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Collection Development Policies -- UNL
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Collection Development Policy, Digital Commons Institutional Repository, University of Nebraska–Lincoln Libraries, November 13, 2019

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THE UNIVERSITY OF NEBRASKA—LINCOLN (UNL) LIBRARIES SYSTEM IS
RECOGNIZED AS A NATIONAL LEADER IN CREATIVITY AND KNOWLEDGE
DEVELOPMENT, OFFERING ACCESS TO DATA, INFORMATION, AND
KNOWLEDGE IN AN ENVIRONMENT SUPPORTING DISCOVERY,
REFLECTION, SYNTHESIS, AND APPLICATION.
Vision Statement of the University Libraries

Collection Development Policy
Digital Commons Institutional Repository
University of Nebraska—Lincoln Libraries

November 13, 2019

Purpose of the UNL Digital Commons Institutional Repository

The UNL institutional repository (IR) comprises services that result in the stewardship and global online dissemination of content created and selected by UNL authors and affiliates. With the aim of contributing to the broader world of scholarship and facilitating discovery, the repository reflects the intellectual life of the institution.¹

The IR drives a significant level of Web traffic to UNL. As such, the IR may serve as a promotional and marketing tool for authors, programs, and the university as a whole.

Purpose of the Collection Development Policy

This collection development policy is intended to provide guidance for content selection that anticipates and meets the needs of the communities of the University of Nebraska—Lincoln. It directly relates to the library's vision statement and defines the scope and standards that guide the services that generate the collection.

¹ C. Lynch (2003). Institutional repositories: Essential infrastructure for scholarship in the digital age, *ARL Bimonthly Report* 226: 1-7, <https://muse.jhu.edu/article/42865/pdf>.

Scope of the Content

Content in the IR primarily includes copyright-compliant versions of scholarly works² created by faculty, students, and staff associated with UNL. UNL-affiliated authors include those who are currently employed by UNL or enrolled as students, as well as those who have separated from the university; however, content published after separation is generally not included.

Also included are selected scholarly works with licenses that permit posting in repositories, as well as selected public domain content that supports research efforts on campus. Selectors include UNL librarians and UNL-affiliated scholars, who may suggest content for inclusion.

Selection priority is given to content that is unique or is of particular significance. For items that exist in multiple databases or repositories, priority for inclusion is generally given to those published within the past ten years, though older resources are included if possible.

Out of Scope

While there is some non-textual content in the IR, content that consists primarily of images and other multimedia files is generally out of scope. The UNL Luna Image & Multimedia Collections provides access to these resources.

Although the IR serves to provide Web access to a portion of the content that may be found in the University of Nebraska Archives, it is not the main presentation platform for archival collections and resources.

Permissions

Content in the repository constitutes a digital instance based on permissions granted particularly to the UNL Libraries to make relevant resources available, and this permission does not extend to other entities. Beyond the implicit right to read the content or download or print a copy for personal use, re-use rights vary based on the permissions granted by rights holders.

Administration and Maintenance

The IR is administered and maintained by the faculty and staff in the Scholarly Communications Office. Faculty include the Coordinator, the Scholarly Communications Librarian, and the Cataloger/Metadata Librarian. The staff position is that of the Production Specialist. Student employees assist in the maintenance of the IR.

Content in the IR is uploaded via mediated deposit. When copyright holders grant permission to include works in the IR, the IR faculty, staff, and student workers either upload content to the IR directly, or an IR administrator approves deposit by authors or selectors.

² R. Wallach (2016). *What Are Scholarly and Non-Scholarly Sources*, <http://libguides.usc.edu/c.php?g=235208&p=1560699>.

Repository Platform

Available on the Web at <http://digitalcommons.unl.edu>, the UNL IR is hosted by bepress, and housed in its Digital Commons platform.

Discovery of digital content is facilitated by Digital Commons' robust search engine optimization. In addition, content in Digital Commons repositories is indexed in the Digital Commons Network, a free discovery tool for full text scholarly work used by readers worldwide.

Monthly download statistics and access to a sophisticated author dashboard listing multiple metrics are provided automatically to authors whose e-mail addresses are attached to their work in the IR.

Format Standards

Most content in the IR exists in Portable Document Format (PDF). PDF is the preferred format on the Digital Commons platform, and it is free of cost to both reader and creator. It produces a stable, monographic digital instance of a publication that retains qualitative integrity over many platforms.

PDFs of recent publications and those generated from application files are generally text-searchable. PDFs created from scanning are rendered text-searchable through optical character recognition (OCR).

The minimum PDF specifications for scanned files include:

- Black text on a white background, 300 dpi or greater, OCR'd.
- Black and white, grayscale, or color images, as applicable.

See Paul Royster's *The Art of Scanning* for details about specifications for scanned materials.³

Metadata

Metadata fields are supplied by bepress. The sole required metadata element is title. Optional metadata elements include author name, author e-mail address, author affiliation, version date, keywords, disciplines, citation, comments, abstract, and publication status.

See *Metadata Options in Digital Commons* for more information about the specifications governing metadata in the IR.⁴

³ P. Royster (2011). *The Art of Scanning*, http://digitalcommons.unl.edu/ir_information/67.

⁴ Bepress (2016). *Metadata Options in Digital Commons*, <http://digitalcommons.bepress.com/reference/87/>.

Preservation of Content

Content resides on bepress servers. Bepress employs a comprehensive Open Archival Information System-compliant preservation strategy, including the use of fail-over servers, and backs up content on a regular schedule. All content is assigned a persistent uniform resource identifier.

See *Safeguarding Your Content with Digital Commons* for more about bepress's preservation protocol.⁵

Embargo Option

Copyright holders may request an embargo of works for intervals of one to five years, with unlimited renewals. Embargoed content remains in the IR but is not viewable by readers without the copyright holder's consent.

Deaccessioning

Copyright holders may request that items be removed from the IR. All such requests are honored unless the item serves as evidence of the completion of an educational requirement at the university (e.g., a thesis).

Prepared by the
UNL Institutional Repository Collection Development Policy Committee, May 2016
Sue Ann Gardner, Kathy Johnson, Leslie Delserone, and Erica DeFrain
Revised November 2019

⁵ Bepress (2010). *Safeguarding Your Content with Digital Commons*, <http://digitalcommons.bepress.com/reference/18>.