be sent to you outside of a web browser.

If you are experiencing this or another issue with embedded video in the UT Digital Repository please contact Colleen Lyon, Repository Curator, at utdr-general@utlists.utexas.edu to report the problem. We will help you as we can, or put you in touch with the person who submitted the video.

Getting Started

15. **How do I gain authorization to submit to the UT Digital Repository?**

Faculty

If you are UT faculty, you are automatically authorized to submit to the UT Faculty/Researcher Works collection. Simply login to the UTDR with your EID and password, then click "submissions" on the right-hand navigation bar under My Account. From the Submissions page, click the link "start a new submission". If you are interested in submitting to a different collection or in setting up your own collection, please contact Colleen Lyon at utdr-general@utlists.utexas.edu.

Department

Departments or research centers on campus wishing to establish their own collections may do so by contacting Colleen Lyon at a utdr-general@utlists.utexas.edu to begin the process.

Staff

If you are UT staff, the first step is to identify the collection you would like to submit to within the Repository. Next, email Colleen Lyon, Repository Curator, at utdr-general@utlists.utexas.edu to request authorization to submit your work (please include your full name and the name of the collection for which you are requesting authorization).

Students

Students wishing to submit must first obtain a faculty sponsor. Once faculty sponsorship has been obtained, contact the Repository Curator at utdr-general@utlists.utexas.edu for authorization.

16. **How do I submit my work to the UT Digital Repository?**

You should find the process of submitting to the UT Digital Repository quick and easy:

- obtain authorization (see question #15: *"How do I gain authorization to submit to the UT Digital Repository?"* for more information);
- login to the UT Digital repository;
- select a collection;
- grant a distribution license;
- upload your work ;
- describe your work ;
- review your submission;
- click Submit.

More detailed information about the submission process can be found in our Help section, and you may see a short video showing the submission process .

17. **What descriptive information do I assign to my work during submission?**

During submission the following information about your work is required:

- Author(s) or Creator(s)
- Title
- Date published or created
- Department
- Subject keywords/tag (at least one)

Additional information about your work is optional and encouraged:

- Publisher
- Citation
- Series/Report number
- Identifiers (ISBN, ISSN, etc.)
- Type of work (article, preprint, technical paper, etc.)
- Language
- Abstract
- Sponsors
- Description

18. **Does the UT Digital Repository automatically assign any descriptive information or tags?**

At the time of submission the Repository automatically assigns:

- A persistent web address for you and others to cite;
- The date of submission;
- The name of the submitter (as this may be different from the author/creator of the work);
- File format (based on its extension).

19. **How does my department or research unit set up its own collection?**

If your department or research unit wants to establish a collection, we are happy to work with you to set up access, membership, and other parameters. Each collection will have one or more people who will help define specific procedures and guidelines. The Collection Curator should be a faculty or staff member from the department or research unit. For more information about collection responsibilities, see the Collections Policy. To get started, please contact Colleen Lyon at utdr-general@utlists.utexas.edu.

20. **Can my department archive conference proceedings in the UT Digital Repository?**

Yes. If the conference is organized or sponsored by UT Faculty or a UT Department, we can set up a collection or a series of collections in the Conference Proceedings community in the UTDR. To get started, please contact Colleen Lyon at utdr-general@utlists.utexas.edu.

Submission Questions

21. **What kinds of materials/content can I put into the UT Digital Repository?**

The Repository accepts research and scholarship, as well as works that reflect the intellectual and service environment of the campus. Specifically, all kinds of scholarly research materials and content including pre-prints, post-prints, previously published material (if allowed by the publisher), working papers, technical reports, presentations, data sets, as well as other scholarship not usually submitted for peer-reviewed publications may be submitted to an appropriate collection in the Repository. The work submitted must be ready for distribution (see the Submission and Withdrawal Policy for more information on submission guidelines).

22. **Can I upload video and audio files into the UT Digital Repository?**

The Repository will accept audio and video files - we have no format restrictions. Certain file formats will work with our media player and those that don't will be available for download only by users. Depending on the size of your files and the speed of your internet connection, you may experience difficulties or delays when uploading audio and video files for submission. Submission of any single file larger than 512 MB may require the assistance of the Repository Curator. Please contact Colleen Lyon, Repository Curator, at utdr-general@utlists.utexas.edu if you plan to submit files larger than 512 MB.

23. **What file formats can I submit to the UT Digital Repository?**

Any digital format will be accepted; however, we encourage you to submit in a file format recommended for submission (please see Recommended File Formats for a list of preferred formats).

24. **How does the UT Digital Repository decide the recommended file formats for submission?**

The Repository recommends file formats based on the following characteristics:

- openly documented;
- supported by a range of software platforms;
- widely adopted;
- no compression (or lossless data compression);
- does not contain embedded files or embedded programs/script;
- not a proprietary format.

25. **Is there a limit on file size?**

Submission of any single file larger than 512 MB may require the assistance of the Repository Curator. Please contact Colleen Lyon, Repository Curator, at utdr-general@utlists.utexas.edu if you plan to submit files larger than 512 MB.

26. **Is there a limit on the number of files I may submit?**

There is no limit on the number of files you may submit. Should you have more than 500 files for submission, please contact Colleen Lyon, Repository Curator, at utdr-general@utlists.utexas.edu to request a batch load.

27. **Can I use the UT Digital Repository to publish an electronic journal?**

You may use the Repository to archive an electronic journal and make it available online; however, the Repository is not an electronic journal publishing system and has no workflows for peer review. The Texas Digital Library (TDL) provides journal publishing services with a peer review workflow for researchers who want to start new journals or migrate an existing peer-reviewed journal to a new online system. Please visit http://journals.tdl.org/ for more information on this service from TDL.

Copyright and Intellectual Property Questions

28. **What rights do I grant The University of Texas at Austin when I submit my work in the UT Digital Repository?**

When you agree to our standard Distribution License you grant the Repository the non-exclusive right to:

- retain, reproduce, and distribute the submitted work;
- keep more than one copy of the work for purposes of security, backup, preservation, and access, and;
- migrate the work to various formats as needed in perpetuity for preservation and usability.

For additional information, please see the Copyright and Licensing Repository Policy.

29. **What rights do I retain to my work when submitting to the UT Digital Repository?**

You, or your copyright assignees, retain all your intellectual property rights. The limited rights you grant to the Repository are non-exclusive, and your ability to grant, assign, or retain any and all rights you had before your submission does not change as a result of your submission. For more information

please see the Copyright and Licensing Policy. Please note that some publishers may ask that you grant them exclusive rights to your work, thus limiting your ability to use the work as you see fit and perhaps even limiting your ability to submit it to the Repository.

30. **If I no longer hold the copyright to an article or other publication, can I still submit it to the UT Digital Repository?**

Most publishers will allows some version of a previously published article to be made freely accessible online. The Sherpa list of Publisher Copyright Policies and Self-Archiving is the most definitive list of publisher policies at this current time. You may also ask your publisher whether you can submit your previously published work into the Repository. If you have questions about submitting previously published materials, please contact Colleen Lyon at utdr-general@utlists.utexas.edu.

Initially when you publish you may negotiate with the publisher to retain the right to submit your work to the Repository by using the SPARC Author Addendum or by directly modifying the publisher's license. SPARC offers other useful resources for authors as well (see http://www.arl.org/sparc/author/). Please see the Copyright and Licensing Policy for more information.

31. **Can I place material someplace else if I've already submitted it to the UT Digital Repository?**

It depends. Some publishers will not accept material that has been made available elsewhere - even if it has not been formally published. This is slowly changing, but we do recommend checking with potential publishers to ensure that you can safely submit a preprint, for example, into the Repository. The Sherpa list of Publisher Copyright Policies and Self-Archiving is the most definitive list of publisher policies at this current time.

32. **I just found some interesting work by someone else in the UT Digital Repository and am about to download it—what can I do with that work once I have it?**

Unless otherwise noted in the Repository or the work itself, you should treat the work like any other copyrighted material and may make "Fair Use" of it as allowed by law.

33. **I found my work in the UT Digital Repository and I didn't add it. Who uploaded it and why is it there?**

The administrators for the UT Digital Repository occasionally come across UT-authored articles that are free of any copyright restrictions that would limit their distribution. These are usually open access publications that are published with a CC-BY (Creative Commons Attribution) license. Since the repository was established to provide open, online access to the scholarship of the university, we add those articles to the UT Digital Repository. If you have questions or concerns about your work, please contact Colleen Lyon at utdr-general@utlists.utexas.edu.

Access and Privacy Questions

34. **Can I restrict access to work I submit to the UT Digital Repository? If so, to whom, and for how long?**

The UT Digital Repository was established to provide open access to the digital works of the University; however, in exceptional cases access restrictions may be warranted. Concerns about access restrictions should be discussed with the Repository Curator before submission of a work occurs. Please contact Colleen Lyon, Repository Curator, at utdr-general@utlists.utexas.edu with questions or concerns about restricting access to a work.

Access to electronic dissertations are open in accordance with the policies of the Office of Graduate Studies; see FAQ #38.

35. **Can I make changes to an item once I've submitted it to the UT Digital Repository?**

The Repository does not support revisions or editing of works once they are in the Repository. However, you may make separate submission of different versions of a work (e.g., submitting both a preprint and a postprint).

Revisions to electronic theses or dissertations are not accepted; see FAQ #39.

36. **Can items be withdrawn from the UT Digital Repository?**

Under special circumstances, items may be withdrawn from the Repository. Please see the Withdrawal section of the Submission and Withdrawal Policy for more information.

Access to electronic dissertations are open in accordance with the policies of the Office of Graduate Studies; see FAQ #38.

37. **What privacy policies are in place for the UT Digital Repository?**

The UT Digital Repository adheres to UT's Web Privacy Policy and to the security standards for Category II data.

Electronic Theses and Dissertations Questions

38. **I've found my Thesis/Dissertation in the Repository and I don't think it should be there. What do I do?**

Graduating doctoral students at The University of Texas at Austin, beginning with the summer semester of 2001, are required to publish an electronic copy of their dissertation. Master's students, beginning with the fall semester of 2010, are required to publish an electronic copy of their thesis. The UT Digital Repository accepts deposits of Theses and Dissertations from the Office of Graduate Studies at UT Austin. These digital documents and their metadata are exposed to Google and other search engines upon deposit so they can be available to the world for viewing and downloading.

For more information please contact:

- UT Libraries: Paul Rascoe, 512-495-4262, prascoe@mail.utexas.edu
- UT Office of Graduate Studies: 512-471-4511
  Or contact the Dean of Graduate Studies (in writing only, not an email message):
  Judith H. Langlois,
  Vice Provost and Dean of Graduate Studies, *ad interim*
  The University of Texas at Austin
  Office of the Vice Provost and Dean of Graduate Studies
  1 University Station G0400
  Austin, TX 78712

39. **I've found my Thesis/Dissertation in the Repository, and I'd like to amend it. Can I submit additional material or replace it altogether with a new version?**

No. The digital version of your work in the UT Digital Repository is an exact copy of your submitted version, which was signed and approved by your committee and the Office of Graduate Studies. The UT Libraries cannot accept modified or replacement versions. If you would like more information about modifying your thesis or dissertation, please contact in writing (not an email message) the Dean of the Office of Graduate Studies at this address:

Judith H. Langlois,
Vice Provost and Dean of Graduate Studies, *ad interim*
The University of Texas at Austin
Office of the Vice Provost and Dean of Graduate Studies
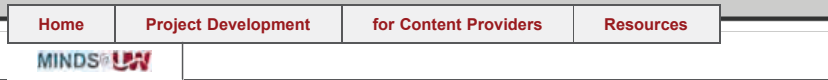1 University Station G0400
Austin, TX 78712

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| Home | Project Development | for Content Providers | Resources |

MINDS@UW

FAQ — MINDS@UW

Fundamentals

1. What is MINDS@UW?
2. Whom do I contact about MINDS@UW?

Ownership, Copyright, and Permissions

1. Who can deposit content into MINDS@UW?
2. Can I deposit content that I created before I joined the UW? What happens to my MINDS@UW content if I leave the UW?
3. Can I put already-published work in MINDS@UW?
4. Does MINDS@UW take over my copyright when I deposit my work?
5. What is Creative Commons? How is a Creative Commons license different from the MINDS@UW license?
6. Can I deposit institutional records such as meeting minutes into MINDS@UW?
7. Can I restrict access to my content in MINDS@UW?

Depositing Work

1. How do I add my work to MINDS@UW?
2. Will I need special software to upload content?
3. What types of digital files are accepted?
4. Can MINDS@UW scan my paper documents into digital form for me?
5. Can I remove items once they've been posted in MINDS@UW?
6. Can I submit content to MINDS@UW from an already existing database?

Using, Searching, and Browsing MINDS@UW Materials

1. Who can view MINDS@UW content?
2. Is MINDS@UW full-text searchable?
3. How do I search across a lot of sites like MINDS@UW?
4. Does a Google search find content in MINDS@UW?

MINDS@UW Organization

1. What's the difference between a community and a collection?
2. What do I need to know to create a community in MINDS@UW? Can I get training somewhere?
3. Can I change my community's name, logo, or description after it's created?

About MINDS@UW

1. Why did the UW Libraries decide to start MINDS@UW?
2. What does MINDS@UW stand for?
3. Who is responsible for managing MINDS@UW?

Fundamentals

Promoting the Wisconsin Idea by providing professional leadership in the creation of quality digital resources from libraries and archives for faculty, staff and students, citizens of the state and scholars at large.

University of Wisconsin Digital Collections

1. **What is MINDS@UW?**

   MINDS@UW is designed to store, index, distribute, and preserve the digital materials of the University of Wisconsin. Content, which is deposited directly by UW faculty and staff, may include research papers, pre-prints, datasets, photographs, videos, theses, conference papers, or other intellectual property in digital form. The content is then distributed through a searchable Web interface. MINDS@UW uses DSpace software; for more information about DSpace, please visit: **http://www.dspace.org/** .

2. **Whom do I contact about MINDS@UW?**

   Feel free to contact any librarian that you normally work with. Otherwise, most UW campuses have a MINDS@UW liaison:

   - **Eau Claire**: **Greg Kocken**
   - **Green Bay**: **Marlys Brunsting**
   - **LaCrosse**: **Bill Doering**
   - **Madison**: **Peter Gorman**
   - **Milwaukee**: **Michael Doylen**
   - **Parkside**: **Nick Weber**
   - **River Falls**: **Lisa Pillow**
   - **Stevens Point**: **Terri Muraski**
   - **Stout**: **Carol Hagness**
   - **Superior**: **Debra Nordgren**
   - **Whitewater**: **Dianne Witte**
   - **UW-Colleges**: **Mark Rozmarynowski**

   You may also contact MINDS@UW coordinator **Peter Gorman** (608-265-5291) with any MINDS@UW-related questions. If your campus does not currently have a MINDS@UW liaison, the MINDS@UW coordinator is your contact.

   ▲ **top of page**

Ownership, Copyright, and Permissions

1. **Who can deposit content into MINDS@UW?**

   Any person or group within the UW System can submit content. Content created cooperatively with co-authors who are not affiliated with the UW are also accepted, as long as at least one of the authors is affiliated with the UW and the submitter owns sufficient rights to the material.

2. **Can I deposit content that I created before I joined the UW? What happens to my content in MINDS@UW if I leave the UW?**

   You may submit content you created before you joined the UW as long as you hold sufficient rights to the item. MINDS@UW does not remove content once submitted; if you leave, your content will still be preserved. You may add it to another repository or site, if you like, without needing to consult MINDS@UW.

3. **Can I put already-published work in MINDS@UW?**

   Maybe. Digitized works whose published originals have **passed into the public domain** can certainly be included.

   Otherwise, assuming that you originally created the work, but you signed some sort of copyright-transfer agreement with your publisher:

For books: If the book is out-of-print in the United States, and your contract with the book publisher contained a clause that reverts the copyright to you after the book goes out-of-print, then you have sufficient rights to submit the book to MINDS@UW. Check **Bowker's Books in Print** for your book's publication status.

For journal articles: Many publishers give blanket permission to post one or more of the pre-print (pre-peer-review manuscript), post-print (final manuscript after peer review and editing), or publisher's typeset PDF to a repository like MINDS@UW. The first place to look for such permission is **SHERPA/ROMEO**, a database of publisher policies. The next place to look is the publisher's own website, which often includes its policies or its standard publication agreements.

You can retain your right to deposit your articles in MINDS@UW no matter what journals or publishers you prefer by adding an "author addendum" to your publication agreement. The UW-Madison Faculty Senate **encourages all UW-Madison faculty** to use the **CIC addendum**. Faculty on other campuses are welcome to use it as well, or to substitute **another of their choice**.

4. **Does MINDS@UW take over my copyright when I deposit my work?**
   No. The MINDS@UW license is *non-exclusive*, meaning that you give MINDS@UW permission to do what it normally does—preserve and display content—but you do not give up any rights to do the same things yourself.

   MINDS@UW does not limit what else you do with your work.

5. **What is Creative Commons? How is a Creative Commons license different from the MINDS@UW license?**
   Creative Commons licenses allow you to give blanket permission to end-users for certain uses of your work under certain conditions, without in any way damaging your rights over the same work. They are excellent for teachers and scholars, who can allow other teachers and scholars to reuse their work without the tiresome process of seeking additional permissions.

   Creative Commons licensing is completely optional; simply click the "Skip Creative Commons" button at that stage to bypass the Creative Commons licensing process. Without it, your work enjoys the customary protections of copyright.

   The Creative Commons license is *not* a substitute for the MINDS@UW license. Creative Commons licenses are an agreement between you (as the depositor) and those who download your work from MINDS@UW. The MINDS@UW license is an agreement between you and the University of Wisconsin; it covers actions (such as transformation of your digital files for preservation purposes) that Creative Commons licenses do not. Accepting the MINDS@UW license is not optional.

6. **Can I deposit institutional records such as meeting minutes into MINDS@UW**
   Institutional records should follow proper records-retention procedures. Please get in touch with **University Archives and Records Management Services** for advice on records management. MINDS@UW has no provision for using retention schedules or other important records management policies.

7. **Can I restrict access to my content in MINDS@UW?**
To some extent, yes, though we *strongly prefer* that you make your work available to the world, in agreement with MINDS@UW's mission and the **Wisconsin Idea**.

The descriptive information (author, title, keywords, etc.) about an item in MINDS@UW cannot be access-restricted. Digital content can be restricted to a range of Internet addresses, either by default in a given collection, or on a case-by-case basis.

▲ **top of page**

Depositing Work

1. **How do I add my content to MINDS@UW?**
If you have not added anything to MINDS@UW before, please check with **your MINDS@UW liaison** to be given deposit rights to the appropriate MINDS@UW collection(s) for your content. If no appropriate collection exists, your MINDS@UW liaison will help you get one started.

To deposit content, just **log in** (using "Shibboleth authentication") and click the "Start a New Submission" button. From there, just follow the screens. You may pause a submission at any time; MINDS@UW remembers what you have already entered. If you have questions or run into difficulties, ask your MINDS@UW liaison or simply **use the feedback form**.

2. **Will I need special software to upload content?**
No. Only a web browser.

3. **What types of digital files are accepted?**
MINDS@UW can accept almost any self-contained file format. To help ensure that your content remains readable and usable long into the future, however, MINDS@UW *prefers* open, standard, non-proprietary, common formats whenever they are available. Please **contact us** if you have any questions or concerns about appropriate file formats.

4. **Can MINDS@UW scan my paper documents into digital form for me?**
Unfortunately, no. Check with your campus's IT division for scanning equipment and training. If you have a substantial and/or highly valuable collection, consider contacting the **UW Digital Collections Center** about their digital project development process.

5. **Can I remove items once they've been posted in MINDS@UW?**
Under most circumstances, no. MINDS@UW's primary goal is to preserve its contents indefinitely. *MINDS@UW is not meant for ephemeral content and items likely to be revised.*

Mistakes do happen, and problems do arise; in that case, **contact the MINDS@UW coordinator**.

6. **Can I submit content to MINDS@UW from an already existing database?**
Yes, using the normal MINDS@UW submission workflow.

▲ **top of page**

Using, Searching, and Browsing MINDS@UW Content

1. **Does a Google search find content in MINDS@UW?**
   Yes. Google indexes MINDS@UW regularly, and MINDS@UW contents are included in Google Scholar as well.

2. **Who can view content located in MINDS@UW?**
   MINDS@UW is an open archive and its contents are therefore accessible free of charge to anyone on the World Wide Web. While it may be possible possible to restrict access to parts of MINDS@UW, we do not encourage it. The goal of MINDS@UW is to allow any person with an Internet connection and web browser to view its contents.

3. **Is MINDS@UW full-text searchable?**
   For most items, yes. Exceptions would include scanned pages that do not undergo optical character recognition (OCR).

4. **How do I search across a lot of sites like MINDS@UW?**
   You could use Google or Google Scholar, but your results would be mixed with non-academic sources.

   Try **OAIster** instead. It crawls MINDS@UW and hundreds of repositories like it. Also consider the **Registry of Open Access Repositories search page**, the **National Science Digital Library**, and for open access journal content, the **Directory of Open Access Journals**.

   If you're interested in open access within a particular discipline, **ask the MINDS@UW coordinator** what resources are available.

   ▲ **top of page**

MINDS@UW Organization

1. **What is the difference between a community and a collection?**
   A community is a group of *people*, such as a campus, department, or research unit. Communities may contain sub-communities and collections.

   A collection is a group of *content items*. Decisions about deposit rights and workflows happen on this level.

2. **What do I need to know to create a community in MINDS@UW? Can I get training somewhere?**
   The **MINDS@UW coordinator** can provide initial training (as well as consultation later on) in getting your community off the ground. This instruction will help your community to establish its workflow and to learn about the MINDS@UW interface. The process of putting items into MINDS@UW is relatively intuitive and does not require knowledge of any specialized software.

3. **Can I change my community or collection's name, logo, or description after it's created?**
   Certainly! Just **ask via the MINDS@UW feedback form**.

   ▲ **top of page**

About MINDS@UW

1. **Why did the UW Libraries decide to start MINDS@UW?**
   MINDS@UW was created to collect and disseminate scholarly material created at the University of Wisconsin. It was envisioned as a means to preserve scholarly output and disseminate material not supported by

traditional print media publication.

2. **Who is responsible for managing MINDS@UW?**
   The University of Wisconsin Digital Collections Center (UWDCC) is responsible for maintaining MINDS@UW's hardware, software, and interface. See **MINDS@UW People** for a complete list of staff associated with MINDS@UW.

▲ **top of page**

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